

POLICIES / PROCEDURES HANDBOOK 2024-2025



Dear Yednist Families -

Welcome to all of our new families, and welcome back to our returning families and dancers! We are very happy to have all of you with us this year as we embark on another enjoyable and exciting dance year!

This handbook will serve as a resource to provide guidance and answer questions you may have regarding policies, procedures and other information. The policies in this handbook were established to help foster a fun and positive environment for our dancers and their families as well as support our instructor in providing the best quality of dance instruction possible.

Yednist School of Ukrainian Dance is a non-profit incorporated entity that is operated exclusively by parent volunteers who donate their time and efforts to realize the goals of the organization and ensure that everyone involved enjoys a welcoming, encouraging, and rewarding dance experience.

The organization depends on the cooperation and commitment of dancers, parents, and instructor to fulfill its mandate to ensure that the celebration and preservation of our Ukrainian culture and heritage are at the forefront. We are committed to working together with mutual respect to achieve these objectives.

We look forward to working with all of you to make this dance year a successful one!

Warmest regards –

Board of Directors Yednist School of Ukrainian Dance

TABLE OF CONTENTS

COMMUNICATION	1
Email	
Social Media	1
Website	1
REHEARSAL INFORMATION	1
Brandon School of Dance Policies	
Key Fob Access	
•	
Croup Instruction	
Group Instruction	
Payment Options	
Refunds	
Missed Classes	
Family Referral Program	
COSTUMES	1
Regional Costumes	
Transportation & Storage	
Footwear & Accessories	
SOLO / DUET / TRIO INSTRUCTION	5
Instruction	
Fees	
Expectations	
Costumes	
FUNDRAISING & VOLUNTEERING	7
Volunteer Opportunities	
Additional Fundraisers	
Incentive Program	
DANCER EXPECTATIONS	
Attendance	_
Rehearsal Attire	
General Expectations	_
Behaviour Code	9
COMPETITIONS & PERFORMANCES	
Competitions	
Community Performances & Events	10
Performance Hair & Makeup	
PARENT EXPECTATIONS	11
I AILLII EAI EVIAIIVIIV	

COMMUNICATION

Email

Email communication is an effective tool in keeping families informed of scheduling, cancellations, announcements, performances, and reminders. Please check your email regularly so that you do not miss any important information.

Please ensure that your contact information is current. Should any changes occur, please advise us via our email address at yednist.ukrdance@gmail.com.

Social Media

We encourage our families to like our Facebook page and join us on Instagram. Spread the word and invite others to follow us, as well. We use these tools to connect with as many people as possible to keep current with the activities, events, and performances relevant to our group.

All families and dancers are invited to join our private Facebook group titled "Yednist School of Ukrainian Dance MEMBERS ONLY." This group was created to facilitate dialogue among parents and dancers and is a great resource for all. Please ensure that all topics posted are relevant to the dance group.

Website

Our website can be viewed at www.yednistukrainiandance.ca.

Upon registration, all families will receive an email invite to be able to access the password-protected "Dance Info" section of the website (tab at the top of the page). You will find a calendar of events in this section that will include dates of dance practices, performances, competitions, and events.

We strive to keep this members-only section current, so please be patient with us should there be a time where a lapse may occur.

REHEARSAL INFORMATION

Group classes will be held on **Thursdays from 6:30 p.m. to 9:30 p.m.** Additional classes and workshops will take place on Sundays at times to be determined.

All rehearsals will be held at 126 – 10th Street in Brandon (at the studios of Brandon School of Dance). Classes will be held in the Western Studio unless otherwise indicated.

Brandon School of Dance Policies

As visitors in this studio space and ambassadors of Yednist School of Ukrainian Dance, we are required to respect and uphold the policies as set out by Brandon School of Dance. This is a shared space with BSD patrons, and we are very fortunate to be able to use this space alongside them.

- Upon entering, please ensure outside footwear is left in the designated area at the top of the stairs.
- Only registered dancers are permitted in the studio during class time.
 Parents are welcome to wait in the waiting area while classes are in progress. TV monitors are set up in this area to allow parents and non-dancers to view the classes in progress.
- Please leave the waiting area, bathrooms, and change rooms clean and tidy, and place garbage in the garbage cans.

