

# **TISDALE DANCE CENTRE'S (TDC) POLICIES**

## **1. Definitions**

1. “Artistic Director” means the director and manager of TDC;
2. “Choreographer” means a TDC hired individual who creates the dance composition and plans and arranges dance movements.;
3. “Dancer” means an individual enrolled in a TDC Program;
4. “Dance Season” means and includes the period of September until end of July of each year;
5. “Outside Choreographer” means an individual not hired by TDC who creates a dance composition.
6. “Registration Fee” means \$30.00.
7. “Registration Night” means the date in August as chosen by TDC each year.
8. “TDC Program” means one of TDC’s classes as identified in the **Classes Offered Page** on our website.

## **2. Registration**

1. All individuals aged 3 and over are eligible to apply to register with TDC.
2. Individuals are required to re-register each Dance Season.
3. A Registration Fee is payable by each individual who registers for an upcoming Dance Season.
4. The Registration Fee must be paid on or before registration night via cash or cheque.
5. TDC reserves the right to refuse registration.

### **3. Dancer Placement**

- 3.1 Dancer placement is according to age and ability at the discretion of the Artistic Director.

### **4. Tuition**

- 4.1 Tuition rates for the upcoming Dance Season are outlined on the **Tuition and Fees Page** of our website.
- 4.2 Tuition shall be paid in one of the following ways:
- (a) in full via online banking, cash or cheque on or before Registration Night. Payments made in full are eligible to receive a 5% discount.
  - (b) in two (2) installments with the first payment due on Registration Night and the second due on January 1<sup>st</sup>. To proceed with this option, you must provide TDC with two post-dated cheques.
  - (c) in eight (8) monthly installments, starting September 1<sup>st</sup> and continuing on the first of each month up until and including April 1<sup>st</sup>. To proceed with this option, you must provide TDC with eight post-dated cheques on or before Registration Night.
- 4.3 All tuition fees must be kept current. If there are any outstanding balances still owed to TDC on April 20th of the respective year, the Dancer may not be permitted to participate in the recital. Furthermore, the Dancer's registration for the upcoming season shall and can be refused.
- 4.4 TDC reserves the right to require that tuition be paid in full on or before Registration Night if there were any issues collecting payment in previous Dance Seasons.
- 4.5 If a payment lapses for any reason, the Dancer will not be permitted to attend class until payment has been made.
- 4.6 An individual will be charged a \$25.00 fee in the event of a NSF cheque.
- 4.7 If more than one NSF cheque occurs, TDC shall stop processing the remainder of the post-dated cheques and require that the remaining payments be made in cash to TDC.

### **5. Competition Fees**

- 5.1 Competition fees are non-refundable.

## **6. Costume Deposits**

- 6.1 Dancers are required to provide a \$75.00 deposit for each costume. There may be circumstances where costume deposits will be more than \$75.00. If this occurs, a Dancer will be required to pay the difference.
- 6.2 A post-dated cheque for October 1<sup>st</sup> must be provided to TDC on or before Registration Night. TDC does not accept online payments for costume deposits.

## **7. Solos, Duets and Trios**

- 7.1 Dancers who want to perform solos, duets or trios must discuss this with the Artistic Director and receive the Artistic Director's approval. The deadline to arrange this is October 1.
- 7.2 With the exception of hip hop, all solo, duet and trio Dancers must be enrolled in Ballet. All solo, duet and trio Dancers must also be enrolled in the corresponding class (group and/or exam of the genre they are wanting to dance a solo, duet or trio in. Ex) Dancer must be in a jazz class in order to do a jazz solo.
- 7.3 Dancers who are 12 years of age or over, must be enrolled in the Exam Program in order to be eligible for a solo, duet or trio with the exception of hip hop.
- 7.4 Solo, duet or trio Dancers shall be assigned a Choreographer and will pay the Choreographer directly. The Choreographer's fees are set by the Choreographer and must be paid to the Choreographer after each session. The number of sessions required are determined at the discretion of the Choreographer.
- 7.5 Solo, duet and trio Dancers are charged a one-time administration fee of \$15.00 per extra entry payable to TDC.
- 7.6 Solo, duet and trio Dancers may use TDC's studio space when it is available. Dancers are encouraged to sign up for studio space on the sign-up sheet posted on the bulletin, however they are only permitted to sign up on that sheet once it is posted on the bulletin board.
- 7.7 TDC instructors reserves the right to bump a solo, duet or trio Dancer out of a practice sign up time.

