



Athabasca Dance Society Policy

Website | www.athabascadance.com

Email | athadance@live.com

Parent/Student Handbook

DANCE INFORMATION

2024-2025

Authorized by | Athabasca Dance Society

Revised | August 2024

This handbook includes valuable studio information and policies. Please keep this handbook and use it as a reference for common questions and general information.

A copy of the ADS Handbook will be posted in each studio and/or can be downloaded from our website at www.athabascadance.com.

Welcome

Welcome to the Athabasca Dance Society! We are pleased you are joining us and wish you an exciting and rewarding year. The exceptional quality of our program is due in part to the hard work of our students, parents, teachers' and executive—you are an important part of our success. This handbook is designed to assist you with procedures and events throughout the year. Please read it carefully and keep it handy.

Mission Statement

The Athabasca Dance Society is dedicated to igniting and supporting a lifelong passion for dance in dancers, instructors, parents, and the public. We foster physical and personal growth by developing dancers and instructors in an open and inclusive environment.

Open Door Policy

The Teachers and Executive Members are here to help you. If you have any questions, or require assistance in any manner, please contact us. Please refer to the list of Executive Members on our website for contact information. Be specific in explaining your inquiry, and we will direct your question to the appropriate member. If you would like to speak to a teacher, please email the appropriate teacher and they will get back to you.

Teacher Contact Information

Kerry Doidge | athadance@live.com

Toni Tarrant | tonitarrant92@gmail.com

Studio Location and Mailing Address

Unit 2, 5412-50th Ave

Athabasca, AB T9S 1L4

Artistic Discretion

The teachers make all decisions with respect to performance ideas, creative thoughts, music choices and choreographic content and roles in class performances.

Classes Offered

Creative Movement (Ages 3 to 5)

These classes introduce children to a wide variety of skills and experiences. Often these classes are a child's first exposure to working independently from their parents. In a group setting, they learn to follow instructions and interact with other students under the guidance of a teacher. Children are encouraged to begin to discipline their own impulses and to fit into a greater whole.

Children are exposed to movements designed to help develop awareness of their bodies and to control their motions through space. They are encouraged to explore different qualities of movement while engaging their imaginations (e.g., walking like an elephant or scurrying like a mouse). They work in rhythm, explore different levels (high, medium, low) and learn to follow patterns (lines and circles). The basic movements of dance are introduced in these classes: bending, stretching, rising, jumping, turning, and running. Musical awareness grows as each child learns to hear and respond to different musical selections.

Junior Ballet (Ages 6 to 13)

This expands the previous lessons. As students progress through the levels they are expected to work more independently and to learn new movements. Movements from the previous lessons should be demonstrated with greater control and awareness. The discipline of ballet starts here. Dance requires self-awareness, concentration, strength, attention to even the smallest details, and musical awareness. Dancers must be able to control their every movement in time and space. Development of these skills takes years of study; there is no fast track or shortcut to success, and the groundwork begins in these classes. Exams may be offered, and additional fees may apply.

Ballet

Ballet classes at the ADS are based upon either the Cecchetti syllabus or the Edmonton School of Ballet's Ballet Progressions. The development of classical technique requires many years of study with each level demanding a greater commitment of time and effort on the part of the student.

Pointe (Minimum Age 12, on Teacher's Approval)

Pointe work is a technically demanding extension of ballet technique using pointe shoes. Students must be participating in at least three other ballet classes as a co-requisite. Teacher approval is required.

Contemporary (Minimum Age 13 minimum)

Contemporary dance is a movement style that developed during the mid-twentieth century and has since grown to become one of the dominant genres for formally trained dancers throughout the world. In terms of the focus of its technique, contemporary dance tends to combine the strong but controlled legwork of ballet with modern that stresses on torso. It also employs contract-release, floor work, fall and recovery, and improvisation characteristics of modern dance. Unpredictable changes in rhythm, speed, and direction are often used, as well. Additionally, contemporary dance sometimes utilizes elements from all genres of dance. Because of the extreme physicality required for the work, no one under the age of 13 will be permitted to attend. Class placement is by audition. As well, students must be taking a jazz class along with ballet at Cecchetti 4/Ballet 9 level.