We appreciate your cooperation as we strive to build and maintain a strong working relationship with BSD for years to come.

Key Fob Access

BSD maintains a locked and secured premises at all times. Key fobs are required for access to both the front door and the studio area door.

Fobs are available to all Yednist families for a \$25.00 fee and can be obtained directly through BSD. Payments can be made via e-transfer to info@brandonschoolofdance.ca.

Once fobs are returned at the end of the dance year, families will be refunded \$20.00.

ENROLLMENT FEES

Group Instruction

Fees for dance classes are as follows:

Dance Level	Instruction Time	Enrollment Fee	Costume Fee
Beginner	45 minutes	\$300.00	Costume rental fee included in enrollment fee
Junior	60 minutes	\$375.00	
Intermediate	60 minutes	\$375.00	
Senior	90 minutes	\$400.00	
Adult	90 minutes	\$400.00	

The cost of dance fees includes instruction, group choreography, performance opportunities, and facility rentals.

An assessment class will take place on **September 12, 2024**, which will determine the grouping for the dance year. Dancers are placed into groups, taking into consideration their ability, previous dance experience, and age. The instructor will use their professional discretion in placing dancers at the appropriate level.

Competition Fees

Fees for competitions are over and above enrollment fees and will be invoiced separately. Competition fees for group dances will be pro-rated based on the number of dancers in the group that will be competing.

Payment Options

Payment can be made in the following ways:

- Cash
- Cheque payable to Yednist School of Ukrainian Dance
- Electronic funds transfer to yednist.ukrdance@gmail.com

Payments may be made in full by the first dance class in October, or in three (3) installments to be made at the beginning of October, December, and February.

Should payment not be received by the first dance class in October, it may result in the dancer not being able to participate until payment is made.

Refunds

For new families, dance classes in September are considered trial lessons and are free of charge.

Dance classes attended from October onward will not be refunded.

Missed Classes

There will be no refunds of payment for missed practices by the dancer.

If operations are temporarily suspended due to unforeseen circumstances or other situations, additional classes will be arranged to compensate.

Family Referral Program

Spread the word about Yednist School of Ukrainian Dance and you can be rewarded!

For every new family that registers, the referring family will receive a 5% discount on their enrollment fee!

The "new" family must be a family that has not danced with Yednist previously.

Discounts will be processed later in the fall, once the registration procedure is complete and the trial period has expired.

COSTUMES

Regional Costumes

Yednist has a number of regional costumes used exclusively for group dances, which are then loaned to the dancers for the dance season. They remain property of Yednist School of Ukrainian Dance.

When a costume is borrowed, a costume contract is drawn up that lists all pieces of costuming/accessories loaned to the dancer. It is expected that costumes will be returned in the same condition in which they were borrowed. If a costume is damaged, the repair or replacement (including replacement of lost items) is the financial responsibility of the dance family.

If issues arise with the condition of the costume (ie. rips or tears, staining, etc.) during the loan period, please bring this to the attention of Yednist School of Ukrainian Dance as soon as possible. Additionally, should any altering be necessary, please advise prior to having any work done on the costume. If any unauthorized alterations are done, Yednist School of Ukrainian Dance reserves the right to request replacement of that costume at the dance family's expense.

Yednist School of Ukrainian Dance may ask for costume returns at any time for the purpose of inventory inspection, cleaning, and storage.

Transportation & Storage

Each dancer will receive a garment bag with their costumes.

To maintain the condition of the costumes, and to safeguard against accidental damage, all costumes must be stored and transported in the provided garment bag.

Please ensure that blouses/shirts are hung properly on hangers and that pants/skirts/aprons are hung on pant/skirt hangers. It is advisable to invest in felt hangers as they keep the garments in place with minimal movement. Please refrain from using metal hangers as they run the risk of rusting, which will damage the garment.

Girls' headpieces should be transported in a separate hat box or similar container to avoid crumpling and creasing.

<u>Note:</u> Please have footwear and accessories in a case or duffle separate from the costumes. This will ensure makeup and/or hair products that may accidentally spill, or dirty footwear, will not damage the costumes.

