

Family Handbook
2011-2012



**Welcome To Your
Studio!**

Our Mission

Move With Grace Studios believe that every student is equally important whether involved in Competitive dance training and performance or in Recreational dance programs. We believe in fostering a love of the arts through formalized instruction of syllabus, developed through recognized associations in a fun environment. Students who love their dance experience, will carry it with them for life. Our method focuses on developing a student's ability and enjoyment simultaneously.

All Music, Costumes and Choreography are Age Appropriate.

All Instructors are Qualified.

We motivate through positive reinforcement and not penalty.

***Thank You for making Your Family part of Ours!
We're looking forward to a fantastic
2010-2011 Season with You!!
Warmest Regards
Robyn & Jim***

You Have A Question???????

Yes sometimes it happens & we will usually have the answer for you! Questions during class times takes away from class time for everyone, so please follow this protocol to get the info you need:

- Questions:
Robyn - 519-650-5633 or robyn@movewithgrace.ca

NOTE: Even if Robyn is not your child's teacher, as the owner of the studio, she wants to be involved in the education of all students. **Please direct the question to her first.**

The Dance of Independence

Dance class may be the 1st time children are separated from their parents.

The new place and people can be frightening at first, until the child becomes comfortable in the class.

Many children take the first few classes to watch or participate
minimally.

This is normal and as long as they are learning, there is no problem!

Other children may take several weeks to get used to the class.

Though your child may feel safer with you in the room, remember that other children may be shy in your presence, so parents are encouraged to wait in the lobby if possible.

So what do you do if your child is scared?

- Explain what dance class will be like several times before coming to class.
- Watch other children in classes.
- Come early to look around the studio and to transition into the room.
- Encourage your child to teach **YOU** the class after they take class. They learn to appreciate dancing with and without you.
- Make a plan with the child for you to move further away each lesson.
- Set a time for hugs and kisses before and after class.
- Let the child tell you how they could make class feel safer- a teddy to stand in for you
- Value this dance of independence for what it is!

Drop Off and Pick Up

- Please accompany your child into the lobby no earlier than 15 minutes before class.
- Also for pick up, please pick your child up immediately after their last class.
- We prefer children under the age of 12 to be dropped off and picked up in the lobby directly.

Health Issues

Students and parents are asked to inform us of health restrictions as they occur.

- Illness in a public environment is always a concern. Please use common sense and be respectful of others if a student contracts an ailment which may be contagious.
- It is the parents responsibility to alert staff to any existing medical conditions and to inform us of any relevant changes to these conditions. We cannot control allergens in the studio and **are not** therefore a peanut free facility.

Healthy Environment

Move With Grace is proud of our involvement with the Waterloo Regional Police Association's "Racing Against Drugs" providing role models and healthy alternative activities to youth in our region.

Our Studio has adopted a **Zero Tolerance** policy regarding any drug or alcohol use or possession in or around the studio.

Additionally, in compliance with Ontario Law, there is absolutely **no smoking** in the studio

Behavioral Issues & Disruption

Move With Grace Inc. reserves the right to discontinue registration for any student based on the behavior of the registrant and or their family and or non conformity to any of the policies and procedures laid out in this book; or in any other publication or stated procedure of the company.

Studio Etiquette

We are striving to provide a great environment for your kids, so please observe the following:

- Food, Gum or drinks are restricted to the lobby only.
Please do not eat in the change rooms.
- Students, siblings, parents and guests are expected to treat the facility with respect.
- Students' siblings and friends if waiting for them, **must be supervised by an adult and are not the responsibility of the studio.**
- Barres are not to be hung or sat on, mirrors should not be touched.
- Please be *graceful*. If you have a concern with anyone or anything please speak to us. Gossip is distasteful and contrary to the spirit of our studio. This applies to students and parents alike.

Late to Class Etiquette

If you are late for class, please follow these simple guidelines to ensure the least distraction to the class and to be polite and considerate to the other students:

- Please knock on the door, the teacher will open the door for you after finishing his or her point on the lesson.
- Apologize for being late as we are all trying to lead by example.
- Go to a back corner of the studio to complete a quiet 5 minute warm up to prepare for class.
- Join the class after you are prepared.