Jazz

An informal type of dance developed in the 20th century representing our popular culture. It has roots from European music with Afro modifications emphasizing rhythm, syncopation, and swing. Characterization, the ability to make changes, and original dance moves are the ways in which dancers express and experience the feeling and fusion of the music and movement. As students advance, the jazz movements become more complex. Technical elements and style develop, ultimately showcasing strong character and stage presence through intricate, accurate movement. Taking a ballet class in conjunction is highly recommended.

Lyrical

Lyrical is a stylized form of jazz with the use of ballet technique. Lyrical dance portrays a story or set of emotions while dancing. Students will be expected to draw from within themselves; they are not simply demonstrating movements. To attend a lyrical class dancers must first attend a jazz class and ballet technique class.

Hip Hop

Hip Hop has emerged since its introduction in 1973 and now includes far too many styles to list. Hip Hop is an edgy, fresh and powerful urban dance style also known as Street Dance. The beginning of locking, popping and krumping, Hip Hop is mostly performed to rap, urban and not surprisingly, hip hop music. Funky, high-top dance sneakers are normally worn by dancers. What sets Hip Hop apart from several other dance styles is that its unusual street dance was freestyle in nature and did not follow a predefined choreography. A style of dance that is free to own expression, Hip hop dancers were free to interpret the dance in any way they could, and this led to several innovative and interesting dance styles.

Dance Class Etiquette

Dance is an art form where one learns by watching and doing. The term “line” is used to describe the use of a dancer’s body when working correctly. Students of dance must see the movement and line they are learning and feel their bodies as they move to make these lines and shapes. They must also listen to the sounds they are to interpret and learn to count music correctly.

Among many other tasks, the teacher must be able to see the students’ bodies as they work, as this will allow them to help the dancers to find the correct musculature for each movement. The lines and shapes the students are expected to develop are obscured when they are not dressed in the required attire. Besides revealing the body to allow visual recognition of lines and shapes for both teacher and student, a uniform helps to create a harmony for the eye so that students can more readily recognize when they are matching the same lines as the group. Having various colors and styles of bodysuits, tights, and shoes can be distracting for the students and instructor. Therefore, following the set uniform is essential to a student’s progress. Additionally, if students participate in examinations specific uniforms are required so wearing this uniform for the season is practical.

Hair style is also important. When students have loose hair, long bangs, or even a ponytail, they may become distracted, disrupting both their concentration and balance making turning and jumping more difficult. Additionally, the tradition of ballet and attention to detail of the art form is reflected in the participants’ grooming.

Appropriate attire and grooming are a basic requirement of any dance class. Adhering to the uniform is a sign of respect to the art form and the teacher, and shows that the student is ready and willing to work. When they attend class properly groomed, the student shows their classmates and teachers that they respect and care for the class and themselves.

Requirements for Progression

As students progress, the class work becomes more complex. Each level requires a higher degree of effort, self-discipline and time commitment on the part of the dancer. To advance to the next level students should work to their full potential in every class, as they would in an exam or performance situation. The students should think carefully about each of the following areas and check themselves for definite effort and progress.

- Focus and readiness for class (attendance, grooming, dress, warm-up, etc)
- Ability to pick up new work quickly, Strength, Placement, Balance.
- Degree and control of turn-out Extension/flexibility
- Ability to turn and spot Elevation/ballon Memorization Accuracy of detail
- Musicality and coordination
- Expression and dynamics
- Understanding and application of corrections

Uniform Requirements

Please see our website for current uniform requirements.

Ballet

All students must wear hair securely tied off the face. No bangs. Long hair must be in a NEAT bun. The use of invisible hairnets and large hairpins is helpful.

Creative Movement

Students must wear their hair in a bun or neat ponytail.

Beginner and Junior Ballet

Hair is worn in a neat bun fastened with hair pins and an invisible hairnet.

Jazz, Tap, Contemporary, Hip Hop, Lyrical, Conditioning

All students must wear hair securely tied off the face in a ponytail, braid or bun. Long hair must be neat with bangs fastened securely off the face.

*Note: It is suggested that all female students purchase a nude skin bodysuit to wear under their year-end costume. Street clothes, loose fitting clothes, or jewelry must not be worn in any dance class.

