

La Danse Parent Handbook



2024-2025

Welcome to La Danse!

We are so happy that you have chosen to dance with us this season! We are really proud of our staff and the skills and experience they bring to our team, as well as the amazing and supportive families that we have the privilege of working with throughout the year.

Below, you will find information that will be helpful throughout the year. Please keep a copy of this booklet for reference. The Handbook can be found on our website for easy accessibility and any updates will be made known to families via email.

Emails

Our primary method of communication with families is through email. Please read all of the emails from La Danse and, if you have questions, feel free to respond back. If you are not receiving emails, please come in and talk to office staff to ensure that your email address is up to date.

At La Danse, we strive for clear and transparent communication throughout the year. Our website is updated and we use email and social media (Instagram and Facebook) for achievements and announcements. During the months of September to June, our goal is to respond to all emails and inquiries within 48 hours. We will not be responding to emails on Sundays to allow ourselves a day off, **as well as long weekend Mondays.**

We suggest printing out our newsletters to help you remember any important information for the month ahead! We will also be posting this information on our website. You can find it on the Home Page.

Email: ladanse.yxe@gmail.com

Website: ladanse-yxe.ca

Instagram: [@ladanse_yxe](https://www.instagram.com/ladanse_yxe)

Facebook: La Danse School of Dance Arts

Tiktok: [@ladanse_yxe](https://www.tiktok.com/@ladanse_yxe)

Office Hours

Our office is open Monday-Thursday from 5:00-9:00 pm, Fridays from 5:00-8:00 pm, and **Saturdays from 10:00 am - 1:00 pm.** You are welcome to come in and talk to the office staff with any questions or concerns.

Important Dates 2024/2025

July 2024

July 2- Registration Opens

Wed July 3- Aug 21- Dancing Dudes and Divas

Wed July 3- Aug 21- Keeping Up With Kaitlyn

July 8-12- In My Dance Era Camp

July 15-18- Travel Club trip to New York

August 2024

Aug 19-23- Ballet Bootcamp
Aug 22 5:00- Assistant Staff Meeting
Aug 26-28- La Danse Intensive

September 2024

Sept 3- Classes Begin 2024/2025 season
Sept 29- Parent Info Night on Solos
Sept 30- No classes or rentals

October 2024

Oct 11- Deadline to accept Solos/Duos & Small Group offers (must be accepted via an email to the studio)
Oct 12-14- Thanksgiving No Classes
Oct 31- Halloween No Classes

November 2024

Nov 8- Solo Costume order Deadline
Nov 11- No Classes

December 2024

Dec 21-Jan 5- Winter Break No Classes

January 2025

Dec 21- Jan 5- Winter Break No Classes
Jan 6- All classes resume as normal

February 2025

Feb 17-23- No classes

March 2025

Mar 8- Solo & Duet Showcase at Lakeview Church
Mar 27-30 - Evolve Dance Competition in Saskatoon

April 2025

Apr 4-7 - Standing Ovation Competition in Fort Sask, AB
Apr 18-27- Spring Break No Classes
Apr 22-27 - The Performer Competition in Saskatoon

May 2025

May 7-11 - Terpsichore Competition in Regina
May 17-19- No Classes
May 20-23- Photo Days (no regular classes, alternate schedule for pictures)
*Dancers must attend pictures

June 2025

June 8- Dress Rehearsal 10am-5pm
June 15- Recital at TCU 12-5pm

Special Weekends

Ballet Choreo Weekends (Attendance Mandatory)

*exact schedule to be sent out in September.

Intermediate Ballet, Intermediate Pointe, Adv Fd Ballet, Adv Fd Pointe, Senior Ballet, Senior Pointe

Oct 26/27 9am-5pm

Nov 3 9am- 3:30pm

Nov 10 9am-3:30pm

Nov 17 9am-3:30pm

Choreography Class Schedule

modern, musical theatre, jazz line

Nov 1- March 31

May 29- June 15

*classes start in November, take a break during and immediately after competitions and resume for a couple weeks before recital.

