



## **STUDENT/PARENT HANDBOOK 2024/2025**

### **WELCOME TO PEAK DANCE COMPANY**

Peak Dance Company is committed to offering the finest in dance education to our students. Regardless of whether a student wishes to pursue dance as a career or participate in personal development and enjoyment, we are committed to offering each student an education in dance that is based on their needs.

Our students are enrolled in classes that are suitable for their individual stages of development and age. As the student advances, the variety and intensity of the class work may increase.

Peak Dance Company students will not only gain a strong foundation in dance but also gain a strong foundation in life skills. Our students take pride in their ever-expanding abilities to manage their time well, follow instructions, stay focused, be self-disciplined, be prompt, be creative, be problem solvers, and offer the gift of performance to audiences.

We look forward to working with your child in our school. We know we have the best to offer in dance education here and we are honoured that you have chosen Peak Dance Company.

This handbook has been developed to answer many of the Frequently asked questions about the studio.

Please feel free to call/email us or come in at any time with questions.

[info.peakdance@gmail.com](mailto:info.peakdance@gmail.com)

Charee Romo: Executive Director  
Celina Romo: Administrative Assistant



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SIGNED COPY - PLEASE RETURN TO OFFICE



## **Mission Statement**

Peak Dance Company strives to create a safe environment where children of all ages can come to learn the art of dance and fitness.

We believe in an all-inclusive approach, understanding that every dancer has their own set of strengths and weaknesses. It is our goal to equip all of our students with the skills needed for them to reach their personal goals. Our highly trained and experienced dance instructors will bring their passion for the arts to help inspire and encourage our students through their journey.

It is Peak Dance Company's goal to help each of our students develop attributes such as self-confidence, discipline, cooperation, attentive skills, patience, time management, and dance skills including poise, coordination, balance, flexibility, and the awareness of a healthy active lifestyle.



## STUDIO POLICIES

### HOW TO REGISTER FOR CLASSES:

1. Register online or in person.
2. Pay the registration fee, first month's tuition & costume, and Photo deposit/s when you register.
3. **Sign all forms and waivers before your first class.**
  - Registration form / Withdrawal consent (included in online registration)
  - Student Handbook Policy Agreement
  - Accident/Injury Waiver
  - Photo/Video Waiver

**REGISTRATION** is on a first-come, first-served basis. Returning students are given priority during the last week of July. All registrations are processed in the order received. Class size limitations will be strictly observed and we do not hold spots for Returning Students, so please register as soon as possible. After the priority registration, ALL registrations (for new and returning students) are processed in the order received. We require a minimum of 5 students to run a class or as Peak feels fit. All fees/deposits are required to complete your registration. All Fees/Deposits are **NON-REFUNDABLE**.

**Registration fees are \$25/student or \$50/family.**

A Photo day sitting fee of \$3.00 fee dance will be added to your registration  
Costume deposits are listed under the title **Costumes**.

**Please note that paid tuition and deposit Fees are NON-REFUNDABLE**

**TUITION** is payable on the 1st. of each month. We accept Cash, Cheques, MasterCard, Visa, or Debit. You may also enroll in Auto-pay.

**Auto-pay:** You can choose to set up the auto-pay at the time of registration. This form of payment allows the studio to take payment at the beginning of each month. Should you choose this form of payment the 2.99% + \$0.30 will be waived.

**Cheques:** If you wish to pay by cheque we do require all 10 cheques (Dated Sept 1 - June 1) to be received at the time of registration. The first cheque must include the First month's tuition, registration fee, and all Costume deposits.

**Cash:** Any payment coming in the form of cash must be received on or before the 1st of each month.

**Credit Card:** We can take payment in the office with one of these methods. Please note a 2.99% + \$0.30 convenience fee will be added to this form of payment. The first month's tuition, registration fee, and costume deposits are due upon registration and are **NON-REFUNDABLE**.



**LATE/NSF FEE** - **NSF** cheques are subject to a \$30.00 fee.

A NON-NEGOTIABLE \$25 **late fee** will be added after the 5th of each month. If payment is not received by the grace period your child will not be allowed to attend class until the balance is paid in full.

**Withdraw Fee:** Should a student wish to fully withdraw from Peak Dance Company before the end of the season, a \$50 withdrawal fee will be charged. This does not apply to students wishing to drop or change a class.

**COMPETITIVE AND COMPANY FEES** cover the costs of attending competitions. Once the competitions have been decided upon parents will be invoiced. All invoices are sent out in late October and are due in full by December 1, 2023.

**COMPETITIVE AND COMPANY DEPOSITS** are made at the time of registration. All deposits are \$50/class and are NON-REFUNDABLE.

**REFUNDS** are not made unless the studio must cancel a class due to low registration.

**Dress Code:** Please refer to our website for the proper Dress Code for each of your child's classes.

**ABSENCE/MAKE-UP CLASSES** - We encourage consistent attendance. The curriculum is ongoing and cumulative. If a student misses too many classes, he/she will fall behind and be frustrated. We understand that conflicts or illnesses may cause dancers to miss a class. Should your child need to miss a class due to illness or another conflict please notify the studio by email or via the parent portal. To use the parent portal, open your account; go to More > Settings > Portal Settings > Scroll down to Absences. Here can let us know that your child will not be in attendance.