Footwear & Accessories

Each dancer is responsible for providing their own accessories as follows:

Girls	 Dance shoes (boots or shoes as required) Red beads Undergarments (body suit, beige tights, white bike shorts) Performance makeup Hair accessories such as bobby pins, elastics, hair nets Additional accessories such as safety pins Hat box (for vinoks & other headwear)
Boys	 Dance shoes (or boots as required) Black socks Undergarments (white to be worn under white costumes) Additional accessories such as safety pins Performance makeup

Should a specific type of footwear be required (including but not limited to boots, postoly, and character shoes), Yednist School of Ukrainian Dance will be the sole party responsible for ordering performance footwear, according to the sizing and measurements provided by the dancer. Once footwear is received, the associated costs will be invoiced.

SOLO / DUET / TRIO INSTRUCTION

Solos, duets, and trios are geared toward dancers who are looking for an extra challenge in addition to group instruction, and who are willing to practice their dance(s) independently at home.

<u>Instruction</u>

Instruction for solos/duets/trios will take place on Sunday afternoons during the dance year.

A total of eight (8) Sunday classes will be scheduled throughout the dance year to accommodate solo, duet, and trio instruction.

Once a schedule has been confirmed, dance families will be notified.

Fees

Dance fees for the year are as follows:

Solos	\$200.00	
Duets	\$300.00 (\$150.00 per dancer)	Includes instruction time & studio fees
Trios	\$360.00 (\$120.00 per dancer)	

Several solos/duets/trios from the 2023-2024 dance season will be continuing into the 2024-2025 dance season. The fee to continue with Sunday practices for those existing dances will be \$75.00 per dancer for each solo/duet/trio.

Fees for these dances will be invoiced and collected before the first Sunday afternoon practice.

Expectations

Solos/duets/trios will be entered into competitions. They will also be approached to perform at additional performances throughout the year, including summer performances and/or competitions.

<u>Costumes</u>

Appropriate costumes for solos/duets/trios will be chosen by the instructor based on the region of dance chosen.

Costumes as required will be ordered by Yednist School of Ukrainian Dance.

Solo/duet/trio costumes that are purchased for this purpose are the financial responsibility of the dancer/family, and once purchased will be considered exclusively theirs. Costume fees will be invoiced and payment in full for these costumes will be required prior to the costume being ordered. Shipping fees and duty (if required) will be included.

However, if the required costume(s) happen to already be in Yednist's inventory and are not being used by another dancer, those costumes can be borrowed for the solo/duet/trio if the dancer/family so chooses.

FUNDRAISING & VOLUNTEERING

Fundraising plays a crucial role in fulfilling the goals of the organization and contributes greatly to its success from year to year. Through fundraising, Yednist is able to provide high-quality instruction, a dedicated studio space that meets the specific needs of dance instruction, and much-needed regional costuming for group dances.

Volunteer Opportunities

Yednist's main fundraiser is our Ukrainian Dance Camp held annually in August. This is a major undertaking that requires help and support from our dance families to be successful, and therefore all families are urged to volunteer some time during camp week. Proceeds from dance camp are channelled directly back into the dance group and are a major source of start-up costs for the upcoming dance year.

Additional Fundraisers

Throughout the year, Yednist will also participate in additional smaller fundraising initiatives in which we encourage all families to support to achieve our goals. In the past, these have included specialty food sales and 50/50 draws.

We welcome any new fundraising ideas that dance families may suggest.

Incentive Program

Families have the opportunity to earn a rebate on their dance fees in the following ways:

Volunteer time	Minimum of five (5) hours of time per family contributed towards Dance Camp in August, or any other similar event	5% rebate earned
Product sales	Minimum of \$500.00 in products sold (combined fundraisers)	

If applicable, rebate cheques for the 2024-2025 dance year will be issued on or before August 30, 2024.

It takes the efforts of all dance families so that we can make the dance year successful for all of our dancers!

DANCER EXPECTATIONS

Attendance

Attendance is extremely important throughout the dance year. The instructor works very hard with the dancers from week to week so that they achieve the skills they need to prepare and perform their dances safely and accurately. Dancers benefit from consistency, so please make every effort to attend all classes.

Upon arrival at the studio, dancers have access to the designated change rooms to put on their rehearsal attire, take a bathroom break, and get themselves ready so that their class can start on time.

Injured dancers are expected to attend rehearsals in the appropriate capacity, such as sitting and observing.

