

Parent Handbook

At *Flourish Dance Studios* all students are welcome! All levels, abilities, and no experience is needed! This is a safe place for children and adults to come and express themselves through movement.

Our mission as a dance instructors and owners is to offer a high-quality level of teaching and choreography to the whole community. This is a studio where all calibers of dance are welcomed and encouraged. This is a place for all to feel at home and to share their passion for dance!

Flourish Dance Studios is a family-owned business and has a welcoming environment for everyone. We aspire for others to feel confident in their own body with your moves and your grooves. Whether it's our tiny ballerinas or our ladies in our Zumba class, this is a place for acceptance and no judgment. Our focus is to target the love and passion we all have for dance and work towards an increase in self-confidence and performance skills. *Flourish Dance Studios* is a competitive and non-competitive studio. What makes our studio unique is the direction that will be taking with the community. Our goal as mothers and entrepreneurs is to be a part of the community and give back when possible; we believe all kids can be a part of something special and this is it!

My name is Amy Briggs, owner of *Flourish Dance Studios* and my partner/ co-owner is Caprice Sherwood. On our board includes administer, treasure, caretaker, and secretary to make our dance season a success. We are beyond excited about our board that we have, as we know as a team, we will always make the best decision for this community and dance families.

Please read the following in detail! Thank you!

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1. Communication

First and foremost, communication is key to a successful partnership between parents and dance instructors. There are however boundaries that are to be respected and not crossed at any time. For questions regarding any matter email flourishamybriggs@gmail.com.

Texting a teacher is allowed if the child cannot make it to class on short notice; this may also include an accident, death, or any other sudden circumstances. Any serious matter is when you can message the instructor directly.

We will NOT pick up our phones after work hours. We both have families; therefore, when we leave work, we leave work at work. There will be no late phone calls to discuss the situation at hand. We instead please ask dance families to take a 24 hour hold before contacting us on the matter they wish to discuss. We would prefer these messages to be initiated via email (flourishamybriggs@gmail.com), so, we can plan further action of communication to set up a meeting in person. Depending on the severity of the situation, our board may be involved by the owner's discretion. This allows for both parties to be heard regarding the situation in a positive fashion.

There will be two parent meetings that will take place throughout the dance season. One at the beginning of the year and one after Christmas. All are encouraged to attend; the more the merrier!

Emails will be given out frequently to keep everyone up on the latest news!

BAND App is a free app that all parents can download on their phones or tablets. The choreographer will send videos of all the new choreography for students to stay updated on their routines so that they can practice at any time. It is also a positive way for all groups to stay connected as a team and know updates on everything. We ask families to download this app and create an account prior to the dance season starting; by September 1st, 2022. We will then share a link to each family to add themselves to the *Flourish Dance Studios* group.

There will be a communication board at the front of the CE building which will include dance schedules, practice times, a calendar, pick up and drop off forms/baskets, etc. You stay current on our newsletters that will be provided via email and printed copies for you to take home.

All children at registration will go home with a folder. This will keep the dance instructors, parents, and dancers all on the same page. yay!

We will be doing dance report cards this year! This is new and exciting and for you to be able to see your child's progress. We will be reviewing attendance, participation, attitude, skills, and more. Your child will have one passed out at our Christmas Fundraiser to take home. The first one will be for all dancers non-competitive and competitive. The second report card will be passed out at recital for competitive dancers.

2. Parent Leader

We are looking for one parent per group to volunteer for this wonderful position!

Things to expect when signing up for this fun role are:

- If a dance day is canceled due to weather you are to message the group to confirm that everyone received the message.
- At the competition, photo day, recital, and our Christmas fundraiser, you are expected to gather the children in the group before they go on stage. Make sure everyone is ready for photos on photo day, and basically just keep count of the children so all can run smoothly.
- Sending group messages to your group at a dance competition. For example, "we meet at the dressing room in one hour".
- Making sure all students are dressed and ready for their routine. Asking them to stretch and warm up if the teacher cannot be present.
- Helping if props need to be done.
- Potentially picking up costume details from a store if needed.
- Basically, being a team member and helping the dance year run smoothly.
- A reward will be given to all the volunteer Parent Leader positions as a large thank you for all the extra time that has been placed in the dance studio.

Conflict will not be tolerated throughout these groups of communication. Every concern that needs to be brought to the owner's attention; please do so as guided in the Communication section of the "Parent Handbook".

