

LEAP FORWARD DANCE SCHOOL PARENT HANDBOOK

Location

2758 Peatt Road Victoria B.C,

Mailing Address

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

Studio Owner's Phone Number

(250)818-9225 Amber's Cell

Email

info@leapforwardlangford.com

Website

www.leapforwardlangford.com/dance

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

- Please use the "Front Entrance" for all drop-offs and pick-ups.
- Students should arrive ready to dance a few minutes prior to the start of their class. If a class is in session children who arrive early are welcome to sit on the blue mat in front of the mirrored wall and wait quietly.
- Students are encouraged to bring a small dance bag with their shoes and a full water bottle.
- Please label your child's dance shoes (and any other item such as ballet skirt) and water bottle with his/her initials.

2021/2022 DRESS ATTIRE (Girls)

Kinder Dance 1/2 and Pre-School 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

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) or Ballet pink tights
- Pink full soled ballet shoes
- Circle Skirt (16207 “True Navy” Mondor)
- Pink or white wrap around sweater (optional)
- Hair in a bun

Ballet 3/4

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

Teen Ballet

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

Hop and Bop 1/2, Hip Hoppin Jazz 1/2 and Hip Hoppin Jazz 3/4, Teen Hip Hoppin Jazz

- Black or white t-shirt/tank top
- Black leggings/ shorts
- Black jazz shoes
- Hair off face and neck

All Tap and Combo classes

- Black or white t-shirt/tank top
- Black leggings or shorts

- Black tap shoes
- Jazz/Tap Combo and Ballet/Tap Combo, optional 2nd pair of dances shoes such as ballet slippers, jazz shoes or gymnastic slippers. If a 2nd pair of shoes is not provided, student dance bare foot for the ballet and jazz portion of these classes.
- Hair off face and neck

2021/2022 DRESS ATTIRE (Boys)

All Ballet Based Classes

- 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 1/2, Hip Hoppin Jazz 1/2 and Hip Hoppin Jazz 3/4, Teen Hip Hoppin Jazz

- Black or white t-shirt/tank top
- Black leggings/ shorts
- Black jazz shoes
- Hair off face and neck

All Tap and Combo classes

- Black or white t-shirt/tank top
- Black leggings or shorts
- Black tap shoes
- Jazz/Tap Combo and Ballet/Tap Combo, optional 2nd pair of dances shoes such as ballet slippers, jazz shoes or gymnastic slippers. If a 2nd pair of shoes is not provided, student dance bare foot for the ballet and jazz portion of these classes.
- Hair off face and neck

For all students in all classes no gum no jewelry

We recommend Ellsweat for all of the above supplies.

Ellsweat Dance and Activewear

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

Phone: 250-721-5356

2021/2022 Important Dates

September 13th First Day of Classes

October 9th and 11th Closed for Thanksgiving.

October 25th to 30th Halloween Dress-Up

November 11th Closed for Remembrance Day

December 13th to 18th Viewing Week and Christmas Dress-Up

December 19th to January 2nd Closed for Christmas Break

January 3rd to 8th "Bring Your Friend to Class" Month
February 10th to 14th Valentine Dress-up
February 21st Closed for Family Day
March 14th to 19th Viewing Week.
March 21st to April 3rd Closed for Spring Break
April 16th and 18th Closed for Easter.
May 23rd Closed for Victoria Day
TBA Year End Rehearsal, Picture Day, and Year End Performance
June 13th Last Day of Classes

Payment Policies

Registration Fee

- \$35 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 class enrollments.

Monthly Fees

30 Minute class \$57

45 Minute class \$67

60 Minute class \$73

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, 2021.
- 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, 2021.

Additional Payment Details

- **All fees paid are non-refundable including registration fees, costumes fees and tuition fees (including discounted payments in full).**
- Monthly Payments are due on or before the 1st of each month.
- Fees are the same for each month (September to June) 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 using “*what is the students first name?*” or “*what is the students first and last name?*” as the security question.

- \$5.00 per day late payment fee is applied to all late payments.
- Remaining postdated cheque on file are paper shredded if a student is withdrawn midway through the year.
- 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 recital 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 recital.

EXAMS/DEMONSTRATIONS AND FESTIVAL PERFORMANCES

When appropriate, students are provided with the opportunity to participate in an optional Exam/Demonstration and local dance festivals. The purpose of participating is to enhance the student’s enjoyment of dance and offer a sense of achievement.

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. It is appreciated if students arrive a few minutes prior to their scheduled class time to ensure preparation for class. If a student must miss a class, please notify the studio by calling, texting emailing Amber. We are not able to offer credits or refunds for classes missed.

Unfortunately, student who have accounts past due, miss more than 3 class during the months of April, May and June or who do not attend the *End Year Recital Rehearsal* are not permitted to participate in the End Year Recital.

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.

WAITING ROOM

The waiting room is open on weeknights after 5:30pm and on Saturdays.

Washrooms are inside the dance studio across from the piano.

Our wireless internet connection is the “guest” option. The password is “dancingisfun”.

VIEWING CLASSES

Can I watch my child’s class from inside the studio? Holding a child’s attention is the key to learning. All dance teachers with years of teaching experience agree that concentration is paramount in learning to dance.

Your child wants to please you and run to you for approval, and this is natural and normal. Unfortunately this disrupts class and makes the learning process difficult. We all want happy children who are benefitting from the full experience, and we therefore restrict parental attendance in the studio to Watching Weeks.

We have one Watching Week schedule prior to our Christmas Break and one prior to Spring Break. Family and friends are welcome inside the studio to watch the children dance during Watching Week. Please see the Calendar for specific dates. Parents are encouraged to view classes from inside the studio on Watching Weeks only.

All the above being said, Kinder Dance and Pre-School Dance are “parent welcome” classes. Parents who are in attendance during these classes are required to observe quietly or to participate along with their child. We ask that parents who are in the studio not take photos/videos, nor converse with other parents. We also ask that parents allow the teacher to be the main “voice” during the class.

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 and for in-house displays.

We request that parents refrain from taking photos/recordings of the End Year Recital.

Picture Day takes place during our End Year Recital Dress Rehearsal or Recital. These pictures are made available to all families.

The End Year Recital is professionally recorded and provided to families at a subsidized rate.

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, Mask Wearing and Vaccination is encouraged as follows:

- As all students are under the age of 12, the emphasis is on having minimal contact (or as little as possible considering the students age and what is appropriate given the circumstance), giving personal “breathing” and keeping one’s hands to themselves.
- Markers are on the dance studio floor 6 feet apart.
- Anyone ages 12 and up are encouraged to be vaccinated against Covid-19
- Students and teachers are encouraged to wear a mask

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:

- Time slots between classes
- The waiting room and all common areas are 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
- Only one parent will be permitted to accompany their child for Saturday’s Kinder Dance 1/2 and Monday’s Pre School Dance classes. Parents must wear a mask.