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Compassionate  
Strong  
Team  
Good  
Family  
Kind  
Giving  
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Transforming  
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Danscott Studio...Celebrating 38 years!  
[www.danscottstudio.com](http://www.danscottstudio.com)

**DRIVEN BY PASSION, BACKED BY EXPERIENCE**

**DANSCOTT STUDIO**  
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Welcome to Danscott Studio, featuring three fully equipped dance studios. We are very proud to say that our studio is celebrating its 38th Anniversary. Our very dedicated and talented teaching staff is excited to exceed all of your expectations in the upcoming year. Our studio encourages a team spirit while focusing on perfecting and maintaining a high standard of technical training, year round. New at DS.....we are in the process of implementing an online registration and payment process. Once we are up and running, we will have information regarding online options for both registration and also payments. We will post details of this once the site is live. In person registration will still be available at our Open House Dates: Junior Pre-Reg: May 4, 9:30 am-12:00 pm, General Reg: June 12 & 13, 5:00-8:00 pm and Saturday, June 15, 10:00 am - 2:00 pm. DS will also have further registration in August: Aug 21 & 22, 5:00-8:00 pm and Aug 24, 10:00 am - 2:00 pm.

Please read this policy handbook through carefully as it is extremely important; please keep for future reference. Further newsletters will follow throughout the dance year and be posted on our website; notification will come from the Danscott Office.

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## **POLICY HANDBOOK FOR 2019/2020**

### **TYPES OF DANCING AVAILABLE**

The teachers and director will be placing dancers in their appropriate level(s). Invitations to try alternate levels will come from the teachers and studio director, only. See below, pages 2, 3 and 4 for a list of Regular Classes, Specialty Classes, our special 8 week Pre-School programs and also our exciting Hip Hop/Street Jazz Sessions.

Intensive full-time students at a Junior 2 Jazz level and higher, including A & B levels, must register for Technique and Progressions, with their Jazz class.

“B” levels for our students at a Pre-Intermediate 1B Jazz and higher must also register for our Stretch and Strength Class. These intensive full-time students must also be in a full year ballet program; vocational ballet levels are also advised for any student, when they are capable.

“A” Jazz levels, Jr 3 A and higher, please note that the Stretch & Strength Program is optional.

For our very young classes PJ Tap/Jazz combo and Jr 1, a technique class or stretch/strength class is not mandatory when registering for Jazz.

See below for further guidelines or see a Danscott teacher or office representative if you have questions. We look forward to assisting you through our registration process.

### **REGULAR DANCE CLASSES**

**PRE-JUNIOR JAZZ/TAP COMBO:** Pre-School (age 4 and 5 years)

**TAP** (Adapt Syllabus): Junior 1 to Intermediate 3 Levels (age 5/6 and up)

**JAZZ** (Adapt Syllabus): Junior 1 to Intermediate 3 Levels (age 5/6 and up)

Junior 2 A & B and higher jazz students, must also be registered in the Technique and Progressions class. “B” Levels, PI 1 B and higher must also be registered in our Stretch & Strength class. For “A” Levels, Jr 3 A and higher, the Stretch & Strength program is optional. Teachers will place students in the appropriate levels.

**BALLET COMBO:** Pre-School (age 4 and 5 years)

**RAD BALLET GRADES:** Primary to Grade 8

**VOCATIONAL PROGRAMS:** Intermediate Foundation, Intermediate, Advanced Foundation, & Advanced 1 (all levels include a corresponding Pointe/Demi-Pointe class as well as body conditioning and warmup within each class). Vocational level students must also be registered in a ballet grade unless the student has successfully completed their Grade 8, RAD exam. Choreography is not offered in the regular Vocational Classes; any extra choreography will be at the teacher's discretion and will happen outside of regular classes. **Additional training classes called Open Ballet, may also be offered in the fall. Info will be available then.**

**LYRICAL/CONTEMPORARY:** Classes will offer and explore different styles of Lyrical/Contemporary. The teachers will concentrate on perfecting and strengthening technique and also performance ability. An emphasis will be placed on musical interpretation and emotion. Please note that these classes will include more than one level of dancer and are available to **Jr 3 A by invitation only and PI 1 A&B and up.** **Students registering for Lyrical/Contemporary must also be registered in a yearly Jazz and Ballet program at Danscott.** Students will be placed in classes according to age and also their jazz/ballet level.

**STRETCH 'N TUMBLE:** This acrobatic and stretch program is for children age 5 and up who have had limited or introductory acro experience or who have completed our Stretch 'n Tumble programs in the past and are continuing to expand their acro skills. These students will be introduced to acrobatics and tumbling and also focus on flexibility. This class will be strictly for training purposes; choreography will not be offered.

