



Ark Dance Academy
Studio Handbook for Dancer and Parents
2022/2023

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1/ Introduction

It is our absolute pleasure to warmly welcome you into our family at Ark Dance Academy. Our team is thrilled to see many familiar faces return to the studio and even more 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 queries 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 office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

QUICK REFERENCE STUDIO INFORMATION

Address: 10134 100 Avenue

Phone Number: TBA

Email: arkdanceacademygp@gmail.com

Website: arkdanceacademy.com

Directors/Co-Owners: Loanne Walker and Lexi Wanotch

2 / Studio Manifesto

To start us off, it's important to us at Ark Dance Academy that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers, and staff members at our studio, and it is the driving force behind every interaction with our students and their families.

Ark Dance Academy is a place where kids of all ages, shapes and sizes learn to dance and perform. This is a studio where creativity, individuality and self-expression are encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable, and free to express themselves.

We strive to provide exceptional coaching and leadership while instilling the importance of etiquette, self-esteem, and positive body image.

We believe in an inclusive studio with a focus on community, growing and developing in mind, body, and soul through a life-long love of dance.

We are committed to learning in all forms, our teachers have extensive knowledge in dance training, anatomy and mindfulness and work with a passion to help each dancer become all they can be, in and out of the studio

We promise to create a space of genuine acceptance through respect, knowledge, kindness, and love.

3/ Registration

Before slipping on those dance shoes, it is 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.

You can register in person or via online/email.

Our annual, non-refundable registration fee is \$50 per student/per family and must be paid in full when registering your student/s. Make sure you get your payment via e-transfer to arkdanceacademygp@gmail.com, 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 are wanting to try something a bit different. (Trial classes will commence in September 2022). Please contact us 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).

At Ark Dance Academy we are offering a referral program! If you refer a friend or family member, who has not previously enrolled at Explosion Dance, we will credit your account \$50.00 if they register in a full year program and \$25.00 if they register in a sessional program!

4/ Communication

By now you have probably noticed that we are BIG on communication here at Ark Dance Studio. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Until our phone number is active we ask that you send all questions to our email, arkdanceacademygp@gmail.com. In August we will inform all our families of our office hours and our phone number!

For convenience, our primary means of communication is via email. You will receive regular newsletters and essential 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 additional recipients. Don't forget to add our email address to your contacts so we don't end up in the dreaded Spam folder!

We always update important information, dates and studio details on our website so please visit the website regularly! Arkdanceacademy.com (not active yet, will be up soon)! We are always happy to chat in more detail about communications you may receive from the studio. If after careful review of the communication sent to you, you need any clarification please do not hesitate to call our office to chat with one of our helpful team members.

5/ 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 our important dates organized 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, costumes, 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.

Calendar Of Events

Date	Event	Description	Who It Involves
September 12th	Classes Start	First Day of Classes	Everyone
September 30th	National Day of Reconciliation - No Classes	No Classes	Everyone
October 10th	Thanksgiving	No Classes	Everyone
October 25th-31st	Dress up Week	Dress up in Halloween Costumes	Everyone
November 8th-11th	Fall Break	No Classes	All classes on Tuesday-Saturday. *Monday Classes will still run*
November 11th	Remembrance Day	No Classes	Everyone
December 16th	Winter Show	Winter Showcase at KMSC Law Theatre	All Full year classes
January 9th	1st day back to class	First Day of Classes	Everyone
February 18th-20th	Family Day Weekend	No Classes	Everyone
February 20th	Family Day	No Classes	Everyone
April 7th-16th	Easter / Spring Break	No Classes	Everyone
May 13th	Recital	Recital at KMSC Law Theatre	All Full year classes
TBA	Picture Day	Ark Dance Academy	All full year classes
TBA	Competition/Festival		All full year classes
TBA	Competition/Festival		Pre-Competitive/Competitive
TBA	Competition/Festival		Competitive
TBA	Competition/Festival		Competitive

6/ Code of Conduct

To ensure the smooth, safe running of Ark Dance Academy 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.

All that we do will be rooted in our Core Values: Love, Respect, Knowledge, Kindness, and Perseverance. At Ark Dance Academy we expect that all students, parents, faculty, and staff embody and embrace these values and behave in a manner that is consistent with said values.

