

FAME DANCE STUDIOS LTD.

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POLICIES, CLASS RULES AND REGULATIONS COMPETITIVE/COMPANY HIGHLAND PROGRAM

~ The foundation for all levels of company is to promote the joy of performance, selflessness and professionalism to ensure that we not only develop the strongest dancer possible, we develop the best person within each student.

CLASS RULES:

1. Please be on time for classes. If you are over 15 minutes late, please have a note from a parent or guardian explaining the reason why.
2. Chewing gum is NOT allowed in class as it is unsafe to chew gum while dancing. The instructors will observe who is chewing gum and ask the students to dispose of their gum. However, it is fundamentally the student's responsibility and Fame Dance Studios Ltd. is not liable if a student is harmed or injured while chewing gum.
3. Please do not wear any jewelry in class. Once again, it could be hazardous.
4. Class attire is applicable to all classes and must be respected. Requirements are listed below: (all class attire can be purchased from Artistic Dance and Costume @780-872-7555//5010-50 street, Lloydminster). They also do mail orders. If class attire is not respected, a parent will be called to remind the student to wear what is mandatory and expected.

GIRLS DANCE CLASS ATTIRE:

- TIGHT FITTING BLACK TANK TOP
- BLACK DANCE SHORTS
- BLACK OR PLAID KNEE HIGH SOCKS
- HIGHLAND DANCE SHOES - GHILLIES - LOW GRADE QUALITY IS FINE FOR RECREATIONAL LEVEL
- * OPTIONAL BLACK DANCE SKIRT

* **Warm-up clothes:** any student is allowed to wear TIGHT FITTING dance sweaters, sweat pants, capris or Famewear to the beginning of any ballet, jazz, tap, or lyrical class. However, once the student is warm, they will be asked to remove these items to better see body lines.

BOYS DANCE CLASS ATTIRE:

- BLACK LOOSE FITTING SHORTS
- BLACK T-SHIRT
- HIGHLAND DANCE SHOES - GHILLIES - LOW GRADE QUALITY IS FINE FOR RECREATIONAL LEVEL
- * OPTIONAL BLACK ANKLE SOCKS

* **Warm-up clothes:** any student is allowed to wear TIGHT FITTING dance sweaters, sweat pants, capris or Famewear to the beginning of any ballet, jazz, tap, or lyrical class. However, once the student is warm, they will be asked to remove these items to better see body lines.

5. The instructor has the right to expel a student from the class for any negative or disruptive behaviour. i.e.

a. speaking about inappropriate subjects or using inappropriate words// b. talking back to teacher or showing signs of disrespect etc.

6. If there is a discipline or behavioral problem with a student, the parent/guardian will be contacted. If the problem continues, the director has the right to expel a student from the program at any time of the dance season with no refund of fees.

* IF ANY COMPANY STUDENT IS SHOWING A LACK OF RESPECT FOR THE CLASS OR A NEGATIVE/LACKADAISICAL ATTITUDE, THE FOLLOWING WILL OCCUR:

* JUNIOR COMPANY MEMBERS WILL GET ONE WARNING. IF THERE IS NO IMPROVEMENT, THEY WILL BE ASKED TO LEAVE THE CLASS FOR 2 MINUTES AND RETURN WITH A BETTER ATTITUDE. IF THEY ARE STILL DEMONSTRATING NEGATIVE BEHAVIOR, THEY WILL BE ASKED TO LEAVE FOR THE REST OF THE CLASS AND TRY THE NEXT LESSON THAT DAY.

* INT COMPANY STUDENTS WILL NOT GET A WARNING BUT WILL BE ASKED TO LEAVE THE CLASS FOR TWO MIN AND THEN TRY AGAIN. IF THEY STILL SHOW A NEGATIVE DEMEANOR, THEY WILL BE ASKED TO LEAVE FOR THE REST OF THE CLASS AND TRY THE NEXT LESSON THAT DAY.