Dance Wear and Custom Costume Specialty Stores

All 4 Dance Store Hours:

WEST: 11054-156 St. NW Edmonton and SOUTH: 4115-106 St. Edmonton

Monday - Friday 11am-7pm, Saturday 10am-5pm

Phone: (780) 489-4269 or (780) 489-4286

Fax: (780) 489-4286

Toll-Free: 1-866-489-4269

Website: www.all4dance.ca

Email: sales@all4dance.ca

On Stage DanceWear Store Hours:

10004 79 Ave Edmonton, AB

Tuesday-Friday 10am-5pm

Phone: (780) 432-7998

Website: www.onstagedmonton.com

Email: onstagedancewear@hotmail.com

Karrie's Kostumes & Dance Supplies Store Hours:

2001 Tudor Glen, St. Albert, AB

Monday - Wednesday 10am-6pm, Thursday 10am-9pm,

Friday 10am-6pm, Saturday 9:30pm-5pm

Phone: (780) 460-2626

Phone 2: (780) 460-2624

Fax: (780) 460-2666

Website: www.karrieskostumes.ca

Email: kostume@telus.net

BZ Bodys Dance & Athletic Wear Inc. Hours of Operation:

Bay #6, 220 Century Road, Spruce Grove, AB

Monday - Friday 10am-7pm, Saturday 10am-3pm

Phone: 1-888-952-6397

Phone 2: (780) 962-5308

Fax: (780) 962-8035

Website: <http://www.bzbodydys.net>

Email: success1145@hotmail.com

General Information

Absence/Attendance

Attendance in class is important for students to reach their potential. Missed work is difficult or impossible to regain due to the nature of dance classes. Parents will be notified in the event that student absences become a concern, students who do not maintain good attendance may be removed from the dance performance or the class. Please be sure that you call the studio if your child is unable to attend dance classes for any reason. It may be possible to make up classes missed, due to illness or injury, by participating in another class.

Classes

When the teacher enters the class, students should be ready to start. Students should not talk in class. Water bottles and towels may be used at appropriate times. Students should finish the class with applause and thank the teacher (and pianist). When a guest enters the room and is introduced, students should stand and greet them in an appropriate manner. Absolutely no gum chewing in class!

Conduct

The Athabasca Dance Society is very proud of its students and anticipates that they will behave appropriately at all times. Students need to be considerate and respectful of their teachers and peers. Please show respect for the facilities and costumes.

Dance Class Cancellation

Due to teacher illness or emergency, if it is determined by the dance teachers and/or executive that dance class will be canceled, an email will be sent out to the ADS dance families and a notification of the above will be placed on Facebook.

Dance Society and Parent Communication

Due to limited interaction between parents and dance teachers, we have implemented several communication initiatives to help ensure that you are well informed throughout the dance year. Please note that the following systems, services, and contacts are in place for your reference and use. Please note that it will be our responsibility to do everything that we reasonably can to ensure that all critical information is made available to you. In addition, we also

want to point out that it will be your responsibility to access and read the information and ask questions should you have any.

Website | www.athabascadance.com is your direct communication link to the dance studio information and our online handbook, policies, and our current list of executive members.

Facebook | all class updates, information and notices will be posted on Athabasca Dance Society's Facebook page. If ADS members do not have a Facebook account, all posts are fed live to our website and can be viewed there as well.

Email | The Athabasca Dance Society's electronic mail address is athadance@live.com.

Suspension Policy

The Athabasca Dance Society reserves the right to cancel or refuse the enrollment of a child for the following reasons: non-payment or excessive late payment of dance fees, not observing the rules of the dance studio, if the child has special needs which we cannot adequately meet, or physical and/or verbal abuse of teachers, executive or dance children, by a parent or child.

The above decision will be communicated in writing to the student and the guardian indicating the effective date and the reason for the suspension of the child's enrollment. The President of the Society is responsible for the administration of this policy and is authorized to conduct any necessary investigation and obtain any further clarification when necessary.

For further and more detailed information on removal of students from dance classes, please read our Discard Policy appended to this handbook or found on our website at www.athadance.com.

