

Peace Region Dance

Society Handbook

Revised June 2023

Mission Statement

Peace Region Dance Society is committed to providing a safe, positive environment for both students and teachers, as well as providing high quality dance instruction at a recreational and competitive level.

Contact Information

All communications must be made through email.

Emails

Admin: admin@prdancesociety.com

Board: prdsboard@yahoo.com

Studio Director: miss-nikki@prdancesociety.com

Finance: finance@prdancesociety.com

Head Instructor: miss-tanisha@prdancesociety.com

Sr Instructor: miss-aurora@prdancesociety.com

Website

www.prdancesociety.com

Social Media

Public Facebook: Peace Region Dance Society @prdancesociety

Private Facebook: Peace Region Dance Society (members only)

Instagram: @peaceregiondancesociety

Non-Profit

Peace Region Dance Society is a non-profit business. It is run by a volunteer Board of Directors, as well as a Studio Director.

The board consists of a President, Vice President, Treasurer, Secretary and three additional directors.

Dance Society Meetings

The dance society holds board meetings throughout the season. There is an AGM held near the beginning of the season for all members. General meetings or troupe meetings may be held throughout the season if necessary.

Dance Genre Descriptions

Ballet: Ballet is the foundation of all dance training and technique. It is a highly structured dance form with specific techniques and placements. It is typically performed to classical music. It requires high levels of discipline and focus. At PRDS we teach the Cecchetti syllabus.

Pre Pointe and Pointe: Pre-pointe is a strength building class focusing on the skills needed to go onto pointe. Pointe is a style of ballet performed in pointe shoes, pointe technique means that the dancer performs on the tips of fully extended feet. Before going onto pointe, dancers must be evaluated by the Head Ballet Instructor.

Jazz: A highly technical genre that requires high energy. It has specific technical placement, and incorporates many jumps, turns as well as stylized movements.

Acro: A mixture of acrobatics and dance technique. Incorporates flexibility, strength and balance. To enroll in Acro Choreo, dancers must also be enrolled in Acro Tech and Jazz.

Hip Hop: A street inspired dance style that is typically done to hip hop music. Typically incorporates intricate, fast, hard hitting, stylized movements and a grounded stance. There are many different styles of hip hop dance within the genre.

Tap: A genre that requires tap shoes and intricate footwork to essentially make music with the feet.

Lyrical: Embodies various aspects of ballet, jazz, acrobatics and modern dance. It tends to use flowing movements as well as ballet technique. It gives dancers and choreographers the freedom to use musicality, creative expression and emotion.

Contemporary: A genre that entails a high level of technical dance foundation and understanding. Incorporates grounded movements, floor work and combines many dance genres, but typically uses technique and movements from modern dance.

Contemporary is a highly creative dance genre, giving a lot of creative freedom to the choreographers and dancers.

Creative Movement: For preschool level dancers. Typically has a ballet foundation, but also incorporates activities and exercises that teach young dancers about movement in a way that is fun and engaging for them.

Dance Programs and Level Descriptions

Programs

Recreational: For beginner dancers or students who are interested in dance for its social, educational and health benefits. Recreational dance still requires an acceptable attendance, as group dances are created for a specific number of students. Other students and their progress in the dance is affected when attendance is not taken into consideration.

Troupe: Invite only. For competitive dancers with experience and a high technical understanding of dance. High level of attendance is necessary for troupe and may result in being pulled from a dance or competition if attendance expectations are

not met. 5.75 hours a week of dance training is required. Both a ballet and jazz technique class is required. Number of competitions or festivals attended will be up to the discretion of the studio director each season.

Troupe Training: Invite only. For our experienced dancers who have not yet entered troupe, but are wanting to dance at a troupe level eventually. For younger dancers (typically 8 is the youngest accepted) troupe training will be mandatory before entering troupe. Troupe training does not guarantee being invited into troupe the following season.

Sessional: For younger dancers only wanting to dance a portion of the season and do not want to perform onstage.

Levels

Age cut off for levels is December 1st.

Sessional: 1.5-4 years

Creative Movement: 1.5-3 years

Minis: 3-4 years

Primary: 5-6 years

Novice 1: 7-9 – beginners, less experienced and younger dancers.

Novice 2: - experienced dancers – must be placed by the teacher in this class.

Novice lyrical: requires 1 year of previous ballet or jazz training.

Inter: 10+

Teal, pink, blue: Troupe tech classes – invite only.

