

dance directions.

Parent Handbook
September 2022 - June 2023

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Quick Reference

Address: 38224 Eaglewind Blvd. Squamish

Phone Number: 604-848-9060

Email: info@dancedirections.ca

Website: www.dancedirections.ca

Office Hours:

Monday	1:00 P.M.-5:30 P.M.
Tuesday	1:00 P.M.-3:00 P.M.
Wednesday	1:00 P.M.-3:00 P.M.
Thursday	1:00 P.M.-3:00 P.M.
Friday	1:00 P.M.-3:00 P.M.
Saturday	11:00 A.M.-1:00 PM
Sunday	Closed

Class Hours:

Monday	3:30 P.M.-9:30 P.M.
Tuesday	3:30 P.M.-9:30 P.M.
Wednesday	3:30 P.M.-9:30 P.M.
Thursday	3:30 P.M.-9:30 P.M.
Friday	3:30 P.M.-7:30 P.M.
Saturday	10:00 A.M.-1:00 P.M.
Sunday	Closed

Introduction

Welcome to Dance Directions!

We are so excited that you have decided to join our dance family. Our studio offers a variety of classes for dancers aged two through adult, within a supportive and inclusive community.

The primary goal of our company is to teach the fundamentals of dance technique, while also creating opportunities for dancers to grow their confidence, develop and explore their creative side as they learn about movement and rhythm.

We are a supportive dance studio that encourages pushing artistic and creative boundaries in an enthusiastic way for passionate humans and dancers.

Our mission statement:

We affirm that our studio will strive to

- push creative boundaries
- be supportive of students as individuals
- make positive, uplifting corrections
- create connections with families and community
- foster inclusiveness
- encourage freedom of expression (within the stated studio guidelines)
- creating a safer positive space for all
- work to use methods that develop confidence
- to use methods that establish an encouraging environment

We look forward to working with you and your child during the upcoming season. Please know that we are available to help with all questions or concerns. Feel free to contact us at your convenience.



Cierra Rohde
Studio Owner and Director

Classes

We are proud to offer a plethora of dance classes. With so many options there's sure to be one that's a great fit for your dancer.

Ballet

A foundational class. Ballet improves strength, balance, posture and all the basics needed for all other dance style. We offer an open style ballet class following a consistent class plan to insure dancers improvement.

Hip Hop *Coming 2023/34*

Hip Hop refers to street style dances. It is generally performed to Hip Hop music or music that has evolved as part of the Hip Hop culture.

Tap

Working with the music, dancers create different rhythms with their feet. Coordination, style and musicality are the key factors that are focused on in this style. The Al Gilbert graded system of dance is the basis of the classes we offer.

Acro *Coming 2023/34*

This style involves Gymnastics, Contortion and Tumbling. Along with flexibility, strength is worked on to ensure injury prevention and not over-stretching. Dancers are pushed to their personal limits when it comes to flexibility and strength.

Musical Theatre

Combining singing, dancing and acting, this gives students the opportunity to dance to popular musical songs, expanding their imagination with acting improvisation. Students also work on singing to perform singing, dancing and acting live. A Jazz or Technique/Conditioning class is strongly recommended for dancers wanting to take this class.

Technique/Conditioning

This class is designed to build strength and technique. Dancers will do a warm up and "across the floor" focusing on their technique training. Combinations will be learnt to put these techniques into place. This class is mandatory for competitive Jazz, Contemporary, Lyrical and Musical Theatre Dancers but is recommended for all dancers.

Contemporary/Lyrical

A free moving form of dance. The basis of these styles are Ballet and Improvisation. Partner work and floor work are two key components to these styles. These classes are a way for dancers to explore their personal movement and explore their creative capabilities. A Ballet class is strongly recommended for dancers wanting to take this class

Jazz

Usually performed to popular music. Jazz is an athletic dance style that is used in the T.V. industry. Jazz gives dancers a wider range of movement and vocabulary.

Progressive Ballet Technique (PBT)

A combination of Yoga, Pilates and Ballet. Progressing Ballet Technique (PBT) is an innovative body-conditioning and strengthening program that has been designed to enhance students' technique by focussing on training the muscle memory required in each exercise in all forms of dance. The program helps with injury prevention and rehabilitation and enhances the ability of athletes to perform at their best.

Programs

We are proud to offer four programs in our growing dance home. We strive to provide an inclusive environment that allows for connection within all programs.

Preschool Program

Sessional or Yearly.