Dress Code

The dress code is an extremely important tool for the correct development of technique and assists in preventing injuries. When the teacher is able to clearly see the dancers' body posture and physical presentation, they are able to make subtle adjustments that may eliminate future problems. Students should refer to the uniform requirements for all classes in all divisions. Students should remove warm-up garments and perform warm-up exercises prior to class. Appropriate grooming is expected at all times. Keep extra dance wear in a bag in case of emergency. Please ensure all dance wear is laundered on a regular basis.

Facility

Turnabout Avenue Place building is a non-smoking facility. There is a lobby area and access to the washrooms is across the hallway. Students should take pride in these premises and put garbage in designated disposal bins and keep clothes in bags or hang them up, thereby maintaining neatness. Quiet, well

well-mannered behavior is expected at all times. Inappropriate language, yelling, or running is prohibited.

Executive Members:

- President Secretary Treasurer
- Fundraising Director Performance Director Registration Director
- Family Commitment Director Costume Director
- Performance Assistant Costume Assistant Fundraising Assistant

- Hand and Machine Sewers Laundry
- Movie Night
- Parent Supervisors for performances
- Ticket Collection at Door (Year-end Performances) 50/50 Sales
- Cookie and Flower Sales Raffle Tickets

Family Commitment Requirements

The dance year is from September to May, and the Athabasca Dance Society requires the time commitment of each Family/Parent and/or Guardian in all of the following three ways:

1. A minimum of two hours per dance year in non performance related duties.

2. Family commitment requiring someone volunteering at one performance rehearsal (staging/technical/dress) and one performance. If we require more volunteers you may be asked to volunteer for an additional performance or rehearsal. This will be communicated to you in advance of a show/rehearsal.

3. In lieu of volunteer cleaning and maintenance of the two dance studios, an annual fee of \$100 will be charged on your studio director account for full season dancers. Half will be charged in the fall and half in the new year. For session dancers this cleaning fee will be \$25 for each session enrolled.

A post dated family deposit cheque is required (one cheque) in the amount of \$250.00 for the volunteer commitment; this is to be posted dated for Jun 1 of the following year. Family Commitment Cheque is due upon registration in order to attend dance classes.

Festival Wardrobe

Students/dance families will be responsible for transporting all their own costumes, including group costumes, to and from festival. We will collect a \$100 costume deposit cheque from each family which will be returned or destroyed at the end of the season with the return of the costume with no damages.. Dancers are responsible the care of all costumes provided for performances. Please remember that there is absolutely no eating or drinking while in costume. All students, at appropriate age levels, must wear deodorant while in costume to help with cleanliness. If a student has caused irreparable damage to a costume through deliberate or disrespectful handling, they will be required to pay for replacing it as determined by the teacher and costume director.

First Day of Class

In 2024 the Athabasca Dance Society dance classes will begin Sept 3, 2024. Students should come dressed in the proper dance attire, as per the uniform requirements as described on our website. Dancers should also bring a small dance bag with their dance shoes and a bottle of water. Parents are asked to label their child's dance wear and shoes.

Fundraising

The Athabasca Dance Society is a non-profit organization. We rely extensively on family commitment as part of our mission to keep costs down in order for as many students as possible to participate. Our funding comes from student fees, ticket sales, grants, and casinos. Additional fundraising ideas, if required, are carried out solely through family commitment volunteer hours. All families are required to participate in fundraising with the Spring and Fall fundraisers . Any family not wanting to participate can opt out with a \$500.00 cheque.

Inclement Weather

Samples of inclement weather are snow/stormy weather, severe icy roads or -40°C temperatures. If it is determined by the dance instructors and/or executive that classes will be canceled a dance class cancellation notice will be announced at each school, an email will be sent out to the dance families, and a notification will be placed on our Facebook page.

Make-Up Classes

At the discretion of the specific classroom dance teacher, if any dance classes were canceled due to unforeseen circumstances beyond the teacher's control, the teacher may reschedule the missed dance class. The date and day rescheduled will be at the discretion of the dance teacher. No refunds will be issued from tuition fees for any missed regular dance classes or any unattended make-up classes.

Medical Conditions

If your child has a medical condition that you feel we should know about or that may affect his or her ability to fully participate in class, please tell us. The more we know about the condition, the more we can help make his or her experience the best it can be. Please provide this medical information to the dance instructor of the class. All information will be kept private and confidential.

