

CDE Dance Academy Handbook

A Guide for Students and Parents

As a condition of enrollment at CDE Dance Academy, students and their parents or guardians agree to abide by all the policies set forth by CDE Dance Academy, its directors, faculty, and staff. CDE Dance Academy reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to CDE Dance Academy!

This handbook will serve as your guide to CDE and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

CDE Dance Academy is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all CDE Dance Academy faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

ABOUT THIS HANDBOOK

FOR 7 years, our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

➤ **Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates.**

Key contact information for CDE Dance Academy:

425 Pembroke Street E
cdedanceacademy@hotmail.com
www.facebook.com/cdedanceacademy
www.cdedanceacademy.com

Key event dates for CDE Dance Academy:

September 10th, 2018 [Start of classes]
June 14th-15th, 2019 [Dance Recital]
June 30th, 2018 [Classes conclude for this season]

CDE Dance Academy Closure Dates 2018-2019:

Thanksgiving Day- October 9th
Halloween- October 31st
Christmas Break- December 22nd- January 7th
Family Day- February 18th
March Break- March 11th-15th
Easter Monday- April 21st
Victoria Day- May 20th

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Special Information for Parents of Nursery Students

Our purpose is to provide the highest-quality nursery dance education in a secure, nurturing, and stimulating environment. CDE Dance Academy serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and games in an environment of creativity. Some nursery students will incorporate simple tap-dance movement at ages 4.

Nursery dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to those too). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

Preschool students perform one dance routine in our annual recital.

Separation From the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of nursery children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying with little ones as they start! For most children, this is their first time "on their own" and that can be a hard transition. But, it is one we are used to, and are more than willing to step up and help you.

It May Not Be the Right Time

If your child stops attending class within the first month, the registration fee will be credited to the following year. We encourage you to have your child try again next year.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with all dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional or competitive dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

➤ **You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.**

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work

harder. Placement is highly individual and the factors that go into the decision are complex.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at CDE Dance Academy. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with Christine, Dana or Erin. Talking only to other parents can lead to misinformation and confusion. Please contact us to set up an appointment by sending us an email.

We spend a significant amount of time with your child and offer expertise in the field of dance education.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all emails, check our facebook page and website, and look to the bulletin board at the studio.

If you have any questions regarding the information distributed, we encourage you to contact us.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at cdedanceacademy@hotmail.com

Website [www.cdedanceacademy.com]

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page [www.facebook.com/CDEDanceAcademy]

“Like” the CDE Dance Academy page on Facebook to receive daily updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to cdedanceacademy@hotmail.com, or send us a private message to the page.

Weather Cancellations

School closures due to severe weather conditions will be announced by 2:00PM on that day. Notifications of weather cancellations will be emailed, and posted on the website and the Facebook page.

Dress Code Requirements

Attire can be purchase directly from <http://cde.johnnybrown.ca>

CDE Dance Academy maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.

- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

Class	Boys	Girls
Nursery	White T-Shirt, black shorts or pants, black ballet shoes.	Any Color leotard, pink tights, pink ballet shoes.
Ballet	Black shorts or pants, white T-shirt, white socks, black ballet shoes.	Black leotard, pink tights, pink ballet shoes. (Pink pointe shoes may be required.)
Jazz	Black shorts or pants, white T-shirt, white socks, black jazz shoes.	Black leotard; tan tights; black jazz shoes. Shorts may be work over the leotard.
Tap	Black shorts or pants, white T-shirt, white socks, black tap shoes.	Black leotard; tan tights; black tap shoes. Shorts may be work over the leotard.
Lyrical/Contemporary	Black shorts or pants, white T-shirt, white socks, foot thongs	Black leotard, tan, stirrup or footless tights. Foot Thongs. Leggings or shorts may be worn over leotard
Hip-hop	Comfortable clothes (not jeans) and clean sneakers.	Comfortable clothes (not jeans) and clean sneakers.
Acro	Black shorts or pants, white T-shirt, bare feet	Black Leotard, tan footless tights, bare feet
Musical Theatre	Black shorts or pants, white T-shirt, white socks, black jazz or ballet shoes.	Black Leotard, tan tights, black Jazz Shoes. Leggings or shorts may be worn over leotard.

