

PSB & INTERPLAY DANCE ACADEMY REGULATIONS

2016-2017 SEASON

www.psb-interplay-dance.ca

Early Registration

- Early Registration Discount applies during the specified dates each spring for current students only. After this date, regular fees will apply. Discounts apply so that we can solidify classes, staff and guarantee student placement.
- 10% full year payment discount applies on or before June 9, 2016 for current students only. Please note: If student withdraws from the program, the year fees will be non-refundable.
- 5% monthly payments discount applies if registered on or before June 9, 2016 for current students only. First and last month must be paid in advance. If student withdraws from program prior to commencement date, the first & last months will be forfeited. All remaining post-dated payments will be reversed.
- Monthly payment automatic withdrawals are now applicable for all fee payments. Charge card can only be used for yearly payment or first & last month payments
- Interact payments may be taken for the first & last month payments & registration fee (at time of registration) or Store payments.

Yearend Performance Costumes

- Costume Payments/Video Fees and Performance Fees/Video Fees will be paid on September 1, 2016 and are non-refundable after October 31, 2016 if a student withdraws from a class.
- Costumes are bought for all dance forms that are highlighted on our school schedule except for the Senior Ballet Division (Intensive Level 3 & up). These costumes are quite expensive and will be rented from our studio only. Part of the performance fees goes towards props & production costs for our yearend ballet excerpts.
- Costume payments are non-refundable after October 31. The costume will be available for pick up June 15, 2017.
- Costumes will be \$140.00 plus HST, and are kept by our students after the yearend performance. Performance (rental) costumes will be \$85.00 plus HST, are the property of PSB & Interplay Dance Academy and must be returned at the theatre on day of the performance. All items must be returned i.e. head pieces etc.
- If 3 or more classes are missed in the last 2 months of the school year or if your child does not show up for the Dress Rehearsal, his/her participation in the Year-End Show may be forfeited.

Sibling Discounts

- The first student will submit a regular fee payment, and then a 5% discount will apply for the same year to all siblings who are minors within the same immediate family and reside in the same household.
- If one student from the same family withdraws from a class or the school, the remainder of that student's term fee is not transferable to the other sibling. The remainder payments will be returned and the family discount will no longer apply.
- This discount will not apply to early registration students.

Withdrawal

- A written withdrawal in the form of a "Registration Amendments" sheet must be received in our office at least 15 business days prior to the next month's payment. Once payment has been made for the month, that month will be forfeited. Upon withdrawal, last month's payment is also forfeited in order to have enough time to find a replacement student for the class. The remaining payments will be discontinued from your account.
- In the case of withdrawal mid-month, no refund will be returned for the remainder of that month.
- If a student enrolls in multiple classes and drops one/or more classes, the remainder of the month is not transferable to remaining months. The remaining payments will be altered to new fees.
- Registration fees are non-refundable.

Declined or Late payments

- NSF Cheques and declined charge cards will be subject to a \$35.00 plus HST charge.
- All payments must be in office by the monthly payment date. If not, a \$35.00 plus HST late admin fee will apply.
- Students with outstanding accounts will not be allowed to participate in the next month's classes.

Classes

- Classes run from September to June. Class size is limited. Ballet/Acro Classes: 13 max and all other dance forms - 18 max
- Students who are not on the teacher's class list will not be able to participate without a trial class slip. (See our office for trial class slips). A waiver must be signed by the parent prior to a student's participating in a class.
- There will be no make-up classes for missed classes. An exception will be made if it is due to cancellation by PSB & Interplay Dance Academy. Exceptions may be made for unforeseen prolonged injuries or illnesses. This will be determined by director only.
- All registrations will now be processed on line. Current students will use their email that is on file, then press forgot password. All new students will register on line.

- Registration will not be permitted until all waivers, banking information, credit card information, health information, student and parent information and emergency contact is complete.

Trial Classes

- New students may observe a class but may not participate unless the registration and waiver form have been completed
- All students wishing to participate in a class must have a trial class slip from the PSB & Interplay office or they will not be permitted to dance. A student is only eligible for a total of 2 trial classes of different dance forms. Other trials are at the basic class fee.
- Concluding the trial class, the student must then be registered and on the teacher's class list before they are able to continue in that particular class.

