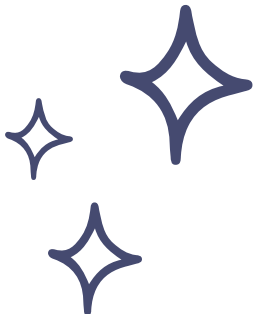


DEXTERITY

DANCE STUDIO



2023-2024 PARENT HANDBOOK



WELCOME!



Welcome to your 2023-2024 Dexterity Dance Studio handbook!

There is lots of information provided, so please keep and refer to this handbook when needed. As always, if you have any questions please do not hesitate to contact us!

We are very excited to begin a wonderful dance season with you!!

- Dexterity Dance Studio

QUICK REFERENCE STUDIO INFORMATION

Address: Unit #25 140 East Chestermere Dr

Phone Number: 403-816-6189

Email: dexdancestudio@gmail.com

Website: dexteritydancestudio.ca

Office Manager: Dena Sendeck
Studio Owner: Makenna Barby

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STUDIO OWNER WELCOME MESSAGE



Makenna Barby
Studio Owner & Director

It is my absolute pleasure to warmly welcome you into our family at Dexterity Dance Studio. I am thrilled to see many familiar faces and even more excited to see some new faces this season. Thank you for choosing Dex - your participation and support means so very much to myself and everyone here at Dexterity!

I have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins.

While we would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have.

Can't wait to dance with you,
Miss Makenna

STUDIO VALUES



GRATITUDE



INCLUSION



INTEGRITY



COMMITMENT



COMMUNITY

It is important that all members of our dance family share the same values, vision, and mission. Our manifesto is shared by everyone and is the driving force behind every interaction and decision. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable, and free to express themselves.

STUDIO VISION & MISSION



Vision



We strongly believe in the holistic development of our dancers. Our vision is to develop dancers that are physically, mentally, and emotionally the best that they can be.

Mission

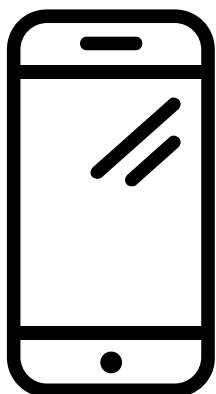
To share our pure joy and love of dancing with the community by providing professional dance instruction in a high quality, studio environment



ONLINE REGISTRATION



All dancers must have a registration form submitted online via our website, whether returning or new.



Early Bird Registration

Register before May 31st 2023 to be entered to win a FREE YEAR OF DANCE (*the contest winner receives free tuition payments of a 45min class from September 2023 to June 2024) and early registration ensures that in the event classes reach capacity before the season kicks off, you will be guaranteed a spot.

Regular Registration

Regular registration runs from June 1st until September 10th. All registrations must be done online at <https://www.dexteritydancestudio.ca/registration>

Trial Classes

We encourage all of our students to try a variety of dance styles and we are more than happy to accommodate trial classes. Please contact reception if you would like to try a new class and we will happily schedule you in for a trial (provided the class has not reached capacity).

FEE STRUCTURE



Class Length	Tuition Cost Per Month
30min	\$50+GST
45min	\$57+GST
60min	\$70+GST

Fee Policies (Refunds, Late Fees, *we DO NOT accept cash, etc.)

- **Our only payment option this season will be auto credit card charge.**
- At the time of registration, a non-refundable registration fee of \$30 + GST is due.
- When classes start, Sept 11th, the first two months (Sept & Oct) tuition payments will be charged. This amount is non-refundable after classes have commenced.
- Tuition payments are charged on the 15th of each month. This payment is for the month to follow.
- FULL payment is charged monthly, regardless of how many weeks in the month. We do not pro-rate the monthly amount. We run a 10 month season (Sept-June) with 10 equal monthly payments.
- We do not invoice your monthly tuition - we auto-charge each month.
- There will be a \$40 NSF late fee for unpaid balances on your account per month
- There are no refunds at all on or after February 1st.
- There are no refunds or make-up classes for dancers who miss class.
- Refunds will not be issued for missed classes due to Dexterity cancellation or public holiday.
- Our monthly tuition cap is \$300. No single dancer will be charged more than \$300/month

DEXTERITY RESERVES THE RIGHT TO SUBSTITUTE SERVICES WITHOUT A REFUND. SHOULD WE BE REQUIRED TO PROVIDE OUR SERVICES THROUGH ALTERNATIVE MEANS, THIS WILL BE CONSIDERED DELIVERY OF SERVICE.

CLASS SCHEDULE



2023-2024 Class Schedule
Found on our website.

Timetabling our classes is a huge task and we try really hard to create a schedule that accommodates the dancers, their parents, and the teachers.

You can find our class schedule on our website (<https://www.dexteritydancestudio.ca/copy-of-schedule>) and can absolutely contact us if you have any questions at all.