NOTE: We understand everybody has occasions to be late for various reasons. The above is a recommendation to make it the least disruptive. Obviously the age of the student may require a slight variation of this policy.

Inclement Weather

Many times when the schools have cancelled busses, conditions have changed by the time Dance Classes begin. Class cancellations will be decided by 2:00 PM. Please call the studio at 519-650-5633 for a recorded message or consult the website. All cancelled classes will be given an alternative class time.

Please use your own best judgment as to whether it is safe to travel. If you have missed a class, please speak to Robyn regarding a makeup class.

Bathroom Policy

For the benefit of all students and the least disruption to class, please have your child go to the bathroom before starting class.

- All students must be able to maintain their own bathroom activities.
- Staff will accompany young students to the door only.
- All students should be toilet trained.

Change Room Policy

The ladies Change Room is accessible immediately off of the main lobby and are intended for ladies only. **Dad's and siblings** are asked to ask a staff member for assistance in any requirements with this regard. Please follow this policy regardless of the students age as we wish to respect all Family's values with this regard.

Two Family Bathrooms are available in the Lobby.

Parking

Parking on King Street in front of the Studio is permitted for up to two hours by city bylaw. There are 23 parking spots at the side of the studio accessible from both King and Union St. There are an additional 6 street spots on Union beside the studio.

Entrance

The entrance to the facility is located on King St.

Winter Boots Policy

When entering the building during wet and snowy weather, please walk on the exterior wall side to the left of the main entrance.

Boot racks are available there before entering the complex.

Dancers entering to go to the change rooms will be required to remove their boots or street shoes to the racks located in the lobby. Only stocking feet, dance shoes or indoor shoes are to be used on the “dry path.” This system will not only keep the students feet dry and comfortable, but it will reduce the tracking of salt and water into the facility and onto the professional flooring system.

The Studio Lobby

For your comfort, we have a fully functional lobby restaurant and seating area. All of the classes are displayed for parent viewing at all times one of our 6 30” LCD colour displays. These are also Cable equipped for dads and mom’s that can’t bare to miss a show...but we’ll be watching the kids...right? Great coffee! The area is a wireless hot spot for you’re surfing pleasure.

Emergency Procedure

Medical In the event of a medical emergency and the absence of a guardian, *Move With Grace* will seek emergency medical treatment for the student. This has been agreed to by you as a guardian during the registration process. Every effort will be made to contact the guardian immediately in this event.

Non Emergency Medical A First Aid kit is located at the front desk, in each studio and contains the appropriate supplies to treat most Non Emergency medical Incidents.

Fire Procedure Fire Extinguishers are located in the Lobby, main hallway and in each studio. There are Three Emergency Exits in the facility, in the event of Fire, please proceed calmly to one of the Exits and leave the building. Our Fire plan calls for all students to meet at the front of the building, under the main sign to be role called from the attendance forms.

Video Surveillance

All public areas, exterior doors and classrooms are monitored by CCTV for your student's and our staff's safety. **Smile, you are on camera!**

Competitive Program

Move With Grace Studios does not differentiate between competitive and recreational students in the treatment of the students or the teachers that instruct. All of our staff teach both streams.

We do however have some special classes that are specifically for competitive stream students, which are strictly for technique and practice of specific high difficulty dance maneuvers.

Competitive students tend to require a higher degree of training, which we achieve through a higher number of hours per week in commitment. All Competitive Students are required to take at least one Ballet class to impart a strong basis of training which is needed to perform at a similar level as other schools in Competition. Competitive Hip Hop does not require a Ballet core class but usually can benefit from Acrobatics or Jazz class training to assist in flexibility and jumping.

Students interested in Competition should also consider that the commitment is greater as other students rely on your child's participation and dedication. Since the investment is greater on the part of your child, the Teacher's time and of other students, a contract is required in order to protect the financial and time investment of all parties.

