



# DANCE ROOTS

2022/23

Policies, Fees  
& Notable Dates

## Policies

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**COVID Policies:** DanceRoots is committed to providing the safest environment for our students. Students will be met at the door of the studio by a staff member to check in for their classes. Students will be invited in if they have not experienced a fever or cough within the past 48 hours, have not come into contact with anyone experiencing COVID symptoms. Studios will be cleaned regularly, as will all common spaces and bathrooms. If a child is experiencing a fever, respiratory symptoms of any kind, and/or a cough, they must stay home until they are symptom free for 48 hours.

**Dance Year:** The 2022/23 dance year commences on Saturday, September 10th, 2022 and runs until Sunday, May 27, 2023. Our year-end performance, *Dreams in Progress 2022* technical rehearsal Friday May 26th; Show day Sunday May 28th, 2023.

**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, [dancerootsdirector@gmail.com](mailto:dancerootsdirector@gmail.com) and [dancerootsoffice@gmail.com](mailto: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 its 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 in past years). Should a class be cancelled for other reasons, every attempt will be made to reschedule the class. 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](mailto:dancerootsdirector@gmail.com) with the subject line: Feedback. You can also drop suggestions or feedback anytime 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 at the door at DanceRoots.

**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

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**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 Feb 1st, 2023. *Recital costumes will not be released to families who are carrying an account balance.*

Exam Fees: For students registered in exam classes (i.e., Graded RAD Ballet, additional fees apply and are paid separately to cover the costs of exam fees, pianist fees, and extra class time.

Costumes & Fees: At the end of the dance year, DanceRoots holds its annual end of year performance, *Dreams in Progress*. All dancers participate in this show. Costumes are ordered starting in January. 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. Costumes are approx. 100.00 +HST per class and added to account February 15th, 2021.

Payment Options: Cheque, Interac e-transfer, and cash payments accepted. We have the following payment options available as follows:

~ **Single Payment Option:** Sept 1st, 2022 (any payment method)

~ **3 equal instalments:** Sept 1st, November 1st, and Feb 1st 2022/23 (Cheque or e-transfer)

\***E-transfers:**

Please notify us at time of registration if this is your preferred payment option. Payments can be sent to [dancerootsoffice@gmail.com](mailto:dancerootsoffice@gmail.com)

-Cash Payments accepted. Please inquire upon registration with [dancerootsoffice@gmail.com](mailto:dancerootsoffice@gmail.com)

Refunds: There will be *no refunds after December 31, 2021 for full-season classes*. Refunds on or prior to December 31, 2021 **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 for requests received Oct. 15 or later. There are no additional fees for transferring between classes. If we experience another Government shut down we will go to an online platform.

<u>Important Dates:</u>	Classes commence	Saturday September 10, 2022
	Thanksgiving	Saturday October 8th - Monday October 10th, 2022
	Winter break	Monday December 19th, 2022 - Sunday January 1st, 2023
	Family day	Monday February 20th, 2023
	March break	Saturday March 11th - Sunday March 19th, 2023
	Easter break	Friday April 7th- Monday April 10th, 2023
	Classes end	Sunday May 26th, 2023
	Recital Tech rehearsal	Friday May 26th, 2023, Algonquin Theatre
	Year-end show	Sunday May 28th, Algonquin Theatre