

Studio One Handbook

Welcome to Studio One!

Welcome to Studio One! We look forward to an exciting, rewarding season. This year marks our 29th Anniversary!

This handbook will serve as a guide to Studio One and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child and you create memories that will last a lifetime.

A Guide for Students and Parents

As a condition of enrollment at Studio One, students and their parents or guardians agree to abide by the policies set forth by Studio One, its director, faculty and staff. Studio One reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parents.

PHILOSOPHY

Studio One is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Studio One faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences and other learning opportunities.

For 28 years our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

KEY CONTACT INFORMATION:

Studio One, 1821 Jackson Ave (office location)

Studio Two, 1203 9th Street

p: 306-373-7260 or 306-361-5123, e: studio2@sasktel.net, w: www.studio1rpdance.com

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn without personal distractions. Class time is your chance to focus on yourself, so try to leave your concern or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: "WE ARE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty, students and their parents. Cooperation between all parents is expected. Showing respect for other parents, the students and the faculty, makes an important impression on your children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's education process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

SPECIAL INFORMATION FOR PARENTS OF PRESCHOOL STUDENTS (ages 18 months – 5 yrs)

Our purpose is to provide the highest-quality preschool education a secure, nurturing and stimulating environment. Studio One serves the physical, emotional and intellectual needs of the preschool students. We meet these goals with our age appropriate curriculum and on-going communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher and their classmates. Right from the beginning we focus on your child's coordination, listening skills, musical awareness and developing imagination. We accomplish this through age appropriate music and song, simple stretching exercises and games in an environment of creativity.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively and begin to learn simple dance steps. So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

SEPERATION FROM THE PARENT

The process of separating from the parent as the child attends dance classes is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- ~ to develop an interest in the activities of the dance class
- ~ to feel comfortable with other children in the class
- ~ to understand that his/her parent will come back and pick him/her up
- ~ to understand that all parents leave their children and come back for them

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur any time, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- ~ Emphasize what the child is doing at dance class rather than what you do while he/she is in class.
- ~ Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- ~ Avoid prolonged good-byes
- ~ Ask the teacher for help in separation. We expect the crying and usually the tears are for the parents benefit.

IT MAY NOT BE THE RIGHT TIME

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity can make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

If your child stops attending class within the first month, your registration fee will be credited to the following year. We encourage you to have your child try again next year.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students. The more they practice, the more confident they will feel. Practicing with your child allows you to join in on the dance experience.

FOR ALL PARENTS AND STUDENTS: UNDERSTANDING DANCE EDUCATION

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the

same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more technique and the steps your children learn.

We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

CLASS PLACEMENT

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with student who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

MEDICAL INFORMATION

Parents must notify the director and/or teachers regarding children who use an inhaler or who may require medications during their time at Studio One. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

DOS AND DON'TS

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distract children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students or other parents in front of your child—or other students— could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Studio One's faculty takes this responsibility seriously. It is our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their life and themselves.

If you have questions or concerns about your child's dance education, please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read newsletters and other studio information.

Newsletters and important updates are emailed to you. If you have any questions regarding the information distributed, we encourage you to contact the office at 306-373-7260 between the hours of 3:00pm to 8:00pm, Monday – Thursday and 9:00am to 12:00pm, Saturday.

We answer email on daily basis. Feel free to email questions to the office at studio2@sasktel.net

WEATHER CANCELLATIONS

School closures due to severe weather conditions will be announced by noon of that day. Notifications of weather cancellations will be emailed and posted on our Facebook and Instagram pages.

DRESS CODE REQUIREMENTS

Studio One maintains a dress code to encourage concentration and a sense of inclusiveness. Variations in attire can be distracting and contribute to feelings of inequality. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment and other important dance training.