A Pre Competitive program also exists for students that would like to get involved into the Competitive scene, but are unsure of their ability to commit. In this case a contract still exists, but the requirements are not as stringent.

We run a Competitive Summer Camp in August to assess the skill level of the students prior to the next dance season. Attendance to this program is **strongly** recommended.

If you are interested in any of the competitive streams please speak to Robyn. She herself was a Champion Highland Dancer and performed in other dance forms worldwide. It is generally a very rewarding experience for a child and builds great team spirit and self esteem.

Classroom Behavior

The *Move With Grace* strives to teach dance in an environment that encourages *grace*, self esteem and respect of self and others. Classroom behavior expectations are centered around assisting all students in gaining the maximum benefit from our Programs. We ask for your cooperation as parents in holding your child to these high standards.

- Participants should endeavor to be on time for class
- Appropriate class attire is appreciated.
- Talking should be limited to appropriate times as during small group preparation or when called on by a teacher.
- Absolutely no profanity, gossip or harmful remarks will be tolerated by students or by parents.
- No food, drink, chewing gum or candy is allowed in the class, unless provided by the teacher. Water breaks will be given if needed.
- Students are expected to participate fully in all classroom exercises unless restricted by health reasons.
- A student unable to participate on a particular day should notify the teacher in writing before hand.
- Students who may be temporarily physically incapable of dancing due to injury should still attend class to observe as they can still learn a great deal.
- Students are expected to respect teachers, volunteers, guest artists and each other.
- Students should not sit down to “rest” during class. This causes the muscles to “cool down” and can cause injury when resuming exercise.

Lobby Use

The lobby furniture is there for everyone’s use however, parents are asked to ensure students and siblings are using the furniture properly. Climbing, jumping and running can cause injury to them and others, while in the lobby. Also please ensure children are not playing with the equipment in the lobby (Vending Machine)

Lost & Found

We are not responsible for lost or stolen items. The change rooms are public use areas so please do not leave valuables in them. Please ask a staff member about your item.

Communications

Please check regularly on our Website for important announcements and newsletters. Most information required will be available in a downloadable format in Adobe. Also at the front desk is a white board for general announcements.

www.movewithgrace.ca

www.facebook.com/movewithgracedance <like>

Community Service & Letters

Move With Grace gets involved for worthy causes. Part of our mandate is to develop good character in our students. We perform dance outs at nursing homes, community events and have worked with both the Public and Separate School boards in their Physical Fitness curriculum. If you are a member of an organization that would like a seminar, dance clinic, performance or related activity, please speak to Mrs. Robyn.

We will also help senior students fulfill their community service volunteer hours mandate for OAC.

Letters of recommendation may be considered upon discussion with Mrs. Robyn.



Useful Info

How to make a bun

PROCEDURE - LONG HAIR

1. Brush hair to remove all tangles.
2. With 1 hand, gather hair into a "bunch" at back of head. With other hand, lightly spray hair around head with water (there is no need to spray ponytail unless hair is layered).
3. Neatly brush hair into a light ponytail and secure with covered elastic. Ponytail should be no lower than middle of back of head. (can be higher if preferred)
4. Use side of brush bristles (or a comb) to smooth hair towards ponytail.
5. Spray hairspray evenly around head.
6. Twist ponytail and begin to coil hair around elastic. Insert hairpins every inch or less with some hair from ponytail and some from head in each pin. Coil hair into bun a bit at a time, insert pins, coil a bit more, insert more pins, etc. until all of ponytail is wound around to make a "snail coil" that is as flat against head as possible.
7. Wrap hairnet around bun, doubling or tripling net according to size of bun.
8. Add a few extra hairpins to ensure that bun is closely attached to head.
9. If needed, insert bobby-pins on top or sides of head, or below bun, to secure wispy pieces in place.
10. An additional, very light spritz of hairspray may be used if needed.



How to make a bun

INTO A SHORT PONYTAIL

1.-5. Follow same procedure as for Long Hair.

