



Emerge Dance Academy Handbook

<FEES AND PAYMENT POLICIES>

- Fees for regular classes are based on 34 weeks of instruction and are divided **equally over ten months. First and last months' payments and the registration fee are due upon registration and are non-refundable.** Fees are non-refundable for missed classes; however, make-up classes in the same discipline or level are allowed and encouraged. Please speak to your instructor or the studio director when choosing a make-up class.
 - Registration fee: \$32.00 Individual or \$45.00 per family (Adult registered: \$10.00) ALL registration fees are nonrefundable
- **Payment Policy:** Payment methods accepted are Post-dated Cheques, Visa, MC and Cash (cash only if paid in full). **Payments 10 days past due will be charged a service fee of \$10.00 per week until payment is received.** NSF Cheques/Declined Credit Card Payments are subject to a \$25.00 service charge. Overdue payments entail extra time and potential complications, and we ask you to contact us immediately barring unforeseen accidents (card theft, etc.)
- **Student Withdrawal Policy:** Notification must be received in writing one FULL month prior to cancellation by email to emergedanceacademy@gmail.com. The remaining balance of tuition fees will be refunded excluding the 20% deposit (registration fee and June payment). Notifications will not be accepted over the phone. ****Student cancellations will NOT be refunded after February 1st, 2018 for the rest of the year due to recital preparation. Notification must be sent prior to Feb. 1st, 2018.**

<COSTUMES>

- All costume fees are to be **handed in along with lesson payments prior to your child's first class** and **postdated to October 15th 2017.**
 - Costume payments can be paid in the form of postdated cheque only.
- Your registration form outlines what is payable for all regular classes and does not include extra routines such as solos, duets/trios.
 - All costume fees are non-refundable.
- Competitive Costumes - \$98.00 + GST , Mini Merger's and Recital Only Costumes - \$62.00 GST ****Please note, some costume fees may be higher. Costume fees cover the cost of the costume, shipping/handling charges and all custom/duty charges.**
- All costumes are ordered based on the measurements of each student and the measurement charts supplied by costume catalogues. Costumes are not custom made and minor alterations may be needed. Your costume fee does not cover alterations.

<COMPETITION FEES>

- All competition fees are to be **handed in to the office by October 15th** and **postdated to November 15th.**
 - Competition fees are payable by postdated cheque only.
 - Competition fees are based on the cost of the previous year and are subject to change.
 - All competition fees are non-refundable.
 - Competition fees may also be paid in monthly installments – Oct. 15, Oct. 30 & Nov. 15.

<NEW *** RECITAL FEE >

There is a mandatory \$50.00 Recital Fee PER dancer. This will cover the dancer's dress rehearsal and recital stage fees as well as a copy of the year end show and a program. The \$50.00 fee is required at the time of registration but may be post dated to January 1st, 2019. In the case of withdrawal before December 1st, 2018 this recital fee will be refunded. After December 1st, 2019 the fee will not be refunded.

<CANCELLATIONS>

If you wish to discontinue lessons at any time throughout the year, formal notice to the office will be required via phone, email or in person. In order to stop payment to the account **notice must be received one month prior to the next payment date.** If notice is not received prior to the one month deadline, the next payment will be processed. Lack of attendance is not a form of cancellation. Lesson and costume fees will not be refunded once they are processed.

<STUDIO/LOBBY ETIQUETTE>

We want everyone's experience at Emerge Dance Academy to be a positive one therefore we aim to achieve a positive and friendly atmosphere within the studio always. Listed below are the expectations of all patrons of Emerge Dance Academy. If throughout the season, you have a question or concern we are more than happy to help so long as the question or concern is addressed in an appropriate manner. Any concerns are to be dealt with in the privacy of the office in a respectable manner.

- To keep the environment positive, negative comments, conversation or behavior in the lobby will not be tolerated; dance related or otherwise.
 - **No tap shoes** are allowed in the lobby at any time in order to prevent injury and property damage.
 - All outdoor shoes are to be removed at the front door.
 - Siblings are welcome in the lobby but we ask that they are mindful that classes are in session. It is the responsibility of the parents to ensure their children in the lobby are behaving appropriately.
 - Students are encouraged to bring a water bottle to class. No food, pop or juice is permitted in the studio.
 - **Please ensure that you arrive in time to pick up your child after their class is finished.** We are not responsible for your child outside of their scheduled class or rehearsal time. If you are going to be late, please call to let us know.