Please note that our class schedule is subject to change.

CLASS ATTIRE



Having specific class attire requirements helps teachers see proper alignment, brings a sense of belonging and community to class, and makes us look like a well organized team!!

Where To Purchase:

We have partnered with some great dancewear stores in Calgary. If you show them this attire list, they will help you find all your items!

- BODYTHINGS *they also have an online store
<https://www.bodythings.ca>
Kingsland: 236, 7337 Macleod Trail SW
- CITY DANCEWEAR *they also have an online store
<https://citydancewear.com>
North Location: 106, 5403 CROWCHILD TRAIL NW
South Location: 16, 6624 CENTRE STREET SE
- MUGE
Calgary Location: 3132 26 St NE #202
Okotoks Location: Unit 259-200 Southridge Drive



CLASS ATTIRE SPECIFICATIONS



Please note:

Attire is based on the age/level of the class, not necessarily how old your individual dancer is (ex. a 7yr old in a 8-10yr class would wear the 8-10yr requirements). Please know the age/level of THE CLASS before purchasing attire.

BALLET

Hair must be worn in a bun.

Ages 3-8 (Tutu Cute, Primary, Grade 1): Pink bodysuit, pink tights, full sole ballet slippers, these students may accessorize with skirts/tutus.

Ages 8-12 (Grade 2, Grade 3, Grade 4): Navy bodysuit, pink tights, full sole ballet slippers.

Ages 12yr+ (Grade 4/5 split, Intermediate): Black bodysuit, pink tights, full sole or split sole canvas ballet slipper.

JAZZ & MUSICAL THEATRE

Students require tan, split sole jazz shoes (pull on is preferred) and can wear any colour bodysuit with black dance shorts or pants. Hair pulled back somehow.

TAP

Students can wear any colour bodysuit with black dance shorts or pants. Hair pulled back somehow.

Ages 3-10 tan Mary Jane or Cuban Heel tap shoes

Ages 11+ black slip on or tie up tap shoes

ACRO

Students will participate in bare feet. They can wear any colour bodysuit with black dance shorts or pants. They must have their hair in either a pony tail or braid so that nothing gets tangled or caught when they are doing tricks/being spotted.

CLASS ATTIRE SPECIFICATIONS



LYRICAL & CONTEMP

Students can wear bare feet – before performance time, as a class, we decide if we'd like to wear foot-undeez, half soles, or nothing at all on our feet. Students can wear any colour bodysuit with black dance shorts or pants. Ballet skirts are an option. Hair pulled back somehow.

HIP HOP

Students require indoor runners (mostly white preferred) and athletic clothing. These items are not easily found at "dancewear" stores. You can purchase these items from anywhere you would like.

CHEER

Students can wear any colour bodysuit with black dance shorts or pants. They must have their hair in either a pony tail or braid so that nothing gets tangled or caught when they are doing tricks/being spotted. Cheer shoes are required and not easily found at "dancewear" stores. A mostly white, flexible, and light runner type shoe is recommended.

Here are some options:

<https://www.cheerleading.com/accessories/shoes/fiercefeats-cheer-shoes>

https://shop.varsity.com/collections/cheerleading-shoes?sort_by=price-ascending

<https://www.amazon.ca/Cheerleading-Shoes/s?k=Cheerleading+Shoes>

BOYS

Ballet: black ballet shoes, black athletic pants/shorts, & black athletic shirt

Jazz or Musical Theatre: black jazz shoes, black athletic pants/shorts, & athletic shirt

Tap: black tap shoes, black athletic pants/shorts, & athletic shirt

Hip Hop: indoor runners, any athletic, comfortable clothing

Lyrical/Contemporary: barefeet, black athletic pants/shorts, & athletic shirt

Acro: barefeet, black athletic pants/shorts, & athletic shirt

Cheer: cheer shoes, black athletic pants/shorts, & athletic shirt

IMPORTANT DATES



Date	Event	Description
May - August 2023	Registration	Be sure you get a spot!
September 11	Classes Begin	First day of classes
October 24-30	Halloween Dress Up	Come to class in your Halloween costume
October 31	Halloween	No class
November 20-24	Viewing Week	Come into the studio to watch your dancer
December 15	Holiday Party	Fa la la la la party time
December 20 - January 8	Holiday Break	No classes
January 15-19	PJ Week	Come to class in your PJ's
February 12-16	Love & Kindness Week	Wear red & pink to class
February 19-23	Winter Break	No classes
March 4-8	Crazy Hair Week	Come to class with crazy hair
March 29-April 7	Spring Break	No classes
May 27-31	Picture/Rehearsal Week	Professional photos and recital rehearsal
June 12, 13, 14	Year-End Recital	The dancers moment to shine!
June 17-21	Bring A Friend Week	Bring a friend to the final week of classes

COMMITMENT & WITHDRAWS



Commitment

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a big commitment and your responsibility to ensure your child attends their classes each week. Not only do absences impact the stage routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, previous commitments, or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our office staff as soon as you can so they can let the teachers know.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes, but will make every endeavour to schedule an alternative class in the unlikely event that Dexterity Dance Studio needs to unexpectedly cancel a lesson.

