

La Danse Parent Handbook



2025-2026

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, we encourage you 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 post any newsletters on our website. You can find it on the Home Page.

Email: ladanse.yxe@gmail.com

Website: ladanse-yxe.ca

Instagram: @ladanse_yxe

Facebook: La Danse School of Dance Arts

Tiktok: @ladanse_yxe

Office Hours

Our office is open:

Monday-Thursday 5:00-9:00pm

Fridays 5:00-8:00 pm

Saturdays 10:00am-1:00pm

You are welcome to come in and talk to the office staff with any questions or concerns.

Schedules

La Danse's schedule is posted on the website for all dancers and families to access. A list of important dates is listed below in the Parent Handbook and is also available on the website. Dancers will have Privates, Extra Classes, and Solo/Duet/Small Group Extras scheduled throughout the year that will be posted in the studio. Mallory emails families with scheduled extra classes in advance and to confirm availability and attendance.

We post all extras on the glass wall by the front desk as a visual calendar for the whole studio. Dancers and families should check regularly to make sure they do not miss a practice.

La Danse **- 2025/26 Important Dates -**

September 2025

Sept 2 - Tuesday - first day of classes!
Sept 21- Sunday- Performer Convention
Sept 28- Sunday- Parent Info 3pm (solos/duets and competitions)
Sept 30 - Tuesday - No Regular Classes

October 2025

Oct 5- Sunday- Dance Jam Convention
Oct 6 - Small group offers out to families
Oct 6 -27 Parent Watch Days
Oct 11/12/13 - Sat/Sun/Mon - Thanksgiving No Regular Classes
Oct 13 - Monday - Deadline to accept Solos/Duos/Trios & Small Group offers
Oct 18/19- Sat/Sun- 1820 Dance Convention
Oct 25/26- Sat/ Sun- Ballet Choreography
Oct 31 - Friday - Halloween No Classes

November 2025

Nov 1 - Musical Theatre, Modern, and Jazz Line Start
Nov 1/2 - Sat/Sun - Ballet choreo weekend
Nov 3- Monday- Staff Meeting
Nov 8 - Saturday - Solo Costume order Deadline
Nov 8/9- Sat/Sun- Form Dance Convention
Nov 11 - Tuesday - No Regular Classes
Nov 11- Tuesday - Solo Choreo (12-5pm), Small Group Choreography (5-9:30pm)

December 2025

Dec 20-Jan 4 - Winter Break - No Regular Classes

January 2026

Dec 20-Jan 4 - Winter Break No Regular Classes
Jan 5 - Monday - All classes resume as normal

February 2026

Feb 9/10- Mon/Tues- CDTA Tap Exams 8am-5pm

Feb 14 - Saturday - All Regular Classes will be running as normal

Feb 15-Feb 22 - February Break - No Regular Classes

March 2026

*100% Attendance Mandatory in March for any competitive dancers

Mar 7 - Saturday - Solo & Duet Showcase at Lakeview Church

Mar 22 - Sunday - Solo Dress Rehearsal 10am-1:00pm/ 1:30- 4:30pm/ 5:00-8:00pm

Mar 26-29 - Evolve Competition in Saskatoon (solos and small groups only)

April 2026

Apr 3-12 - Spring Break - No Regular Classes

Apr 16-19 - Terpsichore Dance Competition in Regina, Sk (all comp classes, excluding Gr 1 Ballet)

Apr 20- Monday- Competition classes canceled

Apr 21-26 - The Performer Competition in Saskatoon (Rec Classes Continue as Normal)

May 2026

May 4 - Monday- Competition Classes Canceled

May 5-May 9 - Standing Ovation Competition in Red Deer, AB

May 15-18 - Fri/Sat/Sun - May Long Weekend - No Regular Classes

May 19/20/21- Tues/Wed/Thur- Photo Days (no regular classes, alternate schedule for pictures)

*Dancers must attend their group pictures

*schedule for photos will go out by May 1st via email

May 29 - Musical Theatre, Modern, and Jazz Line resume

June 2026

June 7- Sunday - Dress Rehearsal 10am-5pm

June 14 - Sunday - Recital at TCU 12-5pm

*June RAD Ballet Exam

July 2026

July 5-10 Sun- Fri- Terpsichore Nationals (for those who qualify and register)

July 13-16 Mon- Thur- Travel Club Trip (invited LDTC members)

August 2026

Aug 17-21 Ballet Bootcamp

Aug 24-26 La Danse Intensive

Special Weekends

Ballet Choreo Weekends (Attendance Mandatory)

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

Saturday October 25

1:15-3:15 Inter Fd

3:30-5:30 Senior Ballet

5:45-7:45 Adv Fd Ballet

Saturday Nov 1

1:15-3:15 Inter Fd

3:30-5:30 Senior Pointe

5:45-7:45 Adv Fd Ballet

Sunday October 26

9:00-11:00 Inter Fd

11:15-1:15 Adv Fd Pointe

1:30-3:30 Senior Ballet

3:45-5:45 Senior Pointe

Sunday Nov 2

9:00-11:00 Adv Fd Ballet

11:15-1:15 Adv Fd Pointe

1:30-3:30 Senior Ballet

3:45-5:45 Senior Pointe

Choreography Class Schedule

modern, musical theatre, jazz line

Nov 1-May 2

May 29-June 14

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

Session Classes

2/3 Year Old Parented

Fall Session - 12 weeks (no class Oct 11)

Part 1: Sept 6-Oct 4 (\$85 gst included)

Part 2: Oct 18-Nov 29 (\$115 gst included)

Part 1&2: \$180.00 (gst included)

