



Ark Dance Academy  
Club Program

Studio Handbook for Dancer and Parents  
2026/2027

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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: 10134B 100 Avenue**

**Phone Number: 578-495-0675**

**Email: [arkdanceacademygp@gmail.com](mailto:arkdanceacademygp@gmail.com)**

**Website: [arkdanceacademy.com](http://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 - login to the parent portal, read and sign the Studio Release Waiver, ensure your dancer/s are registered in their chosen classes, and ensure we have the most up-to-date contact details for you. Please also provide us with an emergency contact other than a parent/guardian.

To sign-in to the Ark Dance Academy Parent Portal, click on the link provided and re-set your password using the email address that you used to register. If you have forgotten your login information, please let us know and we will email you a link to reset your password.

<https://app.gostudiopro.com/online/arkdanceacademyinc>

Our annual, non-refundable registration fee for full year students and sessional students is \$50 per student/per family and must be paid in full when registering your student/s. You can pay all fees through the parent portal, in the studio or you can e-transfer to [arkdanceacademygp@gmail.com](mailto:arkdanceacademygp@gmail.com), 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 2026). 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 Ark Dance Academy, 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/ Full Year Program Commitment & Withdrawal Policy**

At Ark Dance Academy, our Full-Year Program runs from September through May. When families enroll, they are committing to the entire dance season, not a month-to-month program.

Our class sizes are intentionally limited to ensure quality instruction, proper spacing, and meaningful team development. When a dancer withdraws mid-season, it impacts:

- Team formations and choreography
- Group spacing and staging
- Competition entries and rehearsal plans
- The overall experience of the remaining dancers
- Opportunities for other families who were unable to secure a spot due to limited enrollment

For these reasons, enrollment in our Full-Year Program is a season-long commitment.

#### **Tuition Structure**

Tuition for the Full-Year Program is divided into 9 equal monthly installments, due on the 1st of each month, September through May. These payments represent installments toward the full season commitment.

#### **Withdrawal Process**

If a family must withdraw from the Full-Year Program:

1. Written notice must be submitted to the studio before the last Monday of the month to avoid the following month's tuition charge.
2. A withdrawal fee of 25% of the remaining tuition commitment will be applied to the account as well as remaining Costume fees.
3. The withdrawal fee, costume fee and any outstanding fees must be paid in full within 2 days of requesting the withdrawal.

#### **Non-Refundable Fees**

The following fees are non-refundable under any circumstances:

- Registration fees
- Costume fees
- Competition fees
- Previous tuition payments

We understand that life circumstances change. However, because we build our programs around a full-season structure and limited class capacity, this policy ensures fairness to our dancers, families, and faculty while protecting the integrity of the team experience.

## **5/ Communication**

By now you have probably noticed that we are BIG on communication here at Ark Dance Academy. It is our promise to respond to all enquiries within 24 business hours and we will never leave a query unanswered. You can reach us by phone, 587-495-0675, Monday – Thursday from 9:00 am – 8:00 pm, Friday from 9:00 am – 4:00 pm and Saturday from 9:00 am – 2:00 pm, via the parent portal chat, or by email at [arkdanceacademygp@gmail.com](mailto:arkdanceacademygp@gmail.com).

For convenience, our primary means of communication is via email. You will receive a Monthly newsletter and a Weekly re-cap every Monday via email, with essential information 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 will also post studio information on our in-studio bulletin board and on your parent portal so be sure to login regularly.

We will update and provide important information, dates and studio details on our website ([arkdanceacademy.com](http://arkdanceacademy.com)), our Facebook, (Ark Dance Academy), and your parent portal. 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 or email our office to chat with one of our helpful team members.

## 6/ 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.

### Club Program Calendar Of Events 2026/2027

| Date                                                    | Event                                     | Description                                                       | Who It Involves                            |
|---------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|
| September 14 <sup>th</sup>                              | First Week of Classes                     | Classes Start                                                     | All Full Year Classes                      |
| Wednesday,<br>September 30 <sup>th</sup>                | National Day for Truth and Reconciliation | No Classes                                                        | Everyone                                   |
| October 10 <sup>th</sup> -<br>12 <sup>th</sup>          | Thanksgiving                              | No Classes                                                        | Everyone                                   |
| October 15 <sup>th</sup>                                | Competition Fees Due                      | Payment for Competition Fees                                      | All Full Year Classes                      |
| October 26 <sup>th</sup> –<br>31 <sup>st</sup>          | Dress up Week! (Halloween)                | Dress up in Your Costumes                                         | Everyone                                   |
| November<br>9 <sup>th</sup> – 15 <sup>th</sup>          | Fall Break                                | No Classes                                                        | All classes Monday-Saturday                |
| November<br>27 <sup>th</sup>                            | Black Friday Sale                         | Winter Showcase Tickets and Christmas Merchandise on Sale         | Everyone                                   |
| Sunday,<br>December 13 <sup>th</sup>                    | Winter Showcase                           | Showcase Venue - Douglas J Cardinal Performing Arts Centre (NWP)  | All Full Year Classes & 12 Week Sessionals |
| December 14 <sup>th</sup> –<br>January 10 <sup>th</sup> | Christmas Break                           | No Classes                                                        | Everyone                                   |
| January 11 <sup>th</sup>                                | 1 <sup>st</sup> Day Back to Class         | Classes Resume                                                    | All Full Year Classes                      |
| January 30 <sup>th</sup><br>February – 5 <sup>th</sup>  | Valentine’s Day<br>Cookie Grams           | Cookie Gram Orders For Friends, Family, Classmates and Valentines | Everyone                                   |
| February 6 <sup>th</sup> –<br>12 <sup>th</sup>          | Valentine’s Day Cookie Grams Distributed  | Cookies distributed in studio!                                    | Everyone                                   |
| February 13 <sup>th</sup> –<br>15 <sup>th</sup>         | Family Day Weekend                        | No Classes                                                        | Everyone                                   |