No classes (including private lessons) or teachers are to be disturbed during a class unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an Ark Dance Academy staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

Any questions, concerns or complaints must go through the office staff or one of the Director's – parents and students are not permitted to contact Ark Dance Academy teachers via phone, in person, or via email/social networking with studio issues unless it has been broached with the Director's first. Personal meetings with the studio Director/s can happily be arranged via the office.

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 Directors. Physical, mental, emotional, or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Ark Dance Academy 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.

7/ Age groups

Ballet – For Students 3 and up

Ballet has been around for centuries. Its technically driven movements and performance evoke a feeling, theme, or tell a story. Many different variations and styles have developed within the ballet genre including classical ballet, romantic ballet, neoclassical ballet, and contemporary ballet. Our studio's core focus is with the Royal Academy of Dance syllabi and developing choreography that spans romantic to contemporary ballet styles.

Jazz – For Students 5 and up

Jazz dance has been ever evolving and one of the most popular genres of dance today! Our jazz classes layer jazz style over traditional ballet in a fun, upbeat, and dynamic class. Our studio focuses on the roots and technique of jazz dance with the Canadian Dance Teachers Association Jazz Syllabus. Class will always begin with a warm-up of strengthening, stretching, and conditioning, followed by across-the-floor exercises and center exercises focusing on various steps, jumps, turns, and combinations.

Tap – For Students 3 and up

Tap dance is a high-energy style of dance where rhythm, style and technique are combined to let your feet make the music. Tap dance helps to develop excellent coordination skills and musicality that carry over to all other dance styles. Our studio focuses on the Canadian Dance Teachers Association Tap Syllabus to guide you through tap history, technique, and percussive based combinations.

Lyrical – For Students 8 and up (must be enrolled in Ballet AND Jazz and have 1 year previous ballet training)

Lyrical is a blend of ballet and jazz technique with components of acro and modern dance. Our lyrical choreography is an emotional style that illustrates the lyrics or theme of a song through dance movement.

Contemporary – For Students 10 and up (must be enrolled in Ballet AND Progressions & Technique)

Contemporary dance is a blend of ballet and modern movement with components of acro and jazz strength and agility. Its abstract telling of a story or theme can be accomplished with or without lyrics of a song and has become one of the most popular genres in dance today.

Modern – For students 8 and up (must be enrolled in Ballet)

Created from European and American styles of ballet, folk, and religious dance, Modern dance pioneers went against the conforms of ballet and developed a freedom of expression not

available through ballet. Our studio follows the CDTA Modern syllabus that incorporates techniques from some of the foundational modern dance leaders.

Acrobatic Dance – For students 5 and up (must be enrolled in Ballet AND Jazz, or a Ballet/Jazz combo class)

Acrobatic dance combines dance techniques with acrobatic elements, fusing them together choreographically so they are artistically intertwined and seamlessly executed. Our studio utilizes the Acrobatic Arts Syllabus to train the five key elements of Acrobatic Dance, Strength, Balance, Flexibility, Limbering, and Tumbling. The main focus of our acro class is to build strength, increase flexibility and balance, and to safely work through acro progressions. Acrobatic Dance is highly advantageous for increasing technique level for all other dance disciplines.

Hip Hop for students 6 and up

Hip hop dance started in the late 1970's and got its current name with the advent of Hip Hop Music in the 80's. It is a cultural dance genre that has many different components of which are commonly misunderstood due to modern choreography (Tik Tok and Commercial Dance). It has foundational techniques that have brought hip hop, popping, locking, and breaking into the forefront of popular dance culture.

Technique and Progressions – Ages 8 and up (must be enrolled in twice a week ballet AND jazz)

Technique and Progressions will focus on overall postural alignment and core stability. The class will consist of strengthening, conditioning, progressions, jumping, and turning.

Stretch Academy – Ages 7 and up

Stretch Academy will focus on flexibility, mobility and postural alignment. The class will consist of yoga and pilates based movement using the mUvmethod Stretch Academy program.

Sessional classes

We will offer sessional classes in Creative Movement, Jazz/Hip Hop, Ballet, Tap, and Acro, or a combination of any of these.

8/ Safety

With the safety of our families a number one priority, Ark Dance Academy is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our office staff who will happily assist you.

Ark Dance Academy 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.

You will find within our enrolment paperwork a public liability/insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

9/ Privacy

When you purchase or hire a product or service with Ark Dance Academy the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent(s)/guardian(s) primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact us.

