



britestudios

Dance Program Parent Handbook

Our Vision

To offer quality programming with qualified & experienced dance instructors in diverse genres.

Programs

For the young dancer (ages 3 – 5 years), offering 12 week recreational sessions in a variety of disciplines.

For the recreational and competitive dancer (ages 5+ years), offering full year classes in a variety of dance styles. Preschool, Pre-Primary and Primary levels will participate in the Year End Recital.

All full year classes, Grade 1 and higher, will participate in at least one (1) local competition with their class routine, as well as the Year End Recital. Examinations will also take place for all ballet, tap and jazz classes, Grade 1 and higher. These classes will consist of both technique and choreography.

Performance Troupe – by Invitation Only. A full year program designed for the dedicated, elite, competitive dancer (Gr. 3 and higher). Participation in this program will consist of conditioning, technique and choreography classes.

General Operating Policies

Dance class etiquette:

- **Respect:** Dance classes are educational and fun, however, an important part of class work is developing an attitude of self-discipline and respect for teachers and fellow students. All members and registrants of Brite Studios are expected to practise utmost respect among fellow classmates, teachers and staff.
- **Abusive Behaviour:** Bullying, aggressive or inappropriate behaviour from students, parents, or staff will not be tolerated at any time.
- **During class time:** Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends and visit in the waiting area. Please honor your teacher and fellow classmates by giving full attention and co-operation during class time. Should a student display continual disruptive behaviour, the Program Coordinator will set up a meeting with the student and parents to discuss further steps.
- **Bathroom breaks:** For preschool aged children, please have your child(ren) use the bathroom facilities before entering class. We ask that all other students try to use the bathroom either before or after class.



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- **Late/Absent:** Students are expected to arrive in time to enter their class at the scheduled start time, in their proper dance attire and with their hair done. Though we understand circumstances may arise that you cannot control, we ask that every effort is made to arrive early and on time to participate in class. Children who are sick may return to dance 24 hours after their symptoms end (symptoms such as infection, fever, vomiting or diarrhea). Students that are no longer in an infectious state or are injured, but unable to fully participate in class, will be welcomed to sit on the side and view the class. If you or your child are going to be late or absent, please inform the Program Coordinator, with as much notice as possible.
 - Please note, absenteeism and tardiness has a large impact on the team and class morale. Poor attendance and repeated tardiness will be discussed at a meeting with the student, parents and Program Coordinator. If no improvement is made, it may result in non-participation in competitions, recital and/or examinations. This is at the discretion of the Instructor and Program Coordinator.
 - Brite Studios does not pro-rate fees for missed classes.
- **Class Attire:** Brite Studios has a dress code in place for all classes. A dress code is an important element of studying dance. Not only is it a form of respect for their studies, but it is also important for teachers to see muscle and body alignment in order to make appropriate corrections. Please refer to our dress code for more specific information on the requirements for each class.
 - We will employ a “3 strike” rule for those that are repeatedly attending class without their proper dance attire and hair done:
 1. Verbal warning from instructor
 2. Written warning from instructor
 3. Phone call or letter from the Program Coordinator
- **Food & Drink:** Water bottles only are permitted in the dance studios. All other food and drink should remain outside the studio space. Please respect other students’ needs to utilize the space without having to roll or step in crumbs or puddles during their dance class.
- **Hallway:** The hallway is considered studio space and we ask that it is treated as such. With this, please refrain from sitting, eating, or talking/visiting in the hallway. This is to ensure the hallway remains a clear pathway for all and that students are not disrupting classes or bringing in unwanted mess into the dance studios.
- **Questions/Concerns:** Please forward all questions or concerns to the Program Coordinator. This is to provide our teachers the environment to focus fully on instruction and provide a quality and uninterrupted lesson to students. With this, we ask that all comments and/or queries be addressed to the Program Coordinator.



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The School Year:

The 12 week Sessional classes will run twice within the dance school year. The first semester will be the Fall/Winter session and the second semester will be the Winter/Spring session. Statutory holidays have been accounted for in the 12 week time period. Dates for the semester sessions will vary according to holidays for each school year. Please see our current calendar for specific start and end dates.

Full year classes begin in September and conclude in June. The school will be closed on all statutory holidays and school breaks that coincide with the school year.

Payment Methods:

All registration is online. Brite Studios accepts VISA and MasterCard. You will be required to enter your credit card information upon registration and all fees are due in full at time of registration. Your card will be processed once your registration has been received by our system. Should you have any questions or require assistance, please call our office at 403-242-1414.