Yearly class runs September-June - Dancers are included in our year end recital.

Sessional classes run for six weeks - Dancers are not included in our year end recital.

Our preschool programs for children age 2-4. This program offers the following styles:

- Tap
- Jazz
- Hip Hop
- Acro

These 45 minute classes are designed to engage dancers in the art of dance through exploration, creative expression, and using student imagination all while learning the basic skills. Confidence building and basic social norms such as taking turns and sharing are built into our programs.

Sessional: This six week program allows for a flexible time commitment for students who may be new to dance or have other seasonal commitments. Send us an email for our session rates and dates.

Yearly: Yearly classes run September - June. Dancers are included in our year-end recital. This option is for dancers who wish to perform on stage at the end of the season and who are able and willing to participate in a dance class for the whole season. Rates for this program are regular tuition.

Non-Competitive Program

Runs September-June - Dancers are included in our year end recital

For children ages 5-18. This program offers the following styles:

- Ballet
- Tap
- Jazz
- Contemporary
- Lyrical
- Musical Theatre
- Progressive Ballet Technique
- Conditioning
- Hip Hop
- Acro.

Our non-competitive program for dancers who are interested in learning dance for recreation or fun and are not prepared to commit to the rigors of the competitive program. This program teaches the fundamentals of dance technique while working on building students' confidence, work ethic and developing group dance skills. Dancers in this program may notice growth both within their dancing and technique as well as their self confidence.

Competitive Program

Runs September-June - Dancers are included in our year end recital

For children ages 5-18. This program offers the following styles:

- Tap
- Jazz
- Contemporary
- Lyrical
- Musical Theatre
- Hip Hop
- Acro

Our competitive program for dancers seeking additional performance opportunities and who are ready to take their training to the next level. Please see our competitive handbook for additional information regarding detailed information and requirements regarding this program. If you are interested in having your dancer assessed for the competitive program, please contact us to ensure your dancer is placed in the correct classes.

Adult Program

Runs in six week sessions with a drop-in option

For adults ages 18+. This program offers the following styles:

- Ballet
- Contemporary
- Tap

Send us an email for our rates and session dates.

Registration

Set up a meeting or register through our website. Have questions? Do not hesitate to reach out and we will be happy to help.

How to

- 1) Go to www.dancedirections.ca
- 2) Click 'Registration' on our menu bar
- 3) Click 'Register Online'
- 4) Select 'New To Dance Directions' or log in if you are a past or current family
- 5) Proceed to follow our automated system's instructions

Fees and Tuition

Registration fee:

\$30+GST per student or \$50+GST per family Registration fee - Due at time of registration- Non-refundable

This is a processing fee for processing all registrations.

Recital fee:

\$20+GST per student per performing class - Non-refundable - Due October 15

This is used for our dress rehearsal and music that is made available for your dancers to practice with.

Costume fee:

\$75+GST - Non- Refundable - Due November 15

Costumes normally cost anywhere from \$100 to \$200 new. At Dance Directions we offer a rental program where dancers pay a flat rate for their costume rentals as a more affordable option for families. This is applied to each dancer's account for the number of performance classes they are registered in on November 15. Each class wears a unique costume that unifies their individual groups' look on stage at our year-end recital.

Recital tickets:

\$25 per ticket - Non- Refundable

Each season we celebrate the end of the year with our year end recital. Recital line ups will be released 2 months prior to the performance date. Recital is how the dancers celebrate and show off what they've learned throughout the season.

Tuition per student - Due September 15 and the first of every month October-June

Tuition Rates - please see pages 7 and 8

A \$15.00 late fee will be charged for any payments 30 days past due. For any account past due more than 60 days, the student(s) will be suspended from class participation until the account arrears is settled. Accounts 90 or more days past due may be sent to a collection agency and the entire remaining tuition balance will become immediately due and payable. One month's notice emailed to info@dancedirections.ca is required to withdraw from classes. All outstanding fees, including but not limited to costumes, competitions, private lessons, must be paid prior to withdrawal.

Photos - Optional: In May our dancers will participate in a photo weekend. We ask that all dancers attend photo weekend, however it is optional to purchase photos and it is your choice to have an individual photo taken in costume. All payments go directly to the photography company and can vary between \$40-\$300 depending on how many photos you choose to purchase.

Studio Events - Optional: Throughout the season we love to host events such as movie nights, studio sleepovers, a year end party and so much more. These events vary in price anywhere from \$10-\$50.