- ~ Students should carry their dancewear, shoes and other belongings in a dance bag. Please label your child's bag and belongings.
- ~ Dancewear is to be kept in good repair and laundered on a regular basis.
- ~ Watches, jewelry and safety pins should not be worn to class.
- ~ Dance shoes should never be worn outside.
- ~ Female students should wear their hair tightly secured in a ponytail (Parent & Tot – Primary) or a neat bun (Grade 1 – Advanced).
- ~ Students are expected to observe good personal hygiene habits. Deodorant is required if necessary.

SPECIFIC DRESS CODE REQUIREMENTS FOR EACH DANCE CLASS CAN BE VIEWED AT

<https://www.studio1rpdance.com/class-attire/>

All dance attire can be purchased at Dance Street. They have a copy of our dress code as well.

REGISTRATION FEE

The annual registration fee covers the cost of mailings, insurance, handbooks, rehearsals and so on. Registration fees are non-refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season.

TUITION AND PAYMENTS POLICY

Full monthly tuition is due by the 1st of each month September to May inclusive.

Payment methods for tuition will be as follows:

- Auto-charge online credit card. Credit card info will need to be added to your portal account by you. A pre-authorization form that confirms your permission for us to auto-charge your credit card on the 1st of each month for tuition is required to be signed and returned to Studio One. Please find this pre-authorization form attached to this email. Fill in, sign, and return to Studio One.
- Post-dated cheques. 9 post-dated cheques dated for the 1st of each month for September to May inclusive and made payable to Studio One. Post-dated cheques must be submitted during the first week of classes.
- Etransfer to tammyt1@sasktel.net for monthly or bi-yearly payments.

Tuition payments are due on the 1st of each month. Overdue accounts as of the 5th of the month will be charged a \$25.00 late fee. Overdue accounts as of the 10th of the month will result in the dancer sitting out of class(es) until tuition and late fee balances are paid.

Please Choose the payment method that allows you to stay organized and on time for your payments.

Please note tuition is based on a season regardless of how many weeks are in a given month. Tuition payment averages out to 32 classes, picture day, dress rehearsal at TCU Place and any extra classes to prepare for recital.

Late Tuition Payment Policy

Tuition is due on the 1st of each month September to May inclusive. Effective September 1st, 2023, overdue accounts as of the 5th of the month will be charged a \$25.00 late fee. No exceptions. Overdue accounts as of the 10th of the month will result in the dancer sitting out of class until full balance owing is paid. This also applies to accounts with a credit card on file that had a declined or unsuccessful payment.

We have a 1 strike late payment policy for etransfer payments and cheques. 1 late etransfer payment will result in you being required to do auto-charge credit card payments for the remainder of the season. Returned/NSF cheques will be charged a \$50.00 fee.

To avoid unnecessary late fees, we recommend the following tips:

- Ensure your credit card information is up to date in your portal account
- Setup automatic etransfer payments to us on the 1st of each month if paying etransfer
- Choose the payment method that allows you to stay organized and on time for your payments

Withdrawal Policy

Dancers can discontinue at any time throughout the season. We require 1 month's notice or withdrawal in order for there to be no financial penalty to you. For example, if you notify us of your dancer's withdrawal after the 1st of the month you will not receive a refund or reimbursement for that month's tuition, but you won't be charged for any future month's tuition.

Non-refundable fees:

- Registration fee
- Costume fees
- Competition entry fees and choreography fees (this only applies to dancer in competitive program)

ADDITIONAL FEES

Tuition does not include the registration fee, dancewear, shoes, costumes, solo/duet/trio/small group choreography fees, competition entry fees, recital tickets or special events.

COSTUMES

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. All students will need one costume for each dance style they train in.

In an effort to ensure that costumes are delivered in time for Competition/Picture Day/Recital, costumes are ordered by October 30th, 2023. Costume manufacturers DO NOT accept cancellations or offer refunds, therefore Studio One does not refund costume payments.

Costume fees are TBD in September.

DISCIPLINE POLICY

In order to maintain a happy healthy professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, teachers, staff and studio property. We foster the development of good habits and compliance with rules of conduct.