Costumes:

Families will be charged a \$55 costume deposit per child per class upon registration for all full year classes. The remainder of the balance for the costume cost will be invoiced in February. Every effort will be made to keep costume costs low, however, several factors determine the total cost, including shipping & handling, duty fees and exchange rate. Costumes will not be released to families until the entire balance has been paid in full or arrangements have been made.

Please note, costumes are made for a generic size and may not fit children exactly. Alterations may need to be made upon receipt of costumes.

There is to be NO EATING OR DRINKING (except water) in costume, without a cover up on! This is to ensure costumes remain in performance-ready condition from the time of receipt until the recital. Should a student's costume be affected irrevocably, they may not be able to participate in competition and/or recital.

Picture Day:

All students registered in full year classes will participate in Picture Day. Students are expected to be in proper costume with their hair done according to class requirements. Full stage make up is not required, however, light make up is suggested. A professional photographer will come on site to the studio to take pictures. Photo packages offered by the photographer will be available for viewing prior to Picture Day. Families may then determine what package(s) they would like and have the payment ready for the photographer on Picture Day.

We ask that all parents drop their child off and pick them up from the studio for the specified time of their pictures. This is to avoid congestion within the studio space. Please remember to bring all necessary costuming (including tights, shoes, costume, and accessories) for your child and to have their hair done upon arrival. Teachers will be on hand for any hair adjustments and costume changes.



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Competition:

All full year classes, Gr. 3 and up, will attend at least one (1) local competition in the dance school year. Upon full agreement of all families in each class, students may have the opportunity attend up to three (3) competitions/festivals that may be local or away. All competing families will be expected to follow the Competition Code of Conduct and abide by the guidelines therein. Every participant will receive an adjudication, mark and medal standing for their routine within their specific age and skill categories. Additional fees will be applicable.

- **Solos & Duets:** Solos and Duets will be granted by INVITATION ONLY and will involve an audition process. Students wishing to perform a solo and/or duet are required to take Competitive Ballet and the class discipline in which they will be performing their piece, excepting only Hip Hop for the Ballet component. Any other exceptions will be made at the discretion of the Instructor and Program Coordinator. Students wishing to do a solo and/or duet may speak to their instructor to make them aware of their interest. Solo and duet pieces require strong commitment and self-initiative from the student. Additional rehearsals (outside of class time), will be coordinated with the choreographer based on studio availability and instructor/student schedules. Due to the high level of commitment and self-discipline required for these pieces, dancer attitude, classroom behaviour and drive will be taken into account for determining a student's readiness and possibility for invitation.
 - Grades 1 – 3: – maximum of **two (2)** solos/duets
 - Grades 4 and higher – maximum **four (4)** solos/duets
 - Extra Fees associated with Solos & Duets:
 - **\$360** – Solo Choreography fee (this includes 6 hours of instruction for choreography and cleaning, use of studio space, and competition attendance)
 - **\$240 each** – Duet Choreography fee (this includes 8 hours of instruction for choreography and cleaning)
 - **Additional Costume Fee** (prices will vary)
 - **Competition Entry Fee** (prices will vary)

Performance Troupe:

Performance Troupe is an opportunity for the truly dedicated dancers that are looking to work in an accelerated and more competitive environment that will provide them with the chance to perform with different dancers, choreographers and styles. It will consist of taking regularly scheduled weekly Troupe technique and conditioning classes, along with mandatory ballet and jazz classes, plus a minimum of 1 class in another genre of dance (ie. lyrical, acro, hip hop, contemporary, etc.).

Performance Troupe participation will be granted by INVITATION ONLY. Invitations will be issued following an assessment audition and will be based primarily on the previous year's actions in regular class time, as well as, any private choreography sessions (if applicable). Invitations will not be granted based solely on dance abilities, however, this is a part of the assessment process. The demonstration of hard work, dedication, commitment, and respectful behaviour that is required for a competitive dance team will be of the utmost importance as a determining factor for invitations. The audition will also be utilized to fully assess each dancer's strengths in various genres and potential student groupings.



