

Biggar School of Dance
Parent Handbook
2025-2026

Biggar School of Dance Membership Requirements

Volunteer Requirements:

Fundraising plays a large role in keeping dance fees affordable for all families. As such, families are required to participate in the club's fundraising activities. Each family will need to submit a volunteer cheque for \$300 (post dated April 1, 2026) along with their fees. This cheque WILL NOT BE CASHED as long as you work (or find someone to work) your required shifts at the Halloween cabaret and festival/recital.

Festival:

Our annual Festival is our major fundraiser each year. Support from all dance families is required. During our Festival, each family will be required to work shifts. The number of shifts is dependent on enrollment. If a family only has a child in tiny ballet or tiny acro, you will have a reduced number of shifts. The number of shifts for all other dancers is the same, regardless of genres enrolled. This year's festival is scheduled for April 24-26, 2026. Everyone will be contacted once we are closer to the Festival by one of the committee members schedule/choose your volunteer shifts.

Mom's Pantry Fundraiser:

New this year, the Mom's Pantry Fundraiser is **optional** for all dance families. Biggar School of Dance will not be taking any proceeds from this fundraiser. All profits made by each dance family will be applied specifically to the dance families account.

Halloween Cabaret:

Each year Biggar School of Dance hosts a kids Halloween dance as a fundraiser for the club. This year's cabaret is scheduled for October 24, 2025. All families are expected to work 1 shift and donate a food item. If a family only has a child in tiny ballet or tiny acro, you will just need to bring a food item (working a shift is not required). Exact requirements will be determined based on registrations.

Competition/Festivals:

Biggar School of Dance hopes to attend three competitions/festivals this year (in addition to our year end recital). Two of the festivals will be out of town, and the third will be our local festival. Tiny and beginner aged dancers will only dance in our local festival and recital. Age groups that attend out of town festivals will be at the teacher's discretion.

Year End Recital:

Our year end recital requires shifts such as set up, take down, music, lights, and MC to be filled.

Policies and Codes of Conduct

All parents and dancers are expected to adhere to the policies and codes of conduct as attached.

Biggar School of Dance Attendance Policy

Regular attendance is an important part of dancer development and the overall success of the group. Consistent participation allows dancers to build their skills, grow in confidence, and contribute fully to performances and team progress.

1. **Commitment** – Dancers are expected to attend all scheduled classes, rehearsals, and performances unless there is an illness, emergency, or prior approval from the teacher.
2. **Notification** – If a dancer must miss a class or rehearsal, they (or a parent/guardian) must notify the teacher as soon as possible through a private message on the BAND app.
3. **Consistency** – Frequent absences can slow personal progress and affect group routines. Dancers who miss multiple practices may need to review material outside of class or risk not being included in parts of a routine.
4. **Team Responsibility** – Dance is a team effort. Each dancer's attendance supports not only their own growth but also the success and confidence of the entire group.
5. **Follow-Up** – After three missed classes, parents/guardians will be contacted to discuss attendance and how best to support the dancer moving forward. After five missed classes the student may be removed from some choreography or asked to permanently leave the class.

By respecting this attendance policy, we can ensure that every dancer has the best opportunity to grow, and that our team performs at its highest level.

Biggar School of Dance Fee Policy

All dance fees are due by September 30, 2025. You can pay in full or by up to 7 post-dated cheques dated the 1st of each month. Fees can be paid by cash, cheque or e-transfer (biggarschoolofdancetreasurer@gmail.com). If dropping off cash or cheque, they can be dropped off at H&R Block during business hours.

- 1) Class fees – Billed following registration and due by September 30, 2025
- 2) Volunteer Deposit Cheque – given by September 30, 2025 post-dated April 1, 2026. This will be only cashed if you do not fulfill your required volunteer commitments for the year. The cheque amount is \$300/family.
- 3) Costume Fees – You can expect costumes to be approximately \$70 - \$120 per costume. A costume deposit of \$50 per costume will be billed by November 1, 2025. Costume deposit fees are due by November 15, 2025.
- 4) Competition fees are generally \$30 - \$50 per dancer per group. Solo, duet and trio competition fees fall in the same range. All competition fees and remaining costume amounts (after the November deposit) will be billed by February 1st, 2026, and due February 15, 2026

Biggar School of Dance Parent Communication Policy

Our goal is to keep communication respectful, timely, and productive so we can provide the best possible experience for all dancers.

1. Official Communication Channels

- **Email:** All official club updates will be sent from biggarschoolofdance@gmail.com
- **Website/Social Media:** Announcements, schedules, and all pertinent information will be posted on www.biggarschoolofdance.ca . Biggar School of Dance FB Group, and Biggar School of Dance BAND app will also be used to post reminders and time sensitive information.

2. When to Contact the Club

Parents are welcome to reach out regarding:

- Attendance changes (illness, vacations, emergencies)
- Questions about schedules, fees, or events
- Concerns about safety or well-being
- Volunteering or fundraising support

3. Who to Contact

- Attendance and class questions: Your dancer's teacher (through private message in the BAND app)
- Admin/policy, volunteer/fundraising questions or other concerns: Club President (biggarschoolofdance@gmail.com)
- Fee/Payment questions: Club Treasurer (biggarschoolofdancetreasurer@gmail.com)

4. Respectful Communication

We expect all communication between parents, instructors, and board members to be:

- **Respectful:** No shouting, profanity, or personal attacks

- **Constructive:** Focus on solutions, not blame
- **Private:** Concerns should be addressed directly with the club, not via public forums or social media

5. Response Times

We aim to respond to emails and BAND messages within **2 business days**.