Studio Apparel - Optional: Two to three times a season Dance Directions will have apparel available for order. Stay tuned for more information as it becomes available.

Tuition Rates

Weekly hours	Monthly rate +GST	Due Dates
0.5	\$34.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
0.75	\$51.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
1	\$68.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
1.25	\$85.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
1.5	\$102.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
1.75	\$119.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
2	\$132.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
2.25	\$148.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
2.5	\$165.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
2.75	\$181.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
3	\$192.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
3.25	\$208.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
3.5	\$224.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
3.75	\$240.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1

4	\$248.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
4.25	\$263.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
4.5	\$279.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
4.75	\$294.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
5	\$300.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
5.25	\$315.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
5.5	\$330.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
5.75	\$345.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
6	\$348.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
6.25	\$362.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
6.5	\$377.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
6.75	\$391.50	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
7	\$392.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
7.25	\$406.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
7.5	\$420.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
7.75	\$434.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1

8	\$448.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
8.25	\$462.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
8.5	\$476.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
8.75	\$490.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
9	\$504.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
9.25	\$518.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
9.5	\$532.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
9.75	\$546.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
10	\$560.00	September 15, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1, June 1
Preschool Sessional	\$75	Due 48 hours prior to the first class
Adult Sessional	\$90	Due 48 hours prior to the first class
Drop in	\$17	Due 48 hours prior to the first class
10 class card	\$150	Due upon purchase

We offer the following payment options:

Automated: Visa/MasterCard automatically charged owing amounts on their due dates.

Manual Visa/MasterCard: Manually paying through your studio account, calling in or visiting our front desk.

E-transfer to: info@dancedirections.ca

- Question: Where are we located?
- Answer: squamish

Cheque: Payable to "Dance Directions" and handed in prior to the due date.

You will receive email reminders for upcoming fees 14 days, 7 days and 3 days prior to their due date.

Withdrawal and Tuition Policies

Monthly tuition fees are due on September 15 and the first of each month from October to June. Auto payment is requested for any new accounts. For any account past due more than 60 days, the student(s) will be suspended from class participation until the account arrears is settled. Accounts 90 or more days past due may be sent to a collection agency and the entire remaining tuition balance will become immediately due and payable.

Dance Directions does not give credit or refunds for classes missed due to holiday, vacation, illness, weather, pandemics etc. - One month's notice emailed to info@dancedirections.ca is required to withdraw from classes. Word of mouth or a student's absence is not considered notification. All outstanding fees, including costumes, competitions and private lessons, must be paid prior to withdrawal. Registration, costumes, competition and costume fees are non refundable. By registering, you understand Dance Directions' payment policies and agree to them.

Communications

Communication is important to us. Our main means of communication is email. Send us an email any time you feel the need to reach out and we will do our best to respond within 48 hours. If you have any questions, comments or concerns, please do not hesitate to reach out. We are here to help your dancers' dance experience be the best we can make it. We are always happy to help and support in any way we can.

Be sure to follow us on Instagram and Facebook for our latest updates.

Instagram: @dance_directions

Facebook: Dance Directions

We'll also send out monthly newsletters throughout the season with any important information you need to know. Be sure to go to our website to subscribe to the email list.

Website: www.dancedirections.ca

Instagram: @dance_directions

Facebook: Dance Directions

Email: info@dancedirections.ca

Phone: 604-848-9060

Office Hours:

Monday	1:00 P.M.-3:00 P.M.
Tuesday	1:00 P.M.-3:00 P.M.
Wednesday	1:00 P.M.-3:00 P.M.
Thursday	1:00 P.M.-3:00 P.M.
Friday	1:00 P.M.-3:00 P.M.
Saturday	11:00 A.M.-1:00 PM
Sunday	Closed

Class Hours:

Monday	3:30 P.M.-9:30 P.M.
Tuesday	3:30 P.M.-9:30 P.M.
Wednesday	3:30 P.M.-9:30 P.M.
Thursday	3:30 P.M.-9:30 P.M.
Friday	3:30 P.M.-7:30 P.M.
Saturday	10:00 A.M.-1:00 P.M.
Sunday	Closed

