

## **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

[info@leapforwardlangford.com](mailto:info@leapforwardlangford.com)

### Website

[www.leapforwardlangford.com/dance](http://www.leapforwardlangford.com/dance)

### Facebook

<https://www.facebook.com/leapforwarddance>

## **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 "Front Entrance" for all drop-offs and pick-ups on weekdays.
- Please use the "Back Entrance" for all drop-offs and pick-ups on Saturdays.
- Students should arrive ready to dance a few minutes prior to the start of their class. On weekdays, if a class is in session, children who arrive early are welcome to sit on the blue mat in front of the studio and wait quietly.
- The waiting room is open on Saturdays.
- 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 any other item such as ballet skirt) and water bottle with his/her initials.

## 2023/2024 DRESS ATTIRE (Girls)

### Baby Boogie

- Bare feet and comfortable cloths
- Tutus, ballet, and gymnastic slippers (optional)

### Kinder Dance 1/2

- 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

### Creative Ballet 1/2

- 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

### Ballet Level 1

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

### Ballet Level 2/3

- Body suit (26235 "Black" Mondor)
- Ballet pink tights
- Pink full soled ballet shoes
- Circle skirt (16207 "Black" Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

### Youth Ballet

- Body suit (26235 "Black" Mondor)
- Ballet pink tights
- Pink split soled ballet shoes
- Pink or white wrap around sweater (optional)
- Hair in a bun

### Adult/Teen Classes

- Body suit and tights or Comfortable lightweight clothing
- Appropriate dance shoes

**Hop and Bop 1/2, Hip Hoppin Jazz 1/2, Youth Hip Hoppin Jazz**

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

**Jazz/Ballet Combo**

- Black or white body suit or t-shirt/tank top
- Black leggings or shorts or pink ballet tights
- Black or white socks
- Ballet slippers, gymnastic slippers, or jazz shoes (any color)
- Hair off face and neck

**Tiny Tappers, Intro to Tap, Youth Tap**

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

**2023/2024 DRESS ATTIRE (Boys)**

**Kinder Dance 1/2, Creative Ballet 1/2, Ballet Level 1/2/3, Youth Ballet**

- White T-shirt
- Black leggings or shorts
- White socks
- Black or white full soled ballet shoes (split soled permitted for Youth Ballet)
- Hair off the face and neck

**Adult/Teen Classes**

- Body suit and tights or Comfortable lightweight clothing
- Appropriate dance shoes

**Hop and Bop 1/2, Hip Hoppin Jazz 1/2, Youth Hip Hoppin Jazz**

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

**Jazz/Ballet Combo**

- Black or white t-shirt/tank top
- Black leggings or shorts
- Black or white socks
- Ballet slippers, gymnastic slippers, or jazz shoes (any color)
- Hair off face and neck

### **Tiny Tappers, Intro to Tap, Youth Tap**

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

***We recommend Ellsweat Toes and Taps and Walmart for all the above supplies.***

#### ***Ellsweat Dance and Activewear***

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

Phone: 250-721-5356

#### ***Toes and Taps***

Address: 1733 Cook Street, Victoria BC, V8T 3P4

Phone: 250-480-0017

### **2023/2024 Important Dates**

September "Bring Your Friend to Class" Month

September 11<sup>th</sup> First Day of Classes

September 30<sup>th</sup> Close for National Day for Truth and Reconciliation Day

October 7<sup>th</sup> and 9<sup>th</sup> Closed for Thanksgiving. Long Weekend

October 24<sup>th</sup> to 30<sup>th</sup> Halloween Dress-Up

October 31<sup>st</sup> Closed for Halloween

November 11<sup>th</sup> Closed for Remembrance Day

December 11<sup>th</sup> to 16<sup>th</sup> Viewing Week and Christmas Dress-Up

December 18<sup>th</sup> to January 6<sup>th</sup> Closed for Christmas Break

January "Bring your Friend to Class" Month

February 8<sup>th</sup> to 13<sup>th</sup> Valentine Dress-up

February 19<sup>th</sup> Closed for Family Day

March 18<sup>th</sup> to April 1<sup>st</sup> Closed for Spring Break and Easter

April 8<sup>th</sup> to 13<sup>th</sup> Viewing Week

May 20<sup>th</sup> Closed for Victoria Day

TBA Picture Day, Year End Rehearsal and Year End Performance

June 8<sup>th</sup> Last Day of Classes

## PAYMENT POLICIES

### Registration Fee

- \$35 Registration fee is due at the time of registration.

### Recital Fee

- \$100 Recital fee is due at the time of registration (does not apply to Baby Boogie and Adult/Teen classes).
- Remaining recital costume fees are due March 1<sup>st</sup> (if applicable)

***Costume fees do not apply to adult class enrollments.***

### Monthly Fees

30 Minute class \$61

45 Minute class \$71

60 Minute class \$75

\*GST included\*

### Discounts

- A 15% 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 31<sup>st</sup>, 2023.
- 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 31<sup>st</sup>, 2023.

### Additional Payment Details

- **All fees paid are non-refundable including registration fees, costumes fees and tuition fees (including discounted payments in full).**
- Monthly fees are due on or before the 1<sup>st</sup> of each month.
- Fees are the same for each month (September to June) even though some months have more classes than others.
- Payment must be made by a monthly e-transfer on or before the 1<sup>st</sup> of each month or in full at the time of registration to [info@leapforwardlangford.com](mailto:info@leapforwardlangford.com) using "what is the students first name?" or "what is the students first and last name?" as the security question.
- \$5.00 per day late payment fee is applied to all late payments.
- 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 lieu of notice. A withdrawal notice must be provided via email.

### **COSTUMES**

Except for Adult/Teen classes and Baby Boogie, for each class a student is enrolled in, a recital costume will be necessary. A \$100 Recital Fee is due at the time of registration. For children registered in multiple classes, additional costume fees are due March 1<sup>st</sup>. The Recital Fee is non-refundable. Costumes are not provided for withdrawals prior to the recital.

### **EXAMS**

When appropriate, students are provided with the opportunity to participate in optional Royal Academy of Dance Exams/Presentations/Demonstrations.

### **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 a few 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, texting 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.

### **WAITING ROOM**

The waiting room and our outside playground is open on Saturdays only. Our wireless internet connection is the "guest" option. The password is "dancingisfun".

### **VIEWING CLASSES**

We have Viewing Week prior to our Christmas Break and after Spring Break. Family and friends are welcome inside the studio to watch the children dance during Viewing Week. Please see the Calendar for specific dates. Parents are permitted to view classes from inside the studio on Viewing Weeks only.

On Saturdays the classes can be viewed on the large TV screen in the waiting room.

Kinder Dance and Baby Boogie are "parent welcome" classes. Parents who are in attendance during these classes are required to observe quietly or to participate along with their child. We

ask that parents who are in the studio refrain from holding lengthy conversations with other parents. We also ask that parents allow the 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 and post them to our Facebook page.

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