



Welcome to the 2010-2011 Dance Season!

We have a fun-filled dance year planned for you! This booklet is filled with information covering the entire dance season. If you have any questions or concerns, please contact the studio at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. Doing so will ensure that you are up to date and fully informed on all studio events & policies. Many families print out all of the dance information, including this handbook, and keep it in a file folder for easy reference.

The entire faculty and staff wish you a fantastic year of dance! We can't wait to meet your child(ren) and share our love of dance!

TABLE OF CONTENTS

Dance Year Calendar/Important Dates
Payment Information
Studio Policies
Performance Information
Dress Code
Contact Information

Important Dates 2010 – 2011

Please note the following important dates for studio events, due dates, and studio closures. Mark your calendars in advance!

JULY/AUGUST

July 5th – Summer camps begin
August 25th – 27th (4-8pm) & August 28th (9am-12pm) – Dancewear and used shoe sale

SEPTEMBER

Sept. 11th – First day of classes
Sept. 11th – 17th – First months tuition due

OCTOBER

Oct. 9th – 11th – Studio closed for Thanksgiving
Oct. 25th – 30th – Dress up week
Oct. 31st – Final day to decline (in writing) participation in holiday &/or spring recital

NOVEMBER

Nov. 1st – Costume down-payments due
Nov. 1st – 6th – Viewing Week
Nov. 15th – Final day to drop classes (in writing)

DECEMBER

Dec. 11th – 17th – Viewing Week
Dec. 18th – Holiday Performance
Dec. 20th – 23rd – Modified schedule for last week of dance
Dec. 23rd – Final day of dance in 2010

JANUARY

Jan. 8th – First day of dance 2011
Jan. 9th – FRESH Dance Intensive
Jan. 15th – Receipts for 2010 dance expenses available

FEBRUARY

Feb. 21st – Studio closed for Family Day
Date TBA – Competitive dance Showcase

MARCH

March 14th – 20th – Studio closed for March Break

APRIL

Fri. April 22nd – Studio closed for Good Friday
Mon. April 25th – Studio closed for Easter Monday
Date TBA – Photo Day

MAY

May 6th – 12th – Viewing Week
May 13th – Performance Rehearsal
May 14th – Spring Performance
May 16th – Registration opens for 2011-2012 dance season
May 21st – Final day of classes

Tuition and Payment Information

At On Stage our dance season runs for 34 weeks. In anticipation of holidays, inclement weather, etc. you will be billed for 32 weeks of classes over 9 months (Sept – May). This is an average of 3.5 classes per month. The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had a minimum of 32 classes over the 9 months.

On Stage accepts payment in the form of cash, cheque, and debit (sorry, no credit cards). Many families choose to write post-dated cheques at the beginning of the dance season to ensure no late fees. If you choose to do so, remember to include a cheque for any costume deposits as well. You may also choose to pay in one or several lump sums. Payment can be made at the front desk during office hours, or dropped off in our payment box at any time. Cheques should be made out to On Stage Dance Studio.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month, September through May inclusive.** There is no late fee assessed until after 14th of the month. Any account unpaid after the 14th of the month will have late charges assessed at a standard rate of \$10.00. Fees for returned cheques are \$30.00, and returned cheques are also subject to late fees. Overdue accounts are required to be paid in full before costumes, tickets, DVDs, and other items are released.

There will be no refund for missed or cancelled classes, except in the case of severe illness or injury at the studio's discretion. Registration, costume, and entry fees are non-refundable.

If for any reason you decide to discontinue your classes, you must notify the studio in writing no later than November 15th, 2010 to avoid being held responsible for the remaining costs incurred during the dance season (tuition, costume).

Dancers registering after the first day of classes are still responsible for full yearly tuition as described above. If more than 2 classes have been missed prior to registration, you are welcome to attend identical/similar classes to make up the classes missed.

If you have any questions concerning your account balance, please inform the office at your earliest convenience and we will be happy to look everything over.

Payment Instructions

You **WILL NOT** be receiving a monthly bill/statement from On Stage for your monthly tuition. All payments are due on the first of each calendar month – if you wish to leave post-dated cheques dated sometime after the 1st of the month, please contact Meghan directly to make this request. Printed receipts for income tax purposes will be printed and available for pickup in January of each year. Monthly statements will be e-mailed for overdue balances only.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents or guardians who are paying for dance expenses. In order for us to properly credit your account, please include the following information in the memo of your check.

1. Student(s) First & Last Name
2. State what you are paying for:
 - Monthly Tuition (State the month)
 - Dance Supplies (Shoes, bodysuit, etc.)
 - Costume
 - Tickets

For example:

Julie Jones – Sept Tuition
Julie Jones - Costume
Julie/Amanda Jones - March/Costume Balance

Payment Calendar for On Stage Students

Summer 2010 – registration fee
First week of classes – Sept. tuition
October through May 1st – Monthly tuition
November 1st – Recital costume deposit of \$50.00 per class
March/April – balance of recital costume, approx \$15 - \$25 + tax

Additional Fees for Competitive &/or Exam Students

October 1st – Competitive costume deposit of \$100 per competitive group
October – Ballet exam fee (varies by grade level)
November through January – Competition Entry Fees
February – Competition costume balances

Thank you for your anticipated cooperation!