Session Classes

3yr Old Session 1 Fall- 12 wks

Sept 4- Nov 27

3yr Old Session 2 Winter- 10wks

Jan 8- Mar 19

(No class feb 19)

3yr Old Session 3 Spring- 6wks

May 7- June 11

2/3 yr old parented classes 5wk sessions

Session 1- Sept 7- Oct 5

Session 2- Mar 1- Mar 29

Session 3 May 3- June 7 (No class May 17)

Fees

Our goal is to be as transparent as possible regarding all our fees; we do not believe in hidden costs or fees. Our fee structure is posted on our website and office staff will always be happy to provide a full quote for individual dancers or families. We do this so families can budget and make an informed decision that is most beneficial for them.

September class fees and the registration fee are non-refundable. Please note that a credit card is required to be on file, regardless of fee payment method. All fees are collected on the first of the month. We accept VISA, MASTERCARD, and E-TRANSFER as payment methods. Please send all e-transfers to ladanse.yxe@gmail.com. If a family chooses to pay for the entire dance year in September, this payment must be done by September 10, 2024.

Class prices will be charged by total time per week and separated by discipline as follows:

- Ballet & Pointe
- Jazz, Lyrical & Acro
- Grade Tap & Comp Tap
- Modern
- Musical Theatre
- Street Dance

If it is necessary to leave the studio after January for a non-medical reason, additional time is needed by staff and dancers to re-choreograph routines for performance. At La Danse, we believe we are building a team, one that requires commitment. **After February 1, 2025, the full year (September - June) dance fees are non-refundable.**

All fees will be charged on the FIRST of each month. If a credit card is out of date, you will be contacted by email to update this information through your Parent Portal. If the payment is not made within 10 days, a late fee of \$25 will be applied to your account. This applies to both those paying through credit card and e-transfer.

We understand that occasionally there are extenuating circumstances. Families will have a grace period of one month of fees being late. After one month, La Danse reserves the right to not provide services until ALL outstanding fees have been paid.

Additional charges not covered in regular class fees or costume fees will be communicated by Mallory via email. These additional costs may include, but are not limited to: studio rental, private lessons, solos/duets/trios/small groups, exams, competitions, etc. These fees will all go through La Danse, but a payment plan will be created between the family and Mallory to best meet the needs of La Danse and our clients.

Fees are set in stone and policies around fees are non-negotiable.

Attendance

Dance is a team activity and we know that when dancers are on time and attend regularly, they gain many benefits from their dance classes. Attendance is important to the learning process in dance class! Advancement is contingent upon consistent instruction. Frequent absences, even in one student, delay progress of an entire class. Poor attendance will result in poor training.

Attendance will be taken at the start of each class and can be viewed on the Parent Portal. If your dancer will be absent or late, please email the studio or enter it in the Parent Portal. Texting the instructor or a staff member is not acceptable. If a dancer misses too many lessons, we reserve the right to remove the dancer from the class and/or performance opportunities.

By registering at La Danse, you are signing up for the La Danse schedule and training process. Most importantly, you are making a commitment to the other dancers in your classes to be an active and present part of the team. It is expected that priority attendance is given to the La Danse classes you have registered for, as it affects your dancer and other families. **For this reason, we do not allow dancers to take part in other performance groups, competition groups, or touring groups outside of La Danse. Families may arrange a meeting with the La Danse Directors to see if an external dance opportunity exception may be granted. A meeting would need to occur before any audition or commitment is made. If this policy is not adhered to, La Danse reserves the right to withdraw dancers' solos and small group offers, at the family's cost, from all competitions, if approval is not given.**

Dress Code

You can find each specific dance class dress code listed on our website under the 'Classes' tab. Please note, that we strongly encourage dancers to follow the dress code, as being prepared for class benefits the learning occurring during lessons. If your dancer requires adaptations to the dress code, please talk to us directly.

Following the dress code is important in dance. It is structured for dancer safety in classes and allows our instructors the ability to see the body and muscles for proper postural coaching.

A dress code ensures that all dancers will have adequate mobility during class or rehearsal. Improper clothing can impact technique, precision, ability to grip the floor, and visibility. It shows respect to your fellow dancers and teachers to be prepared and ready for class.

