

LEAP FORWARD DANCE SCHOOL PARENT HANDBOOK

Location

2758 Peatt Road Victoria B.C,

Mailing Address

815 Craigflower Road, Victoria B.C, V9A 2W8

Studio Owner's Phone Number

(250)818-9225 Amber's Cell

Email Address for all Financial Matter

kelly@leapforwardlangford.com

Email Address for all other matters

info@leapforwardlangford.com

Website Address

www.leapforwardlangford.com/dance

WELCOME

Thank you for choosing Leap Forward Dance School for your child's dance education. Leap Forward Dance School opened September 2013 with a commitment to instill a love for dance in each student. We realize you have many choices for dance education in Victoria. We are very pleased you have chosen us. We strive to provide the best customer service to all our families. We strive to provide a quality dance education in a positive, nurturing environment to all our students. Our goal is to discover the gifts of each dancer and develop them to their highest potential so that they may enrich their lives through dance.

ARRIVING FOR CLASS

- Please use the "Back Entrance" for all drop-offs and pick-ups.
- Students should arrive ready to dance ten minutes prior to the start of their class.
- Students are encouraged to bring a small dance bag with their shoes and a full water bottle.
- Please label your child's dance shoes and bag with his/her initials.

2018/2019 DRESS ATTIRE (Girls)

Kinder Dance 2

- Body Suit (40035 "True Pink" Mondor, or D-6096 "Light Pink" So Danca)
- Ballet socks (167 "Ballerina Pink" (Mondor)
- Pink full soled ballet shoes
- Circle skirt (16207 "True Pink" Mondor)

- Pink or white wrap around sweater (optional)
- Hair in a bun

Pre-School Dance, Creative Ballet 2

- Body Suit (1635 “Lilac” Mondor)
- Ballet socks (167 “Ballerina Pink” (Mondor)
- Pink full soled ballet shoes
- Circle skirt (16207 “Lilac” Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Youth Ballet

- Body Suit (1635 “Lilac” Mondor or 1635 “True Navy” Mondor)
- Ballet socks (167 “Ballerina Pink” (Mondor)
- Pink full soled ballet shoes
- Circle skirt (16207 “Lilac” Mondor or 16207 “True Navy” Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Level 1A Ballet and Level 2A Ballet

- Body suit (1635 “True Navy” Mondor)
- Ballet socks (167 “Ballerina Pink” (Mondor)
- Pink full soled ballet shoes
- Circle Skirt (16207 “True Navy” Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Level 3A Ballet

- Body Suit (3521 “Paradise” Mondor)
- Ballet Pink tights
- Pink full soled ballet shoes
- Pink or white wrap around sweater (optional)
- Hair in a bun

Hip Hoppin Jazz Intro, Hip Hoppin Jazz 1A and 2A and Hip Hop 3A

- Black t-shirt/tank top
- Black leggings/ shorts
- Black jazz shoes
- Hair off face and neck

Tap 1A, 2A and 3A

- Black t-shirt/tank top
- Black leggings or shorts
- Black tap shoes
- Hair off face and neck

Free Movement

- Comfortable dance wear
- ballet shoes, gymnastic slippers, jazz shoes or bare feet

- Hair off face and neck

2018/2019 DRESS ATTIRE (Boys)

Kinder Dance 2, Creative Ballet 2, Pre-School Dance, Youth Ballet, Level 1A, 2A and 3A Ballet

- White fitted T-shirt
- Black fitted shorts
- White socks
- Black or white full soled ballet shoes
- Hair off the face and neck

Hip Hoppin Jazz Intro, Hip Hoppin Jazz 1A and 2A and Hip Hop 3A

- Black t-shirt/tank top
- Black leggings/ shorts
- Black jazz shoes
- Hair off face and neck

Tap 1A, 2A and 3A

- Black t-shirt/tank top
- Black leggings or shorts
- Black tap shoes
- Hair off face and neck

Free Movement

- Comfortable dance wear
- ballet shoes, gymnastic slippers, jazz shoes or bare feet
- Hair off face and neck

For all students in all classes no gum no jewelry

We recommend Ellsweat for all of the above supplies.

Ellsweat Dance and Activewear

Address: 3180 Harriet Road, Victoria BC, V9A 1T8

Phone: 250-721-5356

2018/2019 Calendar

September 15th First Day of Classes
 September is "Bring your Friend to Class" Month
 October 6th and 8th Closed for Thanksgiving Day
 November 12th Closed for Remembrance Day
 December 11th to 17th Watching Week
 December 18th to January 5th Closed for Christmas Break
 January is "Bring your Friend to Class" Month
 February 18th Closed for Family Day

March 11th to 16th Watching Week
March 18th to March 30th Closed for Spring Break
April 20th to 22nd Closed for Easter
May 20th Closed for Victoria Day
June 13th Last Day of Classes
June 15th Picture Day, Dress Rehearsal and Year End Recital (Venue TBA)

Payment Policies

Registration Fee

- \$30 Registration fee is due at the time of registration.

Costume Fee

- \$100 Costume fee is due at the time of registration.
- Remaining costume fees are due March 1st (if applicable)

Registration and costume fees do not apply to Free Movement class enrollments. Free Movement does not participate in the End Year Recital.

Monthly Fees

30 Minute class \$50

45 Minute class \$57

60 Minute class \$63

GST included

Discounts

- A 10% discount is offered to a student's total tuition fees between September and June if fees are paid in full upon registration on or before August 31st, 2018.
- A 5% discount is offered to a student's total tuition fees for remaining months in the term if fees are paid in full upon registration on or before October 31st, 2018.