**ACROBATICS A / B :** These programs are available to dedicated students who have mastered basic acro movements and who are interested in developing and perfecting their acro skills further. Dancers must be interested in expanding their acro knowledge in all areas. Flexibility is also a focus for these classes. The division of these classes will be determined by the teachers and studio director after considering both age and ability. **A corresponding questionnaire regarding student's acro capabilities must be filled out at the time of registration as well as an Acrobatics Waiver and Release Form.**

**ACRO INTENSIVE A / B / C:** Participation in these classes will be by invitation only from the Danscott teaching staff and studio director. Class placement will be determined after considering both age and ability. This program will run for the entire dance year and will be sure to encourage capable students to work hard on learning new acro and tumbling skills as well as perfecting existing tricks. Our goal is to use these skills to enhance any extra choreography that might be offered. **An Acrobatics Waiver and Release form must be signed when students register for this program.**

**TECHNIQUE AND PROGRESSIONS (Junior 2 Jazz and Higher, A&B Levels):** All students at a Junior 2 Jazz level to Int 3 Jazz level must register for this mandatory program. All tech/prog classes will inspire dancers to drastically improve their overall training by refining technique and placement necessary for their specific jazz level. Turns and jumps will also be a focus in this program. Appropriate tech/prog levels will be determined by the teachers and studio director.

**ADAPT EXAM PREPARATION FOR JAZZ /TAP:** These extra classes are for students in Junior 2 Jazz/ Tap level to Intermediate 3 (Adapt Syllabus) Jazz /Tap level, who are working towards a 2019 exam. These classes will only be offered for 6-8 weeks and will be completed before our Adapt exams in early December. These classes will be mandatory for any students who are working towards their Adapt exams. You will register for these programs in late September, through the studio office. Further information will be available from your teachers when dancing starts in the fall.

## **SPECIALTY CLASSES AVAILABLE**

Specialty classes will be offered from September to June with the exception of Partnering, Hip Hop/Street Jazz, Stretch & Strength and Advanced Contemporary. Your teachers will ensure proper placement in all Specialty classes. Please note that each of the Specialty classes will include multiple dance levels, so are generally larger than regular classes. Choreography will not be offered in the Advanced Contemporary, Hip Hop/Street Jazz, Stretch & Strength or Partnering. If any extra choreography is made available for these programs, it will be at the discretion of the teachers and studio director and will be taught outside of regular classes. Musical Theatre will involve choreography in the regular class time but competition involvement will be determined by the teacher and studio director.

### **A. MUSICAL THEATRE**

We will be working on different Jazz styles with a focus on improving performance ability, singing and acting, through Musical Theatre. **All students are required to take a Jazz class in conjunction with the Musical Theatre class.** This class is offered to students starting at the **Jr 3 A** and as high as **Intermediate 3B** levels of Jazz. All grouping of classes will be determined by age, dance ability, experience and commitment. The musical theatre levels will be determined by the teachers and studio director and scheduled accordingly. Participation in competition will be at the discretion of the teacher and director.

### **B. ADVANCED CONTEMPORARY (This program will be offered for 12 weeks, starting in Sept.)**

This class will focus on different styles and techniques in Jazz with an emphasis on Open, Modern, Lyrical, Ballroom, etc and is under the direction of Miss Sarah Dolan. The guest teachers for this program, will be introducing the dancers to many new forms of Jazz and creative new ideas, all to enhance their overall dance experience. This program will feature many guest teachers and also include weekly conditioning as well as combinations. This program is available to **PI 3 B, PI 3/Int 1 B, Int 1 B and Int 3 B** (Adapt) level Jazz students or **Advanced Foundation Ballet levels and higher.**

### **C. HIP HOP / STREET JAZZ (These programs will be offered as 12 week Sessions, starting in Sept.)**

These programs are an exciting step for Danscott and we are thrilled to be continuing with these 12 week intensive programs. Our sessions are available for dancers at a Pre-Int 3 A & B, Pre-Int 3/Int 1B, Int 1B, Int 3B Jazz level; a second program for dancers at a Pre-Int 1 B and PI 2 A & B, Jazz level; and a third program, Junior Level, for students 6 years + or at a Junior level of dance. These hip hop/street sessions are sure to deliver an exciting experience and will absolutely enhance your child's overall dance training. See our separate handout for Hip Hop/Street Jazz registration for those who are not already registered in a yearly program at Danscott.