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Criteria that will be used in the decision-making process will be:

- attendance
- punctuality
- preparedness for class (ie. hair done and in proper dance attire)
- knowing choreography
- visible signs of rehearsal
- good work ethic and initiative
- good attitude
- good sportsmanship
- listening and paying attention in class
- being respectful to teachers, staff, classmates and parents

Troupe students will audition as a group and will be chosen for each piece based on their abilities, work ethic, and the choreographer's vision. These troupe numbers will be varied in discipline, size and age depending on what the choreographer is wanting for their piece. Please be aware that there will be at least 1 Troupe piece that will involve the entire cast.

As is the case with any other specialized competition piece, there is a requirement for additional time, effort and costs from every dancer that is invited. With this, dancers and parents will be asked to commit to an agreement detailing the expectations and repercussions for involvement in Troupe (ie. absences, tardiness, poor attitude, rehearsal, etc.).

****Performance Troupe Requirements and Additional Fees:***

- Registration in Competitive Ballet, Jazz and at least 1 other discipline (Grade 1 or higher)
- Troupe Technique and Conditioning class: \$80/month
- Troupe Performance Pieces: \$70/dancer/group (minimum of 1 Troupe group piece with entire cast)
- Additional Costume Fee per dance (prices will vary)
- Additional Competition Entry Fee per dance (prices will vary)

Refunds:

- Sessional Classes:

If you withdraw during the first 4 weeks of the class, we refund 60% of the class fee plus a \$25 administration fee. There is no refund of the registration fee. Withdrawals prior to the start of session will have a full refund minus a registration fee of \$25; registration fee is not refundable.

- Monthly/Full year classes:

We take the following year June month's payment as a deposit. For withdrawals after August 21th, there is no refund of this fee. In addition, we require one (1) calendar month's written notice of withdrawal to avoid further charges. We regret that there are no withdrawals after March 1st and all remaining fees are due whether you attend or not. Registration fees are not refundable.



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Class Cancellations:

Brite Studios reserves the right to cancel a class as a result of insufficient registration at the start of the session. A full tuition refund will be provided in this instance, or we will offer a suitable alternative for your child.

Inclement Weather:

Brite Studios reserves the right to cancel a class due to inclement weather that is hazardous for travel for our teachers and our students. Please check email for important messages.

Trial Class:

Children are welcome to participate in 1 trial class before registering; please contact us in advance to arrange the class.

Class Viewing:

Brite Studios will hold a parent viewing week in the 1st term for all full year classes and 1 for each semester of Sessional classes. Parents will be welcomed to view the class in the last 15 minutes. This is to provide parents the opportunity to see the progress of their child and the quality instruction we provide at Brite, while not being disruptive to the class. Please refer to our calendar for the specific dates for the observation week.

Recital:

ALL full year classes will participate in the Year End Recital. Tickets will be available for purchase from the studio.

Photographic and recording devices of any kind are not permitted in the theatre, with the exception of the hired photographer or videographer. DVD purchase orders will be available prior.

Parents may be requested to assist/volunteer backstage at recital. Aside from these select parents, no other parents or guardians will be permitted in the backstage area.

Students may be dropped off at the designated time, with all their necessary costuming, hair done and in full stage make up, at the theatre. Dress rehearsal will take place in the morning of the recital day, with the recital performance commencing in the afternoon. Water, lunch and costume-friendly snacks will be supplied to all performers. Please ensure you notify us of any dietary concerns. We are always a nut-free environment.

Promotional Material:

Brite Studios reserves the right to use photographic and video material for advertising and promotional purposes. Please fill out and return the release form the first day of classes or ensure you have checked off your acceptance of this through the online registration system. If you **DO NOT** want your child, yourself or a family member accessible for promotional purposes, please indicate on the form, as well as advising us promptly.



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Dress Rehearsal:

All full year students will be required to participate in the Competition and Recital Dress Rehearsals, accordingly. Dancers must be in full stage hair and make up, with all costuming requirements. Each class will run through their performance piece. Students must attend and participate in Dress Rehearsal in order to perform on stage.

We ask that all parents drop their dancer off and pick them up at the designated time, with their hair and make up done, and with all costuming requirements (costume, shoes, tights, accessories, etc.). Teachers will be available for all hair and costume changes for those in multiple dances.

Groups, solos and duets will all be run during the Dress Rehearsal.

Exams:

All students registered in Gr. 1 and higher classes, for Jazz, Tap, and Ballet, will partake in Examinations. A nominal fee will be required to cover the cost of studio space and the Examiner. Students will receive a third-party evaluation on their required skills in their level from a knowledgeable Examiner. Evaluations will be provided to each student, in a written format, including comments and marking.