Withdraws

If you wish to withdraw from classes at Dexterity Dance Studio, it is a requirement that you notify the studio in writing. We do not pro-rate our monthly tuition amounts for dropout's mid-month. If you know far enough ahead, you can let us know and not pay for the upcoming month. Any withdraws after February 1st are NOT subject to receive any refunds.



YEAR-END RECITAL



At the end of every season, Dexterity Dance Studio hosts an on-stage performance. This performance is not mandatory but is a wonderful chance for ALL of our dancers to experience what it's like to perform on stage. The student's shine as they dance in their well-earned spotlight.

Our 2023-2024 recital will be Wednesday, June 12th and Thursday, June 13th. Your dancer's class may be chosen to perform in one or both shows.

If you have chosen to be a part of our recital there are a few extra fees involved. These fees involve a costume fee (anywhere from \$75-125 per costume) and the purchasing of a recital ticket (approx. \$25 + GST ea.) if you wish to watch the show.

All of the extra fees as well as dates and times for the rehearsal and actual recital will be provided before you decide if you would like to participate in recital or not.



COMPETITION TEAM



By invitation only, a select group of dancers will be chosen to compete for Dexterity Dance Studio during the 2023-2024 season. Being a competitive dancer is an amazing opportunity, getting the chance to dance on stage multiple times a year, be recognized for your talents by esteemed professionals, build forever-lasting friendships with your teammates, and learn what it's like to work hard for something you love.



In order to become a member of our competitive team, the dancer must indicate they are interested on their registration form, be enrolled in both ballet and Barre None (if applicable), and have excellent attendance in all classes. The first month of classes is considered our audition phase, where dancers will be looked at closely and possibly moved around to a better fitting class. In October if you have been chosen, an invitation will be emailed to you! If your dancer was a competitive Dexterity Dance Studio dancer in past seasons, there is no guarantee that they will be chosen again.



There are additional fees, time commitments, and expectations required as a competitive dancer. We also have higher expectations for parents who hope to have their dancers be competitive. It is expected that prospective (and current) competitive parents have their tuition paid on time, drop off/pick up their dancer on time, encourage practicing at home, and foster an overall positive attitude. The dancers will compete three or four times in the spring (one of the competitions being out of town) and will also attend a dress rehearsal. Each competition comes with a set of entry fees. There will also be costume fees. The exact fees, expectations, and dates/times will be provided before you RSVP to your invitation.

R.A.D BALLET EXAMS



BALLET EXAMINATIONS

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to have the ability to offer exams at Dexterity Dance Studio as a certified studio. We offer Royal Academy of Dance (RAD) Ballet Exams.

While exams are not mandatory, they present a unique opportunity for students to display and take pride in how hard they work and are a tangible goal for dancers to work towards. The exam experience is uplifting, beneficial, and rewarding; and for this reason we are very proud that Dexterity Dance Studio has the ability to offer exams.

If your dancer is interested in taking ballet exams, please email us at dexdancestudio@gmail.com and we will make sure you are put on the information mailing list.

CODE OF CONDUCT

We have a code of conduct to ensure an enjoyable experience for everyone. We reserve the right to dismiss or take disciplinary action towards anyone who breaches our code of conduct.

1.

Families who do not comply with their tuition or costume payment obligations will be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, costumes will not be issued to students with any unpaid fees.

2.

No classes or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. Parents will not be allowed in the lobby to wait to speak with teachers.

3.

Our lobby is reserved for parents with children in class under the age of 6yrs. It is requested that all parents drop off and pick up only. Depending on covid restrictions, we hope to offer in-studio viewing weeks for parents. Parents may also book a time to be in our lobby at the viewing window if needed.

4.

We are unable to take responsibility for our students before or after their scheduled classes (this includes supervision before/after) and it is the responsibility of the parent/guardian to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

5.

Any questions or complaints must go through reception – parents and students are not permitted to contact Dexterity Dance Studio teachers via phone, in person, by email, or via social networking with studio issues unless it has been broached with the studio owner first. Personal meetings with the studio owner and teachers can happily be arranged.

CODE OF CONDUCT CONTINUED

6.

Dexterity Dance Studio takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible. We also encourage all items (dance shoes, water bottle, etc) to be labelled with the students' name.

7.

Dexterity Dance Studio reserves the right to change teachers, timetabling, or program delivery, such as online or outdoor classes, at any time throughout the year.

8.

