

LEAP FORWARD DANCE SCHOOL PARENT HANDBOOK

Location

2758 Peatt Road Victoria B.C,

Mailing Address

815 Craigflower Road, Victoria B.C, V9A 2W8

For program and registration information

(250)818-9225

To reach a teacher at the studio

(778)265-1008

Email

info@leapforwardlangford.com

Website

www.leapforwardlangford.com

Facebook

<https://www.facebook.com/leapforwarddance>

WELCOME

Thank you for choosing Leap Forward Dance School for your child's dance education. Leap Forward Dance School opened September 2013 with a commitment to instill a love for dance in each student. We realize you have many choices for dance education in Victoria. We are very pleased you have chosen us. We strive to provide the best customer service to all our families. We strive to provide a quality dance education in a positive, nurturing environment to all our students. Our goal is to discover the gifts of each dancer and develop them to their highest potential so that they may enrich their lives through dance.

ARRIVING FOR CLASS

- The waiting room is closed for the 2020/2021 season.
- Please enter through the "Side Front Entrance Door" and exit through the "Middle Front Exit Door".
- Students must arrive dressed, ready to dance.
- After dropping your child off, please walk along the brown carpet pathway inside the studio to exit out the front middle doors.
- Please arrive on-time (please do not arrive early/late)

- Students are encouraged to bring a full water bottle.
- Please label your child's dance shoes and water bottle with his/her initials.

2020/2021 DRESS ATTIRE (Girls)

Kinder Dance 1/2

- Body Suit (40035 "True Pink" Mondor, or D-6096 "Light Pink" So Danca)
- Ballet socks (167 "Ballerina Pink" (Mondor)
- Pink full soled ballet shoes
- Circle skirt (16207 "True Pink" Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Pre-School Dance, Intro to Ballet 1/2 and Creative Ballet 1/2

- Body Suit (1635 "Lilac" Mondor)
- Ballet socks (167 "Ballerina Pink" (Mondor)
- Pink full soled ballet shoes
- Circle skirt (16207 "Lilac" Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Ballet 1/2

- Body suit (1635 "True Navy" Mondor)
- Ballet socks (167 "Ballerina Pink" (Mondor)
- Pink full soled ballet shoes
- Circle Skirt (16207 "True Navy" Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Ballet 3

- Body Suit (3535 "Paradise" Mondor)
- Ballet pink tights
- Pink full soled or split soled ballet shoes
- Pink or white wrap around sweater (optional)
- Hair in a bun

Hop and Bop, Hip Hoppin Jazz 1/2, and Hip Hoppin Jazz 3

- Black or White t-shirt/tank top
- Black leggings/ shorts
- White soled runners (for inside only)
- Hair off face and neck

Tap/Jazz Combo and Tap/Ballet Combo

- Lightweight dance attire of student's choice
- Tap shoes
- Jazz shoes or ballet shoes (optional)

- Hair off face and neck

Adult/Teen Tap

- Comfortable dance attire of student's choice
- Tap Shoes

2020/2021 DRESS ATTIRE (Boys)

Kinder Dance 1/2, Creative Ballet 1/2, Intro to Ballet 1/2, Pre-School Dance, Ballet 1/2 and Ballet 3

- White fitted T-shirt
- Black fitted shorts
- White socks
- Black or white full soled ballet shoes (split soled permitted for ballet 4 and Teen Ballet)
- Hair off the face and neck

Hop and Bop Hip Hoppin Jazz 1/2 and Hip Hoppin Jazz 3

- Black or White t-shirt/tank top
- Black leggings/ shorts
- White soled runners (inside shoes only)
- Hair off face and neck

Tap/Jazz Combo and Tap/Ballet Combo

- Lightweight dance attire of student's choice
- Tap shoes
- Jazz shoes or ballet shoes (optional)
- Hair off face and neck

Adult/Teen Tap

- Comfortable dance attire of student's choice
- Tap Shoes

For all students in all classes no gum no jewelry

We recommend Ellswear for all of the above supplies.