Studio Policies

Please note the following guidelines regarding all classes:

1. All students must carefully observe our dress code outlined in this booklet and on our website. Hair must be pulled back off of face for all classes, and pulled into a bun for ballet classes.
2. Parents & dancers alike: *please practice respect*. On Stage strives to be a positive, welcoming environment for students, staff, and clients. Please do your part to make sure it stays that way!
3. Parents and/or guests are not permitted in the studio while classes are in session. It can be very distracting to our younger dancers, and many are uncomfortable with strangers watching. To keep all of our dancers comfortable and happy dancing, we will only allow viewing to occur during the designated viewing weeks. We appreciate your co-operation in this matter!
4. Studio lobby space is available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. Please respect the activities of others and the classes in session by keeping your volume at a reasonable level. We ask that you tidy up your space when you are finished, clean up any spills/etc., return videos, and treat all studio property with respect to keep it in good condition. Drawing on tables/walls will not be tolerated.
5. On Stage is a peanut-free zone for the safety of all dancers. Please refrain from packing or bringing up peanut snacks.
6. Items left behind after class will be placed immediately into the lost & found. Please check the lost & found for any missing belongings. Items left in the lost & found at the end of the year will be donated to Goodwill.
7. Items left at the studio longer than 30 days after notification (costumes, DVDs, etc.) become the property of On Stage Dance Studio.
8. To protect our dance floors, no street shoes are allowed inside the dance rooms at any time. This includes hip hop classes – hip hop dancers should have a separate pair of indoor-only running shoes to wear to class. Similarly, dance shoes should not be worn outside, even if it “just” running from the car to the studio. Street shoes should be left neatly in the lower lobby in the areas indicated. Parents, this includes you too!
9. Please note that there is no supervision in either of On Stage’s lobby areas. Please be on time to pick your child up from their class(es), or let us know in advance if you will be late. For safety purposes, all students should wait inside the building while waiting for pickup.

INCLEMENT WEATHER

In the event of inclement weather, all efforts will be made to notify families in a timely fashion. Information regarding cancellations will be available on the studio website, the studio phone message, and on CJCS radio. Decisions regarding class cancellations will be made no later than 2pm on weekdays and 7am on Saturdays. Please note that On Stage does not necessarily follow the school board decisions – if school is cancelled, dance classes may still run, and vice versa.

GETTING IN TOUCH

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. Appointments can be made by speaking with our receptionist or by contacting the studio director directly using the contact information included in this handbook. We are happy to work with you to ensure that your school year will be one of pleasure and growth.

As our instructors are very busy teaching classes, they are unable to leave class at any time to speak with parents. Please respect their teaching schedule so that classes may run on-time and uninterrupted.

A NOTE ON PERFORMANCES

At On Stage we believe performing is a crucial part of a child's dance education. Dancing is, after all, a performing art, and there are many benefits to be gained from performing on stage. Most of our dancers will take part in 2 performances yearly, one in December and one in May.

→**Holiday Performance** - In December, On Stage Dance Studio will present a low-key holiday show that will give our dancers valuable performance experience, as well as get us all into the holiday spirit! There will be no extra costume cost for this performance. Our youngest dancers will not be taking part in this performance.

→**Spring Recital** - All of our students at On Stage are invited to perform in our annual spring recital. This requires the purchase of a costume as well as attending a mandatory rehearsal the evening prior.

Participation in all performances is optional, but highly recommended. Because so much early preparation goes into our performances, those not planning on participating must notify the studio in writing by October 31st to avoid incurring associated charges.

If you are ill on the day of a performance, please email or phone the studio so we are aware.

Dress Code

It's important for students abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.

General dress code guidelines:

- Hair must be properly secured and tied up off of the face and neck for all styles of dance. Those with short hair or bangs should use a headband or hairclips. Hair must be in a bun for Ballet levels 1 & higher.
- Jewelry must not be loose or dangling.
- No gum chewing.
- No loose fitting pants, jeans, or jean shorts.
- Skirts are allowed only in our Primary division classes (Pre-Ballet, Pre-Dance, etc.) and must be worn over a bodysuit.
- Dancers who consistently arrive to class without their proper uniform will be asked to change into an extra from the studio supplies.
- It is recommended that younger dancers pack an extra set of clothing (street clothes) in their bag in case they have an accident.
- PLEASE make sure all shoes are well-labeled with your child's name! This makes it much easier to identify if they are misplaced.

On Stage sells all of the required dancewear year-round. We also have used items available during our week-long sale in August. Items may be purchased at other retailers, **however, please ensure you are purchasing proper dance shoes (not costume or play-type shoes).** It is important to have the proper shoes to work the feet and protect our dance floor. If you have any questions as to what is appropriate, please don't hesitate to contact the studio.