## **8. Attendance**

- 8.1 In order to ensure that TDC Dancers are successful, TDC has a strict attendance policy. Dancers must make every effort to attend all regularly scheduled classes. When Dancers miss lessons, they may fall behind and make it difficult for the group to advance.
- 8.2 A Dancer's parents must notify the Dancer's instructor if they will be absent from class. The contact information for TDC's instructors are outlined on the **Policies Page** on our website.
- 8.3 If a Dancer misses three (3) or more classes/TDC performances in the same discipline, the instructor may remove the Dancer from parts of the choreography.
- 8.4 If a Dancer misses five (5) or more classes/TDC performances in the same discipline, the Dancer may be removed from the class.
- 8.5 Dance is a team activity and therefore attendance at performances is mandatory. When a Dancer is registered in a class, it is expected that the Dancer will perform with his or her group at all TDC presentations, rehearsals and competitions, unless they have received prior approval from the Artistic Director. The only exception to this is an unexpected absence due to illness or injury.
- 8.6 Dancer attendance at TDC recitals is mandatory. Dancers who do not attend will be charged a \$100.00 penalty fee.

## **9. Dance Attire**

- 9.1 Dancers are required to attend class in appropriate dance attire. TDC's requirements with respect to appropriate dance attire is outlined on the **Classes Offered Page** of our website.

## **10. Choreography**

- 10.1 All choreography, costumes and music must be age appropriate.
- 10.2 Choreography is the property of the Choreographer. Dancers may not perform any of the choreography learned at TDC without first receiving the written permission of the Choreographer.

- 10.3 TDC does not encourage Dancers hiring and/or working with Outside Choreographers. If a Dancer does wish to hire and/or work with an Outside Choreographer, they must first receive permission from the TDC's Artistic Director. Permission to hire and/or work with an Outside Choreographer is granted or declined based on the Artistic Director's sole discretion.
- 10.4 If a Dancer does receive permission to hire and/or work with an Outside Choreographer, they may register and perform this choreography at competitions as independent entries only. The Dancer shall also be responsible for their own costumes. TDC does not permit the performance of this choreography at any TDC productions, including showcases, recitals and/or Tisdale Dance Experience.
- 10.5 TDC does encourage and support Dancers to develop and create individual work. Choreography created by an individual Dancer may be performed at TDC productions and as TDC entries if the choreography, music and costume is approved by the Artistic Director and/or their delegate. Dancers must secure approval for their music by October 1, and for their choreography and costuming by December 1.

## **11. Registration/Withdrawal Deadline**

- 11.1 October 1<sup>st</sup> is the deadline for Dancers to register and/or withdraw from class. After October 1<sup>st</sup>, it is expected that Dancers attend and participate in all classes, practices and productions.

## **12. External Auditions**

- 12.1 Dancers who wish to audition for performances with organizations outside of TDC must receive permission from the Artistic Director prior to the audition. All TDC commitments will take priority over external organizations

## **13. Cancellation of Classes**

- 13.1 TDC reserves the right to cancel classes. If TDC decides to cancel a class all Dancers and their parents will be notified by email as soon as possible. Cancelled classes are not refunded.

## **14. Substitution**

- 14.1 If an instructor is unavailable TDC may arrange for a substitute instructor to teach and guide a class.

## **15. Scholarships**

- 15.1 Scholarships won by TDC dance groups shall be held by TDC and allocated annually towards the purchase of year-end recital dance shirts.
- 15.2 Soloists, duets and/or trios who win scholarships for their performance will be issued individual cheques.

## **16. Annual General Meeting**

- 16.1 TDC will host their annual general meeting in October of each year. All parents are invited and encouraged to attend.