If a dancer is to miss a class due to illness, please advise Dave Federowich, President.

If dancers are taking part in a performance/competition, attendance at the preceding week's rehearsal is mandatory.

Rehearsal Attire

Proper attire for dance classes is as follows:

Girls	 Dance shoes Black body suit Leggings / tights / dance shorts Hair must be pulled back in a low bun
Boys	 Dance shoes Fitted sweatpants / dance pants / shorts Fitted t-shirt Hair must be pinned back off the face

No baggy clothing is permitted.

General Expectations

No electronic devices (ie. cell phones, tablets) are permitted in the studio.

Food/gum is not permitted in the studio, although a water bottle is allowed and encouraged as water breaks will be given.

If there is an injury or illness during dance class or at a competition or performance, please advise the instructor immediately.

Behaviour Code

Every dancer has a right to a safe, welcoming, and enjoyable cultural experience, therefore we expect each dancer to maintain a positive and appropriate level of conduct towards their peers, parents, and their instructor.

A code of conduct is in place for all dancers to follow. Parents are asked to review this policy with their dancer:

•	Dancers are expected to show respect to their instructors, their fellow dancers, and themselves – always!
•	Give 100% effort in every dance class. You are part of a team, and your teammates are depending on your participation!
•	There is zero tolerance for any type of bullying, harassing, or threatening behaviour during classes, competitions, performances, and events.
•	General misconduct will not be tolerated. This includes repeated interrupting, inattention, intentionally distracting others, refusal to cooperate with the instructor, arguing with or talking back to the instructor, rough play, shouting, and swearing.
•	Misbehaviours in class will result in the dancer sitting out a portion of the class until the behaviour stops. Parents will be notified.
•	Most importantly – do your best and have fun!

COMPETITIONS & PERFORMANCES

The Ukrainian culture is vibrant and impassioned, especially in its artistic forms. As part of its ongoing tradition, Yednist offers year-round dancing and provides as many opportunities as possible for performances. This is one of many qualities in which Yednist excels and makes us unique.

Competitions

Competitions are a mandatory part of the dance year and are the main goals that dancers work towards throughout the year. Typically, competition season takes place from mid-March through the beginning of May.

Groups will compete in a maximum of three (3) competitions. Specific competition locations and dates will be forthcoming.

Dance families are responsible for transportation to and from competitions and/or performances, as well as hotel accommodations if required.

Community Performances & Events

Performances and events help to promote the group and elevate the profile of Yednist. Part of Yednist's mandate is to support our community as well as the outlying communities around us. We benefit in many ways from this outreach. From connecting with the general public to associating with like-minded dance groups in other communities, we build relationships that help our group to grow and succeed.

As these additional opportunities arise throughout the year, dance families will be given adequate notice.

Yednist welcomes any input from dance families for opportunities that may be of interest to the group.

Performance Hair & Makeup

In addition to appropriate costuming, the following are required for all performances:

Girls	 Hair in two (2) French braids, pinned up and well secured Hair nets may be worn No jewelry, except as required for costumes Full stage makeup, including eyelashes
Boys	 Hair well-groomed using the most appropriate manner (ie. hair gel) No jewelry Stage makeup

Makeup requirements may change from venue to venue, at the discretion of the instructor.

Detailed makeup guidelines will be outlined closer to performances.

PARENT EXPECTATIONS

All concerns, questions, or comments are to be directed to Dave Federowich, President.

Maintaining a welcoming, friendly, and encouraging environment is at the forefront of Yednist School of Ukrainian Dance. We all deserve a safe space where we are treated with respect, dignity, and equality at all levels. As adults, we are the role models, and we set the standard for our dancers to follow.

Learning the art of Ukrainian dance is a rewarding experience, full of emotions and rich in personal fulfillment. Parents play a vital role in the success of the dancers both individually and as a group.

Trust and respect the professional guidance the instructor gives your dancer. Maintain a positive attitude and encourage your dancer and their peers. Enjoy watching your child grow, learn new things, and develop close friendships with their dance peers.

Guide your dancer, praise them, and support them as they navigate this journey. Let them know they have the potential to achieve anything they set their mind to. They have an entire dance family who is cheering them on, and we are so very proud of every one of them!



NOTES

NOTES