Pre-Ballet

Girls: Pink bodysuit, pink tights, pink leather ballet shoes

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black leather ballet shoes.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Pre-Primary Ballet

Girls: Light blue bodysuit, pink tights, pink leather ballet shoes

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black leather ballet shoes.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Primary Ballet

Girls: Light blue bodysuit, pink tights, pink leather ballet shoes

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black leather ballet shoes.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Ballet

Ballet 1, 2, and 3: Black bodysuit, pink tights, pink leather or canvas ballet shoes.

Exam ballet: Black bodysuit of any style, pink tights, pink canvas ballet shoes.

Teen ballet: Black bodysuit of any style, pink tights, pink leather or canvas ballet shoes. Short skirts or shorts may be worn (black).

Boys: Black tights or dance pants, fitted white T-shirt, and black leather or canvas ballet slippers.

ALL HAIR MUST BE SECURED IN A NEAT & TIDY BUN WITH BANGS OFF FACE.

Twirling Tots

Girls: Bodysuit/dance outfit of any style, beige tights or bare legs, gym slippers or bare feet.

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black gym slippers or bare feet.

Dancin' Kids

Girls: Black bodysuit, beige tights, black gym slippers with elastics

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black gym slippers with elastics.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Pre-Dance 1 & 2

Girls: Black bodysuit, beige tights, black gym slippers with elastics, black tap shoes, recommended well-labeled dance bag to bring into class with shoes

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black gym slippers with elastics, black tap shoes, recommended well-labeled dance bag to bring into class with shoes

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Beginners

Girls: Black bodysuit, beige tights, black gym slippers with elastics, black tap shoes, recommended well-labeled dance bag to bring into class with shoes

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black gym slippers with elastics, black tap shoes, recommended well-labeled dance bag to bring into class with shoes

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Jazz

Jazz 1 - 5: Black bodysuit, beige tights, black leather jazz shoes with split-sole. Short skirts or shorts may be worn.

Teen Jazz: black leather jazz shoes with split-sole. Bodysuit/tights as above is recommended, but dancers can wear any clothing of their choice so long as it allows them to move freely and is safe (ie: pants hemmed so that they do not trip)

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black leather jazz shoes.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Tap

Girls: Black bodysuit, beige tights, black tap shoes. Short skirts or shorts may be worn.

Boys: comfortable and flexible shorts/sweatpants and t-shirt, black tap shoes.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Hip Hop

Girls & Boys: Street clothing of your choice. No jeans or skirts allowed. Dancers will need clean indoor-only running shoes (white preferred) that will be used for hip hop class only.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Musical Theatre

Girls & Boys: Black gym slippers or jazz shoes, street clothing of your choice. No jeans or skirts allowed.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Ponytails are allowed.

Competitive

- Girls:** Bodysuit of any style/colour, beige or pink tights. Shorts may be worn provided they are tight and no longer than mid-thigh. No t-shirts, tank tops, etc. over top of bodysuits. Bare legs are appropriate only for jazz/lyrical/tap classes and when shorts are long enough to cover your body sufficiently.
- Boys:** Solid-coloured t-shirt and black tights or shorts/dance pants. Dancewear should be form-fitting.
- Footwear:** Regular class footwear is dancer's choice as long as it is appropriate for the style of dance. No socks worn instead of shoes please! Competitive shoes will be ordered in November and may be worn to class a few times to be broken in – otherwise they are to be kept at home to keep clean and in good shape.

ALL HAIR MUST BE SECURELY PULLED BACK OFF FACE – Bangs included!

We greatly appreciate your adherence to and understanding of On Stage's dress code!

Get In Touch!

We are pleased to offer several ways of reaching the On Stage staff!

IN PERSON

Our receptionist, Laurie Sheridan, is available in the office 6 days a week to accept payment, answer questions, and offer information. During our regular Sept-May dance season the office is open Monday through Friday 4-8pm and Saturday 8:30am – 1pm. If you require a meeting to discuss something directly with Meghan, please do not hesitate to make an appointment to do so.

BY PHONE

The studio phone number is 519-273-2964. Messages will be returned in a prompt manner.

BY EMAIL

Reach staff members directly via email at the following email addresses:

Meghan Seaman: meghan@onstagedance.ca

Katherine Clarke: katherine@onstagedance.ca

Jess Harrison: jess@onstagedance.ca

Joel Seaman: joel@onstagedance.ca

Sam Cormier: samantha@onstagedance.ca

Felicia Mastromatteo: felicia@onstagedance.ca

Laurie Sheridan: laurie@onstagedance.ca

For general information: meghan@onstagedance.ca

For account balance/payments: laurie@onstagedance.ca

Note that all correspondence regarding general studio issues, questions, etc. should be directed to Meghan. Please email the instructors only for reasons of absences, illness/injury notification, etc.