



DANCE ROOTS

2018/19

Policies, Fees
& Notable Dates

Policies

- Dance Year:** The 2018/19 dance year commences on Saturday, September 15, 2018 and runs until Sunday May 19, 2019. The week of Monday May 20-Thursday May 23 will be utilized for recital prep and make-up classes as required. Our year-end performance, ***Dreams in Progress 2019*** technical rehearsal Friday May 24th; Show day Sunday May 26, 2019 (2 shows).
- Dance Attire:** Dance attire is designed not only to provide freedom of motion but also to allow the instructor a clear view of the body. Safety is also a consideration in our dress code therefore, it is mandatory that students follow the dress code appropriate to the class in which they are participating. Jewelry must not be worn in class and no chewing of gum will be permitted. Studio dress code can be found here.
- Where to purchase? Dance wear can be purchased at Brio, our vendor of choice. They have 2 convenient locations in Ottawa.
- Communication:** The primary communication tool to parents, students, and staff is through our online database. Please ensure you watch for emails from DanceRoots 2018/19, dancerootsdirector@gmail.com and dancerootsoffice@gmail.com and add us to your address book to prevent emails from being routed to your junk folder. Important notices, as required, will also be placed on the communication board in the entry way at DanceRoots.
- Emergency Closings:** In case of weather warnings or any unforeseen emergency, DanceRoots reserves the right to cancel a class without a make-up class or refund. Closing notices will be sent through our online database. In addition, a message will be placed on the DanceRoots business line (613.425.0138), if and when possible. DanceRoots takes the safety of it's staff and students seriously and as such classes will only be cancelled should anyone's safety be at risk (freezing rain being a big contributor this past year)
- Should a class be cancelled for other reasons every attempt will be made to reschedule the class to the week of May 20, 2019. We have set aside this time for such a circumstance. *All classes are subject to cancellation based on enrolment levels.*
- Feedback:** DanceRoots always welcomes feedback. Should you wish to share comments, please email them to dancerootsdirector@gmail.com with the subject line: Feedback. You can also drop suggestions or feedback into our drop box located in the foyer of the studio. We take all comments under consideration and strive to respond within a reasonable time frame.
- Child Safety:** DanceRoots and its instructors are not responsible for children before or after class time. We ask parents to drop-off and pick up children 12 and under inside DanceRoots. We have a security lock with a passcode for all registered families during regular business hours.
- Code of Conduct:** DanceRoots reserves the right to ask disruptive students to leave a class. Should conditions persist, we reserve the right to discontinue registration in all classes.

Registration and Fees

- Registration** Registration can be completed by selecting the **REGISTER** tab @ <http://danceroots.ca>
- Class Fees:** Fees are based on the number of in class hours each student receives throughout the year.
- Outstanding Fees:** Families that have an outstanding account balance will not be permitted to register until all fees are paid in full. All accounts must be at 0.00 balance by April 15, 2019. *Recital costumes will not be released to families who are carrying an account balance.*

Discounts:

Package Fees

DanceRoots offers CORE package pricing for groupings of classes allowing additional savings over single class fees. Please contact dancerootsoffice@gmail.com for options and additional information.

Family Rates

We pride ourselves in being family friendly and as such we offer a reduction of fees for each additional family member at a rate of 10% per class.
Note - Discounts do not apply to summer programming.

Other Fees:

Registration fees: a 25.00 registration fee is added to each students family account at the beginning of each dance season. There will be no registration fee for summer programming.

Exam Fees:

For students registered in exam classes (i.e., Graded RAD Ballet, ADAPT Jazz and Tap classes), additional fees apply and are paid separately to cover the costs of exam fees, pianist fees, and extra class time. *Exams are mandatory in these classes. 2018/19 is an exam year.*

Costumes & Fees:

At the end of the dance year, DanceRoots holds its annual end of year gala, *Dreams in Progress*. All dancers participate in this show. Costumes are created by our seamstress in Toronto. Measuring day will be announced and all dancers are to attend. It is important to note, depending on artistic vision, some costumes will be DIY. Hip Hop costumes are rarely made and are sourced both locally and online according to the latest trends. Costumes are 100.00 +HST per class and added to each account at registration. Recital costumes will not be handed out unless account has been paid in full.

Payment Options:

Cash, cheque, Interac e-transfer*, Visa/MC** (service fee applies), accepted. A drop-box is provided at the studio for cash/cheque payments. All drop-box payments must be secured in an envelope and clearly marked with the child's/family's name, class and time. Instructors will not accept payment. NSF cheques will be charged a \$25 service fee. We have several payment options available as follows:

~ **Single Payment Option:** Sept 15th, 2018 (any payment method*)

~ **Dual Payment Option:** 50% due Sept 15th, 2018 & 50% due Feb 15th, 2019 (any payment method)*

~ **Initial Deposit + 7 equal monthly instalments:** 20% deposit due Sept 15th, 2018 with 7 residual payments commencing Oct. 15th, through April 15th, 2019 (post-dated cheques or pre-authorized credit card payment** ONLY)

*E-transfers: DanceRoots can only accept e-transfers for 1&2 instalment options. Monthly plans *must be remitted by post-dated cheque or pre-authorized credit payment.*

Use password : danceroots. Please notify us at time of registration if this is your preferred payment option. Payments can be sent to dancerootsoffice@gmail.com

**Credit card payments will be processed by the office on the 15th of each month with billing information stored in our secure server. There will be a 2.5% fee applied to each credit card payment authorized by the client.

Refunds:

There will be *no refunds after December 31, 2018 for full-season classes*. Refunds on or prior to December 31, 2018 must be requested in written form and will be pro-rated on a monthly-basis based on the date of request. An administration fee of \$50.00 will apply. No admin fee will be charged before October 15, 2018. There are no additional fees for transferring between classes. No refunds are issued for Adult classes and Daytime Sessions. If withdrawal from a class is required, please email the office asap.

Important Dates:

Classes commence	Saturday September 15, 2018
Thanksgiving break	Saturday October 6 - Monday October 8, 2018
Winter break	Monday December 24, 2018 - Sunday January 6, 2019
Family day	Monday February 18, 2019 (make-up classes Monday May 20)
March break	Saturday March 9 - Sunday March 17 2019
Easter break	Friday April 19 - Monday April 22, 2019
Classes end	Sunday May 19 2019
Recital closing number	Monday May 20, 2019
Make-up/recital prep	Monday May 20 - Thursday May 23
Recital Tech rehearsal	Friday May 24, 2019 Algonquin Theatre
Year-end show	Sunday May 26 (2 shows)