6. Braid ponytail as far as possible, then secure end with another covered elastic. Fold end of braid under and press it flat against head. Secure in place with hair-pins.

7.-10. Follow same procedure for Long Hair.



PROCEDURE - VERY SHORT HAIR

1. Put a circular, black fabric hair-band around head to keep hair off face.

2. If possible, make a small ponytail low at back of head just above the hair-band.

3. Insert one bobby-pin behind each ear to hold hair-band in place.



Why have a Uniform?

There several reasons a studio enforces a uniform policy. Many are not the reasons that most families think. Below are the key points as to why we have this policy:

- Body suites and tights (especially for ballet) help the teachers see the children's bodies and lines for appropriate positioning and correction
- The same attire for all students in a class maintains an equality so that all students are focused solely on the class and content
- Cleanliness of uniform in general is important for all students not only for comfort but to instill as sense of discipline
- Appropriate shoes are important to help the dancer perform to his or her best ability. Different shoes have been developed for different styles of dance dependant on the specific demands of the art. For example ballet slippers complete the line of the leg visually, while jazz shoes have specialized flexibility and grip for jumps and turning.
- Jewelry is typically not appropriate for class for reasons of safety, as long earrings and necklaces can get caught in hair or clothing while moving. Rings can cause scratches or injury as well.
- Hair requirements are slightly different between various forms but in general is always up for class. Off the face and preferably in a tight bun (ballet) or tight pony tail, so the instructor can see the face of the student, so the student does not become distracted and so the hair is not caught.

NOTE: We understand circumstances sometimes do not allow an exact reflection of the above guideline. Please make an effort overall.

Class & Individual Photographs

We book an annual Photo session with a professional photographer every year just before recital. Students have the opportunity to be photographed both individually and with their class at that time. Purchasing the photo is optional.

Recital

No students are required to participate in the recital; however, for most it is the highlight of the year. After a student has worked hard all season long, it is a feeling of personal accomplishment to perform on stage beautifully costumed before family and friends. Information on Make Up, will be provided in the spring Newsletter. There will be a committee formed for recital planning if you are interested.

Recital DVD

Each year we book a professional videographer to record the annual recital. The purchase of this produced disk is optional, however the memories are guaranteed to be captured. We use DRC Video Productions, which covers all Copyrights for Music and does Video Judge for competitions.

A meeting will be called in early October for parents to form a recital committee.

CCTV Use

All studios and public areas and entrance/exits to our facility are recorded to Closed Circuit Television and are recorded for the security of the children and instructors.

Intellectual Property

All music cuts, choreography, class demonstration, syllabus, costume designs, methods and teaching style are the intellectual property of Move With Grace Inc. No reproduction or sample, of the aforementioned will be used in any manner whatsoever without our expressed written consent.

SOCAN

All music used for instruction within our facility is licensed under the Society of Composers Authors and Music Publicists through Tariff 9 of the Copyright Board of Canada. Many studios do not pay this tariff, we feel it is important and ethical to do so.

Class Syllabus

All instructors at our studio are qualified to instruct dance and are adults. Many have certifications under multiple organizations who issue recognized syllabus including Royal Academy of Dance, Imperial Society of Dance, Dance Masters of America, ADAPT, Performing Arts Educators of Canada and the British Association of Teachers of Dance. We offer examinations in both BATD and CDTA as these organizations certify and offer examinations in all major dance forms, not just Ballet. All are recognized and can provide the tools necessary for a young student to excel in any discipline up to professional.

Enrollment Policy

Trial Period *Move With Grace* offers a 4 week trial period to all **new registrants**. We are very confident in our programs and encourage new students to try various forms of dance in this period. Please note that the placement of students is tentative at registration and some students and/or classes may be switched. Advanced scheduling is difficult, but we will do our best to accommodate everyone. All class changes should be finalized during the 4 week trial period. Please note that anyone in a class after the four week trial period has ended will automatically be added to the class list and billed for the year. You are responsible to pay for any dance you do during the drop add trial period.