|                                                |                                                                       |                                                                                         |                        |
|------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------|
| March 1 <sup>st</sup> – 6 <sup>th</sup>        | Parent Appreciation and Viewing Week<br>2027/2028 Registration Opens! | Come for snacks, refreshments and view your dancers<br>Claim your spot for next season! | All Parents            |
| March 26 <sup>th</sup> – April 4 <sup>th</sup> | Spring Break                                                          | No Classes                                                                              | Everyone               |
| April 5 <sup>th</sup>                          | 1 <sup>st</sup> Day Back to Class                                     | Classes Resume                                                                          | All Full Year Students |
| April 21 <sup>st</sup> – 25 <sup>th</sup>      | Dance Drive Dance Festival                                            | Douglas J. Cardinal Performing Arts Centre (NWP)                                        | All Full Year Students |
| April 26 <sup>th</sup> – May 1 <sup>st</sup>   | Studio Picture Week                                                   | Studio Class Pictures and Yearbook Headshots                                            | Everyone               |
| May 10 <sup>th</sup> – May 27 <sup>th</sup>    | Picture Viewing/Purchasing (In Studio Only)                           | Pictures will be available to view in studio.                                           | Everyone               |
| May 17 <sup>th</sup> – 23 <sup>rd</sup>        | Bring a Friend Week                                                   | Bring a Friend to Class                                                                 | All Full Year Students |
| May 24 <sup>th</sup>                           | Victoria Day                                                          | No Classes                                                                              | All Monday Classes     |
| Saturday, May 29 <sup>th</sup>                 | Year End Recital                                                      | Recital Venue - Douglas J Cardinal Performing Arts Centre (NWP)                         | Everyone               |
| May 31 <sup>st</sup> - June 25 <sup>th</sup>   | Spring Session                                                        | Spring Session/Schedule TBD                                                             | Everyone               |
|                                                |                                                                       |                                                                                         |                        |

## 7/ 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 will 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.

## 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. **All items such as shoes, water bottles, bags, outdoor shoes/boots, jackets, etc. should be labeled with your dancer's name.**

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/ Lobby Etiquette - *NEW***

### **Lobby & Viewing Area Behavior Policy**

We love that our studio has a spacious lobby and viewing area where parents and caregivers can watch their dancer's class on our video screens. We want this space to remain welcoming, comfortable, and safe for all ADA families.

We understand that siblings and other children may need to accompany families to the studio. They are absolutely welcome; however, all children in the lobby must remain under the direct supervision of the parent or caregiver who brought them to the studio. ADA staff are responsible for the dancers participating in classes and are not able to supervise children in the lobby or viewing areas.

To help keep our lobby safe and enjoyable, we ask families to follow these expectations:

- Children must remain with or near their supervising adult and may not run throughout the lobby, hallways, or other studio areas.
- Climbing on furniture, counters, or other studio fixtures is not permitted.
- Cartwheels, flips, acrobatics, roughhousing, chasing games, or other large physical activities are not permitted in the lobby.
- Quiet activities, toys, books, tablets, homework, colouring, etc. are welcome as long as they do not disrupt others or create a safety concern.
- Toys or objects may not be thrown, rolled, launched, or used in a way that could cause someone to trip or be injured.
- Studio props, equipment, displays, and décor are not toys and may not be played with, climbed on, moved, or handled without permission.
- Noise must be kept at a reasonable level. Our lobby is directly connected to our teaching spaces, and excessive noise can make it difficult for dancers to hear their instructors and fully participate in class.
- Children may not enter studios, staff areas, storage areas, or other restricted spaces without permission.

### **Parent & Caregiver Responsibility**

Parents and caregivers are responsible for the behavior, safety, and supervision of all children they bring into the studio, including children who are not enrolled in a class at that time.

If a child's behaviour becomes disruptive, unsafe, or interferes with classes taking place, the supervising adult will be asked to address the behaviour immediately. If the behaviour continues, the family may be asked to leave the lobby for the remainder of the class.