The Parent Leader is a very important position to Miss Caprice and I, as it allows us to have a smooth dance season. We ask for respect between all parties as no bullying or drama will be tolerated.

3. Bullying

At *Flourish Dance Studios* we have a ZERO tolerance for bullying of any kind. Should any situations arise please bring it forward to the owners AS SOON AS IT OCCURS, so it can be dealt with appropriately. Bullying can result in a loss of privileges; solos, assisting, competitions, and if the issue is serious enough the guilty party may be removed from the studio. Absolutely no refunds of fees if this is the case. We want to create the most welcoming environment for our dancers and dance families.

4. Class Attendance

Consistent attendance is vital to your child's success in class. When students miss class on a regular basis, they not only hold themselves back from growing into strong dancers, but they hold back the rest of the class. Attendance is especially important leading up to competition. In the event of minor injury or illness, dancers are expected to attend all classes and watch. Stand in their spots during choreography to be a team player. If the situation is major, please stay home for yours and everyone's safety! Unfortunately, after 3 missed classes the student may be taken off the stage in that section as it may be too late to catch them up; this is up to each choreographer. Dancers that miss class are expected to learn what they missed to the best of their abilities, before the next class as to not further hinder the rest of the team. Videos will be provided at the end most classes to assist with choreography. We truly want the best for all students and know that missing can happen. Please just be honest with your instructors and we will work with you to the best of our abilities. Groups are considered a team; we encourage dancers to work with their teammates as well to assist in knowing choreography if missed. Privates can also be used to catch students up if needed. Each case will be approached differently and the instructors have the final say.

5. Class Placement

Class placement will be based upon the dancers age, ability, and most of all where us as professionals know they are suited best. As the first month of dance progresses, if the instructor feels there should be a change in class placement a meeting with the parent and owners will take place. We want your child to be successful, and with our expertise I know we will find the right place for your wonderful child. Please respect our decisions, we have been doing this since we have both been 5!

6. Parent Responsibilities

I have always said without parents there is no dance school as YES you bring your children to us. It is extremely important that we have a strong bond and that boundaries are not overstepped. Some responsibilities are payments on time, driving your children to and from dance practice, driving to and from dance competitions, having your child watch, review, and practice the routines with the videos that will be sent home through the BAND app. Arriving early to practices and competitions. Practicing hair and makeup before the day of, so it is less stressful on performance day. Doing your child's hair and makeup for our fundraiser, competitions, photo day, and recital. Being your child's number one fan and always supporting the dance studio!

7. Student Responsibilities

This is a safe place for students to come and feel at home. Their responsibilities are to come prepared for class. Dress appropriately, bring a dance bag and shoes, and snacks if they have a break in between classes. To RESPECT all staff and students at ALL times.

To take compliments and also constructive criticism to grow. To know their choreography week to week, and also bring water. To support all dancers in their classes at all times as we are a family here. I can't wait to see these children Flourish doing what they love!

Every instructor and student have the right to a class free from distraction, in a safe, healthy, and positive environment. Every student is asked to follow these simple rules, set by the studio.

- Please arrive 10 minutes early to prepare for class.
- Follow the dress code.
- Actively participate in all of your classes.
- Practice routines.
- Be respectful to everyone in and around the studio, the instructors, the class, and even yourself!
- Try in all of your classes! Remember dance is fun!

8. Class Prerequisites

Ballet is required to take the following:

- Jazz
- Lyrical
- Contemporary

Not required but recommended for the following:

- Tap
- Hip Hop
- Song and Dance (Sing)
- Musical Theater (Lip Sync)
- Acro

9. Registration Policy

Due date for all dance forms, registration forms, waivers, solo/duet forms etc. is September 30th, 2022. No exception. A fee of \$15 for each Student will be due registration day in person.

10. Parent and Visitor Expectations

As our studio is renting from the CE building, our students will be dancing on church property. With respect to the church and the community, I ask when you pick up your child, please each pick up one thing of garbage. Let's keep this beautiful facility clean and welcoming for all. The more help, the better the dance family. We are dance instructors not babysitters, so please do not leave your children unattended unless they are old enough. Also please clean up after them as respect to the church and studio. Take boots off and place them on the boot rack. No muddy boots in the building, be sure to put them on the boot rack.

11. Extra Classes

If a day of classes needs to be canceled due to weather, or child sickness from Miss Amy and Miss Caprice's classes, all will be rescheduled! It will most likely be on a Saturday or Sunday to catch up classes. OR Miss Amy or Miss Caprice may be able to fill in for each other if possible so that classes can continue to run!