Newsletters

Newsletters will be available regularly throughout the year. It is the responsibility of all ADS students, and their parents, to read each newsletter.

Parent/Student Grievances

All parent or student grievances must be in writing to the executive. The item will be addressed at the next meeting and the recipient will receive a response in the form of a documented telephone call or letter. Grievances can either be emailed directly to athadance@live.com or sent by postal mail to:

Athabasca Dance Society
Unit #2, 5412-50th Ave Turnabout Avenue Place
Athabasca, AB T9S 1L4

For further and more detailed information of parent and/or student conduct, please read our Code of Conduct Policy appended to this handbook or found on our website at www.athadance.com.

Parent Viewing Week

For the benefit of our students, we do not allow parents into the dance studio to watch classes. We have discovered that if a child is in view of their parent, he or she may become distracted and, as a result, cannot get the most out of the class. We do want our parents to be involved, and we understand that as a parent you are interested in your child's education. We have established one week where parents are invited to view the child's regular dance class in its entirety. Parent viewing week is normally scheduled in November and dance families are encouraged to view the "Year-at-a Glance" calendar at www.athabascadance.com for the specific dates.

Performances

When attending or participating in performances, students are acting as representatives of the Athabasca Dance Society. Appropriate behavior is expected in the audience and backstage. Students should clap enthusiastically to show their appreciation and support.

Performance Opportunities

Students are expected to know and perform their choreography with accuracy. Students should strive to meet the technical and artistic requirements of the piece. Students can be removed from performances and/or exams at the discretion of the teacher, at any time. Please be aware that practice by oneself and/or knowledge of the choreography is not sufficient to perform. Just like team sports or other group activities, dance requires group practice to achieve excellence in timing, spacing, and synchronization of movement.

Performance Requirements

Costumes are provided for all participants in group performances. Students will need to provide their own tights and shoes. A nude-skin bodysuit is recommended. We film our Christmas show and our year end show. Each family gets a digital copy of the performance. We also have a professional photographer take photos of our shows and we can enjoy the gallery afterwards. We hire a highly skilled tech team for each show to allow us to run productions to the highest standards possible for our society. There are all costs associated with providing and enjoying media among ADS members. Due to this an annual \$50 media fee for all performing ADS families is collected. For full season families this fee will be charged in the fall and the new year. For session families this fee will be \$25 for each session enrolled.

Picture Day Information

The Athabasca Dance Society hires a professional photographer to take pictures of the dancers in full costume and make-up. These pictures are mandatory to attend but optional to purchase. Please don't let your dance group down by not attending the photo shoot. The photographer offers a variety of packages, including individual and group pictures. The schedule of photo times for each class will be made available to dance families around April. The photographer and the photo package pricing and information will be made available the day the photos take place. A "Model Release Form" must be completed, signed, and dated by the dancer prior to the photo shoot. Dance parents are not allowed within the photographing area when professional pictures are being taken. For the 2024-2025 season we will have 2 photo sessions. First one taking place November 30th for our fall session classes with a few applicable full season classes, dependant on our Christmas show. And March 22nd for full season and spring session classes.

Private Lessons/Solos

Certain dance students may be requested to participate in a solo or small group performance for a specific event or year-end show. This is a privilege to receive this opportunity and both students and parents are required to read, complete and sign a teacher's contract, which will be provided to them by that dance teacher. Regarding costumes it is the responsibility of the individual teacher to ensure that each student is given the opportunity to pick a costume from the costume room first. Should the student or dance teacher request to order a costume, instead of using what is available, and as most students are under the age of 18 years old, it is the responsibility of the dance teacher to speak directly with each parent and advise each parent, in advance, what the cost will be for that costume picked. If then the student and parent decide to purchase the costume, that costume will be the property of the student after the recital. Solo costumes fees, if not purchased directly by the soloist, will be added to the Studio Director program for each family to pay prior to attending any festival or performances. Please note, costumes may be donated back to the ADS costume room for future soloists, with No refund expected or given back, should the dancer choose to do so.

Punctuality

Students are expected to arrive on time and to be in complete dance uniform, including proper dance shoes and with their hair secured neatly, before their scheduled class is ready to begin. Students are asked to arrive no more than 15 minutes before their scheduled dance class.

