

Policy Handbook 2011/12

Flexpointe Studios Inc.

The following is a list of all studio policies for the 2011/12 dance season. It is expected that all students, parents, and staff of Flexpointe Studios Inc. follow studio and tuition policies at all times. Please read through the following carefully and do not hesitate to ask if anything is unclear.

- Section:**
1. Dance season
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(solos, duets, trios)
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1. The 2011/12 dance season begins September 12th, 2011. The last scheduled instructional day is June 4th, 2012. Please refer to our season calendar for a detailed list of studio events and holiday closures. The calendar is available on our website at www.flexpointe.ca
2. **Class attire:** Clothing is an important part of dance class. The correct clothing prevents injury, allows the instructor to see when the student is performing movements correctly, allows for free movement, and fosters a team atmosphere. Please see our brochure or our website for a list of class dress requirements. Students who do not come to class in the proper clothing may be asked to sit and observe the class for their own safety. Students should cover up their dance attire with appropriate clothing when entering and exiting the studio from outside.
3. **Studio etiquette:** Water bottles are permitted in the studios, however no other food or beverages will be allowed.

We ask that outdoor shoes be removed at the door before entering the studio.

All students, parents, instructors and support staff are expected to demonstrate respect for all students, families and staff of Flexpointe Studios Inc at all times. Flexpointe Studios Inc reserves the right to dismiss anyone thought to be disrespectful or not following studio policies.

Student responsibilities:

- Punctual – arrive on time and ready to dance (hair neat and pulled back, shoes on, right attire).
- Prepared to learn - focused, polite, properly dressed.
- Practice – like any sport or musical instrument, practice is essential for success. It is very important for students to be practicing choreography as well as exercises and terminology for examinations.
- Positive attitude – everyone learns best in a positive environment, poor attitudes in class will not be tolerated.
- Team player – Dance is a team activity. Students have a commitment to the team to attend class regularly and practice frequently.

Parent responsibilities:

- Parents should make every effort to ensure that their child arrives to class on time and is picked up following class in a timely manner.
- Let the instructor know if you have any concerns, but please not between classes. Maintaining open and honest communication with our parents is important to us. If you have a concern, please leave a message for the instructor or Director with office staff.
- Read newsletters to stay informed of studio events.
- Ensure all fees are paid in a timely manner.
- Respect policies and instructor concerns.

Instructor responsibilities:

- Start and finish classes on time.
- Treat students fairly.
- Provide a positive and creative learning environment.

- Teach age and level appropriate classes and choreography.
- Communicate concerns promptly with the Director and parents as required.
- Uphold studio philosophy.

4. Class placement: Students are enrolled based on age as of September 1st, 2011. During the month of September class placements will be evaluated by Flexpointe Studios Inc staff based on ability and attitude. It is our goal that students be given the opportunity to meet their full potential; therefore students are often placed according to their ability rather than being placed by age alone. Because of this, class placements may be changed in the month of September. The decisions made by Flexpointe instructors are based on what will provide the student with the best possible dance experience.

5. Watching week: There are 2 scheduled viewing weeks throughout the year when parents will be invited into the classroom to observe the entire class, one in November and one in February. The last class before Winter break, parents will be invited into the classroom during the last 15minutes of class to observe a special winter dance. Parents are otherwise not permitted into the classroom to watch unless invited by the instructor. The reason we do not allow parents to watch on a regular basis is because children often find it difficult to concentrate on their learning with parents/friends present. By keeping the viewing of classes to the scheduled weeks, you will also be able to see the progression that your child is making throughout the year.

6. Performance program requirements: Our performance program was developed in order to give students additional opportunities to share their art and love for dance with others through participation in dance festivals and competitions. We foster a positive performance experience by putting emphasis on dancing to one's full potential. These extra performance opportunities give students the chance to develop confidence and self expression. Students are required to be enrolled in ballet as well as either Jazz, Tap, Modern or Lyrical. Because performance classes move at a quicker pace than recreational classes, it is important that students attend classes regularly. Students who miss too many classes may be asked not to perform with the group; this is at the discretion of the instructor.

Admittance into the Performance Program does not automatically mean the student will be invited to perform in dance festivals or competitions. Participation in additional performance opportunities is at the discretion of the instructor and will depend upon the student's level of commitment (attendance and behavior) as well as level of technical ability. All students are invited to participate in the annual recital.

7. Withdrawal:

a. 6 Month & 10 Month Programming: If at any time a decision is made to remove your child or yourself from any program or class, you must provide 30 day written notice of the withdrawal to Flexpointe Studios Inc. Once processed, tuition fees are non-refundable unless a note from a medical doctor indicating the student's inability to continue lessons is provided.

Costume deposits are also non-refundable after

being processed. You will be responsible for the total costume fees and any performance fees if you withdraw from classes after December 1, 2011. No withdrawals are accepted after March 1st due to preparation for the annual recital.

b. 12 Week Session classes: Pro-rated refunds will only be provided up to and including the 2nd class of the session. After this time no refunds will be issued for any reason.