6. Social Media Conduct

We encourage positive sharing of our dancers' successes. Please do not post negative or critical comments about the club, instructors, or other families on social media.

☒ By joining Biggar School of Dance, you agree to follow this policy so we can maintain a safe, respectful, and positive environment for all dancers.

Biggar School of Dance Safe Guarding Policy

Biggar School of Dance is committed to providing a safe, supportive, and respectful environment for all dancers, teachers, volunteers, and board members. This policy ensures the well-being of all individuals involved with the club.

1. Purpose

- To protect dancers, teachers, and board members from harm, abuse, or inappropriate conduct.
- To promote safe, respectful, and professional interactions at all times.
- To outline clear steps for responding to safeguarding concerns.

2. Code of Conduct

- All teachers, dancers, and board members will treat each other with respect, fairness, and professionalism.
- Physical contact between teachers and dancers will be appropriate, limited to what is necessary for safe instruction, and explained clearly.
- Communication (in person, phone, or online) will remain professional and appropriate.

3. Responsibilities

- **Board Members:** Oversee safeguarding practices, handle reported concerns, and ensure policies are followed.
- **Teachers:** Maintain professional boundaries, provide a safe learning environment, and report any concerns.
- **Parents/Guardians:** Support safeguarding efforts and communicate concerns promptly.
- **Dancers:** Show respect to peers, teachers, and volunteers, and speak up if they feel unsafe.

4. Reporting Concerns

- Any concerns regarding safety, inappropriate behavior, or misconduct must be reported immediately to the Club President.

- Reports will be taken seriously, handled confidentially, and followed up in line with club procedures.
- If there is an immediate risk of harm, emergency services will be contacted.

5. Training & Awareness

- All teachers and board members will be made aware of this policy and agree to follow it.
- Safeguarding updates will be reviewed annually and shared with the club community.

6. Confidentiality

- Information related to safeguarding concerns will only be shared with individuals who need to know, to ensure the protection and privacy of all involved.

Dancer Code of Conduct

- Honesty and integrity is expected.
- Hair should be in a neat bun or ponytail for all classes.
- No jewelry (stud earrings or small everyday earrings are permitted).
- Arrive on time to class so that you will not disrupt the class.
- The teacher has the right to ask a student who repeatedly comes to class unprepared to sit out.
- Students eight years and under must be supervised during waiting periods by a parent/guardian.
- If you are doing a solo, duet or trio in a genre, you must also register and partake in that specific regular group class offered.
- Any extras are to be taught by a teacher currently employed by Biggar School of Dance.
- When dressed in dance costumes there is no eating or drinking, except water.
- Respect other fellow students. No bullying, gossip, or isolation of other students.
- Put garbage in the garbage cans and clean up after yourself.
- Show respect for the facility and equipment within the facility.
- Biggar School of Dance reserves the right to ask any student to leave the school for inappropriate behavior.
- All students will attend each dress rehearsal, recital, picture day and competition as required for their groups. Only in extreme circumstances will exceptions be made.
- All students will adhere to the attendance policy.

Parent/Guardian Code of Conduct

- Honesty and integrity is expected.
- Parents must demonstrate respect for the facility and staff at all times. If disrespect is shown to a staff member, the family may be asked to leave Biggar School of Dance.
- Parents are asked to follow advice and direction from teachers and be supportive of their child's efforts.
- Students eight years and under must be supervised during waiting periods by a parent/guardian.
- Parents should teach their children respect for other students, teachers and adjudicators and lead by example.
- Biggar School of Dance reserves the right to ask a student to leave Biggar School of Dance for inappropriate behavior of a parent.
- Parents will provide all necessary shoes, clothing, costumes, make-up and accessories for classes and performances.
- All fees are due by September 30, 2025. All post-dated cheques must be made payable the 1st of the month. **Any family that is more than 60 days late on payment will be asked to leave.** All fees are non-refundable after December 1, 2025 but will be prorated if your child is no longer dancing by then.
- Any concerns can be brought to the attention of the Board.
- Parents will ensure dancers adhere to the Attendance Policy

Biggar School of Dance Dress Code:

*Below is a general guideline for dress code. Please see the website for specific requirements for your dancer's age group.

<https://biggarschoolofdance.ca/dress-code>

Tiny – Ballet shoes, bodysuit, tights (skirts are optional)

Ballet – Leather/canvas ballet slippers, bodysuit, tights (skirts are optional)

Jazz – Beige/black jazz shoes, bodysuit, tights (dance shorts are optional)

Tap – Beige/black tap shoes, bodysuit, tights

Hip Hop – Clean running shoes, comfortable clothing that is easy to move in, or regular dance clothes

Acro – Bare feet, bodysuit, shorts and footless tights.

Lyrical – Beige jazz shoes/half soles, bodysuit, tights (dance shorts are optional)

Contemporary – Half soles, bodysuit, tights (dance shorts are optional)

All hair should be in a bun or ponytail and off the face for classes. No jewelry (stud earrings or small everyday earrings are allowed)

Different colored shoes may be required for competition