For students arriving more than 10 minutes late (according to the studio clock) for any scheduled class, the teacher reserves the right to ask the student to sit and observe the class only. This is for the safety of our students. Exercises and stretches at the beginning of all levels of classes are very important and designed to warm up the students' muscles properly. Missing these exercises could cause injury.

Registration

Parents can register at our registration day during our Annual General Meeting before the start of a new dance season (September to May) or at the fall Community Registration Night at the Athabasca Regional Multiplex. A post-dated Family Commitment cheque along with completed registration package and waiver form must be received for each family member enrolled in classes in order to secure the place in a class, fees will be collected VIA Auto Pay on Studio Director on the first of the month commencing September 3rd for full season families and September 9th for our fall session families. For other payment arrangements please contact us in advance. To ensure quality instruction for all students involved, class sizes are restricted. ADS classes need a minimum number of students in each class to run. Some classes may be combined due to low enrollment, and at the board and teachers discretion, classes will be combined or canceled. Our teachers generally know the levels their students are at, so combining classes ensures that we have the minimum number of students to run the class while ensuring progression of students training.

For further and more detailed information of registration rules, please read our Registration Policy appended to this handbook or found on our website at www.athabascadance.com.

Registration Payment Options

All registrations will be made VIA auto pay on studio director. Failure to elect the auto pay option could result in an interruption to your dancer's class time. For any issues with auto pay, please contact the registration team at athadance.reg@gmail.com

Refunds

Written withdrawal notice of a student(s) and request for refunds, must be dated and received within 30 days, which is one calendar month, following the date signed on the paper registration form. Written withdrawal in the form of an email or completed and emailed withdrawal form sent to athadance@live.com will be accepted if received in 30 days from signed and dated registration form. Full refund of dance fees will be returned by cheque to the dance family/parent or guardian that paid the fees upon this written withdrawal notice and request for refunds received by the Athabasca Dance Society.

No dance fees will be refunded, on any class withdrawal, after (30 days), which is the one calendar month, following the date signed on the paper registration form.

No refunds will be issued from tuition fees for any missed regular dance classes or any unattended make-up classes.

No refunds will be issued from tuition fees for days with months of Statutory Holidays. No refunds will be issued for ticket or costume fees (if applied) after Dec 1 of the current year.

For further and more detailed information on fee refunds, please read our Refund Policy on our website at www.athabascadance.com.

Statutory Holiday Closures

The Athabasca Dance Society will close on most statutory holidays or holiday breaks. Specific closure dates may be determined using the Aspen View School Division yearly calendar as a guideline. (No reductions in tuition fees are made due to months with holidays.)

Dance families are requested to view the “Year-at-a Glance” calendar at www.athabascadance.com for exact dates and further information. There will be no dance classes for the following dates: Thanksgiving holiday in October, Truth and Reconciliation Day, Christmas Break in December (including New Year’s Day in January), Alberta’s Family Day holiday and Teachers Convention in February, Spring Break in March, and Good Friday (in either March or April).

Studio Maintenance

Studios will be cleaned and sanitized weekly by a paid position. There is a \$25.00 cleaning fee per family for the dance season.

Tax Receipts

As families receive invoices every month, there will be no tax receipts issued. If you require a different arrangement, please reach out and contact us at athadance@live.com and we will help you out.

Summer School

Summer school is not a requirement of any student; however, if a student wishes to participate, these can be an excellent experience. Summer school recommendations will be available at the student's request. Please speak to your teacher if you are interested.

Theatre Etiquette

Please remember that when watching your child's performance several important factors help everyone enjoy the show. Please be sure all cell phones and pagers are off, do not enter or exit during performances and do not move around the theatre. Please stay to enjoy all the dances so that each student has an audience, we discourage people leaving at Intermission. Please be as quiet as possible during the performance. Do not use any flash photography as this distracts the dancers and may cause injury.

These small points educate our children on theatre etiquette and make for a positive and enjoyable dance event for all. Students may not leave any performance early without prior arrangements with their teacher and room supervisor. Students will not be allowed in the theatre during the final performance as they have the opportunity to watch during rehearsal.