Class Placement

Students are thoughtfully placed in each class to provide a fun and challenging experience. Our instructors are experts in their fields and strive to make the best placement for each dancer. All of our classes, with the exception of 3 Year Olds, 4 Year Olds, and Beginners, are based on ability and experience, not age.

If you disagree with your dancer's placement, please email the studio with your concerns. Adjustments to class placement are not guaranteed and will only be made if the instructor and directors all believe it is what is best and safe for the dancer. Unacceptable reasons for

requesting a change in placement include: dancer wanting to be with friends, dancer is too tall/short, dancer feels too old.

If a teacher believes a class placement needs to be changed, they will speak with the directors and an email will go out to the affected family. All students should be in an appropriate class by the end of September; no more changes can be made after that point.

Bullying

Bullying is defined as targeted, repetitive, and harmful behaviour through mental, physical, or emotional abuse.

La Danse does not tolerate any form of bullying. Any bullying behaviour will be reported by staff/parents/ dancers to the directors and the directors will be responsible for contacting families. In coordination with the directors the parents/ guardians will make a plan on how to resolve the situation and appropriately move forward.

La Danse reserves the right to stop providing services if a situation cannot be resolved between all parties.

Solos/Duets/Trios/Small Groups

Solos are offered to students when the instructor feels that the student is capable of the challenge, as well as the solo being of educational and training value to the dancer. Solos can be used to give more performance opportunities and challenge a dancer artistically or technically, but must always remain a positive and fun experience. A dancer and family must be ready to have the dedication to practice regularly, spend additional hours at the studio, prepare costumes and music, and financially wish to support a solo before a solo offer should be accepted. We reserve the right for final decisions regarding all solo opportunities with dancers.

Solo offers will be emailed out to the appropriate dancers and families. This email will include new choreography solos, as well as solos being repeated. Families will need to email the studio back confirming their selected solos by **October 11th** to allow time to process entries for competitions. There will be a Parent Info Night regarding solos on **Sunday, September 29th** from **7:00-8:00pm** for parents to find out the expectations around solos and ask any questions.

We are offering solos through the studio as a package so families have the ability to budget the cost of solos/duets/trios when agreeing to any offers their dancers receive. We also want to have some consistency/fairness for all our families about how much time each dancer gets with their choreographer. Our fees take into consideration all the hours that it takes to make solos/duets/trios possible, with fees going directly to the choreographer and office staff who organize and plan all aspects of the process.

Solo/Duet/Trio Packages

- 4hrs package of time in a La Danse studio with the assigned Choreographer.

- Studio time will be organized via the choreographer and Mallory. An email from the studio will be sent out to families to confirm availability.
- Fully choreographed dance (2.5-3 hours) with time for cleaning (1-1.5 hours) approximately.
- If a student struggles with picking up choreography, more time after this can be arranged and parents can privately hire the choreographer, another La Danse staff, or senior student to assist with cleaning and rehearsal. These private hours must be scheduled through the studio for studio time.

*we suggest regular practice (weekly) of a solo to prepare a piece of choreography for stage. Dancers can practice for themselves, but if a teacher/ choreographer does not feel the solo is ready will request privates with the dancer to insure the solo is ready for performance.

Senior Teachers (Mrs. Stark, Mrs. Menon, Miss Kelsey, Miss Megan)

- \$350 plus GST

Junior Teachers (Miss Kaitlyn, Miss Alora, Miss Bailey, Miss Logan)

- \$250 plus GST

Contract Choreographers

- Choreographer & solo will be offered via the studio in the solo offer email.
- Dancers must pay a studio rental fee of \$35/hour and book all time slots through the studio email with Mallory. Dancers and choreographers can always use other studio space around the city.
- Dancer is responsible for paying choreographer the choreographer's set fee directly
- Dancer must book a free 30 min private with Shannon to show the clean and completed solo by the end of February. She reserves the right to adapt any solo due to challenge level or age appropriateness. If the solo is not ready for performance she will assign a La Danse staff member to work on the solo.
- Dancers will be offered one contract choreographer solos per 6 solos.