8. Tuition fees:

a. Annual Tuition fees are based on the number of instructional hours a student receives per week. The 2011/12 Individual fee schedule is as follows:

Hours/week	Annual Fee	Hours/week	Annual Fee
0.50	\$430.00	4.50	\$1750.00
0.75	\$480.00	4.75	\$1840.00
1.00	\$530.00	5.00	\$1930.00
1.25	\$610.00	5.25	\$2020.00
1.50	\$690.00	5.50	\$2110.00
1.75	\$770.00	5.75	\$2200.00
2.00	\$850.00	6.00	\$2290.00
2.25	\$940.00	6.25	\$2380.00
2.50	\$1030.00	6.50	\$2470.00
2.75	\$1120.00	6.75	\$2560.00
3.00	\$1210.00	7.00	\$2650.00
3.25	\$1300.00	7.25	\$2740.00
3.50	\$1390.00	7.50	\$2830.00
3.75	\$1480.00	7.75	\$2920.00
4.00	\$1570.00	8.00+	\$3000.00
4.25	\$1660.00		

12 week session programs:
 \$129/session for 30 minute classes
 \$159/session for 60 minute classes

Special Program:

Musical Theatre (Jan-June) \$200 for 60 minute class

- b. GST is an additional charge on all tuition fees.
- c. Fee schedule is per student. Receive an additional 5% off tuition if enrolling 2 or more children. For example if you have 2 children each dancing 2 hours, total annual tuition: $\$850 + \$850 = \$1700 - 5\% \text{discount} = \$1615.00 + \text{gst}$
- d. Tuition fees include regular scheduled classes only.
- e. Tuition fees do not include extra choreography fees associated with solo, duet or trio work. Costume, performance and examination fees are also extra.
- f. All annual fees are based on 34 weeks of classes. Due to holidays there are only 33 scheduled classes for Fridays and Saturdays. The extra class will be made up during the school year at a time specified by the class instructor.

9. Fee Cap: A fee cap is the maximum dollar amount that any individual or family will pay per month (GST not included). Solo/duo/Trio fees are not included in the fee cap. Please be aware that the fee caps only include **instructional fees** for regular scheduled classes and do not include costume, performance or examination fees.

- a. Individual fee cap: \$300/month + GST
- b. Family fee cap: \$450/month + GST

10. Tuition fee payment:

Step 1: The registration fee along with 10% of the annual tuition must be paid before the first class and are non-refundable (with the exception of 12 week

session fees which must be paid in full). If a suitable class is cancelled due to low enrollment then all applicable fees will be refunded.

Step 2: For 10 month program classes select one of the following options for the remainder of the tuition balance:

- i. **Full annual tuition up front:** receive an additional 5% discount for full tuition payments received prior to September 30th, 2011 (for 10 month programs only).
- ii. **Trimester tuition:** For 10 month programs all cheques must be submitted by the first class. Cheques should be dated as follows: Oct. 1st, Jan 1st, Mar 1st
- iii. **Monthly payments:** 9 monthly post dated cheques for balance of tuition fees are only accepted from families who have children dancing more than a total of 3 hours per week. Cheques should be dated from Oct 1 – June 1.

Post dated cheques will be accepted for any of the above payment options. Cash will only be accepted if the full annual tuition is paid up front or with permission from the office.

For classes starting in January 2012 all cheques must be submitted by the first class. Cheques should be dated as follows:

- i. January and Registration fee – submitted with registration form.
- ii. Feb 1st remainder of tuition

For 12 week session classes tuition must be paid in full upon registration.

NSF cheques will result in an additional \$20.00 charge.

Outstanding accounts will be notified by Flexpointe Studios Inc. and payment will be expected within 14 days or the child will not be permitted to attend class until payment is received.

Account statements: Please note that you will not be sent a monthly statement. Statements are provided upon request and are only sent out to remind you of late fees, costume fees, festival fees, and examination fees. *Statements are emailed unless you have made a written request to the office to receive them by mail.*

11. Private lessons: Private and semi private lessons are available for students requiring additional assistance or requesting private instruction. Lesson times are scheduled according to teacher and studio availability. The rate for a 1 hour private lesson is \$40.00 and the rate for a 30 minute private lesson is \$20.00.

12. Extra choreography opportunities: Students in the performance program are given the opportunity to sign up for extra dance routines. These include solo, duet and trio choreography. A request may be made to the office in the months of September and October. It is then up to the discretion of the Director if the student is ready for this opportunity or not. Some of the areas taken into consideration include the student's level of commitment to their regular classes (attendance and behavior), work ethic, and improvement in technical ability. All extra choreographed routines will participate in the Performance team showcase in March. Performance Program students are also provided with the option of participating in Dance Festivals and/or

competitions. Solos, duos, and trios will not be participating in the June recital.