10/ Exams

As a studio who values the growth and commitment of our dancers from all ages, it is our pleasure to offer exams to students in Ballet, Tap, and Jazz. This year, we will be doing Ballet exams with a possibility of Jazz and Tap. We will inform you via email when we have more information, such as exam dates. We encourage all students who attend each week to enter for exams.

While exams are not compulsory, unless you are in our Competitive Program, our syllabus, RAD - Royal Academy of Dancing- is the most highly recognised ballet syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your RAD exams annually. CDTA – Canadian Dance Teachers Association has been in business for 73 years and offers a strong foundation in both Tap and Jazz. This July the CDTA will become a nationally recognized organization and offer expanded benefits to its instructors and dancers.

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Exams are valuable because they provide the development of strong technique, artistry, and quality of movement. Exams instil strong moral character, values, and a passion for excellence. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

11/ Dress Code

All Ark Dance Academy dress code items will be available for purchase at Center Stage Dancewear

Ballet

Age 2-6

Light coloured tank Bodysuit
Matching pull-on skirt
Leather ballet slipper
Mondor ballet tight

Primary

Lilac Bodysuit
Matching pull-on lilac skirt
Convertible tight to match skin tone
Leather ballet slipper

Grade 1-2

Red SoDanca Bodysuit, style #SL11
Convertible tight to match skin tone
Leather full sole ballet slipper
Black Canvas Character shoe with low heel
Black Mondor Character skirt

Grade 3-5

Red SoDanca Bodysuit, style #SL11 or #SL10
Convertible tight to match skin tone
Leather full sole ballet slipper
Black Canvas Character shoe with high heel
Black Mondor Character skirt

Intermediate Foundation & Intermediate

Black SoDanca bodysuit, style #SL10 or #SL113
Convertible tight to match skin tone
Leather or canvas split sole ballet slipper
Demi-pointe shoes
Pointe shoes
Black wrap skirt mid-thigh length

Advanced Foundation. Advanced 1 & Advanced 2

Black SoDanca bodysuit, style #SL10 or #SL113
Convertible tight to match skin tone
Leather or canvas split sole ballet slipper
Demi-pointe shoes
Pointe shoes
Black wrap skirt mid-thigh length

Hair

Hair must be pulled back off face into a ballet bun

Bun must be secured with bobby pins and/or alligator pins **AND** a hairnet

Short hair must be pinned off face

Studio Scrunchie may be secured around bun

No jewelry (small earring studs can be worn)

No smart/fitness watches or bands

Boys

Primary

White well fitted shirt, SoDanca Franco - Child Boy's Short Sleeve Top style #SL112

Black shorts

White socks

Black or white leather or canvas ballet shoes

Grade 1-5

White well fitted shirt, SoDanca Franco - Child Boy's Short Sleeve Top style #SL112 or Franco - Adult Men's Short Sleeve Top - SL111

Black/Navy stirrup tight

White socks

Black or white leather or canvas ballet shoes

Intermediate Foundation - Advanced 2

White well fitted shirt, SoDanca Franco - Adult Men's Short Sleeve Top - SL111

Black/Navy stirrup tight

White or Black socks - socks should match shoe colour

Black or white leather or canvas ballet shoes

Hair

Long hair must be pinned off face

Long hair must be pulled back and off neck

No jewelry (small earring studs can be worn)

No smart / fitness watches or bands

Jazz

Preliminary - Grade 4

Red SoDanca Bodysuit, style #SL11

Black booty short style

Skin coloured convertible tight

Beige/Tan Pulse jazz shoe (competitive dancers may also need black jazz shoes)

Elementary - Gold Star

Black SoDanca Bodysuit, style #SL11

Black booty short style

Skin coloured convertible tight

Beige/Tan Pulse jazz shoe

Tap

Preliminary - Grade 4

Red SoDanca Bodysuit, style #SL10

Black booty short style

Skin coloured convertible tight

Black Tap shoe -

Elementary - Gold Star

Black SoDanca Bodysuit, style #SL11

Black booty short style

Skin coloured convertible tight

Black tap shoe – please see Ms. Loanne for information on professional level shoe.