Troupe: Troupe choreography classes - invite only.

Troupe Training: Prerequisite to troupe – invite only.

Dress Code

Hair must be secured in a ponytail or bun for all genres of dance.

No loose-fitting clothing for any genres (minus hip hop), jeans or dresses

Ballet: Pink canvas ballet shoes, ballet bodysuit, pink ballet tights. Primary, minis, creative movement and sessionals may wear a skirt or tutu.

Hair: Bun is preferred.

Jazz: Beige jazz shoes, any form fitting activewear or dance wear (bodysuit and tights, leggings, shorts, tank top, sports bra).

Acro: Bare feet, any form fitting activewear or dance wear (bodysuit and shorts, leggings, tank top, sports bra). Preferably no tights.

Lyrical: Half soles, any form fitting activewear or dance wear (bodysuit and tights, leggings, shorts, tank top, sports bra).

Contemporary: Bare feet, any form fitting activewear or dance wear (bodysuit and tights, leggings, shorts, tank top, sports bra).

Hip Hop: Pure white, clean indoor running shoes. Freedom to dress in a way that is comfortable. Loose fitting clothing is acceptable. No jeans or dresses.

Creative Movement: No dress code requirements.

Mini Jazz: Follows the same dress code as Jazz, but no shoes are required as they tend to not make them in this size.

Extra Work

Extra work is a piece of choreography that is requested from students or families to the Studio Director or choreographer that is not in our scheduled classes. Extra work pieces are expected to be practiced on your own time. All extra work inside and outside of the studio, being registered at festivals and competitions by PRDS must be approved by the studio director.

Instructors hold the right to decline extra work pieces. A dancer must have 1-2 years' previous experience in the genre before requesting extra work. Extra work costumes must be discussed between the choreographer and student or parent before purchasing. Choreographer must approve of the costume. Fees are due for extra work by September 15th, if extra work is requested after that date, it is payable immediately.

Extra Work Prices

1 dancer (solo) - \$250 for intermediate to advanced solo, \$200 for all other levels.

2 dancers (duet) - \$150 each

3 dancers (trio) - \$125 each

4+ dancers - \$100 per student.

This price is only purchasing the choreography. If extra cleaning sessions are needed, this is a separate payment.

Cleaning session charges will be the choreographers hourly teaching rate – not PRDS's private lesson rate.

*If dancers come to a choreography session and do not remember the choreography, and the instructor is spending the class time reviewing, this will be charged as a cleaning session. It is the students responsibility to practice and remember their

choreography before booking another choreo session. We highly recommend coming to class with a device to record your dance.

Performances, Festivals and Competitions

PRDS hosts a year end recital and Peace River Dance Festival.

Groups and levels attend these, as well as other performances as follows.

Sessionals, tech classes and Troupe Training- do not perform on stage.

Creative Movement and Minis - year end recital only.

Primary, Novice and Inter - Peace River Dance Festival, a festival in Grande Prairie, and year end recital.

Troupe: Multiple traveling competitions and festivals, Peace River Dance Festival, year end recital, potential performance opportunities that come up throughout the season.

Registration

Registration is done online through our DanceStudioPro program. If you are not a member you will need to register for an account. Access to dance studio pro can be found on our website, as well a link can be emailed to you via request through email. PRDS payment form, liability and injury waiver must be signed at time of registration.

Fees

As a non-profit dance society, we rely on the timely payment of fees from all members to keep our organization running smoothly and provide quality dance education to our students. We understand that it can be challenging to manage financial responsibilities, and we want to help make the payment process as easy as possible.

By paying your fees on time, you help us ensure that our instructors are compensated fairly, costumes and equipment are purchased in a timely manner, and our facilities and programs are maintained to the highest standard. Late payments can disrupt our ability to provide these essential services, and we appreciate your cooperation in helping us avoid these disruptions. For this reason we require a credit card or post dated cheques for tuition. You will continue to be able to pay via E-transfer or Cash, however if payments are not made by the 5th day of the applicable month your credit card will be charged or cheque deposited. A declined transaction or NSF cheque will result in an additional \$50 NSF charge to your DanceStudioPro Account.

If you are experiencing financial difficulties, please let us know, and we will work with you to find a solution that works for both parties.

No changes will be allowed to be made to a dancer's schedule after October 31, 2023. This allows us enough time to properly order the correct amount of costumes we will require for the recital and competitions.

