



## **Highway 22 Dance Handbook**

**Welcome to Highway 22 Dance!**

### **Our Mission**

We are dedicated to providing each student with a high-quality, enriching dance education led by an accredited and experienced instructor. Our inclusive and welcoming environment ensures that each class is not only fun and engaging, but also thoughtfully tailored to support every dancer's individual growth and confidence!

### **Season Overview**

- Season Start Date – Beginning of September
- Dance Season End – Recital Weekend (first weekend in May typically)
- Winter Break – End of December into January
- February Break – Aligned with school division calendar
- Spring Break – Aligned with school division calendar

## Events Throughout the Year

\*a tentative calendar is released to families as soon as the season begins

1. **Annual Bottle Drive (beginning of September)**
2. **Bring a Friend (typically end of September)** – select classes can bring a friend to class to let them join in on the fun!
3. **Watch Night (Mid October)** – Parents/guardians are invited to observe in class and see their student's progress!
4. **Halloween Fun (week prior to Halloween)** – dancers are invited to wear their costumes to class for fun filled evenings of class!
5. **Dance Convention (date TBA)** – date TBA dependant on where dancers have the option to attend. Conventions typically happen between the months of October & November.
6. **Extra Routine Learning Days (Mid–End November)** - optional for Team Beta, Gamma, & Omega students
7. **Pajama Night (week before winter break)** – all dancers are invited to wear their pj's to class for classes filled with fun & games prior to breaking to the new year!
8. **Extra Routine Private Sessions (beginning of January)** – mandatory for dancers registered in extra routines that were taught in November
9. **Stage Practice (end of February)** – mandatory for all competitive dancers, to rehearse their routine on stage or marked stages/in costume
10. **Showcase (end of February/beginning of March)** – all solos/duets/trios and select groups
11. **Picture Day (beginning-mid March)** – Full costume photos taken by a professional photographer. An order form is closer available to date.
12. **Competitions (Mid March-Mid April)** - we attend 3 typically – dates TBA
13. **Dress Rehearsal (Wednesday evening prior to the weekend of recital)** – Full run through of the recital show. Mandatory for all dancers.
14. **Dance Recital (beginning of May)** – Friday 7PM and Saturday 2PM
15. **Dance Wind Up (week following recital)** – a chance for dancers to celebrate all the success as a group from our successful dance season!

### **Dress Code**

All dancers must abide by our given dress code. Our dress code promotes professionalism and to allow for a focused environment. Additionally, appropriate attire allows our instructor to observe posture, muscle engagement, and technique – making it easier to give accurate corrections! Baggy or improper clothing can hide incorrect form and unsafe movement.

## **Competition Expectations**

- Each competition provides different rules and guidelines
- Each competition has different entry fees for spectators, dancers generally receive free admission
- All families/students are expected to have good sportsmanship
- Costumes/tights are to be worn
- Hair/make-up guidelines to be followed
- The routines dancers perform at competition are also their recital routines
- Some competitions provide the option to purchase photos/video
- Instructor/Students will review adjudications within 2-7 days following competition; all awards will be given out in class (solos/duets/trios will receive their adjudications via email or BAND)

## **Recital Expectations**

- Admission required for all spectators
- Tickets sold online in advance to dance families; then released to the public
- Seats are first come, first serve – absolutely no reserving seats, with the exception of graduates reserved by H22
- Costume/tights are to be worn
- Hair/make-up guidelines to be followed
- Volunteers are needed for the weekend to run
- Flowers, Doors Prizes, & 50/50 available for purchase
- Dance Recital Videos available to purchase

## **Communication Expectations**

- Monthly newsletters are sent via email
- Any reminders about upcoming events are sent via email/post to socials
- All important documents are placed in a shared Google Drive which all dance families have access to
- Our social media & website includes all important dates in a calendar
- Our website also includes our important forms to be filled out; such as our absent form
- BAND feed for choreography (to assist students) and for Competition/Convention

## **Highway 22 Dance Required Waivers**

**All dancers registering must agree to the following waivers presented below.**

### **Media Waiver:**

I parent/guardian do hereby agree to let any photos/videos be used on any social media linked to Highway 22 Dance. We are in the eye of the public and are subject to appear in the media; this may include the Newspaper, Facebook, Instagram, Competition Page/Websites, etc. This is BEYOND the control of our dance association.

### **Responsibility Waiver:**

I parent/guardian do hereby release Highway 22 Dance of any responsibility for any loss, injury or damage to person or property of the student registered above; which could be incurred by participating in any classes or event associated with Highway 22 Dance.

### **Email/Consent Waiver:**

I parent/guardian do hereby release Highway 22 Dance to send newsletters/important upcoming information via email.

## **Highway 22 Dance Required Policies**

**Registrants must agree to the following policies presented below.**

### **Class Trial Period:**

1. Dancers will be granted a 1-month grace period (the month of September), to withdraw from their class with a tuition refund. For withdraws after September 30th, no refunds will be issued. The \$80.00 administrative fee is non-refundable. A request for refund must be sent via email to highway22danceassociation@gmail.com by September 30th.

### **Commitment Clause:**

1. Commitment to dance is necessary in preparation for performances, competition, and recital. Especially as we run on a very disciplined schedule. If three (3) consecutive classes are missed without notification (via the absence form), the dancer will be withdrawn from the class without refund or will be offered a class recovery at which the dancer will receive private lessons at an additional cost to regular registration fees.
2. Between the months of November and May, dancers who are attending competition are NOT allowed to miss more than 5 classes, or they will not be eligible to attend competition. Competition/costume fees are NON-refundable.
3. If poor attendance for any student persists the entire season, the student will not be eligible to attend our annual year end recital.