<PRIVACY POLICY>

Your privacy is very important to us. The following outlines our privacy policy:

- When collecting personal or private information, we will identify the purposes for which information is being used.
- We will only retain personal information for the fulfillment of those purposes used by Emerge Dance Academy.
 - We will not sell, trade or rent your personal information to any third party.
- Any personal information marked mandatory, collected at the time of registration is required for managing studio business. Other information not marked as mandatory is optional. Student name, Date of Birth and at least ONE guardian (including all contact information) is mandatory.
- We will protect personal information by reasonable security safeguards from loss or theft. Registration information obtained during the registration process will not be shared with other clients. Information regarding your registration and child will ONLY be shared with guardians listed on the registration form, unless otherwise specified.
- Emerge Dance Academy will access your personal information and share it with third parties if only being used for studio business or is required to do so by law.

<WHY IS ATTIRE IMPORTANT?>

There are many reasons why the correct attire is important for every class. Wearing the appropriate dance attire (and no extra or baggy clothes) ensures that the teacher can see if the body is being held correctly, therefore enabling them to provide safe and precise corrections. Having the correct attire for class shows respect to the instructor and to the art of dance. It demonstrates that the dancer is focused on the style of that class and cares about their presentation. For girl, having their hair in a bun allows them to safely train for jumps and turns, and allows for correct technique in spotting.

<RECITAL COSTS AND MORE>

Recitals are an additional event organized by the studio to give the students an opportunity to showcase what they have worked so hard to achieve. Recitals are a ticketed event. Tickets can cost anywhere from \$18.00 to \$20.00 per ticket. Tickets can be purchased in the Emerge Dance Academy office. Any person watching the show over the age of 2 years requires a ticket. Tickets must be presented at the door. Admission will not be given to any person without a ticket or any person who has lost or misplaced their ticket. FLASH PHOTOGRAPHY IS NOT PERMITTED DURING ANY RECITAL.

<COMPETITION COSTS AND ETIQUETTE>

When attending competitions, we want to ensure that all comments regarding performers and the studio they represent are positive. When performers and their families overhear negative comments or unkind remarks it can be devastating. When attending competitions, all students and parents are required to represent themselves as well as the studio in a positive and professional manner. Photography and videotaping is not permitted at any competition. Aside from the competition fees paid in November, some competitions also have an admission fee for any patrons to the competition. This fee is set forth by the company hosting the competition and has no involvement with Emerge Dance Academy. This is a cost that is paid at the door and could range from \$3.00 to \$6.00 per person per day.

<COMPETITIVE PROGRAM AND EXPECTATIONS>

Enrollment into the competitive program is based on recommendation only. Students must be assessed by the director before permanently being placed in any class. Classes are evaluated at the end of each season and are structured the following season as the directors see fit. Students in a competitive program are expected to have consistent attendance. If students are absent more than 4 times throughout the year, it may result in dismissal from the group or not participating in the upcoming competition. **It is expected that all students practice at home. For younger students, we expect the parents to enforce the practice requirements.** Competition times are set by the companies hosting the competitions and not by Emerge Dance Academy. It is important that all parents understand that competition times may fall during school hours. We will do our best to inform you of dates and time as soon as possible. Students are to arrive 60 minutes prior to their scheduled dance time at the competition venue. Failure to do so may result in your child not participating that day. Students who arrive at competition missing costume accessories and/or shoes will NOT participate that day. Presenting the group in a uniformed and polished manner is a must; NO exceptions. Involvement in other sports/activities outside of the studio is permitted but dancers and parents are reminded that this level of dance requires commitment and dedication and that absences affect the other dancers, not just the absent dancer. Emerge Dance Academy must be the dancer's priority in terms of recreational activities. Emerge Dance Academy provides a yearly calendar to assist families in determining holidays to minimize absenteeism.

<SUMMER INTENSIVE>

Emerge Dance Academy's Summer Intensive is geared towards our Competitive dancers and is mandatory for our students to get ready for the new dance season. We hire guest teachers and choreographers for the Intensive. During the week-long camp, dancers learn new techniques, style and also have the opportunity to also take part in Emerge sanctioned choreography. All camp dates and information are posted on the website calendar, our FB page in advance.

ALL POLICIES ARE SET IN PLACE TO PROVIDE THE BEST EXPERIENCE FOR ALL OF OUR STUDENTS AND FAMILIES. IF AT ANYTIME THROUGHOUT THE SEASON DISRESPECT IS SHOWN TOWARDS THESE POLICIES, STAFF, STUDENTS OR PARENTS OF EMERGE DANCE ACADEMY, IT MAY RESULT IN PERMANENT DISMISSAL FROM EMERGE DANCE ACADEMY.