Lyrical / Contemporary / Modern/ Acro

Any style or colour of bodysuit or Form fitting tank top in any style or colour

Tight ankle length legging or Form fitting Dance short

Skin coloured stirrup tight or Footless tight

Lyrical / Contemporary - Capezio leather Turning Pointe shoe (Competitive may also need alternate footwear as per choreographer)

Modern / Acro - no shoe

Hip Hop

Comfortable clothing that allows for movement - NO JEANS!

Non-marking running shoes

Competitive dancers may be required to purchase coordinating shoes

Hair

Jazz / Tap/ Lyrical / Contemporary / Modern / Acro

Hair must be secured off face and neck

Studio Scrunchie may be worn around ponytail, bun, or braid(s)

No jewelry (small earring studs can be worn)

No smart/fitness watches or bands

12/ Fee Structure

Tuition fees – Tuition fees will be calculated on an hourly rate with discounts applying as you add more hours, the more hours you dance the lesser per class cost. Once you register and a schedule is set you will be contacted regarding the classes you wish to enroll in and the tuition fees that will apply. Each family can choose to pay tuition fees up front, or you will be set up on monthly automatic withdrawal/credit card payments. We will offer monthly payments over 9 months, 10 months, and 12 months. Tuition is subject to GST.

Costume Rental Fees – Costume Rental fees will be charged out at \$25.00/costume for the Christmas Show and \$40.00/costume for the year end recital. Costume fees can be paid up front or will be added to your monthly tuition payments to be paid by November 30, 2022.

Competition Entry Fees – Competition entry fees for the 2022/2023 season have not yet been released but based on previous years pricing you can budget the following \$40.00-50.00/dancer/group/competition, \$80.00-\$100.00/solo/competition, \$50.00-\$60.00/dancer/duet/competition, and \$40.00-\$50.00/dancer/trio/competition. Once entry fees are released we will adjust these prices accordingly.

Full Studio Competition for full year classes (4+) will be paid out in the first month's tuition.

Pre-Competitive and Competitive competition entry fees can be paid up front or will be added to your monthly tuition payments to be paid by December 31, 2022.

As soon as the 2022/2023 competition dates are posted and the Directors have confirmed competitions to be attended, we will let you know!

Exam Fees – Exam Fees and Dates will be posted as soon as we have them. Exam fees will be paid out before Exam Registration (TBA). We currently have 202/2022 pricing available if wanted.

Families who do not comply with their payments, tuition fees, costume rental fees, competition fees, or exam fees may be charged a late fee, and if not paid within 5 days of billing will be excluded from classes and performances until the fees are paid. External debt collection may occur when fees remain overdue, and this will be at the expense of the client.

Additional Costs to Families – Pictures, Recital/Show tickets, Team Wear, Bodysuits, Dance Footwear, Make-up, Tights, Hair Supplies and Workshops.

13/ Attendance

Your child's attendance in class is particularly important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the dance routines we create, but it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

As our world responds to the lasting effects of COVID-19, we ask that you continue to stay home if sick. We will attempt to provide zoom links if given enough notice. A dancer can return to class(es) when they are symptom free. If in doubt, please have your dancer wear a mask to class and sanitize and wash hands frequently. We also kindly request that no Parent(s)/Guardian(s) or siblings enter the lobby while ill.

Unfortunately, we are unable to accommodate make-up sessions for students who miss classes but will make every endeavour to schedule a make-up class in the unlikely event that Ark Dance Academy needs to cancel a class.

14/ Social Media

Ark Dance Academy's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with Ark Dance Academy's code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Ark Dance Academy's staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Ark Dance Studio uniform) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements, or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication, complaints, and feedback to be communicated to the Director/s directly.
- Photos or Videos taken from performances or rehearsals may NOT be posted online.
- You may not post photographs/videos that feature Ark Dance Academy dancers, other than your own dancer, without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages, or location - must be removed when posting on Social Media.

15/ Odds and Ends

Pick up and drop off - Students should NOT be dropped off more than 15-20 minutes before their class time begins and picked up no later than 10 minutes after it ends unless previously approved by the office. 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. Students under the age of 11 will not be released from the studio without the accompaniment of a parent/guardian. If someone other than the parent/guardian is picking up your students, please let the office staff know.

Ark Dance Academy management reserves the right to change teachers or timetabling when necessary, at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Ark Dance Academy Inc. and may not be reproduced or sold by any students, parents, or staff without permission of the Director/s.