### **D. STRETCH & STRENGTH: (This program will be offered from Sept to the Spring Break, 2020.)**

Body Conditioning for dance...a class that will tone and stretch muscles as a means to improve our general technique and strength. We will work on whole body conditioning that will enhance your dancer's overall performance ability. This class will run from September to the Spring Break, 2020. Jazz dancers in B levels, PI 1B and higher, must be enrolled in this program.

### **E. PARTNERING / ADAGIO CLASS (Details of this program are to be determined)**

The emphasis for this program will be on instruction and performance experience in partnering and is sure to motivate and inspire us to reach new heights. This program will be offered providing sufficient participation. Dancers, who will be eligible to attend these classes, will be invited by the Danscott teaching staff and studio director only. Watch for further details in early September.

## **Pre-School Fun!**

### **Sessional Programs for Children 3-4 years**

**Twinkle, twinkle, little stars** .....Dancscott is excited to offer sessional programs for our up and coming young stars. Need some fun and fancy for your child.....new and exciting steps in every session. Our first session will begin in Sept and the classes will be scheduled for **Saturday** mornings. Our second session, will begin in January and finish mid March. A spring/summer session will be scheduled for April/ May. Details are available through the Dancscott Office and also on our website.

**For children 3-4 years, we will offer a “Tiny Toes” program: a program which is a general introduction to dance, music and body movement.** An experienced, mature instructor will be teaching our classes and we are sure that they will inspire and encourage our youngest stars!

A separate handout including detailed information and a registration form for this program is available on our website as well as the studio office.

### **PROPER DANCE ATTIRE**

Dancers must be properly dressed for their classes. No extra clothing such as T-shirts, sweat suits, etc., is to be worn over dance clothing. All hair must be secured back (pony tail, bun, etc.). At the teacher’s discretion, any dancer who does not follow the dress code will not be allowed to participate in their class.

**PRE-JUNIOR JAZZ/TAP COMBO:** proper body fitting dance attire, black patent tap shoes (Capezio or comparable shoe, ballet slippers as for Ballet Combo for Jazz section)

**TAP:** **Boys** - short sleeved T-shirt or tank and shorts or sports pants, tap shoes should be black  
**Girls** - proper body-fitting dance attire; see below for Girls tap shoes.

**Girls Tap Shoes: Junior 1, Junior 2B:** buckle tap shoes in the tan color (Angelo Luzio) or caramel color (Capezio), or Bloch Showtappers  
**Pre-Intermediate & Intermediate:** black oxford tap shoes (lace up only; pull on tap shoes not preferred)

**JAZZ:** Proper body-fitting dance attire as listed above.

**Boys (all levels):** black jazz elasta booties

**Jr 1A, Jr 2B Girls:** black jazz elasta booties (pull on oxford)

**Jr 3A - Pre-Intermediate 3 A & B Girls:** black jazz elasta booties (pull-on oxfords)

**Intermediate Levels Girls:** appropriate jazz shoes or foot paws; check with your teacher.

**\*If you have a different type of tap or jazz shoe that you are currently using, please note that this is acceptable to start, but please purchase tap or jazz shoes as listed above when you are buying new ones. Questions; please check with a Dancscott office representative by emailing the office.**

**LYRICAL/CONTEMPORARY:** Body fitting dance attire and beige foot paws only.

**BALLET COMBO:** See the separate Ballet Attire sheet; also posted on our website.

**BALLET GRADES AND VOCATIONAL LEVELS:** See the separate Ballet Attire sheet; also posted on our website.

**STRETCH ‘n TUMBLE / ACROBATICS A and B /ACRO INTENSIVE:** Body fitting attire and bare feet.

\*Please note that students are required to wear full length leggings, capri length shorts or longer shorts to mid thigh, to these classes. Hair must be secured back.

**HIP HOP / STREET JAZZ:** Any type of exercise wear, street runners.

**OTHER SPECIALTY CLASSES:** Proper dance clothing and appropriate shoes.

## **DANCE CLASS VIEWING**

**Spectators will not be allowed to view regular lesson times, however:** parents will be invited to view the last 15 minutes of dance classes in October, November, February, and possibly March on scheduled viewing dates. The exact dates will be listed in the September newsletter. We ask parents not to open up viewing blinds without the consent of the teachers. Thank you.

## **DANCE EXAMS**

### **ADAPT Tap and Jazz Exams**

These exams will be scheduled for early December. Dancer's who will be participating in these exams, will be chosen by their teachers. Once these students have been selected, it is the parents and students choice to participate. There will be mandatory preparation classes scheduled to help prepare for these exams. Jazz / Tap students, who are working towards an exam at the Junior- Intermediate Jazz / Tap level, must participate in the Adapt Preparation classes. A newsletter, with more exam information, will be available in the fall from your teachers or studio office, if your dancer is selected for an exam.