Ellswear Dance and Activewear

Address: 3180 Harriet Road, Victoria BC, V9A 1T8

Phone: 250-721-5356

2020/2021 Important Dates

September 14th First Day of Classes

October 10th and 12th Closed for Thanksgiving

October 26th to 31st Halloween Dress-Up

December 7th to 12th Viewing Week

December 14th to 19th Christmas Dress-Up

December 21st to December 2nd Closed for Christmas Break

January 4th to 30th Bring your Friend to Class Month
February 8th to 13th Valentine Dress-up
February 15th Closed for Family Day
March 1st to 6th Viewing Week
March 15th to 27th Closed for Spring Break
April 3rd and 5th Closed for Easter
May 24th Closed for Victoria Day
TBA Picture Day and Year End Class Performance
June 26th Last Day of Classes

Payment Policies

Registration Fee

- \$30 Registration fee is due at the time of registration.

Costume Fee

- \$100 Costume fee is due at the time of registration.
- Remaining costume fees are due March 1st (if applicable)

Costume fees do not apply to Adult Tap class enrollments.

Monthly Fees

30 Minute class \$55

45 Minute class \$65

60 Minute class \$70

GST included

Discounts

- A 10% discount is offered to a student's total tuition fees between September and June if fees are paid in full upon registration on or before August 31st, 2020.
- A 5% discount is offered to a student's total tuition fees for remaining months in the term if fees are paid in full upon registration on or before October 31st, 2020.

Additional Payment Details

- **All fees paid are non-refundable including registration fees, costumes fees and payments in full (with discount applied)**
- All payment payable to *Leap Forward Dance School*.
- Monthly Payments are due on or before the 1st of each month.
- Fees are the same for each month even though some months have more classes than others.

- Payments can be made by postdated cheques provided at the time of registration or a monthly e-transfer on or before the 1st of each month to info@leapforwardlangford.com
- \$5.00 per day late payment fee is applied to all late payments.
- \$50.00 NSF fee is applied to all cheques returned NSF.
- Fees owed after a student is no longer taking classes will be sent to our collection agency, Fees that are owed after a child has been withdrawn, with or without a calendar month of notice, will be sent to our collection agency, *In-House Receivable Services Ltd.* At this time, the account will be passed over in full to IRS and fees will be due to IRS. Once IRS has been handed the account, Leap Forward Dance School would no longer be involved with the account.

WITHDRAWAL

Leap Forward Dance School requires one full calendar month of notice for withdrawal or one month of tuition paid in lei of notice. A withdrawal notice must be provided via email. Remaining cheques that were provided at registration are paper shredded when notice is provided.

COSTUMES

Except for Adult Tap, for each class a student is enrolled in, a costume will be necessary. A \$100 costume fee is due at the time of registration. For children registered in multiple classes, additional costume fees are due March 1st. Costume fees are non-refundable. Costumes are not provided for withdrawals prior to the Year End Class Performance.

EXAMS/DEMONSTRATIONS AND FESTIVAL PERFORMANCES

Leap Forward Dance School is not participating in exams/festivals for the 2020/2021 season.

CLASS ATTENDANCE

To reach full potential in class, a student must attend on a consistent basis. We encourage regular attendance from all our students at Leap Forward Dance School. If a student must miss a class, please notify the studio by calling the studio or by emailing Amber. We are not able to offer credits or refunds for classes missed.

CLASS CANCELLATION

Classes cancelled due to extreme weather conditions are not made up. Classes that are cancelled for any other reason will be made-up before the end of the term.

NEWSLETTERS

Newsletters are available online and by email. All correspondence is posted in the newsletters to ensure that you will be up to date with Leap Forward Dance School's news and events. Please make sure you list a current email address on your child's registration form so that you receive all updates.

WAITING ROOM

The waiting room is closed for the 2020/2021 season.