Important Dates

Date	Event	Description	Who
September 12-18	Classes begin	First week of classes	Everyone
October 10	Thanksgiving	No Classes	Everyone
October 24-30	Halloween week	Dress up all week to celebrate Halloween	Everyone
November 11	Remembrance Day	No Classes	Everyone
December 12-17	PJ week	Wear your PJ's to class all week	Everyone
December 18- January 1	Winter Break	Classes resume January 2	Everyone
February TBD	Competitive preview show	Practice showcase for competitive dancers	Competitive Students
February 20	Family Day	No Classes	Everyone
March 12-18	Spring Break	No Classes for the first week of spring break. Classes resume March 19	Everyone
April 7-10	Easter Weekend	No Classes	Everyone
April or May TBD	Competitive Auditions	Auditions for students interested in competing	Students 5+
May 22	Victoria Day	No Classes	Everyone
June 11th	End of the year	Last day of classes	Everyone
June 15th and 16th	Recital	Year end show at the Eagle Eye Theatre	Everyone

Classroom and Studio Rules

Dance Directions has the following rules in place to help provide a safer place within the studio walls. This also helps to have a smooth class and ensure everyone knows what is expected within our dance home.

Before/After Class

- Stay home if you are feeling ill: Be sure to contact us to let us know you will be absent.
- Drop off and Pick up: Dancers are to be dropped off and picked up no more than 10 minutes prior to and after their scheduled class time.
- Respect your dance studio: Clean up after yourself, put your garbage in the trash, and do not leave your belongings laying around.
- Go to the washroom before class. Also remember to eat and hydrate yourself properly throughout the day to ensure your body is ready to participate fully in class.
- Water breaks: Ensure your water bottle is full and ready to go for class. Water is permitted inside the classroom.
- Come to class prepared to dance. Follow our studio's dress code recommendations, pull your hair back securely and wear the appropriate shoes to class.

During class

- Be on time: If you are late, quietly join the class and apologize to your teacher after class for being late.
- Jewellery free: Jewellery is potentially dangerous to you and others.
- Do not chew gum: Keep chewing gum, candy and food/drinks, except for water in water bottles, in the lobby or change room.
- No cell phones or toys in class: Leave your phone, toys and other accessories in your bag or at home.
- Be respectful: While your teacher is giving instructions, ensure you are listening. This is respect for both your teachers and classmates.
- Be kind: Respect the other students, instructors and parents at the dance studio. Encourage each other and help to create a fun, inclusive dance space for everyone.

Policies

To ensure we provide a clear, consistent and smooth service at Dance Directions, we have the following policies in place. Should you have any questions or concerns, please do not hesitate to reach out. Should an issue arise, a meeting will be scheduled. Following a formal meeting, we reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's policies.

COMMUNICATION: Our main source of communication is email. Regular emails will be sent with monthly updates and any important information that may arise throughout the year. We can also be reached by telephone.

REGISTRATION: Our dance year runs progressively from September to June. All classes being based on a yearly, not monthly, program of development. Registration can be completed on-line, by visiting our front desk, or sending an email or phone call. There is a \$30.00 non-refundable registration fee per dancer or \$50.00 per family. If a class is full, you will automatically be put on our waitlist and we will help place your child in an alternate option. If a class is not at minimum capacity of four students by the third week of class start date, the class may be cancelled and refunded and the affected students will be placed into an alternate class. Registration closes February 1, as we begin preparations for our year-end recital.

FEES: Dance Directions accepts automated Visa/MasterCard payments, cash, cheque and e-Transfers. All fees are to be paid by the scheduled due dates. There is a monthly \$15 late fee applied to any fees not paid by the due date. Dance Directions does not give credit and/or refunds for classes missed due to holiday, vacation, illness, weather, pandemics etc.

WITHDRAWAL: One month's notice emailed to info@dancedirections.ca is required to withdraw from classes. Word of mouth or student absence is not to be considered as notification. All outstanding fees, including costumes, competitions, private lessons etc. must be paid prior to withdrawal. You will only be refunded for classes after the one months notice withdrawal confirmation is received by email. Automated card payment will be cancelled once withdrawal is completed. Registration, costume, competition and recital fees are not refundable.

CANCELLED CLASSES: If Dance Directions cancels a class due to an emergency, such as teacher illness, the affected classes will be rescheduled. If the class cannot be rescheduled, a credit to your studio account will be applied. All classes are in session as usual during Pro-D Days and holidays unless stated otherwise on our calendar.

ATTENDANCE: Dancers are expected to attend all scheduled classes. Our programs are progressive, so any missed classes will result in the dancer being behind with class progression. Please inform our office of any expected absence by calling or emailing. There are no refunds for absences.