Change of Classes

- All students currently enrolled in the school and who wish to change classes must see our PSB & Interplay office staff prior to entering the new class. Students may change classes once free of charge, after which a \$25.00 administration fee will apply. Class changes made after Oct 1st will also be subject to a \$25.00 administration fee.
- Students will not be able to enter a class unless they have a change of class slip. This enables the teachers to know who is current in their classes.
- Please note that students may not be able to change classes if the class size is at capacity or the year end costumes have been ordered. If the costume has been ordered, another costume fee may apply at a rush fee.
- A "Registration Amendments" sheet must be filled out by the parent/guardian when a change of class has occurred.

Dress Code

- Students are to wear the proper clothing and footwear specified in our clothing requirement form.
- Students are to have their hair in a bun for all creative movement & ballet classes.
- For all other classes, hair must be in a ponytail and pulled off from face, no jewellery
- Teachers are permitted to deny class participation if a student does not abide by the dress code regulations.

Examinations

- Students wishing to take ballet will now need to be enrolled in two ballet classes per week. (RAD Ballet 1 and up). This is essential for the proper progression. Students wishing to take ballet once per week, may take our once a week ballet classes only.
- Those students enrolled in Grade 4 Cecchetti and up, need to take 3 classes per week for exam preparation.
- All intensive students must participate in the examination program. Those students who are not willing to take the exam program must register for the recreational or RAD division only.
- Students wishing to participate in pointe classes need to take a minimum of 2 ballet classes per week. This is for the well-being of our students' feet and ankles. We ask that all pointe students clean up their Band-Aids etc. after use.
- Students wishing to join our Intensive program, Enhanced Program or the Dance Company/Competitive Team will need to fill out an application form with our office staff. Please watch the boards and newsletters for upcoming audition dates. Please ask our office for Program Details and our intensive managers contact information.
- Intensive students, Dance/Competitive members will take a minimum 4.0 hrs/wk. Enhanced students will take a minimum of 18 hours/week.
- All students (9-up) are recommended to take Acro/Conditioning class complimenting their other dance classes.

General Guidelines

- Street shoes are not permitted on the premises. This is to protect our dancers feet and the studio floors.
- We ask that all shoes be placed on the shoe racks provided. Shoes left at in front of door are dangerous when entering the building, especially for our younger students.
- No gum chewing on the premises. Please discard prior to school entry. We are continuing to find gum on our studio floors.
- All jewelry and valuables are to be left at home. PSB & Interplay are not responsible for theft or loss of items.
- Parents are to wait in the parent lounge only. Please leave one table for our students to do homework or have dinner. Please abide by this request so our students have their own area.
- Students are asked not to eat or drink in the change rooms as this attracts little rodents to our school.
- Students and parents are asked to keep the noise level to a minimum. The noise level disturbs our dance classes.
- We ask that parents keep siblings from running around the studio and climbing and swinging on school furniture. If our office staff see siblings continuously running around, they will be asked to leave the premises. Please watch your children.
- We ask that parents clean up after their children to try to keep our studio as neat and clean as possible.
- Students are asked to clean up their area in the change rooms and remove their clothing and water bottles from the studios.
- Younger students must have a designated parent chaperoning them during their breaks between classes.

- Food and drinks, except water, are not permitted in our studios at any time.
- No men are allowed to enter the change rooms. Please ask office staff to assist you if you need aid your child.
- For the safety of our students leaving the building, parking is not allowed at the curb. Please use a parking space to meet your child after his/her class
- Personal photography and/or video of any kind is not permitted within PSB & Interplay Dance Academy.
- All students are to arrive at the studio 15 minutes prior to their specified class time and wait outside the studio door 2 minutes prior to class. Those students who are 10 minutes late will not be able to participate in class. They will be able to observe only. All students are to enter studio to warm up. Please do not socialize in studio and make sure that you enter only when a teacher is present.

**These regulations are in place to keep our studio running efficiently throughout the year.
Thank you for your consideration and cooperation.**

**Karen Davies Thomas
Director**