## **17. Health of Dancers and Ability to Participate**

- 17.1 Parents must notify TDC if their child develops a health concern that may affect their ability to participate in TDC programs.
- 17.2 If TDC observes behaviour or symptoms which suggest an underlying health concern, TDC shall notify the Dancer's parents immediately.
- 17.3 TDC will work with the Dancer and their parents to ensure the Dancer continues to receive the benefits of dance, however, TDC reserves the right to request that a Dancer withdraw from TDC Programs.

## **18. Head Lice**

- 18.1 In order to prevent an outbreak of head lice at TDC, each parent who suspects that their child has been exposed and/or is carrying lice shall:
  - (a) notify TDC by email at [tisdaledance@gmail.com](mailto:tisdaledance@gmail.com) that the Dancer has a confirmed case of lice or that lice has been circulating in the Dancer's classroom at school and the Dancer may have been exposed to this;
  - (b) if the Dancer has a confirmed case of lice, not bring the Dancer to class until the Dancer has completed at least one treatment and/or the lice has been fully removed;
  - (c) ensure the Dancer's hair is in a pony tail, braid or secure bun at all times when attending class; and
  - (d) remind Dancers not to share hats, toques, hair brushes or hair accessories, and to keep their personal clothing items to themselves to help limit the further spread of lice.

- 18.2 The privacy of Dancers is very important to TDC and therefore the name of any Dancer exposed to and/or carrying lice shall be kept strictly confidential. The only information that will be shared with assistants, parents and dancers is that lice may be circulating in their class.

## **19. TDC Code of Conduct**

### **19.1 Expectations for Dancers:**

- (a) attend classes, performances, rehearsal and recitals;
- (b) be punctual and arrive early to all classes, rehearsals, recitals and performances;
- (c) follow TDC's dress attire requirements;
- (d) be respectful to their instructors, fellow dancers and any individual working with and/or providing support to TDC;
- (e) listen politely and follow directions;
- (f) have a positive attitude;
- (g) treat TDC property with respect; and
- (h) abide by TDC's Code of Conduct.

### **19.2 Expectations for parents:**

- (a) present a positive, respectful and rational attitude towards Dancers, instructors and all other individuals working with and/or providing support to TDC;
- (b) communicate regularly with TDC;
- (c) ensure that their child attends class, in appropriate dance attire and on time;
- (d) inform TDC promptly about absences or late arrivals;
- (e) encourage and help their child follow TDC's Code of Conduct;
- (f) review TDC policies with their child and help them understand why it is important for everyone to follow TDC rules;
- (g) assist TDC with behavioural issues involving their child;

- (h) do not interrupt TDC Programs while in progress; and
- (i) abide by TDC's Code of Conduct.

- 19.3 TDC does not tolerate disrespectful or abusive behaviour. Bullying of instructors, fellow Dancers, board members and volunteers is unacceptable and TDC holds a zero-tolerance policy.
- 19.4 Talking in classes and rehearsals should be kept to a minimum.
- 19.5 Mobile phones and computers must be turned off during rehearsals, classes and performances.
- 19.6 If a Dancer is caught stealing they will be immediately expelled from TDC. If a parent is caught stealing they will be banned from TDC and turned away from any TDC productions.
- 19.7 Any possession of illegal drugs or impairment by illegal drugs on TDC premises will result in the immediate expulsion of the Dancer. If a parent is impaired by illegal drugs and/or alcohol on TDC premises they will be banned from TDC and any TDC productions. If a parent is found in possession of illegal drugs on the studio premises the RCMP will be notified.
- 19.8 If a minor Dancer is impaired by drugs and/or alcohol or in possession of alcohol on TDC premises they will be dismissed from class and their parents will be notified.
- 19.9 TDC will try to resolve all conflicts within the studio. If this fails, the Dancer's parents will be notified and a meeting will be arranged.
- 19.10 Dancers and/or parents who repeatedly disrupt classes, who conduct themselves in a manner that TDC deems to be objectionable, who breach this Code of Conduct, or who cause reputational damage to TDC will be expelled and any future registration not accepted.
- 19.11 TDC reserves the right to dismiss or refuse class to anyone who does not comply with studio rules and/or policies, or through consultation between the Artistic Director and the executive team, is deemed disruptive to the harmony of the studio.