* ADV COMPANY STUDENTS WILL GET ONE WARNING BUT THEN WILL BE ASKED TO LEAVE FOR THE REST OF THE EVENING.

* IF A PARENT CALLS US AND MENTIONS THAT THEY HAVE TO CONSTANTLY REMIND THEIR STUDENT TO DO THEIR HOME PRACTICE, THAT STUDENT WILL NOT BE ALLOWED INTO CLASSES FOR ONE WEEK UNTIL THEY PRACTICE AT HOME WILLINGLY.

* COMPANY CLASSES HAVE AN OPEN DOOR POLICY. I.E. WITH THE TEACHER'S PERMISSION, WE ACTUALLY INVITE PARENTS TO COME IN WATCH ANY CLASS, ESPECIALLY IF THE STUDENT IS FALLING BEHIND FOR ANY REASON.

7. Only positive communication is allowed at Fame Dance Studios. We encourage all communication. However, negative or harsh tone towards staff or students will not be permitted from any client and repeated negative behaviour will result in the client being expelled from the program without any refund at any time during the dance season.

8. Attendance is crucial for all programs/performances.

RULES: If any of these events occur, the instructor has full discretion to remove the student from any upcoming shows, competitions or events with no refund of any costs:

- If any student misses 2 or more consecutive classes in any 1 term
- If any student misses the 2 lessons right before a competition or show
- If any student misses one of the mandatory competitions
- If any student misses 4 lessons in a single term
- If any student misses enough lessons or performance events to impede their progression and readiness for upcoming events

As well, if you miss a class or think that you will be absent from a performance, please phone in to the studio to let us know. It is the PARENT'S RESPONSIBILITY to enquire if there were any handouts or information sent out to the class on the day/ the student was absent. As well, if the student is not showing a certain amount effort and general commitment to their dancing, the parent will be called and the same rule as above will apply.

9. Parents/friends/relatives are not allowed to watch regular classes as this can be very distracting to the students. However, scheduled parent watches occur throughout the year so that all friends and family can come in to watch the students in their classes. Look for these on your dance calendars on our website.

POLICIES:

1. The deadline for withdrawing from a class and receiving a refund is during the first 3 weeks of classes. **If you withdraw during the first three weeks of lessons, you will receive a refund for all remaining classes but you will not receive back your registration fee or the cost of the first three lessons.** After this time, a refund will ONLY be issued if the reason is due to a medical problem and a doctor's note must be provided. A student is considered enrolled in a class until the studio is notified in writing (letter or e-mail to info@famedancestudios.com by a parent/guardian and payment for classes will continue. **The registration fee is non-refundable.** Refunds will be issued within 4-8 weeks of the date the client notified/made the request to Fame in writing.
 2. Any cancelled lessons during the year will be made up on another day during the dance season.
 3. There will be a \$40.00 charge added for any NSF cheques.
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PAYMENT PLANS - At the time of registration, there are two payment plans available:

Payment Plan #1 – Full Payment

- a) You may pay in full at our **Pre-registration** and receive a 10% discount.
- b) You may pay in full at our **Fall registration** and receive a 5% discount.
- c) Costume fees are due at time of registration - you may post date this amount to Nov 1st.

Payment Plan #2 – Post-dated cheques

- a) You may pay with a maximum of 8 post-dated cheques at **Pre-registration** and receive a 5% discount. The first cheque must be dated during the month of the pre-registration you attend.
- b) You may pay with a maximum of 8 post-dated cheques at **Fall-registration**. However, there is no discount offered at **Fall registration** for post-dated cheques.

* **ALL POSTDATED CHEQUES MUST BE SUBMITTED AT TIME OF REGISTRATION.**

* Post-dated cheques are to be dated for the **1st of each month.**

c) Costume fees are due at registration - you may post-date this amount to Nov 1st of the dance season. Once costumes have been ordered, costume fees are no longer refundable. Tiny Tots in first term only do not need a costume fee. If they continue on to enroll in the second term or wish to enroll in full year, costume fees are due at 2nd term tiny tot registration.