VIEWING CLASSES

There are 2 viewing weeks schedule for the 2020/2021 season. Depending on the size of the class a set number of parents/guardians/friends/family per student will be welcome to take a seat inside the studio for the duration of the class.

Parents/guardians are encouraged to take photo/videos during viewing weeks. Bring your camera!

PARENT PARTICIPATION/PARENT WELCOME CLASSES

Kinder Dance and Pre-School Dance are parent participation/parent welcome classes. We request that parents who are in attendance during these classes observe silently or participate actively along with their child. We ask that parents who are in the studio not converse with other parents and allow the teacher to be the main “voice” during the class. We also ask that parents do not take any photos/video during the class.

Only one parent will be permitted to accompany their child for Saturday’s Kinder Dance 1/2 and Tuesday’s Pre School Dance classes. Please wear a mask.

STUDIO

Food and drink, except water, are not permitted in the dance studio. Absolutely NO street shoes are permitted on the dance floor. Dirt, dust, and debris from street shoes can lead to falls and injuries and may harm the dance floor.

The dance barres and mirrors are for educational purposes only. We encourage the students not to hang or swing from the barres and not to touch or lean on the mirrors. The piano is a valued instrument. We encourage the students not to touch the piano without permission from the teacher or the pianist.

PHOTOGRAPHY

On occasion, we will take photos during regularly scheduled classes for the purposes of advertising, newsletters and for in-house displays.

Parents in attendance during Kinder Dance and Pre-School Dance classes are **not permitted** to take photos or videos of their child.

YEAR END CLASS PERFORMANCE

For the 2020/2021 season instead of the typical annual recital we will be holding an exciting “Year End Class Performance” in-house for each class. The Year End Class Performances will take place early June.

Each class will perform for a small in-house audience (number of audience members will depend on class size). The students will perform wearing their beautiful/snazzy costume which will be designed to match the choreography. Prior to performing there will be individual photo shoot for each student.

Parents are welcome to take photos/recordings of the Year End Class Performance.

The event concludes with class awards and each student receiving an individually written certificate of accomplishments as well as a special gift to help mark the memorable event.

COVID POLICY

At Leap Forward Dance School hands are washed or hand sanitizer is applied as follows:

- Upon arrival to the dance studio
- After using the bathroom
- After blowing nose
- After touching mouth, eyes, ears, nose
- Before leaving the studio

At Leap Forward Dance School Physical Distancing is maintained as follows:

- A 2-meter distance will be maintained between adults and students 9 years of age and up
- For students under 9 years of age the emphasis is on having less physical contact (or as little as possible considering the students age and what is appropriate given the circumstance) and keeping one's hands to themselves.

At Leap Forward Dance School sanitization takes place as follows:

- Using Viper or a bleach solution all surfaces, and bathrooms are sanitized twice per day
- Each prop (scarves, musical instruments etc.) will be sanitized after each use

At Leap Forward Dance School students/teachers/ parents/guardians are excluded as follows:

- Until 100% symptom free after having any cold/respiratory/flu symptoms
- For 14 days after returning from any international travel (including the United States).
- For 14 days after having been in close contact with someone with a confirmed case of COVID-19
- For 14 days after being diagnosed with COVID-19 **AND** Until a doctor's note clearing one's health is provided

Other Precautions at Leap Forward Dance School take place as follows:

- 15-minute times slots between larger classes
- The waiting room is closed. The only room in operation is the dance studio and the washroom inside the dance studio.
- All parents/students will enter through the "Side Front Entrance" door and exit through the "Middle Front Exit" door.
- Students will arrive dressed, ready to dance.
- Students will arrive on-time (not early/late)
- Students will fill their water bottles at home

- Teachers, students, and parents/guardians/visitors are encouraged to wear a mask should they wish to do so.
- Only one parent will be permitted to accompany their child for Saturday's Kinder Dance 1/2 and Tuesday's Pre School Dance classes. Please wear a mask.