12. Refund & Drop Policy

If a dancer has decided they no longer want to continue with a class, the parent will contact the owners directly through email (flourishamybriggs@gmail.com) BEFORE September 30th, 2022. Postdated cheques will be returned or a refund will be issued for the remainder of the year.

After September 30th, 2022 any student who discontinues any or all classes will not be reimbursed for any class fees paid, and will be billed for the remainder of their competition and costume fee if a balance is left owing.

ALL COSTUMES AND COMPETITION FEES ARE NON-REFUNDABLE, NO EXCEPTIONS.

13. Payment Policy

Once registration is done at *Flourish Dance Studios* you will receive a billing receipt via email. There are three payment options.

1. Pay-in-full: Cheques can be made out to

Flourish Dance Studios

2. Pay-in-full: E transfer to flourishamybriggs@gmail.com

3. Monthly: We will be accepting 8 post-dated cheques for the year's total. ALL 8 monthly cheques will be due registration day, which is September 1st, 2022 and marked for the beginning of each month in order for your child to begin classes at the studio.

Every month you will be billed. At the time of registration postdated cheques for each of the 8-month period will be deposited on the 1st of every month. Cheques will need to be delivered at our in-person registration.

4. Non-Competitive dancers: Fees will be paid in full at the time of registration.

*** We will not be accepting E-transfers monthly, only at the beginning of the year paid in full. ***

*** Cheques returned NSF will be charged a \$25.00 service fee. If two NSF cheques are returned, we will ask that your child not return to dance until payment in full has been received. ***

*** No refunds will be issued for students missing classes. ***

We hope one of these options will work for every family!

14. Non-Competitive Dancers

Welcome dancers! As of this point in the review of everything the only thing that changes are your time frame of dance and price point. Non-competitive dancers are signed up for a 12-week session! For the classes that you sign up with you will be dancing September, October, November, and part of December. Non-competitive dancers will dance with the competitive dancers. It will be a great opportunity for all to be equal and do what we love, dance! There will be a Christmas Fundraiser taking place on Saturday December 3rd 2022. All dancers will attend and be a part of this wonderful show. There will be more to follow on this event in time to come.

This Christmas show will be a showcase for all non-competitive dancers so families have a chance to come watch them do what they love! The Christmas fundraiser showcase will be their last day of dance and it will be a wonderful last day to end their season! We can't wait for you to come and support our dancers!

15. Competitive Dancers

Competition dancers will have a 30-week season; September to end of April.

Competition is like Christmas! The excitement is in the air and everyone, even us teachers, get the butterflies! Nerves come through and performances are on the rise. Once our Christmas Fundraiser Showcase that takes place on Saturday December 3rd is over, when our students return to class we will then be working on their competitive routines for competition.

Competition is a huge part of our dance season and is a very exciting time for everyone! Competition is a privilege, and is not a necessary thing in the dance world. With this being said, if you are a part of *Flourish Dance Studios* you will be respectful of the venues, organizing committee, and other patrons of the competition.

If you have a problem regarding the competition, please approach the owners of *Flourish Dance Studios*. People are always listening and we will not have gossip be a part of *Flourish Dance Studios*. You will be representing *Flourish Dance Studios* at all times when at competitions, our fundraiser, or at our recitals, and more. You should always display your best sportsmanship, and teamwork. Cheer loudly and proudly for your teammates and all other dancers.

Please wear your studio gear at competitions to show off your teamwork and friendships. Reminder to dance families and dancers, that competitions are also one person's opinion. Remember we don't dance to impress one person; we dance because it makes us feel free and we can express our emotions through dance. It is a luxury to be able to travel and show others what we have been working on. Take their opinions with constructive criticism and always remember why we dance.

We will be traveling to two mandatory dance competitions this dance season; our goal is two hours max for travel one direction. Some options at this moment are Biggar, Lloydminster, Saskatoon etc. It will all depend on dates, fee amounts, travel, and competition availability. Once it is confirmed of our dates, etc. we will be sure to let everyone know.

There will be an option of a third competition for those who choose to go with extras and potential groups (if all parties vote to attend). This vote will be through google forms and will remain confidential. This will not go through the Parent Leaders; it will directly be through the owners.

