

2011-2012

Toronto Dance Vibe: Studio Conduct



Toronto Dance Vibe is committed to establishing an environment suitable for quality dance training. The following policies have been carefully designed, keeping this goal in mind.

Physical and mental discipline is essential to achieve successful dance training. To reach this result, students of Toronto Dance Vibe will be encouraged to dress and act in a professional manner. Please note that teachers are to teach dancing not to discipline students regularly. Should students be unable to conduct themselves in accordance with class rules (listening and participating), teachers will not hesitate to speak with the parents.

TDV wants all students and their families to enjoy an organized, friendly and positive experience, therefore our studio policies will be strictly enforced.

POLICIES and PROCEDURES

STUDIO CONDUCT

1. Students are not permitted to run in the halls or to “hang out” in the lobby. Students under the age of 8 should not be left in the studio unattended by a parent/guardian.
2. Studio washrooms and change rooms must be kept clean. Food is not permitted in the change rooms. Students are **ONLY** permitted to have **WATER BOTTLES** in the studios. We encourage students to use reusable water bottles and recycle plastic water bottles at home. Gum chewing is not permitted in the studio.
3. A level of **RESPECT** is expected by all Students, Parents and Guests. TDV Staff reserves the right to enforce proper studio etiquette.
4. Parents must make an appointment to speak with a teacher. Out of respect for students who are waiting for their class to begin, we request that parents do not approaching teaching staff between classes.

Let's all work together to keep the studio a fun and clean atmosphere.

PUNCTUALITY & ATTENDANCE

5. Parents are requested to pick up their child(ren) promptly at the end of class. At the end of a dance class it is not up to the TDV teachers or staff to monitor students, as another class will be in session.
6. Please notify the studio in advance of a class absence.
7. Missed classes will not be made up and no refund will be issued.
8. Fees for classes missed due to illness, vacation or whatever personal reason will not be refunded. This is regardless of whether the class is private or group, or if the teacher has been informed.
9. All classes will begin and end on time and students are expected to **be on time**. Please be respectful of your teacher and fellow dancers. It is expected that all dancers in the competitive team make a commitment to come to class regularly, on time, in studio uniform and ready to work together as a team with a positive attitude!

CANCELLED CLASSES

10. Cancelled classes (outside of statutory holidays –listed below) will be rescheduled or credited accordingly.
11. In the event of bad weather, students or parents are required to call the studio or check the studio website to find out if classes have been cancelled.
12. TDV will be closed on all statutory holidays (Thanksgiving, and Victoria Day – we are NOT closed on Family Day or Easter Monday).
13. The studio is closed for 2 weeks during the Christmas Holidays and for a week during March Break.
14. Notices will be posted prior to each holiday.

DANCEWEAR

15. All students are required to wear correct dancewear and footwear to class as outlined in the TDV dress code. It is important for students to come prepared with all their attire. Teachers reserve the right to ask students to refrain from class participation if proper dance attire is not worn. Due to limited space and a strict time schedule, students are required to arrive dressed properly and ready to begin class.

COSTUMES/UNIFORMS

16. A costume fee of \$67.80 per Kinderdance class and \$101.70 per recreational class is required for all classes.
17. Costumes/uniforms will not be handed out if payments are not received.

PAYMENT TERMS

18. *Payment is required prior to the first class. It is now required that post-dated cheques be submitted for the full dance year at the time of registration. Fees will be calculated at the studio based on the number of classes a student enrolls in.*
 19. It is up to the parent to inform the office if a student can no longer take dance classes prior to a new term. No refunds will be provided once a term has begun. Also note that COSTUME FEES are non-refundable.
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Payment dates are as follows:

- *Date of registration – 1st term*
- *October 1, 2011 – costume deposit*
- *November 1, 2011 – 2nd term*
- *February 1, 2012 – 3rd term*
- *April 1, 2012 – 4th term*

20. NSF Cheques: There will be a \$25.00 charge on all NSF cheques received and subsequent payments must be made in cash.

B.A.T.D. EXAMS

21. All students will be working on B.A.T.D. dance examination material. Exams are held in the winter at the studio.
22. These examinations are optional to selected students who are ready to be entered. The decision for entry will be made by the teacher and the candidate.
23. Examination students will be required to attend any extra classes required for training. Should these classes be missed, the teacher is to assume the student is not participating in the exam. No exceptions will be made this year to accommodate.
24. Fees must be paid prior to the exam date. Fees are non-refundable. If the fee is not paid, students will not be permitted to take the exam.

WORKSHOPS

25. Workshops are optional to students but are highly recommended. Workshops may be held at the studio or elsewhere depending on the workshop organization. Workshops allow students to improve their technique and acquire more knowledge in different disciplines of dance.

STUDIO DIRECTORY

- General inquiries – info@dancevibes.com
- Administrative issues (fees, term payments) – admin@dancevibes.com
- Competition information and studio events – comp@dancevibes.com

Please keep these guidelines as your reference. Further bulletins will be available on our website throughout the year and will be posted in the studio. Always check our website www.dancevibes.com for the most up-to-date information and stay informed about everything that is going on at Toronto Dance Vibe.

Colombe Karstoff
Director

The administrative team and teaching staff at Toronto Dance Vibe look forward to an exciting year with you!