Fees for extra choreography are as follows:

- a. Solo: \$225 + gst
- b. Duet: \$150 +gst per dancer
- c. Trio: \$100 + gst per dancer

Included in the extra choreography fees are 6 hours of instructional time at the studio, as well as instructor time at festivals/competitions.

Note that costume and festival fees also apply and are not included in the above listed fees. Often dancers may use costumes from the last dance season or store bought items to keep the price of costuming down. Festival entry fees range from \$20 - \$55 per student per festival/competition entered. Students participating in extra choreography opportunities are expected to practice at home.

13. Children Fitness Tax Credit: Tax receipts are available in January upon request. Please see <http://www.cra-arc.gc.ca/fitness/> for more detail.

14. Additional fees (Fees not included in fee cap or tuition fees):

- a. Costume deposits – Costume deposits are due November 1st, 2011 and are \$40/class. A post dated cheque is required by September 30th for all 10 month programs. Costume deposits are due upon registration for classes starting in January. Costume deposits are charged for every class excluding 12 week session classes, stretch and strength, and technique classes. Keep in mind that this is just a deposit and **the**

costume may cost more than the deposit.

Any remaining balance will be posted to accounts in the Spring and payable when you pick-up the costume.

Students are permitted to keep their costumes after the final performance of the season.

Costume deposits are non-refundable once processed.

Every effort is made to keep the cost of costuming down. Estimated total costume costs for Mini program classes is \$50 - \$70; for Recreational classes is \$50 - \$90 and for Performance classes is \$70 - \$120.

The majority of our costumes are ordered from manufactures in Canada and the United States. Because of this, please be aware that costumes are ordered based on standard sizing charts. All dancers are measured for costumes in December and are assigned a standardized size. Please be aware that small adjustments may need to be made, such as hemming of pants or attaching ribbons or straps. These adjustments are the responsibility of the dancer.

- b. Examinations – Examinations in Ballet (C.D.T.A), Tap (A.D.A.P.T.) and Jazz (A.D.A.P.T.) are available for interested students upon approval of the instructor. Examinations are a great way for parents and students to celebrate the dance achievements that have been made. Professional examiners from each dance syllabus will grade the student examinations. We strongly encourage exams

for Performance program students. An examination fee will be charged for each examination in order to cover the cost of the exam and any extra needed rehearsals.

- c. Dance Festivals and Stage Rehearsals – Students in the Performance program will be participating in 2-4 Dance festivals and/or competitions in and around the Edmonton area. Entry fees for these events do apply and will be charged to the student's account for December 1st, 2011.

Group entry fees are approximately \$20 - \$40/dancer. Dance festivals may be scheduled during weekdays or weekends and as a result students may have to miss school. Please be aware that some dance festivals also charge an admission fee for parents/family/friends wishing to watch. This fee is usually around \$5 and is free for dancers participating in the festival.

A Performance Team showcase will take place in March 2012. This showcase will provide all performance team students the opportunity to perform their routines on stage in front of a live audience before festivals/competitions. Tickets will be available for family and friends. More information will be made available in September regarding fees.

- 15. Class photos:** We have a photographer who comes into the studio in May to take group and individual photos of all dancers in their recital costumes. Photography times can also be scheduled for solo, duet or trio groups. There is no sitting fee and no

obligation to purchase photos. After photos are taken the proofs are available the following week for you to select which photos you would like to purchase. *No professional photographs are taken for any of the 12 week session classes.*

16. Missed classes: There are no refunds for missed classes. Students who are sick are encouraged to come and watch the class if they are able to do so. If another class is available during the week at the same level, the student may attend to make up the missed class. Please check out our 2011/12 calendar to see a list of holidays and studio closures. In the event a class is missed due to holidays the class is rescheduled as indicated on the annual calendar. In the event a teacher is ill, a substitute teacher may be scheduled to teach the class. If a suitable substitute teacher is not available then the class will be rescheduled.

17. Communication: A bimonthly newsletter will be given to all students and posted on our website to help keep parents and students up to date on studio news. There is also a *Studio News* webpage that is accessible through the main page of our website (www.flexpointe.ca). Please refrain from discussing issues with your child's teacher between classes so that the teacher may start classes on time. If you have a concern feel free to email or call the studio in order to set up a meeting with the teacher to discuss any concerns you may have. Separate newsletters regarding photos and recital will be distributed in May. Students in the performance program will also receive a newsletter with festival performance times once they are available. Newsletters and season calendars are also posted on our website once they become available.

18. Office hours: Office hours can fluctuate throughout the season due to staff availability. You can call the studio or check out our posted hours on our website for up to date office hours.

19. Recital: Except for our 12 week session classes, all classes will participate in our annual recital held in June. Recreational students may opt-out of performing in recital; however this must be communicated to the studio in writing before November 1st. After November 1st the student will be responsible for the total costume fee. Tickets will be sold for parents, family and friends to attend the show and usually range from \$13 - \$16 per ticket.

Have a great dance season!