Registration Fee

An annual registration fee of \$20 per dancer covers the cost of mailings, insurance, handbooks, rehearsals, and so on. It also secures your child's placement in their classes.

Tuition and Expense Policy

Full monthly tuition is due by 10th of each month. Tuition is paid through automatic withdrawal from your credit or debit card account, or by post-dated cheques. Tuition will be charged directly to your specified VISA or MasterCard. If you prefer an annual payment plan, please reach out to us.

Please note: tuition is based on the calendar month regardless of how many weeks are in a given month. Tuition payments average out to four classes each month.

Prices	Tuition (Automatic payment on the 1st day of each month, September–June)
<i>BOYS DANCE FOR 50% OFF TUITION</i> <i>Recreational Students Taking Ballet, Tap and Jazz= \$150 per month</i> <i>Recreational Students Taking Acro WITH Ballet or Jazz= \$100 per month</i>	
45 minutes	\$60/month
Child Maximum	\$350/month
Family Maximum	\$400/month
Costume Fee	\$100 per costume due Nov. 1st/2018

Additional Fees

We will have John A Butler Photography doing our dancers photos in the spring. It is not mandatory that you purchase a photo package, but we ask all available dancers to be present for their timings for the class group photos.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- We have zero tolerance for intentional physical harm, or bullying.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment may include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of CDE Dance Academy to meet the child's needs

Arrival and Departure

We encourage students to arrive 15 minutes before class starts. For Classes beginning at 5:00, we ask that you arrive no earlier than 4:45PM. Until then, the door may be locked.

For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 15 minutes after their class is completed. Please remind your children that they are to remain inside the building while waiting to be picked up.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through June, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes.

Makeup Classes

Students who miss a class due to a stat holiday will have the opportunity to make it up with another similar class. Please email us to arrange a makeup class for your child. In the event of a weather cancellation, we will reschedule the class on another day during the week.

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms and in the lobby. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide CDE Dance Academy students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises CDE Dance Academy. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or CDE Dance Academy.
- Students and parents should neither claim nor imply that they are speaking on behalf of CDE Dance Academy.
- Never post anything that could compromise the self-esteem of students who attend CDE Dance Academy.
- If you post videos of class or rehearsals, don't post any choreography; CDE Dance Academy owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as

competitions, conventions, and performances or about the directors of those events.

- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

General Policies

- Parent and students should not enter the office space of the school without the permission of one of the directors.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- No cell phones, smart watches or computers may be used during class time. (This means no emailing, Internet use, or text messaging.)
- Never speak negatively about teachers, students, or parents from other schools.
- Never recruit students from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

Annual Recital

June 14-15, 2018- Festival Hall

Additional rehearsals will be scheduled the week of the recital. Parents and students will be notified of additional rehearsals at least two weeks in advance.

All students participate in our annual recital to be held at Festival Hall in the month of June. When our contract is finalized with that information, it will be sent out to you. Dress rehearsal is the week of the recital.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Nursery students perform in the annual recital as well.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Recital Handbook

In November, we will distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Every routine will require a costume.

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the month of December. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume fees.

Costume Payment Schedule

Costumes cost \$100 each, and that fee is due no later than November 1st.

If payment is not received, the costume will not be ordered, and the dancer will not have the opportunity to perform in the year end dance recital.

Costume payments are the sole responsibility of the parent or guardian.

➤ **Costumes are always age appropriate and of the highest quality possible.**

A FINAL NOTE

WELCOME TO CDE DANCE ACADEMY! We look forward to an exciting, rewarding season!