Our goal is not to create a silent waiting room. Kids are kids, and we want our studio to feel like a welcoming family space! We simply ask that everyone help us maintain a lobby where families can comfortably watch classes, dancers can learn without unnecessary distractions, and everyone can move through the space safely.

Thank you for helping us keep ADA's lobby safe, welcoming, and respectful for everyone.

## **10/ 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 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 authorized 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.

## **11/ Exams**

As a studio who values the growth and commitment of our dancers from all ages, it is our pleasure to offer exam work (Syllabus) to students in Ballet, Tap, Jazz and Acro. This year, we will be inviting dancers to participate in Ballet, Jazz and Tap Exams, if said exams are merited and available for their class. We will inform you via email when we have more information, such as exam dates and costs.

Ballet exams are typically held during the winter session, February-March, Tap and Jazz exams are typically held in June, however, exams may be moved to another session depending on several factors such as, preparedness, lack of entries, timing of other events, to name a few.

RAD - Royal Academy of Dance - is the most highly recognized 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 75 years, is nationally recognized, and offers a strong foundation in both Tap and Jazz.

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 instill strong moral character, values, and a passion for excellence. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

## 12/ Dress Code

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

### ***Ballet***

#### **Girls:**

- Ages 2–5: Light-colored tank bodysuit, matching pull-on skirt, leather ballet slippers, convertible ballet tights
- Club/Graded: Burgundy SoDanca bodysuit (styles SL11, SL10, or SL113), leather ballet slippers, convertible ballet tights
- Grades 1–5: Character shoes and skirt (can be rented from the studio)

#### **Boys:**

- Ages 2–5: T-shirt, joggers or black shorts (no jeans), ballet slippers
- Club–Advanced: White fitted shirt, black/navy leggings or joggers (should be fitted, not baggy), white or black socks to match ballet shoes

**Hair:** Ballet bun with pins and hairnet, no jewelry or smartwatches

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### ***Jazz***

#### **Girls:**

- Club & Grades: Burgundy or black SoDanca bodysuit, black fitted booty shorts (optional), beige/tan convertible tights, beige Pulse jazz shoes
- Competitive dancers may also need black jazz shoes

#### **Boys:**

- Fitted dark shirt and stretch pants, black socks, black jazz shoes

**Hair:** Secured off face and neck

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### ***Tap***

#### **Girls:**

- Club & Grades: Burgundy or black SoDanca bodysuit, black fitted booty shorts, beige/tan convertible tights, black tap shoes
  - Ages 3–5: Capezio Mary Jane, Bloch Jazz/Tap or Audio Tap
  - Ages 6–12: Bloch Sync Style S0321L
  - Ages 13+: Ask Ms. Loanne for shoe recommendation

#### **Boys:**

- Fitted dark shirt and stretch pants, black socks, black tap shoes

**Hair:** Secured off face and neck

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## ***Lyrical / Contemporary / Modern / Acro***

### **Girls:**

- Any colour bodysuit or fitted tank
- Form-fitting dance shorts or ankle-length leggings
- Convertible or footless tights
- **Lyrical/Contemporary:** Capezio Turning Pointe shoes
- **Modern/Acro:** Barefoot

### **Boys:**

- Fitted dark shirt and stretch pants, black socks, black jazz shoes

**Hair:** Secured off face and neck

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## ***Hip Hop***

### **All Dancers:**

- Comfortable movement-appropriate clothing (no jeans)
- Non-marking runners
- Competitive dancers may be asked to purchase matching shoes

**Hair:** Can be worn down if non-distracting

### **13/ Fee Structure**

**Tuition fees** – Tuition fees will be calculated on an hourly rate per dancer, and will be averaged over your monthly payment plan, GST will be added to tuition. Once you register and have paid your annual registration fee, \$50.00/dancer, families can choose to pay tuition fees up front in full, via autopayments through the parent portal or monthly e-transfer payments. We will offer monthly payments over 9 months and 12 months. If choosing the 12 month option, you must provide a credit card for automatic withdrawals.

**Costume Rental Fees** – Costume Rental fees will be charged with your monthly tuition payments and are non-refundable.

**Competition Entry Fees** – All full year program classes will be entered into a compulsory local dance festival which will take place in April 21-25, 2027. The Competition entry fees for the 2026/2027 season are \$57.00/dancer/group/competition + GST. All competition fees, for full year students 3 and up, must be paid by October 15, 2026.

Families who do not comply with their payments, tuition fees, costume rental fees, competition fees, or exam fees will be charged a 5% late fee if not paid within 5 days of billing. If after 30 days an account is still in arrears and no arrangements have been made with the directors to set up re-payment options, affected dancers 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.

### **14/ 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 they also impact the social and confidence-building principles we work hard to foster in each age group.

If you know that your child will be absent due to holidays/vacations, commitments, or school trips, please let us know in advance 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.

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

## 15/ 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 behavior on Social Media remains in keeping with Ark Dance Academy's code of conduct as outlined in chapter 7 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 representative, 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 administrative 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.
- Group 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 full names, ages, or location - must be removed when posting on Social Media.

## **16/ 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 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.