



# POINTFLEX

## DANCE COMPANY

2019-2020 Registration Handbook

It's our absolute pleasure to warmly welcome you into our family at Pointflex Dance Company. Our team is thrilled to see many familiar faces return to the studio and excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise! 😊

### **QUICK REFERENCE STUDIO INFORMATION**

**Address: 2406 Victoria Avenue East & 2351 2<sup>nd</sup> Avenue**

**Phone Number: 306-540-4150**

**Email: [admin@pointflexdancecompany.com](mailto:admin@pointflexdancecompany.com)**

**Website: [www.pointflexdancecompany.ca](http://www.pointflexdancecompany.ca)**

**Artistic Director: Amy Hamilton**

# 1. Registration & Payments

Before slipping on those jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

Our annual registration fee is **\$50.00/student (up to \$100.00/family)** and must be paid in full prior to the commencement of classes. If paid prior to June 30<sup>th</sup> you will receive a special welcome gift to start your season off right. Make sure you get your payment in via **Credit Card, Cash or Cheque** as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who want to try something a bit different. Please contact the studio if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

Families who do not comply with their fee or costume payment obligations on time will be charged a late fee of 5% the first day it is over due, 10% at 10 days overdue, and 20% at one month overdue. After this point, dancers will be unable to participate in their classes until their account is paid. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees. All cheques returned NSF will incur a \$30.00 fee.

When registering for classes, you are making the commitment for the duration of the program. If cancelling classes, the Studio Director must be notified at least 30 days prior to the deposit of the next monthly payment via email. There will be no reimbursement for classes not taken or partial months. If cancelling classes at any time throughout the season, a \$50.00 cancellation fee must be paid. Withdrawal is not permitted after January 31<sup>st</sup>, 2020 for all seasonal students.

Pointflex accepts registration for those that require funding through Creative Kids as well as Jumpstart. See the affiliate websites for information on how and when to apply for funding towards dance lessons. Parents are responsible for keeping their account up to date until approved funding is received.

Pointflex Dance Company management reserves the right to change teachers or timetabling when necessary at any time throughout the year. We also reserve the right to adjust class lengths to accommodate smaller class sizes

## **REFERRAL PROGRAM –**

**\*\* REMINDER \*\*** Don't forget - if you refer a friend or family member to enrol at Pointflex, you will receive a special delivery to your home as a thank you from us! Refer an additional friend and receive an exclusive, limited edition t-shirt! Refer a third friend and receive a special night out to the movies!

## 2. WAIVERS AND RELEASE FORMS

### Parent Release Form for Photography and Videography

I, the undersigned, give permission for Pointflex Dance Company to use video footage and / or photographs of my child, \_\_\_\_\_. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Pointflex Dance Company for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### Health Information and Medical Release/Waiver Form

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in Pointflex Dance Company's activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release Pointflex Dance Company and it's employees of any and all liability which may arise as a result of my child's participation in activities at Pointflex Dance Company.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### 3. Communication

By now you have probably noticed that we are BIG on communication here at Pointflex Dance Company. It is of utmost importance to us that all of your questions are answered.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address [admin@pointflexdancecompany.com](mailto:admin@pointflexdancecompany.com) to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us at [306-540-4150](tel:306-540-4150) to chat with one of our helpful team members.

## 4. Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get as many of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, requirements, etc.) to be communicated via email as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