If a student misses multiple classes, they may be required to make up those classes. Students should take one level down when doing their make-up class. Students who require make-up classes will be notified by the instructor or by email. All make-up classes need to be scheduled and approved before the student attends a make-up class.



**MEDICAL SITUATIONS** - In the case of a medical condition that prevents a student from dancing and exists for **30 days or more**, he/she may choose to

A) sit and observe the class for the required time, by a doctor, provided there is adequate time to get caught up. This is at the discretion of the dance teacher and director.

OR

B) Withdraw from the class and receive a credit (for any deposits not yet assigned) for the following year.

Both options require 1) a letter from a doctor stating the medical condition and the number of days a dancer is unable to participate in class.

Dancers physically unable to participate in class for a **short period** of time, must bring a doctor's note stating the suggested time of rest and must continue to attend and observe their classes so they do not fall behind in the curriculum. No credits will be issued.

**LOST ITEMS** - Please label all belongings. A lost and found box can be found in the studio's sitting area. All valuables should be taken into the classroom with you. The studio cannot be held responsible for lost items.

**TARDINESS** - All students are expected to arrive on time and in the appropriate attire. We understand that circumstances may delay you, sometimes. If you are more than 10 minutes late, you may be asked to sit and watch the class. Classes are designed to warm up muscles slowly and properly. Jumping into a class that has already started may cause injury. If you are tardy, please see the instructor, and ask him/her whether you can join the class or watch. Please respect your instructor's decision in this matter; they are only looking out for the student's best interest.

**INCLEMENT WEATHER** - The safety of our students, teachers and parents is of utmost concern. If the weather is bad (snow, ice, or dangerously cold), we may cancel classes. Sometimes, however, the weather and roads may clear in time for our afternoon classes. Please check our website regularly for updates during these times. Should a teacher wish to reschedule (and schedule permits) you will be notified. Missed classes due to weather will not be refunded.



## **CLASS DESCRIPTION, ATTIRE & TEACHERS BIO'S**

You can find all this information on our website: [www.peakdance.com](http://www.peakdance.com)

### **STUDENT PLACEMENT**

We believe that it is important for a student to be placed appropriately so that he/she can get the most out of the class. Our instructors take a personal interest in each student. Student evaluations involve determining a student's ability in light of previous dance experience, individual skill, and muscle development. Our instructors closely monitor the progress of each student to maximize the benefits of their dance training while minimizing the risk of physical strain.

With that in mind, from time to time, at the end of a school year, a student may be asked to move back/forward depending on his/her ability. Age is a secondary consideration. Please do not take this personally. Your child's success and safety are our priority. However, if your child's instructor feels that your child is falling behind part way through a year they may be asked to come in for privates. This is optional and at an extra cost.

### **COMPETITIVE AND COMPANY PLACEMENT**

For our dancers who would like to take their dancing to the next level, we invite them to **audition** for one of our competitive/company groups. These groups are required to take certain genres of dance depending on their field of interest.

Through participation in competitions, we hope to instill in our students an appreciation for other dancers and schools. We are not out to beat anyone; instead, we hope to motivate both students and faculty by exposing them to the highest caliber of talent available. Only then can we produce the best dancers and teachers possible. For us, competition is an education!

Competitive and Company Students may participate in between 3-4 competitions yearly. Studio jackets are a must for all competitive/company students and must be worn during award sessions. This is an extra cost.

It is important to us at Peak Dance Company that our students not only have the opportunity to compete and showcase their talents but also to give back to their community. When opportunities arise, Peak Dance Company will attend such events. Competitive students will be given the opportunity to participate. When needed, separate classes will be held and scheduled to prepare the students for these events. No extra fees will be charged for these events.

**\*Auditions for Competitive/Company groups are held in the summer.**



## THE DIFFERENCE BETWEEN COMPETITIVE AND COMPANY

**COMPETITIVE** students can specialize in only one of these fields; Ballet, Tap, and Hip-Hop. However, students wanting to compete in Jazz, Lyrical, Contemporary/Modern, Acro and or Musical theatre must also be in Ballet. Competitive students are not encouraged to do solos/duos or trios.

**COMPANY** students who are invited to join a company group will take all their classes together, with the exception of some ballet classes. All Company students will be required to take a minimum of 5 classes:

two Ballet classes, Jazz, two elective classes.

Additional classes are recommended but not mandatory.

Students in the Company are encouraged to participate in either a solo/duo or trio.

**PARENTAL INVOLVEMENT** - We encourage parental involvement by sending regular emails with information about important studio news and events. Please make sure to add these dates/events to your calendar as your presence means a lot to your child.

**SAFETY** - The safety of our students is a priority! Should the situation be minor; cuts, scratches, or twists, the teacher will aid as necessary. If a student suffers a major injury during class, the Director will call the Emergency Medical System (911) and the child's parents immediately. A First Aid attendant will tend to the student until medical personnel arrive.