### **RAD Ballet Graded Exams**

To date, the Ballet levels/grades at Danscott have been scheduled for once a week. We have supplemented this training in the past, with second Ballet lessons, called Master classes and will be continuing with this procedure. There will be eleven Master classes for Grades Two to Eight and they will be scheduled automatically at the time of registration, unless otherwise notified. The Danscott standard withdrawal policy will apply unless we are notified differently at the time of registration. These Master classes will run from Sept and finish the end of Nov (11 weeks). The Master classes will automatically appear on your class notification letter that you receive by email during the summer. Please note that if we choose to offer a Grade One ballet exam in our 2020 season, your teachers will communicate this and then arrangements will be made for Grade One Master classes as well.

**All students and parents should note that if they choose not to participate in the Master classes, that your child will not be eligible or considered for a RAD Graded exam in 2020.**

Our RAD Ballet exams will be held in early spring of 2020. Further Ballet information will be available through newsletters or posted on our website.

## **REGULAR CLASS COMPETITION**

### **Information / Policies**

At Danscott, we are very proud to give many levels of dancers, which include numerous of our regular classes, the chance to participate in competition. We believe this unique opportunity is so very beneficial to the growth of all our students and has been an important building block in the success of our studio. If your child is involved in a competitive class, their participation and attendance to all competitions is **mandatory**. All information regarding competitions will be posted on the studio bulletin boards and our website as it becomes available in the fall. Decisions regarding participation will be made by the teachers and studio director and is based on student dedication and involvement. We strive to offer this opportunity when we feel it will be a fun and positive experience for all.

**Parents with competitive students must also note that attendance to all classes after the Family Day weekend in February is extremely important; attendance leading up to and including the final two weeks before our first chosen competition is absolutely mandatory. Please note the 2020 Spring Break dates as the 2 lessons leading up to it, are mandatory. Failure to follow this guideline could have your child removed from participation in our first competition if it is in the best interest of their class and team mates. This decision will be made by the teacher(s) and studio director and will be final. Any competition entry fees paid, would be forfeited.**

We will also advise you of our Stage Rehearsal dates as soon as they are available in the fall so you can track on your personal calendars; typically this rehearsal is scheduled immediately following our spring break but again, you will be notified of exact dates in the fall. Attendance to this Stage Rehearsal is extremely important and mandatory for our competitive students so we strongly encourage our families to please make a note of this. Team participation is vital in order to have a successful competition experience.

**If your child has had a poor attendance record in the past, the Danscott teachers will take a moment to chat with you at the time of registration and perhaps suggest an alternative solution. Attendance and dedication to your class or group is necessary in order to maintain our strong team philosophy.**

## **EXTRA CHOREOGRAPHY FOR COMPETITION**

**All Extra Groups, Duets and Solos for any of our selected competitions, will be chosen by the teachers and studio director. All chosen participants in any extra choreography are required to be a registered Ballet student at Danscott for the entire year as well as a registered student in the discipline of dance that they are selected for.**

**Students, who are not able to attend a chosen Danscott competition, will not be invited to participate in any extra duets, trios, small or large group choreography.**

**Attendance to all extra rehearsals is imperative for involved students; please note that the attendance request as stated under the Regular Class Competition heading on previous page, also applies to all extra choreography.**

All extra choreography, once selected, will be notified by an email from the studio office or contacted by a teacher, in the fall. The teachers base their decisions on attendance and involvement, dedication, performance with an emphasis on natural talent. We will do as many extra numbers as our studio space and teacher availability will allow; weekend availability from our students will be imperative.

Fees for extra choreography will be included in the notification letter/contract and also an understanding of commitment from all dancers once they confirm their participation. Failure to submit extra choreography fees or to follow team policies, could result in your child being withdrawn from a competition or event or the piece of choreography entirely.

## **SHOWCASE 2020 (Year End Recital)**

**We take pride in presenting an annual Showcase featuring all of our Danscott students.**

**SHOWCASE DATES: Friday and Saturday, June 5 and 6, 2020**

**DRESS REHEARSAL: Thursday, June 4, 2020**

**SHOWCASE LOCATION: University of Calgary Theatre**

We present a Showcase including all the regular classes with the exception of Ballet Vocational Classes (including Demi Pointe/Pointe), Technique and Progressions, Stretch 'n Tumble, Acro Intensive, Acrobatics A& B, Advanced Contemporary, Hip Hop/ Street Jazz, Stretch & Strength and all Sessional Classes. All other regular classes must attend our Dress Rehearsal on June 4 and also participate in both performances (Friday, June 5 at 6:30 pm and Saturday, June 6 at 12:30 or 1:00 pm / to be determined).