<b>DATES</b>	<b>EVENT</b>	<b>WHO IT INVOLVES</b>
Saturday, September 7 <sup>th</sup>	First day of classes	All recreational and competitive dancers!!
Saturday, September 14 <sup>th</sup>	First day of classes	All Dance With Me & Early Bird participants
Monday, September 23 <sup>rd</sup>	First day of classes	All Adult participants
Monday, September 23 <sup>rd</sup> – Saturday, September 28 <sup>th</sup>	Spirit Week: Wacky Hair & Sock Week	All studio members
September 30 <sup>th</sup>	Last day to register for Enrichment Stream	All studio members
Monday, October 14 <sup>th</sup>	Studio Closed: Thanksgiving Monday	All studio members
Saturday, October 26 <sup>th</sup> – Wednesday, October 30 <sup>th</sup>	Spirit Week – Halloween Dress Up!	All studio members
Thursday, October 31 <sup>st</sup>	Studio Closed: Halloween	All studio members
Monday, November 11 <sup>th</sup>	Studio Closed: Remembrance Day	All studio members
Saturday, November 16 <sup>th</sup> – Friday, November 22 <sup>nd</sup>	Participation & Observation Week	All studio members
Mid December	Acrobatic Arts Exams	Eligible Acrodancers Primary & Up
Wednesday, December 18 <sup>th</sup>	Pjs Christmas Party	All studio members 7 & under
Thursday, December 19 <sup>th</sup>	Movie Night	All studio members ages 7+
Friday, December 20 <sup>th</sup>	Studio Closed: Christmas Holidays	All studio members (Solo/Duet/Trio Rehearsals)
Monday, January 6 <sup>th</sup>	Studio Re-Opens for Scheduled Classes	All studio members
January 15 <sup>th</sup>	Last Day to Register for Developmental Stream	All studio members
Saturday, February 15 <sup>th</sup> – Saturday, September 22 <sup>nd</sup>	Studio Closed: Winter Break	All studio members
Late March *date to be confirmed*	Spring Showcase	Early Birds, Tiny Stars, Competitive Solos/Duets/Trios
April 10 <sup>th</sup> -19 <sup>th</sup>	Studio Closed: Easter Break (Enrichment Dancers Have Mandatory Rehearsal)	All studio members
Tuesday, May 12 <sup>th</sup> – Wednesday, May 13 <sup>th</sup>	Picture Days	All studio members
Monday, May 18 <sup>th</sup>	Studio Closed: Victoria Day Holiday	All studio members
Monday, June 8 <sup>th</sup> – Thursday, June 11 <sup>th</sup>	Recital Rehearsals	All studio members
June 12 <sup>th</sup> & 13 <sup>th</sup>	Recital Performances	All studio members

**\*Schedule subject to change**

## 5. Parent's Code of Conduct

To ensure the smooth, safe running of Pointflex Dance Company and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

**CLASS PLACEMENT:** The level that each dancer is placed in will depend on their age, ability, maturity, and determination. All of these factors depend on what the instructors feel the student will benefit from throughout the year. We want each child to be challenged and to work hard, but to also not be overwhelmed. Dancers should expect to spend between 1-3 years at one level.

**CLASS INTERRUPTION:** No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed. If you wish to meet with a teacher, please book an appointment at the front desk.

**STUDENTS UNATTENDED:** We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. It is best if a child arrives 10-15 minutes prior to class start to ensure the washroom has been used, shoes are on, and they are fully prepared for their class to start. Please arrive promptly as late dancers affect the entire class. Ensure your child is picked up no later than 10 minutes after class ends. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

**WAITING AREA:** We are happy to provide the waiting area for students prior to their class start, as well as parents and siblings. Please note that all children (students and siblings) must be monitored by their parent and cannot be left unattended. All dancers and siblings must sit quietly and read a book, colour, and talk or do homework. Running, shouting, and other disrespectful behaviours will not be tolerated as it takes away from the dance classes. Please partner with us to make the waiting area a nice place for all. Absolutely no outdoor shoes may be worn in the waiting area.

**CONCERNS:** Any concerns must go through the Studio Director – parents and students are not permitted to contact Pointflex Dance Company teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Studio Director first. Personal meetings with the studio director can happily be arranged via phone call or email and we do encourage reaching out with any questions or concerns.

**HARASSMENT:** In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the studio director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

**STOLEN ITEMS:** Pointflex Dance Company takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

**RIGHTS:** Choreography, costuming and studio policies remain the intellectual property of Pointflex Dance Company and may not be reproduced or sold by any students, parents or staff without permission of the Studio Director.

**DRESS CODE:** All students must follow the dress code. If teacher finds grooming and dress inappropriate for class, they will be asked to observe the class and it will be considered an absence.

**BEHAVIOR ISSUES:** Children exhibiting inappropriate behavior or bullying will be removed from their dance class. Parents/ Guardians agree to work in cooperation with Pointflex Dance Company to resolve any behavioral issues in a timely manner. Dancers who are found to be displaying inappropriate behavior will be disciplined as follows:

- First infraction- a verbal warning from staff. Second infraction- a discussion with the parent about the matter. Third infraction- a temporary suspension (typically two weeks). Fourth infraction- a dismissal from the dance studio for the season (withdrawal policy will be followed with regards to refunds of tuition). Any dancer caught stealing, bullying, vandalizing or intentionally hurting another individual will be dismissed immediately (withdrawal policy will be followed with regards to refunds and tuition).

**COMMUNICATION:** We want to ensure that everyone at Pointflex is informed on important information. Please take the time to read the email updates that are sent out from the studio regarding important upcoming events and information. Pointflex prides itself in effective and thorough communication with parents as it is our goal to ensure you are provided with everything you need to know for a successful dance season. Failure to read the information sent home could result in your child missing classes, incurring late fees or missing out on deadlines.

**RESPECT:** Please keep in mind that everyone is here to learn, grow, and have fun and we are here to encourage, support and celebrate all students, parents, and staff at the studio. Encourage your child to follow the student code of conduct and to keep Pointflex values in their minds.

