



The Nancy Stanford School of Dance

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**2009 / 2010 Studio Handbook**

This guide for dancers and studio families is intended to help our daily operations run as smoothly as possible. It is our goal to have an organised, stress free and happy learning environment for dancers and parents alike. Please take a moment to look through our handbook which will outline our studio policies and other important details, and feel free to offer any feedback or ask any questions that you may have.

### **Class Attendance, Make Ups and Cancellations**

Attendance is the students & parents responsibility and refunds or account credits CANNOT be given unless in the case of prolonged medical reasons, in which case a doctor's note will be required. A missed class can be made up within the studio's schedule. Any make ups must be booked with Nancy in advance. If classes need to be cancelled due to a **SNOW DAY**, a notice will be placed on the studio voicemail as well as our web home page as early as possible. Please check before heading out to your class on any bad weather days! Any classes missed for weather can be made up by booking a class with Nancy. \*Please note that as the recital approaches, most classes are given extra practice and rehearsal time, so days missed for weather are adequately made up. If class needs to be cancelled due to teacher illness, you will be notified with a phone call or email.

### **Attire and Appearance for Dance Class**

***Below are the outlines for required dance wear for each class.*** It is also very important that attention is paid to make sure that hair is properly up and held back from the face at all times. Bangs cannot hang down in a dancer's face - please use headbands and any necessary clips and spray for this. Neat pony tails are fine for most classes, although a simple bun or braid for ballet is preferred. Please leave all jewellery at home! **\*GUM IS NOT PERMITTED IN THE DANCE STUDIO!**

#### ***\*Creative Movement***

Pink or Black Leotard, Pink Tights & Pink Ballet Slippers **\*Skirts are NOT permitted!**

#### ***\*Feet First***

Pink or Black Leotard, Pink Tights & Pink Ballet Slippers \*Simple pull on dance skirts permitted.

#### ***\*Jazz & Tap***

Black Leotard, Black Dance Pants, Leggings or Tights. Proper Jazz or Tap Shoes.

\*Simple, short dance skirts are permitted for Tap. *Tap dancers are reminded that Tap shoes CANNOT be worn in the waiting room. Tap shoes must be put on inside the studio.*

#### ***\*Lyrical***

Black Leotard, Black Tights or Leggings. Black Ballet Slippers, Jazz Shoes or Bare Feet.

#### ***\*Ballet***

Black Leotard, Pink Tights & Pink Ballet Slippers.

### **Pro Shop & Ms Brenda's Hours**

Our Pro Shop will carry (or be able to order) any dance wear you may need for your class.

Please see Ms Brenda during the following times:

Tuesday        3:00 – 7:00 pm  
Wednesday    2:00 – 5:30 pm  
Thursday      2:00 – 6:00 pm  
Friday         3:00 – 6:00 pm  
Saturday      9:30 am – 3:30 pm

\*Also please note that Ms Brenda is available during these times if you need to make a payment or if you have any studio-related questions.

### **Tuition Payments**

Families are encouraged to set up their studio accounts with pre-authorized credit card or post dated cheque payments. If you have not done so, and will be paying on a monthly basis, please be advised that monthly payments are due the first lesson of the month. Please see Nancy or Brenda to make your payment, or you may send the payment along with your child in an envelope with their name on it.

**\*Important new payment policy - Accounts that are not paid by the second week of classes in the month will be charged a \$10 late fee for each week that an account is overdue.**

### **Costume Deposits and Size Charts**

A \$30 deposit will be required immediately after the Christmas break so that we may begin the costume ordering process. A deposit will be required for each class your child attends. If your child will be participating in “extra” recital numbers, you will be notified accordingly. Your \$30 payment will be subtracted from the total costume cost, and balances will be due at time of costume pick up.

**Each dancer will be measured and sized for their recital costume(s) according to sizing charts supplied by our costume company. We require any extra costs for alterations or re-ordering to be paid by the parent.**

### **Studio Website and email**

Every studio family is encouraged to bookmark and use our website [www.nancystanforddance.com](http://www.nancystanforddance.com).

Our new **home page** is constantly updated with studio news and important information. All registered families are also asked to submit a current, working email address so that you can receive important studio information as well. This also allows us to cut down on the amount of paper that we need to print and send home.

**Christmas Break** ~ Closing after classes on December 19<sup>th</sup>, Opening on Tuesday, January 5<sup>th</sup>.

**Easter Break** ~ Closing after classes on March 27<sup>th</sup>, Opening on Tuesday, April 13<sup>th</sup>.

**Recital 2010 Dates and Details** ~ TBA