The involvement of the extra choreography groups is determined by the Danscott management after considering the length of our Showcase. Due to the length of our Showcase, duets, trios and solos are not included in this performance unless otherwise determined by the studio director.

Information on a possible Saturday evening performance “**Show with a Twist**” will be communicated to all our parents in early spring of 2020.

## **DANCE COSTUMES**

Please remember that we will make every attempt to keep the cost of costumes down, but we also must consider the rising cost of dance fabric and necessary supplies. We also order many costumes from the United States so our cost also depends on the value of our dollar and the cost of shipping costumes through customs. Props or set pieces that may be required to enhance choreography, are also factored into costume costs.

**SHOWCASE COSTUMES:** All costumes are chosen by the teachers. Parents are responsible for buying, altering slightly or enhancing if deemed necessary by the teacher. If you do not hand sew, please keep in mind that you may have to hire a seamstress for small alterations and consequently the price will be slightly higher. **Approximate cost: \$100.00 - \$135.00.**

**SPECIALITY / COMPETITIVE NUMBERS (Excluding Solos):** These numbers usually require a more expensive costume and possibly larger props. **Approximate costume cost: \$145.00-\$195.00**

A costume brochure with detailed information and order form will be available for all our students in Sept/Oct. The Danscott office will be emailing this brochure to each of our families. Please watch for it.

# DANSCOTT STUDIO 2019-2020 CALENDAR

**6-9:** KICKSTART WORKSHOP

**21:** OPEN HOUSE 5:00-8:00PM

**22:** OPEN HOUSE 5:00-8:00PM

**24:** 10:00AM-2:00PM OPEN HOUSE

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10
11	12	13	14	15	16	17
18	19	20	<u>21</u>	<u>22</u>	23	<u>24</u>
25	26	27	28	29	30	31

**FEBRUARY '20**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	18	19	20	21	22
23	24	25	26	27	28	29

**13-16:** REGULAR CLASSES TAUGHT DURING TEACHERS CONVENTION

**17:** FAMILY DAY: REGULAR CLASSES TAUGHT

**3:** FIRST DAY OF REGULAR CLASSES, SECOND BALLET CLASSES START THIS WEEK

**6:** HIP HOP SESSIONS START

**7:** TINY TOES SESSION STARTS

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	<u>3</u>	4	5	<u>6</u>	<u>7</u>
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MARCH '20**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	31				

**20:** LAST DAY OF STRETCH AND STRENGTH  
**21:** LAST DAY OF REGULAR CLASSES BEFORE SPRING BREAK  
\*COMPETITIVE REHEARSALS ARE MANDATORY

**22-29:** SPRING BREAK  
**30:** FIRST DAY OF REGULAR CLASSES

**11:** REGULAR CLASSES ONLY, NO HIP HOP OR SECOND BALLET

**12:** REGULAR CLASSES ONLY, NO TINY TOES

**13:** NO SECOND BALLET CLASSES

**14:** DANSCOTT IS CLOSED

**31:** NO CONTEMPORARY CLASS. REGULAR CLASSES TAUGHT UNLESS OTHERWISE POSTED

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	<u>31</u>		

**APRIL '20**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	<u>10</u>	<u>11</u>
<u>12</u>	<u>13</u>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**10-12:** EASTER WEEKEND. NO REGULAR CLASSES.  
\*COMPETITIVE CLASSES TBA

**13:** DANSCOTT IS OPEN. REGULAR CLASSES SCHEDULED

**2:** LAST CLASS OF TINY TOES SESSION

**11:** REGULAR CLASSES TAUGHT

**28:** LAST CLASS OF CONTEMPORARY

**29:** LAST CLASS OF HIP HOP SESSIONS

LAST WEEK OF SECOND BALLET CLASSES

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	<u>2</u>
3	4	5	6	7	8	9
10	<u>11</u>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<u>28</u>	<u>29</u>	30

**MAY '20**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<u>15</u>	<u>16</u>
17	<u>18</u>	19	20	21	22	23
24	25	26	27	28	29	30
31						