Additionally, if you pull your dancer from classes after October 31, 2023 you will be obligated to pay the remainder of the year's tuition as well as any costume fees. Any children pulled after February 1, 2024 will also be required to pay any applicable festival fees.

Membership Fee

\$40

Non refundable. A society membership is required for each family participating in a non-profit society under the Alberta Societies Act.

This payment is required at registration.

Volunteer Deposit

150 points = \$150 deposit. This is for Mini, Creative movement and sessional classes.

300 points = \$300 deposit. This is for all other classes.

Any post dated volunteer deposits cheques will be returned at the end of the season. If all points are not met by May 1st, a charge will be added to your account for the remaining points. Please email administration every time you volunteer so points can be tracked properly.

This deposit is required at registration.

Fundraising Fees

\$200 for each fundraiser. (\$400 total)

We do two mandatory fundraisers throughout the season. A cash raffle and a cash calendar.

Class Fees

Rec Classes:

Monday - 1 hr class = \$324

Tuesday - 1 hr class = \$408

Wednesday - 1 hr class = \$420

Thursday - 1 hr class = \$360

Amounts due for the year. Amounts are different for each day of the week due to statutory holidays and cancellations during competition season. Classes that are less than an hour are prorated appropriately.

Troupe:

Base fee (minimum 5.75 hours) = \$2,750

Students may take an unlimited number of hours.

Costume fees

Costumes are required for all classes that go on stage.

You will only be charged for the price of the costume. The max amount spent on costumes is as follows.

This fee will be charged once costumes are ordered. Amounts are due November 1st.

Creative Movement and Minis: \$70

Primary: \$85

Novice: \$90

Inter: \$100

Troupe: \$150

Festival Fees

This is only charged to classes attending festivals or competitions. Each dance entered is charged a fee. This fee varies as it is dependent on the festivals we enter, and the amount they charge. These fees will be due on February 1st.

This fee will be charged after registering for festivals.

Late and Outstanding Fees

In the event of amounts outstanding remaining from a previous season the dancer will be unable to fully enroll for the upcoming season. Registration will be open however they will not be able to begin class until the previous amounts owing are paid. Costumes will not be disbursed until costume fees have been paid.

Refund policy

Withdrawal prior to December 1:

- You will be entitled to the remainder of your class fees if paid in advance.
- If costumes are ordered prior to withdrawal, you will remain responsible to pay this fee.
- If festivals and competitions are registered for prior to withdrawal, you will remain responsible to pay this fee.

Withdrawal from classes, festivals or competitions after December 1:

- NO reimbursement will be given.

PRDS recognizes that there are uncontrollable circumstances that can transpire. In these situations, the PRDS Board can review and determine if partial or full refund is possible.

Funding

The Town of Peace River, Canadian Tire and other organizations offer a variety of tuition assistance. Please do not hesitate to request information regarding these programs. PRDS has assisted families in the past and several forms are available.

Dancer and parent code of conduct

PRDS implements a 3-strike rule.

This may be applied to dancers, parents or members. This will be documented and added to the students file.

1st strike: A formal verbal warning will be given.

2nd strike: A second formal warning will be given, as well as a meeting with the offender and/or Parent, 2 or more board members, and/or studio director.

3rd strike: A formal warning will be given as well as disciplinary action will be taken. Example: parents may not be allowed in the building during class times, students being taken out of choreography, students being suspended from a competition or festival, a parent having to supervise their dancer during every class etc.

Situations that may lead to a strike are as follows, but not limited to:

- Bullying

- Foul language or actions
- Aggressive, intimidating, or harassing behavior
- Damage to studio property
- Poor attendance
- Disrespect of the society's rules or regulations
- Damage to other students property

If another situation occurs after your 3rd strike, this will lead to expulsion from PRDS with no reimbursement of fees.

Community Effort

As a non-profit we rely on parents, members, students, teachers and board members to do their part by cleaning up after themselves, their families and others if necessary, so we can create a clean, safe environment for our dancers.

Inclement Weather Policy

PRDS follows the guidelines of the Peace River School Division regarding cold and inclement weather. Classes canceled due to inclement weather will not be rescheduled or reimbursed.

Complaints

If a complaint arises, be sure to adhere to the following:

- Discuss the issue with the Studio Director either in person or by email
- All complaints will be investigated.
- If the matter cannot be resolved by the Studio Director, the Board will take over and resolve the issue.

The Board of Directors retain the right to deal with any complaint, using any process deemed appropriate or necessary.