Solo costumes are the responsibility of the family to select, source, order, and alter. Choreographers will give style/thematic ideas, but are not responsible for sourcing and completing costume order forms for solos. Families must find costumes and check with the choreographer before purchase or performance. Deadline to show the choreographer your costume is **February 28th**. If a dancer wishes to order a new costume, they can privately source a costume or order through the studio. Catalogs are available from Mallory and all order forms for new solo costumes must be completed by **November 8th**.

If a student is repeating a solo for the second year, they must make arrangements with La Danse to have a La Danse teacher clean and adapt the solo before **the end of February**. The student must spend a minimum of one hour with the instructor. More time is available if the student and family request. This will be scheduled and paid for like a private lesson.

Important Information

- Solo package fees are paid directly to the studio.

- Families can work out a payment plan for solos privately with Mallory, but all solos costs must be paid to the studio by February 28th.
- Any extra time with the choreographer, La Danse instructor, or senior student will be paid directly to the instructor and follow the La Danse private lesson policy.
- Grade 12 graduating students, in consultation with Shannon, will have more input and ability to request solo styles, choreographers and new vs repeat solos.
- Solo offer emails will include:
 - New Solos with style and choreographer
 - Repeating Solo with options for instructor to adapt/clean solo
 - Payment price

We will be hosting another solo/duet/trio showcase this season. It will be on Saturday, March 8, 2025 at Lakeview Church.

Private Lessons

Privates may be scheduled if families request additional time with an instructor. We may assign privates to students who have recently joined La Danse, moved levels, or added a style to help the student succeed in their regular class. Privates should not be necessary for the choreography of a solo (except in pre-discussed circumstances with family and dancer). Privates can be requested by families for extra cleaning/practice.

All private lessons must be scheduled for studio time through Mallory. No rental fee will be charged for privates with current La Danse teachers.

Payment for privates must go directly to the teacher (cash or etransfer).

Cancellation Policy

If a scheduled solo, duet, or private lesson is canceled within 12 hours of its confirmed start time, regardless of the reason, a fee of \$30 will be charged to the family's JackRabbit account.

The instructors need to be compensated for the time they spent preparing for the lesson, and the studio needs to be compensated for the time it is now sitting open. With an increasing number of scheduled lessons, it is crucial that we maximize the time we have available and understand the value of the time the instructors take out of their time off to come in for the dancers.

Exams

We are excited to be able to offer our students CDTA Tap Exams, entered under the direction of Miss Alora and Ms. Myers, and RAD Ballet Exams entered under the direction of Mrs. Menon, Mrs. Stark and Miss Megan. As the trained experts and accredited teachers, these teachers will make the final decision regarding examinations. La Danse will host exams at the studio.

Mallory will enter all candidates into the appropriate exams and communicate with families regarding exam expectations, fees, dates, and extras through the La Danse email. Each exam

has a specific attire requirement that dancers need to abide by, as grooming is part of their overall mark. This information will be included in the email.

While specific dates for exams are scheduled through the regulatory associations, we hope to have our Tap Exams in **mid-February** and Ballet Exams in June.

Students will be expected to attend extra classes, beyond their regular classes, to prepare for their exam. The extras will be scheduled with as much notice as possible and communicated to families by Mallory through the studio email.

If students miss more than 2 extra classes La Danse reserves the right to withdraw the dancers from the exam at the families expense. If possible private classes will be scheduled and paid for by the family (directly to the teacher) to prevent the withdrawal of the candidate.

All fees for exams will be covered by the exam students and split up appropriately based on hours of extra instruction and the shared costs of hosting an exam. If a family requests a change to the schedule or process that results in an extra fee from the CDTA or the RAD, the family will be required to cover the cost of the request. La Danse will share an approximate cost for exams and will email a bill to families no later than the date of the students' exam. All exam fees will be payable to La Danse.

Keys Policy

Each staff member will have a key to the studio. This is for personal use and is not to be lent out to any other person. Clients that wish to use the studio when it is not already open will need to make arrangements with Mallory through the studio email.

Families, as needed, will be able to sign out a studio key to use for their approved studio rental. A parent will need to come into the studio and sign out a key, then bring the key back at an agreed upon date. For every day that the key is late, the family will be charged a late fee of \$5.00.