**15-16:** REGULAR CLASSES AS SCHEDULED

**18:** VICTORIA DAY: DANSCOTT IS CLOSED

**21:** LAST DAY OF REGULAR CLASSES BEFORE WINTER BREAK

**22-JAN 5:** WINTER BREAK

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	<u>30</u>	<u>31</u>				

**JUNE '20**

S	M	T	W	Th	F	S
	<u>1</u>	2	3	<u>4</u>	<u>5</u>	<u>6</u>
7	8	9	<u>10</u>	<u>11</u>	12	<u>13</u>
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**1:** LAST DAY OF REGULAR CLASSES  
**4:** SHOWCASE DRESS REHEARSAL AT UNIVERSITY OF CALGARY THEATRE

**5-6:** SHOWCASE 2020!

**10-11:** OPEN HOUSE REGISTRATION 5:00-8:00PM

**13:** REGISTRATION 10:00AM-2:00PM

**6:** FIRST DAY OF REGULAR CLASSES

**11:** WINTER SESSION TINY TOES STARTS

JANUARY '20						
S	M	T	W	Th	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>5</u>	<u>6</u>	7	8	9	10	<u>11</u>
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



## PAYMENT PROCEDURES

Danscott will be run on a post-dated cheque system. **During the third week of classes, which is the week of September 16 you must come in to the studio office, which is located in our third studio, to leave your post-dated payments. If you registered in June, July or early August, you will receive a detailed fee statement with your dance class schedule by email. If you register in late August or September or have made changes to your dancer's schedule by adding or deleting classes, you will be emailed a new statement in Sept.** Please note that your post-dated cheques should be dated the 1st of September, October, November, December, 2019, and January, February, March, April and May 2020, made payable to **Danscott Studio**. The September cheque will cover your monthly cost to dance for September, 2019 and also the final 4 weeks of dance, in our calendar year.

**PLEASE NOTE:** There will be a **\$30.00 service charge** for any returned or NSF cheques submitted or any fees that are submitted late or past deadlines. Delinquent accounts, past 60 days could result in your dancer being removed from our programs.

New at Danscott.....we are in the process of implementing an online registration and payment process. We will post all information and details once the site is live.

We are also pleased to announce that Danscott Studio will continue to accept credit card payments for lesson fees only. This service will be available to our families in September; detailed information will be available from our studio office.

Arrangements for e-transfers can also be made with the Danscott Admin for monthly tuition fees only; see an office representative for details.

## WITHDRAWAL POLICY

Withdrawals will **not** be processed for any dancer withdrawing from any dance program or class after November 30, 2019 and as outlined below, such written notice must be submitted to Danscott Studio no later than November 1, 2019.

Following the above time line for withdrawals, a **one month written notice** is required if a student wishes to withdraw or terminate a class or classes and reimbursement will be calculated from the 1st of the month following notice. If a dancer wishes to terminate all classes by the November deadline, a minimum of one month's written notice is also required. Possible reimbursement will be calculated and any post-dated cheques not required to complete outstanding fees, will be returned. Letters of withdrawal may be given directly to a studio representative at the studio office or to the mailing address as noted. Notices can also be sent by email directly to the office via the studio website.

### **VERBAL NOTICE OF WITHDRAWAL WILL NOT BE ACCEPTED**

Parents should also note that there will be no refunds issued for missed classes under any circumstances. Danscott Studio does not offer refunds or withdrawals from our Sessional Programs (Hip Hop/Street Jazz, Advanced Contemporary, Tiny Toes), once registration has been received.

**Costume Deposits:** Parents are reminded that because our costume deposits are collected and submitted to our broker early in the fall, any students dropping a class or classes after Oct 31, 2019, will not be eligible for any costume refunds. These costume fees are non-refundable.

## CONTACT / COMMUNICATION GUIDELINES

We will be attempting to communicate through email, therefore your email addresses on your registration forms are very important. Please keep us informed of any email address changes throughout the year.

The DS office will open on Tuesday, Sept 3 and office hours will be posted on our bulletin boards and as well as listed on our website. Families can contact our office staff at anytime by emailing [danscottoffice@shaw.ca](mailto:danscottoffice@shaw.ca).

**Take a look...important guidelines for our Team!**

Please see the next pages for our Policies and Procedures that will help guide us to work as a Team and build positive images of ourselves, our children and Danscott Studio.