DROP OFF AND PICK UP: Please let our office know if anyone other than a parent/guardian will be picking your child up. Dancers are to be dropped off no earlier than ten minutes before class. Dancers are to be picked up no later than ten minutes after class. Dance Directions is not responsible for any children left unattended in between classes.

OBSERVATION: We have a closed door policy for all of our classrooms. This ensures an uninterrupted, manageable and positive learning environment for our students and teaching environment for our teachers. Please do not open our classroom doors at any time. The occasional time teachers may invite you in to observe the last few minutes of class to showcase a routine they are working on. We will host an Observation Week once a year, allowing you to sit in class and see your child's growth and accomplishments first hand.

BEHAVIOUR: Dance Directions strives to provide an inclusive, caring and respectful environment. Our dancers are expected to demonstrate the same qualities towards themselves and others. Any behaviour considered unacceptable and consistent will result in the child being asked to leave the classroom. If negative behaviour continues into the next class, a private meeting will be set up outside of studio hours with the child's parent/guardian to plan a positive solution moving forward. Continual behaviour may result in expulsion.

COMPLAINTS: If you have a concern or complaint regarding Dance Directions services, please let us know! We are always working at improving our services and your family's experience. In order for us to ensure we are on the right path, it is important we know of anything that you may not be happy with so we can fix the problem quickly and positively.

ATTIRE: Our dress code is in place to allow teachers to properly and safely apply corrections to students. It ensures students are safe. It also teaches dancers to be prepared and professional. No loose jewellery is to be worn during class for the safety of the dancer. All dancers are expected to wear their hair entirely off the face in a secure tight bun or ponytail. Any dancer that does not follow the dress code may be asked to sit out during class and will also be sent home with a reminder slip.

Safety and Health

As part of our registration process you will find a public liability/insurance statement. Please read this information carefully and sign it prior to the beginning of classes. This will clarify any questions you may have about the rights and responsibilities of your family and our studio. You will also need to read and sign a media waiver allowing us to use images and video footage of students for advertising and promotional uses. Should you have any concerns about this media release form, please reach out and we will be happy to assist you.

At Dance Directions the physical, mental and emotional safety of all students and staff members is of the utmost importance. We strive to minimize physical injury by adhering to and promoting safe dance practices. We are also committed to doing our part in protecting children's wellbeing outside of the studio. If any of our teachers witness any dancer displaying unacceptable behaviour or vocalization to staff, students or themselves, it will be reported to the studio director immediately. If any teachers see signs of physical, mental or emotional abuse, or self harm, it will be reported to the studio director immediately. If there is cause for significant concern, it is our responsibility to report such concern to the Child, Family and Community Service Act of British Columbia.

Dance Directions takes no responsibility for any lost or stolen items on the studio premises. We encourage families to not bring any valuable items to the studio if possible.

If your child has an injury or illness that a physician has suggested they be limited from physical activity, Dance Directions requires a doctor's note to hold a space in a class without billing AND your child must be cleared by the same physician in writing to return to dance. No refunds will be given after a child is cleared to return to class.

In case of emergency, Dance Directions staff will follow this procedure:

1. Grab the emergency backpack located in each studio.
2. Evacuate the building leaving no child behind unless your life is severely threatened.
3. Lead all students to the designated evacuation location.
4. Take attendance ensuring all students are accounted for.
5. Check that all students are healthy and uninjured. If there is a serious injury, tend to them immediately. If there is no life threatening injury, call for help before tending to the injury.
6. Call 911 if there is serious injury, the building is on fire, the building has collapsed or some other event requiring emergency personnel has occurred..
7. Call Cierra Rohde if she is not there.
8. Cierra Rohde will inform parents that the children are safe and where to pick them up.
9. A teacher or Cierra will accompany the ambulance should a child need emergency care and their parent is not there.
10. Continue to stay calm and help calm the children.
11. Do not leave until every child has been picked up by their parent or guardian

Privacy

The privacy of your personal information is very important to Dance Directions. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information.

This policy explains our information practices and the way that Dance Directions collects and uses your information. This Privacy Policy covers the information you provide to us offline and at Dance Directions website.

HOW DOES Dance Directions COLLECT AND USE MY INFORMATION?

When you register for classes at Dance Directions, we collect contact information such as guardian names, addresses, phone numbers, emergency contacts, email address and student information including student names, birthdays, medical conditions, and your comments. Some of the information is required and is noted with a red asterisk on the forms. This information is needed to manage studio business and will not be used or sold for any other purpose, except as described below. Some of the information is optional (NOT marked with a red asterisk). Optional information is requested to help us better understand our customers and is used only as needed for studio business. This information will not be used or sold for any other purposes, except as described below.