Studio Rentals/Studio Booking

All studio rentals must be scheduled via the studio email and confirmed to work for both the families and teachers involved. Please aim to book studio time at least one week in advance. Mallory will email out the schedule for the following week to affected families and staff. Please note that changes and cancellations may occur, but we do our best to not make too many last minute changes.

Studio time with a La Danse instructor (private lesson) between September and June is free. The teacher or choreographer must be the one in possession of a La Danse studio key and may not lend it out to families. If a family or other party privately rents studio space while there are no other staff in the building, they must make arrangements with Mallory and sign out a key.

If a La Danse family wishes to rent studio space, the cost is \$35 (GST is included in this price), payable in cash or through JackRabbit. Non La Danse families will be charged \$40 an hour. A studio will be assigned to you based on availability. A parent or guardian must be present to supervise the dancers ages 12 & under. If a studio is being rented by more than one family, the cost is split equally between all parties.

At La Danse, regular classes rotate studios weekly to provide equal access to different studio sizes. We will have a sign posted for each week announcing which studio classes are assigned to. Please check with the front desk if you need assistance. We may change the rotation periodically to help provide access to larger spaces closer to competition or exam dates.

Competition Expectations

When a dancer is in a competitive group, attendance at competitions is non-negotiable. As dance is a team activity with a dance specifically choreographed for the exact number of students in a group, all members of the team need to be there. The only exception for this would be a medical situation in which the dancer has an injury or becomes ill. **If a dancer chooses not to attend a competition for a non-medical reason, La Danse will charge a re-staging fee of \$100.00.** This will be a one time fee per year.

Dancers are expected to arrive at set warm up times. They need to be in the assigned change room with hair and make-up completed. Being ready at the assigned time is extremely important; it shows dedication to the team and helps with the dancer's nerves and mental well being to know they are not going to be rushed and will have plenty of time to prepare.

Information for makeup and hair styles will be sent out to everyone in February.

Junior and some Intermediate Groups will have parent helpers assigned to keep the dancers together and help with any last minute hair/makeup/costume adjustments. Once your dancer has been dropped off with the parent helper, we ask that you leave the change rooms. There is limited space available and this is needed for the dancers to get changed, stretch, and warm up.

Solo/duet/trio/small group dancers will be expected to get ready, warm up, and practice without the teacher present. Teachers will be backstage playing music during this time, so it is the dancer's responsibility to prepare for the performance. A Rehearsal Hall Manager will be designated by La Danse to ensure these dances are all rehearsed before performing.

As a friend or family member of a La Danse student, you are a representation of our studio. We encourage everyone to be supportive of all dancers and studios, clap after every performance, and be mindful when voicing opinions. We encourage cheering, but not at an inappropriate level. Please cheer equally and provide encouragement for all dancers.

More information regarding competitions will be provided via email as we get closer to competition time.

Picture Days

La Danse's picture days are May 20-22, 2025. All regular classes will be canceled during this week to allow for set up and changing areas. A specific schedule for pictures will be sent out two weeks in advance through email.

Our official photographer is Kerri McLaren. All photos will be shared digitally, giving parents the choice to download or print their favourites. When posting any of the professional pictures to social media, please be mindful to give credit to Kerri as the photographer.

Recital and Dress Rehearsal

We use TCU Place as the location of our year end showcase. We consider this the most important performance of the year and what all our lessons and rehearsal time should work towards. All regular classes will perform in the year end recital. Extra large or small groups may be intoned based on the directors discretion. No solos will be performed to allow for more group dances to be celebrated.

Recitals should be a fun, supportive, and positive performance opportunity for our dancers. We want to make sure all our dancers are well prepared so that they can succeed onstage. More information regarding dress rehearsal and recital will be available in May. It takes many people to make the recital run smoothly, so please consider volunteering to help out backstage and have fun supporting your dancer!

Dress Rehearsal- Sunday, June 8th 10am- 5pm (more detailed schedule to follow)

Recital- Sunday, June 15th @ 12:00-5:00

First Aid and Emergency Procedures

Students are under our explicit care while in the building. All staff must work as a team to ensure the safety of our dancers while in classes or in the waiting areas. Once dancers exit the building, they are no longer under the care of La Danse. This includes the grass space out front of the studio and the parking lot.