*CONTINUED, UNPAID ACCOUNTS WILL RESULT IN THE STUDENT BEING EXPELLED FROM THE PROGRAM WITHOUT ANY REFUNDS.

LATE FEE POLICY:

* IF YOU HAVE ANY OUTSTANDING FEES IN ANY CATEGORY BY JANUARY 1ST OF THE DANCE SEASON THAT ARE NOT COVERED BY POST DATED CHEQUES THAT ARE NOT ALREADY IN FAME'S POSSESSION, YOU WILL BE CHARGED 5% PER LATE MONTH ON YOUR BALANCE OWING UNTIL ACCOUNT IS PAID.

* IF YOU HAVE ANY OUTSTANDING FEES IN ANY CATEGORY BY APRIL 1ST OF THE DANCE SEASON THAT ARE NOT COVERED BY POST DATED CHEQUES THAT ARE NOT ALREADY IN FAME'S POSSESSION, YOU WILL BE CHARGED 10% PER LATE MONTH ON YOUR BALANCE OWING UNTIL ACCOUNT IS PAID.

COMPANY Program Outline– by AUDITION only

- The dance season runs from September to the middle of May. The Year-end shows will be held at the end of April /beginning of May.

-COMPANY program students will participate in 2-3 mandatory dance festivals each year, one non-mandatory for their extras, as well as the Christmas show, My Friend's Got Talent, Festival Showcase and our Year End Show. These 4 Fame shows are mandatory for all COMPANY students. Parents/Guardians are asked to take this into account when planning your year (family vacations).

The students will also be asked to participate in the following NON-MANDATORY but HIGHLY RECOMMENDED events:

- ALL LEVELS OF COMPANY: 1+ HUMANITARIAN GROUP PROJECT
- JUNIOR COMPANY: 1-2 EXTRA PERFORMANCES
- INT COMPANY: 2-3 EXTRA PERFORMANCES
- ADV COMPANY: 3 + EXTRA PERFORMANCES
- 3-4 CONVENTIONS WITH ATTACHED COMPETITIONS

- If a student has to miss either My Friend's Got Talent or the Festival Showcase, they must schedule an exam with their instructor to make up for the lost show. Exam cost: \$50.00.
- The Company program is for students who really love to dance and wish to take their performance to the next level.
- Home practice is mandatory.
- By audition only.

Shows/Festivals – ALL STUDIO SHOWS AND FESTIVALS ARE MANDATORY.

Dance Festivals – 2 DANCE FESTIVALS ARE MANDATORY

- IF A STUDENT IS NOT ABLE TO ATTEND ONE OF THE FESTIVALS FOR ANY REASON, THEY WILL NOT BE PERMITTED TO ATTEND THE OTHER.

- All Company classes will be assessed by the instructor and only those students that are strong enough to compete in a dance festival will be entered. All students will gain extra performance experience by attending the studio shows.
- A student deemed not ready to perform at a dance festival/show due to missed classes, not sufficient home practice or lack of effort etc., at the discretion of the instructor, will not be permitted to perform with the rest of the group and will forfeit their festival entry fee. If a student is falling behind, the instructor will suggest either a) extra home practice or b) will exempt the student from any upcoming events.
- 2 missed classes/rehearsals in a row will automatically exempt the student from the next show/festival.
- missing the rehearsal before a show or competition exempts the student from that event.
- missing 3 rehearsals in any 2 month period exempts the student from the next event in the adjacent month.
- if a student is not trying hard and dancing full out in rehearsal before going on stage at an event, they will be removed from the number and not allowed to perform that number at that event.
- if a student does not dance as best as they can on stage during a number, they will not be allowed to perform the number at the next event.
- if a student is caught on their phone and not paying attention and not warming themselves up properly by stretching and doing a ballet warm up/rehearsing, a parent will be called and the student will be asked to leave the event.
- Dance Festival registration fees are an extra annual cost and will be posted in the fall for solos/duos/trios. Once paid, these fees are non-refundable.