Additional Payment Details

- **All fees paid are non-refundable including registration fees, costumes fees and payments in full (with discount applied)**
- All payment payable to *Leap Forward Dance School*.
- Monthly Payments are due on or before the 1st of each month.
- Fees are the same for each month even though some months have more classes than others.

- Payments can be made by postdated cheques provided at the time of registration or a monthly e-transfer on or before the 1st of each month to kelly@leapforwardlangford.com
- \$5.00 per day late payment fee is applied to all late payments.
- \$50.00 NSF fee is applied to all cheques returned NSF.
- Fees owed after a student is no longer taking classes will be sent to our collection agency, Fees that are owed after a child has been withdrawn, with or without a calendar month of notice, will be sent to our collection agency, *In-House Receivable Services Ltd.* At this time, the account will be passed over in full to IRS and fees will be due to IRS. Once IRS has been handed the account, Leap Forward Dance School would no longer be involved with the account.

WITHDRAWAL

Leap Forward Dance School requires one full calendar month of notice for withdrawal or one month of tuition paid in lei of notice. A withdrawal notice must be provided via email. Remaining cheques that were provided at registration are paper shredded when notice is provided.

COSTUMES

Except for Free Movement, for each class a student is enrolled in, a recital costume will be necessary. A \$100 costume fee is due at the time of registration. For children registered in multiple classes, additional costume fees are due March 1st. Costume fees are non-refundable. Costumes are not provided for withdrawals prior to the recital.

EXAMS/DEMONSTRATIONS AND FESTIVAL PERFORMANCES

When appropriate, students are provided with the opportunity to participate in an optional Exam/Demonstration and local dance festivals. The purpose of participating in an Exam/Demonstration and local dance festivals is to enhance the student's enjoyment of dance and sense of achievement.

CLASS ATTENDANCE

To reach full potential in class, a student must attend on a consistent basis. We encourage regular attendance from all our students at Leap Forward Dance School. It is appreciated if students arrive approximately 10 minutes prior to their scheduled class time to ensure preparation for class. If a student must miss a class, please notify the studio by calling the studio or by emailing Amber. We are not able to offer credits or refunds for classes missed.

Unfortunately, student who have accounts past due, miss more than 3 class during the months of April, May and June or who do not attend the *End Year Recital Rehearsal* are not permitted to participate in the End Year Recital.

CLASS CANCELLATION

Classes cancelled due to extreme weather conditions are not made up. Classes that are cancelled for any other reason will be made-up before the end of the term.

NEWSLETTERS

Newsletters are available online and by email. All correspondence is posted in the newsletters to ensure that you will be up-to-date with Leap Forward Dance School's news and events. Please make sure you list a current email address on your child's registration form so that you receive all updates.

WAITING ROOM

The waiting room at Leap Forward Dance School is for the convenience of our students and their parents/guardians. All children are required to have direct adult supervision while in the waiting room. The dance teacher is only able to supervise students while they are in their class.

Parents of children who can use the bathroom completely on their own and who are comfortable being left with the teacher may leave the studio for the duration of their child's class. If your child needs help to use the washroom or is not comfortable with you leaving the building, please remain in the waiting room for the entire duration of the class.

Our wireless internet connection is the "guest" option. The password is "dancingisfun".

At Leap Forward Dance School, we strive to maintain an atmosphere that is positive for both the parents and the children to enjoy. For this reason, we ask that parents avoid discussing negative issues in the waiting room. We encourage those who have concerns to speak with us directly. We are here to ensure that both the parents and the students are happy while at Leap Forward Dance School.

VIEWING CLASSES

Can I watch my child's class from inside the studio? Holding a child's attention is the key to learning. All dance teachers with years of teaching experience agree that concentration is paramount in learning to dance.

Your child wants to please you and run to you for approval, and this is natural and normal. Unfortunately this disrupts class and makes the learning process difficult. We all want happy children who are benefitting from the full experience, and we therefore restrict parental attendance in the studio to Watching Weeks.

We have two scheduled Watching Weeks. Family and friends are welcome inside the studio to watch the children dance during Watching Weeks. Please see the Calendar for specific dates. Parents are encouraged to view classes from inside the studio on Watching Weeks only.

Viewing of your child's class is always available through the TV screen and the window in the waiting room or the glass entrance door.

All the above being said, Free Movement is a "parent welcome" class. Parents who are in attendance during this class are required to observe quietly or to participate along with their

child. We ask that parents who are in the studio not converse with other parents and allow to teacher to be the main “voice” during the class.

STUDIO

Food and drink, except water, are not permitted in the dance studio. Absolutely NO street shoes are permitted on the dance floor. Dirt, dust and debris from street shoes can lead to falls and injuries and may harm the dance floor.

The dance barres and mirrors are for educational purposes only. We encourage the students not to hang or swing from the barres and not to touch or lean on the mirrors. The piano is a valued instrument. We encourage the students not to touch the piano without permission from the teacher or the pianist.

PHOTOGRAPHY

On occasion, we will take photos during regularly scheduled classes for the purposes of advertising, newsletters and for in-house displays.

We request that parents refrain from taking photos/recordings of the End Year Recital.

Picture Day takes place during our End Year Recital Dress Rehearsal or Recital. These pictures are made available to all families.

The End Year Recital is recorded and made available to families as well.