



ISLAND DANCE STUDIO 2011-2012

Parent/Guardian Information Studio Policies

Since its conception in 1990, Island Dance Studio (IDS) has acquired a reputation for consistently high standards of achievement through the commitment of the staff, students, and parents. The following policies have been developed to help maintain those standards.

- **Attendance and Punctuality:** To ensure continual progress it is necessary for students to attend classes on a regular basis.
- **Arrival :** 15 minutes before the start of the class. If a student arrives late, he/she should wait at the door until there is a break in the music and then join the class. Students arriving continuously late will not be permitted to participate in the class and will be required to watch
- **Missed classes:** There is no refund for missed classes. Arrangements can be made to make up classes missed due to illness or excused absence and should be made up as soon as possible. Please call the office at 250-532-1244 or email info@islanddancestudio.com if you are unable to attend class.
- **Class Cancellations:** In the case of unforeseen circumstances, such as extreme weather conditions or emergencies, Island Dance Studio reserves the right to reschedule and/or cancel classes at the Director's discretion.
- **Class Placement:** To ensure that all students are receiving the instruction most beneficial for their individual talents and needs, the Director reserves the right to move students to a more appropriate level if she deems fit. The student's schedule may change if such a move is made.
- **Call Board:** It is the responsibility of the student and/or parent to check the notice board regularly for information regarding schedule changes and special events.
- **FOBs:** In the interest of student's safety, all students are required to obtain a FOB for entry to the building. The FOB can be attained from the Island Dance Studio office for a small fee, and 50% of the fee will be returned when the student returns the FOB at the end of their involvement with Island Dance Studio.
- **Participation in Other Dance Programming:** Dancer's schedules are carefully constructed to ensure an appropriate and well-rounded dance education. For this reason, Island Dance Studio does not allow students to participate in dance programming at other institutions without the Director's permission.

- **Communication:** If a parent or student has a concern, please contact the Director by phone 250-532-1244 or e-mail info@islanddancestudio.com. Please notify the office of any changes in e-mail addresses.
- **Lock Box:** There will be a locked box for dropping off any payments. Please put cheques in a sealed envelope indicating the student's name and reason for payment. We hope that this new system will help keep classes running on time. Please do not give these payments to the Director between classes.
- **REFUNDS AND WITHDRAWALS:** Withdrawals are accepted with written notice (e-mail OK) up to November 1, 2011. Post dated cheques will be returned with the exception of the June payment. *No refunds for withdrawals will be accepted after November 1st except in the case of serious illness or injury accompanied by a doctor's note.*
- **Student drop off and pick up:** We all want to keep our Children safe. Although IDS staff would never close the studio and leave an unattended child, we can not be responsible for students before or after classes. Staff are not required to act in a supervisory capacity. In the interest of safety please make sure younger children are seen into the studio and picked up on time.
- **Watching Week:** In the best interest of the students, parents and friends do not watch regular classes. They are invited to observe during designated watching weeks.
- **Showcase:** IDS usually stages a year-end showcase. It is the student's choice to be involved. However when the commitment has been made, regular attendance is essential. A group performance needs participation from **ALL** members of the class. Any student missing more than 3 classes, once showcase rehearsals have begun, may not be able to participate. Parents are responsible for the cost of costumes and tickets for performance events.
- **Examinations:** Students taking the required number of classes for their level and attending the Summer School Program, may be considered for examinations. Exam participation is at the discretion of the Director and is based on knowledge of the syllabus, physical ability of the student and artistic presentation. Examinations are a valuable tool for some students but not advisable for all. Summer school participation is necessary for students wishing to be considered for examinations.

Parents are responsible for the cost of examination entrance fees, pianist fees and any extra practices.

- **Festival:** Students are entered in performing arts festivals at the Director's discretion. Students must be taking the recommended number of classes per week for their level. Selection is made on ability, work ethic and proven commitment. There is considerable time outside regularly scheduled classes required for rehearsal. Parents are responsible for the cost of entry fees, rehearsal fees and costumes. A student may be selected to perform a solo at the Director's discretion. Festival participation is not necessarily a yearly event.

- ***Pointe work:*** Students who are of an appropriate age and have developed sufficient strength may be considered for pointe work. To prevent injury, only students taking a minimum of 3 ballet classes per week will be considered. Certain physical limitations may exclude some students from participating.
- ***Summer Programs:*** Students wishing to audition or apply for Summer Programs other than IDS must make arrangements with the Director, prior to making application.

Bleiddyn Bellis: Phone 250-590-6752 and email: info@islanddancestudio.com

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