16. Costumes

Costumes that are being ordered are specifically for our competitive students. Costumes will be chosen by the instructor as they are an extension of their artistic vision for the routine. The instructor takes lots into considering which costume is chosen. Is the costume age appropriate? Appropriate for all bodies to feel confident? Does it suit the dance and dancers, and is it within budget? All costume decisions will be made by the owners of *Flourish Dance Studios*. We will be having a set measurement day by our administrator Lisa Sherwood and seamstress Debbie Sander. Please make sure your child attends this day as it is crucial for organization. A set schedule will be released prior to the date, at which time your child will need to arrive. Then a large order for the studio will be placed by the owners. Once costumes come in, the remainder of the bill will be given out for costumes. You will have to pay the remainder fee to take your costume home. It will stay with the owner until everything is fully paid.

There will be a costume pick up day, which you will be informed of the date prior. You may take home your costume home if paid in full.

For our Christmas Fundraiser, we will be raising money for many causes including costume fees, Secret Santa, Kid Sport, and the UPS school playground.

The \$50 deposit per costume will still be mandatory at registration.

Alterations may need to take place. We will have an alteration day where we will get any or all costumes fitted so that the student can better dance in their outfit. This will be added to the cost of the costume from the seamstress.

***Flourish Dance Studios DOES NOT make a PROFIT off of the costumes. ***

We are choosing to run our studio like a club and give back as much as possible.

17. Recital

Recital will take place with all competitive dancers on the same day; this includes groups, solos, duets, trios, etc. Location and date will be announced shortly. Tell all your family and friends about this incredible show that Flourish Dance Studios will be putting on for the whole community.

18. Exams

Similar to swimming levels and piano exams, there are multiple exam levels in each style of dance to be completed. Students will learn a set syllabus of combinations to be tested on. Once these combinations have been taught in class, students will work each week in their exam class to perfect these to the best of their ability.

The Exam program requires the student to possess a strong work ethic, requiring practice outside the classroom. Your best cannot be achieved by only coming to class once a week. The students must also practice at home or rent the studio. Extra help can be set up or privates at an additional cost.

Students must be able to successfully perform the exam syllabus for their teacher at evaluations prior to exam entries being sent in order to complete the exam grade that season.

Teachers can not correct what cannot be shown to them by the student. Examinations will be written at the complete discretion of the teacher when the dancer is prepared. This is nonnegotiable. We are the professionals, please respect our decision as we know when the students are ready.

19. Flourish Clothing!

We will have a clothing order going in randomly. All dance families will be notified when the new products are released.

20. Volunteering

Flourish Dance Studios will be needing some lovely volunteers for our events that will be taking place. There will be information released closer to the dates.

21. Baby Ballet

Welcome to our first interactive class, ages 0 to 4! This will focus on growth and developmental properties that will assist in your child's learning development.

You can get excited for this wonderful opportunity that includes parents and their small children to be able to participate in a playful yet interactive class setting. Parents are to attend with their child. *No Exceptions.*

You can expect the atmosphere to be laid back, positive, and a refreshing way to start your day with your little. With ballet inspired movements, yoga, musical therapy, and games; this is the class for you!

There is NO experience needed to attend this class, parent or student. We are excited to see you there!

22. Lost and Found

There will be a box in the entry where any items left behind will be placed. You are responsible for all of yours and your children's items. Please make sure you check your belongings before you leave. We are NOT responsible for lost items.

23. Safety Protocol

Children for our Level 1 group will be signed out and needing a parent or guardian's signature. This is done in all Pre-K classes or Day Care. Your child's safety comes first and foremost.

24. Tights

Our studio will be placing two tights orders throughout the year. One will be placed in November for the Christmas Fundraiser and the second order will be placed in the new year. There will be a tights signup sheet on the communication board. There will be a due date to get these orders in and to pay prior in full. If we do not receive your payment prior to the due date your order will not be processed. Once your payments are paid in full you will receive your order. If you just so happen to miss our tights order due date you will be responsible to purchase your own, on your own time.

Competition dancers - One pair of tights will be added with each costume. This way everything will be organized and you should have enough tights for the season.

25. Registration

Registration, is for Flourish Dance Studios to organize and gather which classes to offer! It is also an idea for our studio to know how many personal choreography extras and such we will be expecting. You will only be fully registered at registration on Wednesday August 31st once payment is accepted and schedule is finalized. Depending on class size and registration results, classes will be determined.

26. Liability, health information, and social media waivers.

Please fill out these forms which are located on our webpage.

Does your child require extra assistance during class? If so, we will supply a designated helper to help achieve your child dream. Please fill out the liability, and health waiver found on website.