If a student is suffering from aches and pains of any kind, over-the-counter medicine may **only be taken** if they have a note from their parent/guardian.

Any student on medicine (for any reason) **MUST** bring in a note (dated) from his/her parent/guardian with instructions on the time to be administered and the dose. No students under the age of 13 may take any medicine, prescription/over-the-counter of any kind (this includes Advil, Tylenol, and Aspirin) without a note. If a note is not provided, a parent/guardian will be called for permission.

If your child suffers from any life-threatening allergies please make sure the office is made aware, and an epi-pen is available if needed.

All medical incidents will be recorded and dated. This includes any medication taken on the premises.

\*It is of the utmost importance that parents keep their children's medical files up to date! We want to keep our students safe!





## **SPECIAL EVENTS**

**CLASS EVENTS** - From time to time Peak Dance Company will hold special days for the students to dress up/ have a party/ or have special draws. Please watch for these events on our website or social media platforms. Our students will be notified the week before each event.

**PREFORMANCE TEAM** - It is very important to us at Peak Dance Company to give back to our community. We will be offering different events that our students can be involved in. Auditions may be required. These events will be posted on our website and social media platforms.

## **STUDIO RULES**

All students must review our rules and guidelines page, available on our website, and agree to comply with the established regulations.

## **DANCE RECITAL**

At the end of each year, Peak Dance Company will put on a recital. This recital is designed for parents, family, and friends to come and watch the performance of each student/class. It is a very exciting time for us and we take great pride in the work we, and our students, put into each recital.

The 2025 Recital will be held on Saturday, June 7th. Time: TBD

**DRESS REHEARSALS** - are scheduled prior to the Recital and are designed to help the dancer understand the expectations for the performance. It helps the dancer get his/her bearings on stage, develop a level of comfort in front of an audience, and allows teachers to set the lighting, finalize blocking, and address any costuming issues. Dress rehearsal should be a priority for every dancer. Please note, that we do not allow parents or siblings to attend the Dress Rehearsal. Please make other arrangements for both younger children and any child who is not scheduled to rehearse at that time, whether or not he/she is a dancer at the studio.

**COSTUMES** - Each Dancer will need to purchase a costume for our year-end recital.



A **Recreational** costume deposit of **\$50/class** is required **at the time of registration**.

Peak Dance Company will do what we can to keep the cost of each costume as low as possible. However, do keep in mind that the average recreational costumes run between \$60 - \$80 dollars. This is an estimate.

An invoice will be sent with the remaining balance at the end of January. All balances are due by the end of February.

A **Competitive** costume deposit of **\$70/class** is required **at the time of registration**. Competitive costumes are more elaborate, that being said, the estimated costume cost is between \$80-120

An invoice will be sent with the remaining balance at the end of November. All balances are due by the end of December.

\*Competitive Ballet Costumes may run higher.

Teachers are responsible and in charge of choosing appropriate costumes for each of their classes. Please do not approach the teacher with our suggestions. The director will approve all costumes before any purchase is made.

**Sizing** - All sizes will be taken by the director. Once a recommended size has been chosen for your child you will be notified by email. Please note that all measurements are taken in the Fall. Should you wish to make any changes to the size of your child's costume size please notify the director within the time given in your email. Please note that once your child's costume is ordered there may be an extra cost should an exchange be needed.

\*Please note: Dance costumes are designed to fit tight to the body. We don't want to see costumes that are too loose or saggy.

**TICKETS** - Each audience member is required to purchase a ticket for our Dance Recital. Ticket sales cover the cost of the theatre rental, stage technicians, program printing, Decor, and more. Students receive free entry to the show. However, if they wish to sit with family, guardians, or friends during the show, they will require a ticket.



## **Calendar 2024 – 2025**

### **IMPORTANT DATES & HOLIDAY CLOSURES**

**September 9, 2024** | Classes Begin

**September 16 – 24, 2024** | Bring a Friend Week

**October 14, 2024** | Thanksgiving Day (NO CLASSES)

**October 24 – 30, 2024** | Halloween Costume Party Week

**October 31st, 2024** | Halloween (NO CLASSES)

**November 11, 2023** | Remembrance Day

**December 16 – 21, 2024** | Christmas Dress-Up Week

**December 21, 2024** | Last Day of 2023 Classes

**December 22, 2024 – Jan 5, 2025** | Winter Break (NO CLASSES)

**January 6, 2025** | Classes Resume

**February 8 – 14, 2025** | Valentine's dress-up week

**February 17, 2025** | Family Day (NO CLASSES)

**March 10–14, 2025** | Spring Break (NO CLASSES)

**March 13th, 2025** | Spring Break Camp

**March 22, 2025** | Photo Day

**April 18 – April 21, 2025** | Easter Weekend (NO CLASSES)

**May 19, 2025** | Victoria Day (NO CLASSES)

**June 14, 2025** | Dress Rehearsal

**June 14, 2025** | Year-End Show

**June 16–21, 2025** | Party Week/Last week of classes



Both student and Parent/Guardian have read through the Student/Parent Handbook and agree to all the studio's policies, rules, and regulations.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature (if over 8)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date