**ATTENDANCE:** Encourage your child to attend as many classes as possible throughout the year. Our dancers cannot improve and successfully learn choreography if they do not attend class. Dancers who repeatedly miss class will be required to take make up classes at an additional cost (5 classes for Developmental Stream & 3 for Enrichment). Extreme absences will result in removal from the program (7 classes for Developmental Stream & 5 for Enrichment). Outside of class we ask that you encourage your child to be practicing at home, dance is no different than learning an instrument (we must practice to improve). Please call or email the studio if your child will be absent from class so the teacher can adjust their lesson. 24 hours notice is appreciated.

**ILLNESS/INJURY:** If your dancer has an illness or injury that is not a risk to themselves or others, they are expected to attend class to observe the lesson. By observing class, they stay familiar with what is being taught and are ready to participate when they return without falling behind. 3 observation classes count as one absence.

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Participant's Signature (if over 18)

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Parent/Guardian Signature

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Date



## 6. Dancer's Code of Conduct

- At PDC we celebrate teamwork and community! Wear your uniform and Pointflex gear with pride. Support and encourage your fellow dance mates in your class as well as in the studio. Celebrate other dancers' success even if you have yet to achieve the same skill.
- At PDC we are committed to the development of a safe, supportive studio that is a drama free zone.
- At PDC we want positive and encouraging language only and we do not talk negatively about others.
- At PDC we monitor class attendance because we care about your progress and continuous improvement. Please respect us and let us know if you will be absent at least 24 hours in advance with the exception of emergencies.
- At PDC we value punctuality which means being on time for class- 15 minutes prior to start time.
- At PDC we value and respect our teachers and staff and focus on a culture of engagement. Talking in class, overtop of teachers, etc. does not show you are engaged! Your teachers put so much work into your classes and have lots of knowledge to share! We are here to dance!
- At PDC we take responsibility for our mess, our attire, and our attitudes! Be sure to keep all three neat and in check!
- At PDC we respect the building. We do not wear our outside shoes in the waiting area, we don't run and we certainly do not shout.
- At PDC we encourage safe home practice of class material, choreography and stretching on a consistent basis.
- At PDC we value Community, Continuous Improvement, Progress over Perfection, Respect for All and Expressing Yourself!

I have read the above and promise to abide by the Dancer's Code of Conduct while I am at PDC, as well as to maintain this conduct at school and in my community.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## 7. Acrobatic Arts Information

At Pointflex, our acro program is strong, dynamic, safe, and fun! We are so happy you have chosen to be a part of this program and we want to make sure it is the right class for you.

Below you will find important information regarding the acro program at Pointflex, and at the bottom you fill find the place for your signature.

1. In acro classes, even before fun, our number one priority is safety. This means that dancers will not be permitted to progress simply because their friend is ready to do so, because they watched a tutorial on Youtube, or because they can do it on a trampoline. It is solely the teacher's discretion as to when each student is ready to progress to the next level.
2. Spotting will be utilized with dancers to help them understand positioning, learn a new skill, or help get over any fears associated with a certain skill. Spotting means that the teacher will be physically touching/supporting/holding a student. Spotting is a necessary component of acro, and is not meant to make anyone uncomfortable. Should it make you or your dancer uncomfortable, please chat with your instructor.
3. Goofing around is not tolerated. While we aim to have fun in our acro classes, our dancers must be alert and focused on the teacher to ensure the safety of all participants. Dancers not complying with the teacher's behavioural expectations will be required to sit out for the remainder of class and parents/guardians will be notified.
4. While rare, injuries do happen from time to time in all dance classes, including acro. Should an injury happen, parents/guardians will be informed and an incident report must be filled out. We always recommend getting checked by a certified health professional for any injuries.
5. Acrodance exams are offered to all acrodancers ages 4 and up permitted they are ready. Being ready for an exam means completing their sticker chart for their level. Exams are an amazing tool to challenge dancers, set goals, and build confidence and we highly recommend them at PDC. In the Developmental Stream, dancers wishing to pursue levels greater than level 3 must successfully complete their Level 3 exam with a mark of Commended or higher.
6. We follow the Acrobatic Arts syllabus which is an amazingly well-rounded syllabus training acrodancers from ages 3 up to being professionals. We are proud to offer this syllabus at our studio and are confident that your tumbler will develop safe techniques and practices and beautiful skills. Please note that Acrobatic Arts is not a comprehensive dance syllabus, and dancers are encouraged to participate in additional dance classes.

I have read, understand, and will abide by the above mentioned policies and information.

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Parent/Guardian Signature

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Date