Our artistic team members are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- ~ Children who exhibit unacceptable behavior or attitude are told what is wrong and directed to a positive alternative approach to behavior.
- ~ If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other and reconcile with each other.
- ~ Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually 3-5 minutes) before rejoining the class.
- ~ If the child's misbehavior continues to disrupt the class, the parent/guardian will be called to pick up the child.

TERMINATION OF ENROLLMENT

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the studio director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- ~ Disruptive or dangerous behavior by students or their parents.
- ~ Abuse of other children, staff or property.
- ~ Any drug or alcohol abuse on studio property.
- ~ Inability of Studio One to meet the child's needs.

ARRIVAL AND DEPARTURE

We encourage students to arrive 10 minutes before class starts. For their safety, children under age 8 should be picked up immediately after class. Students ages 9 and older must be picked up no more than 15 minutes after their class is completed.

We expect dancers to not be dropped and left unattended for a long period of time before their class starts and to be picked up promptly when their class ends. However, we understand that dancers may have to get dropped off early or picked up late on occasion. We require prior notification of this happening.

ATTENDANCE

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of January through April, choreography for competition will be taught and rehearsed. It is important for dancers to feel completely confident with the choreography and their performances. Missing class during this period could result in frustration for the students and their teachers and classmates.

TARDINESS

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury.

Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety. We appreciate notification if your child is going to be late for a class.

CLASS VISITORS

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives or friends to their classes.

LOST & FOUND

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class or that are left at our buildings.

ILLNESS

Cold, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at dance classes, please keep your child home if you observe any of the following symptoms:

- ~ Nasal discharge that is green or yellow
- ~ Complaints of ear pain
- ~ Consistent cough
- ~ Severe sore throat
- ~ Eyes that are pink, burning, itching, or producing discharge
- ~ Diarrhea or vomiting
- ~ Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

EMERGENCY EVACUATION

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will roll call. Students and teachers are to return to the building when the all-clear signal is given.

PARKING LOT SAFETY

The school is home to children of all ages. Please enter and exit our parking lot and on-street parking with extreme caution. Never park your vehicle in any area that is not a designated parking space (in front of a fire hydrant or neighbours' driveways). Please do not allow siblings to play in the parking lot or on the street.

STUDENT AND PARENT USE OF SOCIAL MEDIA

Use of Instagram, Snapchat, Facebook, Twitter, Blogging, and other social media vehicles is commonplace. This policy is intended to Provide Studio One students and parents with guidelines to eliminate any confusion concerning the use of social media.

- ~ You DO NOT have permission to reveal any information that compromises Studio One. By that we mean you are forbidden to share personal information about the director, staff, other students, their families, or anything that is proprietary and/or confidential to them or Studio One.
- ~ Students and parents should neither claim nor imply that they are speaking on behalf of Studio One.
- ~ Never post anything that could compromise the self-esteem of students who attend Studio One.
- ~ Do not post videos of class, rehearsals, or any choreography from Studio One. Studio One owns the copyright to all choreography taught at the school.
- ~ Respect the law, including those laws governing defamation, discrimination harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other school or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, and performances or about the directors of those events.
- ~ Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

GENERAL POLICIES

- ~ Parents and students should not enter behind the office desk.
- ~ Parents and students should never answer the studio phone.
- ~ Parents and students should never interrupt a class in session. Please speak to Miss Erica if you have a concern during your dancer's class.
- ~ No food or gum allowed in the studios or the dressing rooms.
- ~ We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas. Please do not allow your other children to behave disruptively.
- ~ No cell phones or computers may be used during class time by dancers.
- ~ Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication regarding the studio and dance classes must go through Miss Tammy (owner and director) or Miss Erica (office manager).
- ~ Never speak negatively about teachers' students, or parents from other studios.
- ~ All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from Studio One.
- ~ Please remind your dancer to be on their best behaviour while at the studio.

We are so happy to have you be a part of the Studio One dance family!