Winter Session - 10 weeks

Part 1: Jan 10-Feb 7 (\$85 gst included)

Part 2: Feb 21-Mar 21 (\$85 gst included)

Part 1&2: \$150 (gst included)

Spring Session - 4weeks

May 23-June 13 - \$60 gst included

3 Year Old Tots

Fall Session - 12 weeks

Sept 3-Nov 19 - \$180.00 gst included

Winter Session - 12 weeks

Jan 7-Apr 1 - \$180.00 gst included

Spring Session - 6 weeks

May 6-June 10 - \$90.00 gst included

Dancing Dudes and Divas (Rec Jazz and Ballet Combo)

Fall Session - 12 weeks

Sept 6-Nov 29 (no class Oct 11th) - \$275 gst included

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. **Our fees are based on the cost of the full season (September-June), therefore no refunds will be given for months with less classes, or when dancers are away and unable to attend.** 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, 2025.

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

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Ballet & Pointe	-Modern
-Jazz, Lyrical & Acro	-Musical Theatre
-Grade Tap & Comp Tap	-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 performances. At La Danse, we believe we are building a team, one that requires commitment. **After February 1, 2026, 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.

A registration fee will be charged for each dancer, with the exception of Adult Comp Tap and any sessional classes. For every additional dancer in a family, the fee will drop by \$10 each.

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.

Costume Fees

Costume fees are charged monthly on JackRabbit along with regular monthly dance fees. The deposit for all Beginner and Junior groups will be \$25/month/costume for the first six months, totalling \$150/costume. The deposit for all Intermediate and Senior groups will be \$30/month/costume for the first six months, totalling \$180/costume.

At the end of the season in June, all the costs for each costume will be added up. If the costume ends up being less than the deposit, the difference will be refunded back to the family via e-transfer. Alternatively, if the costume ends up being more than the deposit, an invoice will be sent to the family and Mallory will charge the fee on JackRabbit.

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, 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.

Any large, dangly jewelry such as necklaces, earrings, and bracelets must be removed prior to dance class. This is non-negotiable for safety.

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. Many 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/duets/trios/ small groups are offered to students when the instructor feels that the student is capable of the challenge, as well as the solo/duet/trio being of educational and training value to the dancer. Solos/duets/trios/ small groups 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/duet/trio/ small group before the offer is accepted. We reserve the right for final decisions regarding all solo/duet/trio/small group opportunities with dancers.

Solo/duet/trio/ small group offers will be emailed out to the appropriate dancers and families. This email will include new choreography solos/duets/trios as well as ones being repeated.

Families will need to email the studio back confirming their selected solo/ duet/trio/small groups by **October 13** to allow time to process entries for competitions. There will be a Parent Info Night regarding solos/duets/trios on **Sunday, September 28th** from **3:00-4:00pm** for parents to find out the expectations and ask any questions. All offers are final, as our staff take pride and care in creating our solo/ duet/trio and small group offers. Offered solo/duet/trio dance style and choreographer are final, if a family does not wish for the solo/duet/trio in that style or with that choreographer they may decline, but a different offer will not be extended that season.

We are offering solos/duets/trios 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 (6hrs for trios) 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) to prepare a piece of choreography for the stage.

Dancers can practice by themselves, but if a teacher/choreographer does not feel the dance is ready, may request privates with the dancer to ensure the solo/duet/trio 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, Miss Tatum)

- \$250 plus GST

Contract Choreographers

- Choreographer & solo/duo/trio will be offered via the studio in the solo/duo/trio 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/duet/trio by the end of February. She reserves the right to adapt any solo/duet/trio due to challenge level or age appropriateness. If the solo/duet/trio is not ready for performance, she will assign a La Danse staff member to work with the dancer(s).
- Dancers will be offered one contract choreographer solo/duet/trio per six solo/duet/trio.

Solo/duet/trio 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. Families must find costumes and check with the choreographer before purchase or performance. The deadline to show the choreographer your costume is **January 31st**. 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 costumes must be completed by **November 8th**.

If a student is repeating a solo/duet/trio for the second year, they must make arrangements with La Danse to have a La Danse teacher clean and adapt the dance 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 with the family paying the teacher immediately after the private lesson via e-transfer or cash.**

Important Information

- Solo/duet/trio package fees are paid directly to the studio.
- Families can work out a payment plan privately with Mallory, but all solo/duet/trio 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/duet/trio styles, choreographers and new vs repeat dances.
- Solo/duet/trio offer emails will include:
 - New Solos/duets/trios with style and choreographer
 - Repeating solo/duet/trio with options for instructor to adapt/clean the dance
 - Payment price

We will be hosting another solo/duet/trio showcase this season. It will be on Saturday, March 7, 2026 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/duet/trio (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 immediately after the private lesson (cash or e-transfer).

Cancellation Policy

If a scheduled solo/duet/trio 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 early-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 (and the request is accepted from the examination body), this results in an extra fee from the CDTA or the RAD and 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. All rentals that do not have a La Danse staff member present must be concluded and the building vacated by 11pm.

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 \$150.00.** 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 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 will be **May 19/20/21, 2026**. All regular classes will be canceled during these days (Tues/Wed/Thus) to allow for set up and changing areas. **A specific schedule for pictures will be sent out at the beginning of May 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 included 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 7th 10am- 5pm (more detailed schedule to follow)

Recital- Sunday, June 14th 12:00pm-5:00pm

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. ***The cost of an ambulance will be at the families expense.**
- 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 10-15 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 or a book. We have some activities in the lounge for students, such as puzzles and board games.
- Students should 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, 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.