### **Payment/Fee Clauses:**

1. Highway 22 Dance accepts full payment at registration time, or a payment plan of half payment at registration and a post-dated cheque due January 1st, 2027. If other payment contracts are needed, they will be created, and a contract will be signed. Any and all NSF payments will be charged the banking fee that is association is charged.
2. Competition: Highway 22 Dance will pay for the registration fees for one competition (as long as fundraising is completed by the dance family), as selected by the instructor. Any additional competition fees beyond this will be the responsibility of the dance family, and will be included on the competition/costume invoice. Please note that all competition registration fees are non-refundable. Our dance instructor is responsible for all registrations. Registration typically occurs in November, and the cost incurred will be included on your dancer's costume/competition invoice. If a dancer withdraws from the program, they are still responsible for any competition fees incurred on their behalf. Group adjudications are for in class educational purposes only, and will be viewed in class the week following competition. They will not be sent out individually or watched the following week in class. Solo/duet/trio adjudications will be shared with dancers via email or the BAND app within 1-10 days after the event.
3. Costumes: All dancers will require a costume for performances for each class. Highway 22 Dance Association orders the costumes through select costume companies. Costume orders are placed mid-October to ensure delivery from the USA or Canadian Warehouses, and to aim for arrival prior to February. Our instructor will take the measurements for costume ordering/pick the appropriate size. Costumes can only be ordered in select sizes, and some adjustments to costumes may be needed. Costume alterations are at the responsibility of the dance family. All costumes are non-refundable, once the costume order is placed. If a student's withdraws from dance, the dance family will be required to pay for costume(s) that have been ordered.

4. Pictures: All dancers are required to attend our scheduled picture day. The purchase of photos is optional; however, families are responsible for the cost of any photos they wish to purchase.

5. Outstanding balances: if you have an outstanding account from our previous season, this must be paid prior to returning for the upcoming season. This includes balances from not fulfilling all fundraising requirements from the previous season.

#### **Class Placement/Expectation Clauses:**

1. Placement in classes is finalized and at the discretion of the dance instructor. It will be based on age/ability, evaluation, and their experience.

2. Dancers must abide by our dress code. If the dancers purchase incorrect shoes, parents/guardians will be notified and will be required to purchase the proper shoes. If dancers attend class in inappropriate attire they will be given a body suit to wear or will be asked to sit out. Baggy clothing such as sweats, or bell bottom leggings are unacceptable in class.

3. Parents/guardians are to address concerns directly to the board of directors via email. They are not to approach other families, competition directors, our photographer, our videographer, etc. The Board of Directors will deal with all parent concerns. If families go out of their way to address concerns, they may be dismissed from the association.

#### **Class Cancellations:**

1. In the event of weather-related cancellations, dance classes will not be rescheduled unless deemed necessary by Highway 22 Dance.

2. Refunds will not be given for cancelled classes.

#### **Waiting Room/Practice Area Clauses:**

1. Parents are NOT to be in the practice area. A parent watch night will take place TBA during the season.

2. The kitchen remains the waiting room for dancers & parents/guardians. As agreed within our rent conditions, we are NOT to use any of the kitchen contents, with the exception of the microwave.

#### **Fundraising Clause:**

1. Participation in fundraising is mandatory for all dance families. Funds raised help support our dancer discount program, competition fees, costume duties (including border duty, shipping, and taxes), tights, class props, supplies, and more. Families are expected to participate in each fundraiser or may choose a buyout option of \$200 per fundraiser. If a family does not participate or select the buyout option, further action will be taken.

2. Our fundraisers include a bottle drive (September), and 2 raffles (Winter & Spring).

#### **Community Funding:**

1. We accept community funding from organizations such as Creative Kids, Jumpstart, and Kids Sport. However, it is the responsibility of the dance family to apply for the funding.

**Bullying/Vandalism/Stealing:**

1. Highway 22 Dance will not tolerate the acts of bullying, vandalism, and/or stealing. Anyone caught bullying, vandalizing, or stealing will be dismissed from Highway 22 Dance immediately.

**Behaviour:**

1. Dancers/Guardians must abide by the rules and behave in class/at Highway 22 Dance events. Disrespect and inappropriate behaviour will not be tolerated and may result in dismissal from the Highway 22 Dance Association.

## **Highway 22 Dance Association Board Policies**

1. Our board consists of president, vice president, treasurer, secretary, and 3 voting board members, totalling 7 members.
2. The board will not exceed 7 members.
3. Board members will remain in their positions until they choose to resign. Upon a board member resigning, a call will be made to the Highway 22 Dance parent community to seek a replacement.
4. Our AGM consists of a parent meeting/financial report at the beginning of the dance year.
5. Meetings are held at most quarterly, and may be through virtual platforms, or in person. Members must attend the two in person meetings.
6. Members must serve a minimum of two years on the dance board.

### **Current board members 2026-27:**

**Treasurer:** Tina Schmieder

**Secretary:** Krystal Webster

**President/Artistic Director:** Jalisa Fendelet

**Vice-President:** Crystal Lowenberg

**Voting members:** Kayla Hauser, Terese Cowan, & Cheyenne Haymore

Any questions or inquires in relation to our board, can be forwarded to our email at [highway22danceassociaiton@gmail.com](mailto:highway22danceassociaiton@gmail.com)