## **POLICIES AND PROCEDURES FOR PARENTS/GUARDIANS AND STUDENTS OF DANCOTT STUDIO**

**Danscott teachers are committed to offering all students the best dance education possible and to that end, they occasionally have to make difficult decisions. With that in mind, we would ask that all communications between parents/guardians and students and Danscott teachers and staff, both verbal and written, remain respectful. By signing and submitting your child's/children's registration forms for 2019-2020, parents/guardians and students are agreeing to all Information, Policies, Procedures and Conduct Guidelines as listed in the Policy Handbook. Please see below for a reminder of our defining outline:**

- Parents/Guardians and students agree to abide and respect all policies and procedures set forth in the Danscott Policy Handbook and all future newsletters or correspondence from Danscott.
- Parents/Guardians understand that children exhibiting inappropriate behavior will be removed from our dance classes. Parents/Guardians agree to partner with Danscott Faculty to resolve behavioral issues so their child/children can return to class promptly.
- Parents/Guardians and students are expected to respect all Danscott Faculty. Parents/Guardians will not interact with anyone at Danscott Studio in a manner that is intended to provoke hostility. All concerns should be voiced through the Danscott Office Staff and then they will organize a response from involved parties within 5 business days.
- Parents/Guardians must not enter the teaching space or dance studios, uninvited by the teacher or assistant at anytime; including before, during and after regular teaching hours.
- Parents/Guardians must supervise their children while waiting at the studio to ensure that they do not disrupt classes, injure themselves or fellow dancers or cause undo mess or havoc. Parents/Guardians accept full responsibility for any damages created by unsupervised children.
- Parents/ Guardians recognize that Danscott classes operate in the safest manner by trained dance teachers and assistants. Parents/Guardians agree that their child/children are in good physical condition to participate in our dance programs and will disclose all pertinent medical information, allergies and/or injuries in a timely fashion. There are dancers at the studio with potentially life-threatening allergies to peanuts and nuts. Any peanut butter or nut products are absolutely prohibited.
- Parents/Guardians will inform Danscott Faculty of any extended vacations or absences which will affect their child/children and their dance program. This is especially vital when choreography starts in late fall. Parents agree to the guideline listed under our Competition information regarding attendance to all classes or rehearsals.
- Parents/ Guardians agree to pick up their child/children in a timely fashion. Students who are left unattended after their class/classes are not the responsibility of Danscott. The studio is opened Monday-Sunday, only 20 minutes before classes. Teachers will lock up the studio within 10-15 minutes at the end of the day; students must be picked up within this time frame. Failure to pick up within the time frame could result in a fee to cover the instructor's time.
- Parent/Guardians agree to stay current on studio happenings, performances, exams and competitions.
- Parents/Guardians and students understand that it is their responsibility to locate lost items in our Lost and Found. Unclaimed items will be donated to charity by the DPA, throughout the year.

**Parent/Guardian and Student Code of Conduct:**

Honesty and integrity is expected at all times from Parents/Guardians and students.  
Parents/Guardians and students must demonstrate respect for faculty and staff at all times.  
Parents/students will respect and follow the advice and direction provided by teachers and staff.  
Parents/Guardians must be supportive of their child's/children's efforts, inside and outside of dance class.  
Parents/Guardians must appreciate that children participate in dance for their own enjoyment.  
Parents/Guardians must teach their children respect for other students, their teachers and assistants, examiners and adjudicators. Children learn from you and will follow your example.  
Danscott reserves the right to dismiss a student from our studio for inappropriate behavior from a parent/guardian. Any reimbursement of regular class fees would follow our withdrawal and refund guidelines as outlined under Payment Procedures. **Competition, Exam, Choreography, Costume and Extra Lesson or Exam Preparation fees or other related costs, would be non-refundable.**

**Parent/Guardian and Student Pledge:**

To exhibit exemplary behavior at the dance studio and all related performances.  
To control personal emotions and to be considerate at all times.  
To not make disparaging or negative remarks of any type with regards to costumes, Danscott teachers or staff, choreographers, choreography placement, other parents or other studios.  
To not make judgment on my own child's performance or another team mate but to always be there to support them.  
To allow a 24 hour waiting period before contacting the Danscott Office regarding a concern and to realize that the office or faculty will respond in a timely fashion.  
To always direct any and all inquiries directly to the Danscott Studio Office before an individual teacher or staff member.

**I/ We agree to this Pledge and will conduct myself/ourselves according to the Principles and Policies of Danscott Studio. Failure to comply with this pledge could result in removal of your child from a Danscott event or program.**

DANSCOTT STUDIO  
17, 28- 735 Ranchlands Blvd. NW  
Calgary, Alberta  
Website: [www.danscottstudio.com](http://www.danscottstudio.com)

Mailing Address:  
65 Somme Manor SW  
Calgary, Alberta  
T2T 6J3

### REGISTRATION FORM 2019/2020

Student's Full Name \_\_\_\_\_

Address (including Postal Code) \_\_\_\_\_

Student's age as of Sept 1, 2019 \_\_\_\_\_

Student's Birth Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

School Grade (Sept. 2019) \_\_\_\_\_ Playschool/ECS (Sept. 2019) \_\_\_\_\_

Mother's Name and Contact Info including email and phone:

\_\_\_\_\_  
Father's Name and Contact Info including email and phone:

**Please highlight or circle the type(s) of dancing that you are registering for.**

When signing your registration form, you are agreeing to your selection of classes.