All students should be dressed appropriately for class, never chew gum while dancing, and address their instructor as Miss or Mr.

9.

Our instructors are not responsible for any administrative matters.

10.

Our lobby and dancers lounge is a place for positive talk and encouragement only. Negative "lobby talk" will not be tolerated. It is also a place for respectful behaviours only; including cleaning up after themselves, keeping the noise level down, and no horse play.

COMMUNICATION



By now you have probably noticed that we are BIG on communication. It is our promise to respond to all enquiries within 48-hours and we hope to never leave a question unanswered.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address, dexdancestudio@gmail.com, to your contacts so we don't end up in the dreaded junk folder!

It is your responsibility to make sure you are reading all newsletters and information sent to you via email.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we may send an SMS/text and/or phone all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Social media is a great way for us to keep in touch with a large number of people at once, so we encourage all families to like our Dexterity Dance Studio Facebook page (<https://www.facebook.com/dexteritydancestudio/>) and find us on Instagram (@dexteritydancestudio).

We have a Facebook Group page "Dex Dance Buy and Sell"- a place to sell your gently used shoes, leotards, etc. You can also go on and ask for something you are looking for or in need of for your dancer. *Private Group for Dex families only.

To maintain our professionalism, please only communicate with us through the business email or phone. Please DO NOT contact our staff/teachers on their personal cell phones, emails, or social media....all correspondence must go through the STUDIO phone and email only.

SOCIAL MEDIA



Dexterity Dance Studio's Social Media Policy refers to all social networking sites, video/photo sharing, blogs, podcasts, forums, instant messaging, and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Dexterity Dance Studio will have your media rights permission after you have signed the registration form, allowing us to proudly use images and video footage of your dancer for advertising and promotional purposes, including posts on social media.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Dexterity Dance Studio staff, students, or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a member of Dexterity Dance Studio, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints, and feedback to be communicated to the studio owner directly.
- 'Hidden' or 'private' groups formed for the specific purpose of discussing studio matters is prohibited
- You may not post photographs / videos that feature Dexterity Dance Studio dancers other than your own online without the proven consent of their parent/guardian.

SAFETY



With the safety of our families a number one priority, Dexterity Dance Studio is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (websites and social media).

As part of your registration, you will have read this handbook and acknowledged **media rights permission**, allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our office staff who will happily assist you.

All of our teachers and staff members have undergone official checks allowing them to work with children.

For safety reasons we do not allow children to wait outside to be picked up after class. It is the responsibility of the parent/guardian to be waiting outside of the assigned exit studio door, or to have their child wait inside and look out the window until their parent has arrived. We also need to know, in writing, if there is someone who is not allowed to pick your child up. This may include an ex-spouse who does not have custody.

Participation in dance classes could result in possible personal **injury**, on or off of the studio grounds. Despite precautions being taken by the studio, accidents and injuries may occur. By signing our registration form, you voluntarily assume all risks related to dance classes at Dexterity Dance Studio and external events.

For the safety of everyone, we have security cameras and an alarm system.

If there are any health concerns we should be aware of, please let us know. This includes letting us know where inhalers or EpiPen's may be kept during class time. You can email us this information at dexdancestudio@gmail.com

PRIVACY



When you purchase a product or service with Dexterity Dance Studio, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact us.



OUR FACULTY

[About](#) [Summer Camp](#) [Classes](#) [Class Schedule: Attire/Price](#) [Register](#) [C.](#)



ABOUT US

DexDance is truly one of a kind. From our dancers lounge to our state-of-the-art dance flooring, everything was carefully thought out in order to give our dancers the best possible experience.

Come learn with the best at Dex. All of our dance instructors are personable, passionate, and qualified. With our hands-on teaching practice we provide an equal opportunity for all dancers to produce dance excellence and sustain continued growth. Whether your focus is technique, finding a fun way to exercise, or making new friends, you can find it here. Explore our site for more information, and feel free to reach out with questions.

[Meet Our Team](#)



Check out our bios on our website!

Finally, it's our pleasure to introduce our hand-picked faculty for this season! Our enthusiastic, passionate, and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together as we mould skilled, confident, genuine and unique dancers. Check out our instructor's pictures and bio's in the 'About' section of our website.

Our teachers are.... Miss Makenna, Miss Kyla, Miss Sarah, Miss Carley, Miss Brianne, Miss Tory, Miss Grace, Miss Brenna, Miss Paityn, Miss Melanie, Miss Emily, Miss Paige, Miss Remy, and Miss Skylar!

Our office manager is Miss Dena!



DEXTERITY

DANCE STUDIO

WE CAN'T WAIT TO DANCE WITH YOU!!



Phone Number
+403-816-6189



Website
www.dexteritydancestudio.ca



Email Address
dexdancestudio@gmail.com



Studio Address
#25 140 E Chestermere Drive