- ANY STUDENT THAT HAS OUTSTANDING CLASS FEES, COSTUME FEES OR FESTIVAL ENTRY FEES WILL NOT BE PERMITTED TO DANCE AT OUR DANCE FESTIVALS OR SHOWS UNTIL ALL FEES ARE PAID.

Costumes

- A costume is required for each choreography/dance entered by a student.
- Approximate cost of a costume is \$85.00-\$140.00
- A costume deposit will be collected at registration to assist in the purchase of costumes/accessories. Once all costumes and accessories have been purchased, an invoice will be handed out indicating if a balance is owed.

Extra Choreographies

- Extra choreographies such as solos, duos, trios and small groups are available to be choreographed at the recommendation of your instructor for any student registered in the COMPANY program. Then, choreography sessions will be scheduled. Students of extra choreographies are expected to practice at home as well as in their extras cleaning sessions. As with group classes, if students miss classes or are behind with their extra choreo preparation, the instructor will recommend against the student performing at a dance festival and the entry fee is forfeit. The choreography fee or solo class fee will not be refunded.
- Please consult with your choreographer as to costume ideas for each dance number. An extra costume will need to be purchased or found for each piece. However, it is the responsibility of the student/parent to purchase their own costume for any extra choreography. Students may submit their own costume ideas to the choreographer, but they may or may not be deemed suitable.
- Choreography times to be booked on sign up sheets posted at each studio location.

- Please pay extra choreography fees at your first choreo session. The fee schedule is listed on your registration form.
- If you are unable to make your scheduled choreo session, please let the choreographer know a minimum of 24 hours in advance so as to fill your spot with another student. You are not permitted to simply cross your name off the schedule the day of your session. If you simply miss/forget your scheduled session, you will be asked to pay a \$15.00 rebooking fee.

COMPANY Program expectations:

- Home practice is mandatory and if a student misses a class, it is their responsibility to catch up and come prepared to the next lesson so as not to hold up the class. We recommend getting one of the other student's contact numbers in order to have someone to call to ask what transpired in the missed class. As well, if you miss a class, please phone in to the studio to let us know. It is the parent's responsibility to enquire if there were any handouts or information distributed to the class on the day/s the student was absent.
 - COMPANY classes focus on the enjoyment of learning dance but are run at a much faster and more intense pace and style of critique than recreational or performance dance classes and are designed for those students that enjoy a greater challenge and are willing to commit to their dance classes in a more serious way.
 - Students may move to the COMPANY program from the recreational or performance program at the discretion of the instructor and/or director.
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Class Placement

- Class Placement is based solely on the instructor's professional judgment at the time of the placement class (first lesson) and further assessment during the first month of lessons. Class placement is based on a student's ability to perform the prescribed curriculum for each level and not on age or experience.
 - Correct placement of students in the appropriate level is extremely important.
 - The first 3 weeks of classes are used to assess a student's capabilities after their audition and place them permanently into the appropriate level. This is done at the discretion of the instructor.
 - After these 3 weeks, no further transfers will take place or be allowed.
 - Late registrations will only be taken if a proposed student is able to keep up with the pace of the class.
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Newsletters, Inquiries and Communication

-Newsletters will all be posted on our website @ www.famedancestudios.com **It is the client's responsibility to check the website.** Hard copies of newsletters are not handed out in class as this has been a problem in the past with students forgetting to take home their newsletter. As well, we do not e-mail newsletters to the recreational program as there are not enough bulletins to warrant this need. However, we will be handing out a hard copy newsletter for Year-End Show/Picture Day.

We also ask all parents to join our Lloydminster Highland Dance facebook page.

- If you have any questions or concerns that are above and beyond information you have received, or if you would like to know more regarding your child's progress, please send an e-mail to famedancestudios@gmail.com or call 780-871-1494.

- To keep the schedule on time, please do not come to discuss issues during a class. Instead, please call or e-mail to book an appointment with Miss Sarah.