Please see the next page for information regarding discipline deposits and registration fees required.

**BALLET (Primary – Grade 8)** \_\_\_\_\_

**Second Ballet Classes (Gr 2-8)** \_\_\_\_\_

**BALLET COMBO** \_\_\_\_\_

**PRE-JR JAZZ/TAP COMBO** \_\_\_\_\_

**TAP** \_\_\_\_\_

**JAZZ** \_\_\_\_\_

**TECH & PROGRESSIONS (Jr 2 and up)** \_\_\_\_\_

**STRETCH & STRENGTH (B Levels, PI 1 B and up/ A Levels Optional)** \_\_\_\_\_

**LYRICAL/CONTEMP (J3 A by invitation, PI 1 A&B and up)** \_\_\_\_\_

**STRETCH 'N TUMBLE** \_\_\_\_\_

**ACROBATICS A, B** \_\_\_\_\_

**ACRO INTENSIVE (By invitation only)** \_\_\_\_\_

**MUSICAL THEATRE (Jr 3 A and up)** \_\_\_\_\_

**ADVANCED CONTEMPORARY (Pre-Int 3B, PI 3/Int 1B, Int 1B, Int 3B)** \_\_\_\_\_

**HIPHOP/STREET JAZZ (3 levels)** \_\_\_\_\_

**PARTNERING (by invitation only)** \_\_\_\_\_

**VOCATIONAL BALLET LEVELS (levels include the corresponding Pointe/Demi Pointe class)**

**INTERMEDIATE FOUNDATION /Pointe/Demi-Pointe** \_\_\_\_\_

**INTERMEDIATE /Pointe/Demi-Pointe** \_\_\_\_\_

**ADVANCED FOUNDATION /Pointe/Demi-Pointe** \_\_\_\_\_

**ADVANCED ONE /Pointe/Demi-Pointe** \_\_\_\_\_

Please list the number of completed years of dance training and exam levels passed for each subject and the studio where you had your training. (Do not include training prior to 4 years of age.) If you are presently a Danscott student, please give the titles of your class dances from 2018-2019.

BALLET (Grades and Vocational) \_\_\_\_\_  
TAP \_\_\_\_\_  
JAZZ \_\_\_\_\_  
OTHER FORMS \_\_\_\_\_

ADAPT (Tap and Jazz) Exams Completed: \_\_\_\_\_  
BALLET (RAD) Exams Completed: \_\_\_\_\_

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**Discipline Deposits Required**

To more effectively manage the organization of the dance classes, a **\$20.00** deposit is being assigned to each discipline that you register for, per child. The discipline deposit will be credited to your account and appear on your dance statement. Discipline deposits are non-refundable after August 24, 2019.

Number of disciplines \_\_\_\_\_ X \$20/discipline = \$ \_\_\_\_\_

**Registration Fees Required (includes GST; registration fees are non-refundable after registration is received)**

There is a mandatory registration fee of **\$31.50** per child (payable at the time of registration): \_\_\_\_\_

**Discipline deposits and registration fees must accompany this form; all amounts include GST. Cheques are to be made payable to Danscott Studio.**

**After registration forms are received, the withdrawal from any class must follow the guidelines set out in the Policy Handbook.**

**WAIVER AND RELEASE:** I and my child do hereby release, indemnify, and hold harmless Danscott Studio, its employees, agents, instructors, volunteers, Alexandra Ford and Gail Scott from any claims of any nature, including claims for negligence and/or breach of contract which I or my child may have as a result of participation. I and my child recognize and acknowledge that dancing and dance instruction involves inherent dangers, including injury. I and my child do hereby assume all risks and hazards incidental to this activity and hereby waive any and all claims I, and my child, may have against the aforementioned organizations and individuals. Payment of this registration fee is an acknowledgment of any and all risks involved in this activity and a waiver of any and all claims. I and my child also agree to all information as outlined in the Danscott Policy Handbook, including Policies and Procedures and all future Danscott Correspondence. All photos taken at Danscott Studio or any Studio Event, are the property of Danscott Studio and may be used for any type of promotional materials.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_