WHO HAS ACCESS TO MY INFORMATION?

When you register, you are required to enter an email address and a password. The combination of that email account and password is used to ensure that only you have access to, and only you have the ability to modify, your personal information through the studio website. Dance Directions office personnel have access to your personal information only to manage the studio business.

Dance Directions will access your personal information or share it with third parties only for the following purposes: (i) as needed for studio business; (ii) if required to do so by law or to comply with legal process; or (iii) to protect the rights, property, or personal safety of the public.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office.

Class Schedule

Our class schedule can be found through our website. www.dancedirections.ca

We unfortunately cannot guarantee that friends will be placed in the same class. All students are placed in a class according to age. The first 2-4 weeks are spent assessing students and ensuring they are placed in the right class level.

We work hard to provide a schedule that will work for families. Our season runs September to June. This means that once the class schedule is released, it will be consistently the same for the whole season. Classes run progressively and work towards a year-end recital in June.

Not sure what class to register your dancer in? Send us an email and we will be happy to help.

Dress Code

Class	Top	Bottom	Hair	Shoes
Musical Theatre	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancer's face	Jazz shoes
Tap	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancer's face	Tap shoes
Ballet	Bodysuit Tight top	Tights Ballet skirt Shorts	Ballet Bun	Ballet shoes
Jazz	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancer's face	Jazz Shoes
Contemporary/Lyrical	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancer's face	Bare feet Socks Foot undies
Acro	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancer's face	Bare feet
Hip Hop	T-shirt Tank Top	Shorts Leggings Pants your dancer can move in	Back off your dancers face	Clean indoor runners
Preschool Combo	T-shirt Tank top Bodysuit	Shorts Leggings Pants your dancer can move in	Back off your dancers face	Ballet shoes Bare feet Clean indoor runners (Styles change approximately every 8 weeks)

You can purchase dancewear and shoes at :

- Kaos Kids - 38068 Cleveland Ave, Squamish
- Dance Box - 435D North Rd, Coquitlam
- The Dance Shop - 1089 West Broadway, Vancouver
- Duck Feet - 1079 Marine Dr, North Vancouver

Attendance

Attendance is an important part of your child's growth in their class. Your child is a member of a team whose commitment is to attend classes from September to June. This ensures all dancers are working together and are preparing accordingly for the year-end recital. This also ensures we are able to create a confident and positive social environment.

If you are aware ahead of time that your child will be away due to holidays, commitments, school trips or any other reason, please let us know in advance so that teachers can plan their classes accordingly. If your child is too unwell to attend class, please inform us by email or phone call.

Unfortunately, no make-up classes will be scheduled due to a student missing class.

Social Media

When using any and all forms of social media (including but not limited to Facebook, Instagram, Snapchat, Twitter), all students, parents/guardians must adhere to this Dance Directions social media policy.

In registering for classes at Dance Directions, you have signed a media release waiver. Should you have any questions or concerns about this, please do not hesitate to reach out.

- Students and parents may not photograph, video or record any material in classes without the teacher's permission.
- Any and all choreography taught by Dance Directions staff and guest teachers remains property of Dance Directions. Should any material be posted to Social Media, it must be with the permission from the choreographer. Credit must be given to Dance Directions and the choreographer. This includes any footage that may be purchased from another company.
- No footage of Dance Directions performances is to be shared to social media without the permission from Dance Directions.
- Students and parents are not authorized to contact Dance Directions staff via social media at any time for any reason. Should a teacher be contacted, it is their duty to let the director of Dance Directions know so it can be monitored.
- Social media is not to be used to communicate attendance, questions, concerns or any other administrative information. This must be done through email or a phone call to the studio.
- Bullying or harassment of any kind over social media will not be tolerated and may result in dismissal of a student's enrolment.
- When posting anything related to Dance Directions on social media, it must be appropriate and reflect the studio's values and policies. Any posts seen on social media that are deemed inappropriate or not in alignment with Dance Directions values will result in the students and parents being notified and the post being taken down from all platforms.

Recital

Recital is a performance that provides our students the opportunity to celebrate and show off what they have learned throughout the season. Dance Directions will have 4-6 shows providing students 2-3 performance opportunities each. Our preschool, non-competitive and competitive students all participate in these shows. Dancers will perform on a real stage with lights, makeup and costumes. Stay tuned for our *Recital Handbook* in February.