Enrolment: Enrolment is on a first-come, first-served basis. For full classes, a waiting list will be maintained to accommodate other students if and when space becomes available. Classes are limited in size and students are grouped according to age and ability level. Classes begin in September and end in June with our annual Spring Production. Registration fee and first payment plan installment are due at time of enrolment. *Move With Grace* retains the right to refuse registration without cause upon the decision of the director and or revoke dance privileges at any time without notice. Any such decisions **without cause** will result in a refund of the prorated balance of class fees. Revocation of privilege **with cause** will result in no refund to the registrant.

Registration Fee: A non-refundable \$20.00 registration fee per student is required at the time of enrollment plus the first month or term of dance. This fee will reserve the student's placement in a class. In the event that a student withdraws from a class, this deposit is forfeited.

Pre-registration: Students pre-registering for September to guarantee class spots forfeit reimbursement of the 1st payment in the event of withdrawal prior to classes starting in September.

Tuition: Tuitions are due upon signing for all courses booked. Should you wish to amortize the amount over three terms we will consider doing so for clients who have displayed good credit habits. Monthly amortization will be granted at the managements discretion but is subject to an interest penalty of 12% per year.

Tuition Payments Payment may be made either by personal check, cash, Visa, Mastercard. Checks should be made payable to **Move with Grace Inc.** To ensure proper credit, please put your child's name on the check, especially if your child has a different last name than yours.

Late Fees and Returned Checks **A \$25.00 processing fee** will be added for all returned checks and declined credit cards. Late fees of 2% per month will be assigned to overdue balances. The studio reserves the right to discontinue a dancer's classes for non-payment of tuition and fees when necessary and to proceed with collection efforts.

Past Due Tuition: Parents or students who allow their account to go into arrears may forfeit their place in class and in the recital. If a circumstance should arise where a payment will not be made at an agreed time it is incumbent upon the client to inform **Move With Grace Inc.** immediately to make alternative arrangements. **Past due amounts will be subject to collections activities if alternative arrangements are not made.**

Withdrawals The studio requires written notice to the front desk at least 4 weeks prior to discontinuing classes. You will be responsible for **four weeks tuition** from the date the studio receives notification prior to October 15th. **Withdrawals after October 15th, 2010 are non refundable** as the class spot cannot be filled or replaced after that date. Registered students are responsible for the full year's tuition past October 15th. Students are responsible for letting the instructor know if they will not be returning to a class.

Important Dates

Sept 10th - New session begins

Sept 17th - Studio is Closed for Miss Laurens Wedding

June 2nd to 7th –Photo Week

June 8, 9th & 10th –Recital Weekend (Tentative)

June 16th –Open this Saturday (only Saturday) past recital to make up for the
Wedding closure

Planned Closures 2011-2012

September 17th Wedding

Oct 8th to 10th -Thanksgiving Holiday

Dec 23th to Jan 2rd -Winter Holiday Break

Feb 20st -Family Day (Only closed Monday)

Mar 14th to 18th -March Break

Apr 6-9th -Easter Break

May 19th to 21st -Victoria Day Weekend

It's not Just to Dance...

grace (grās) *n.* **1.** Seemingly effortless beauty or charm of movement, form, or proportion. **2.** A characteristic or quality pleasing for its charm or refinement. **3.** A sense of fitness or propriety. **4. a.** A disposition to be generous or helpful; goodwill. **b.** Mercy; clemency. **5.** A favor rendered by one who need not do so; indulgence. **6. Graces** *Greek & Roman Mythology* Three sister goddesses, known in Greek mythology as Aglaia, Euphrosyne, and Thalia, who dispense charm and beauty. **7. a.** Divine love and protection bestowed freely on people. **b.** The state of being protected or sanctified by the favor of God. **c.** An excellence or power granted by God. **8.** A short prayer of blessing or thanksgiving said before or after a meal. *tr.v.* **graced, grac·ing, grac·es** **1.** To honor or favor: *You grace our table with your presence.* **2.** To give beauty, elegance, or charm to. **3. Music** To embellish with grace notes.

...It's to Move With Grace!