Parents are responsible for emailing the studio with important medical information or entering the information for their student in JackRabbit under the 'medical' tab. We will have a binder at the front desk with Emergency Contact information for each dancer, as well as Health Plans for any students that have an existing condition that we have been informed of by families.

In the case of:

A Medical Incident

- Office Staff will contact parent or emergency contact
- Students in medical distress or injury will be supervised at all times, either by the Teacher or Office Staff.
- Follow Health Binder's Plan for any student with existing medical condition

Minor Injury

- Student will be taken to the front and put under the care of the office staff
- Staff member assesses injury and uses first aid knowledge to either clean the wound and apply a bandaid, provide an ice pack, or ask the dancer to have some water and rest.
- If a dancer has an existing medical condition, the staff member will reference the Health Binder to follow the procedure from the family.
- Once the dancer has been assessed to be better, they may return to class to either sit and watch or dance.
- If the minor injury needs more attention, the staff member will contact parents/guardians to come and pick up the student to get further medical attention.

Major Injury

- The teacher will stay with the injured student and send another student to get the help of other staff if they are in the building.
- Remaining dancers in the class can be moved to the student lounge to provide privacy for the injured dancer.
- Staff members will determine if 911 needs to be called.
- If 911 does not need to be called, then the staff member will contact the dancer's emergency contact. The parent/guardian will need to come to the studio and pick up their dancer to get them more medical assistance.
- Class may resume once the injured dancer has all necessary medical assistance and the teacher is no longer needed to help with first aid.
- An incident report will be filled out and kept on file.
- The studio will follow up with the family within 24 hours.

Fire

If the fire alarm goes off, all dancers and staff will exit out the closest emergency exit and proceed to the front lawn as far away from the building as possible. Teachers are responsible for closing all fire doors and making sure dancers are out of the bathrooms. Office Staff are responsible to take any dancers in the waiting areas out to the front lawn. Friday and Saturday teachers should check the waiting areas to make sure everyone is out of the building. Teachers will take attendance via JackRabbit once dancers are on the lawn. Parents/Guardians will be contacted to come pick up dancers.

Dangerous Weather

If bad weather starts during the day, we will make a decision to close the dance studio for the evening by 3:00 pm. An email will be sent to all parents and a posting will be made on social media. If possible, a makeup class will be arranged.

If weather develops throughout the evening, we may decide to cancel the remainder of classes that night. An email will be sent to all parents and a posting will be made on social media. If possible, a makeup class will be arranged.

In the case of a power outage, classes will continue for 30 mins. If the outage has not been fixed or more details are not available, parents will be contacted and dancers will be sent home.

Photo Release

You will sign a photo release via JackRabbit, giving La Danse permission to use your dancer's image on social media and our website. If this approval has not been given or if you are concerned with the use of your dancer's image, please email the office or speak to us directly.

Studio Etiquette

We hope that the studio becomes every dancer's second home and they all feel safe and welcome in our space. To help us keep our space safe and welcoming, here are a couple things to note.

- The studio is open for the first class of the day 15 mins before classes begin. Please wait with your dancer until staff are ready to open the doors.
- We are a nut free environment
- Dancers should come 10 minutes early to put on their shoes and start warming up in the student lounge
- Students may stay at the studio between breaks and will be monitored by the office staff. Dancers must listen to office staff regarding volume level and games being played in the lounge, otherwise they may be asked to be picked up during this time.
- If dancers have a long break they should bring a quiet activity to complete, such as homework. We have some activities in the lounge for students, such as puzzles and board games.
- Students should only be dropped off 10-15 mins prior to their first class and be picked up promptly after class.

Overview

The purpose and intent of this Handbook is to have as much information at your fingertips as possible. The dance season runs for a full 10 months, so this offers more advanced planning and scheduling opportunities for families, as well as a clear idea of what to expect throughout the year.

Having these policies laid out helps to reduce ambiguity, and makes clear how we operate and what you can expect, as well as our expectations. If you have any questions regarding policies and procedures in this Handbook, please feel free to contact us through email.

Please note that the Parent Handbook will be reviewed and updated throughout the year. An email will be sent out to notify all La Danse clients and an updated version will be posted on our website.