



Great Lakes Dance Academy

Welcome to the 2018-2019 School Year

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our Christmas Open House, exams, performance opportunities and our annual year-end recital. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the hallway and change room are made available for the convenience of our students and their families. These rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut snacks!**

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. We recommend 15 minutes in before your class is scheduled to begin. Parents, for your children's safety. Please be available in the hallway to receive students when dismissed from class. Please call the office whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class – for your safety and to receive full benefit from your class.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the hallway when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the hallway or change room. Please honour your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
7. Please refrain from using cameras and video cameras during class time to record your child's progress. We do, however, encourage parents to take pictures and make videos of the Christmas Open House and during the dress rehearsal week.

Dance class is educational and fun; however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Great Lakes Dance Academy will be a pleasure for all concerned.

Studio Contact Information

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Please contact us any time by phone, e-mail or through our website.
All of our important information and dates can be found on the website.
This includes: the dress code, policies, performance dates and more.

Dress Code

It's important for students abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance so that the dancer will not be distracted while learning.
- Jewelry must not be loose or dangling to avoid injury to yourself or other and to avoid damaging jewelry.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
- No costumes are allowed in class, unless a specific dress-up day is announced by the individual teacher (e.g. Halloween).

Dance Adventures Age 3

Girls: Any colour leotard, pink tights, pink full sole ballet slippers. Dance skirts are allowed.

Boys: Any solid colour T-shirt, black shorts and socks; black leather full sole ballet slippers.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP - No Ponytails!

Pre-School Ages 4-5

Girls: Black leotard and pink tights, pink leather ballet shoes and black mary-jane style tap shoes. No dance skirts are allowed.

Boys: Plain white T-shirt and black shorts, black leather ballet shoes and black lace up tap shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – No Ponytails!

Primary Age 6

Girls Tap /Jazz Combo: Black leotard and tights, beige jazz shoes and black mary jane style tap shoes. No dance skirts are allowed.

Girls Ballet: Black leotard, pink tights, and pink leather full sole ballet slippers. Dance skirts are permitted.

Boys Tap/ Jazz and Ballet: Plain white T-shirt and black shorts, black leather ballet shoes and black lace up tap shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed for Tap/Jazz; buns for Ballet.

Cecchetti Ballet Ages 7 and up

Girls Grade 1-2: Black leotard, pink tights, and pink leather full sole ballet slippers.
No dance skirts are allowed.

Girls Grade 3 & up: Any black leotard, and pink leather ballet slippers.

Men/Boys: Black tights, shorts or dance pants, black or white solid color
T-shirt, and black leather ballet slippers.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP - No Ponytails!

Tap Level 1 and up

Girls Level 1-3: Black leotard, tights or jazz pants, caramel mary-jane style tap
shoes.

Girls Level 4 and up: Any colour leotard, tights or jazz pants, black oxford tap shoes.

Men/Boys: Any solid color T-shirt and black dance pants or sweatpants, black lace up
tap shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.
No Bare Midriffs. Blue jeans are not allowed.**

Jazz Level 1 and up

Girls Level 1: Black leotard, tights or jazz pants, caramel leather shoes.

Girls Level 2 and up: Any color leotard, tights or jazz pants, caramel jazz shoes.

Men/Boys: Any solid color T-shirt and black dance pants, shorts or sweatpants, black
jazz shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.
Jazz Sneakers are not allowed for the recital. No Bare Midriffs.**

Triple Threat Program: All Levels

Girls: Comfortable clothing (there will be some movement), jazz/sweatpants and t-shirt or workout apparel; clean running shoes, or jazz shoes. No outside shoes allowed.

Boys: T-shirt/workout shirt and black dance or sweat pants, clean running shoes or jazz shoes. No outside shoes allowed.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. No Bare Midriffs. Blue jeans are not allowed.

Contemporary All Levels

Girls: Any color leotard and footless or transitional tights. Jazz pants are allowed. Students dance in bare feet or open modern sandals.

Men/Boys: Black tights or dance pants, black or white solid color T-shirt. Students dance in bare feet or open modern sandals.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. No Bare Midriffs.

Hip Hop All Levels

Girls: Any color leotard or tight fitting top, caramel tights and shorts or leggings, black sneakers.

Men/Boys: Any solid color T-shirt and black dance pants or sweatpants/shorts black sneakers.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. No Bare Midriffs. Blue jeans are not allowed.

Fitness Classes

Everyone: Any fitness or dance attire, aerobics sneakers.

Recommended: sweatband, small towel, and water bottle. Long hair securely tied up.

*You may bring your own mat for classes that spend time lying on the floor.

Payment Instructions

You will be receiving an email 10-15 days before the next payment is due. All payments are due at the following times:

Payment 1 at registration or **Sept 1st**, Payment 2 on **November 1st** and Payment 3 will be due **Feb 1st** and the fourth and final payment is due **April 1st**. Late fees will be applied after these dates if no payment is made. If at any time you would like a printed statement of your account you may request one from the office.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

1. Student(s) First & Last Name. (Very important!!)
2. State what you are paying for:
 - Tuition (State the semester)
 - Style/Day/Time of class
 - Dance Supplies (Shoes, Leotard etc.)
 - Costume
 - Tickets

For example:

Julie Smith – Sept Ballet Tue 4:00
Julie Smith - Costume
Julie/Amanda Smith - March/Costume Balance

Thank you for your anticipated cooperation!

Tuition and Payment Information

You will be paying for the entire school year of 33 weeks of classes held over 10 months (September – June). This is an average of 3.6 classes per month. You are not paying for scheduled school vacations and holidays. Please see our published calendar in this booklet. The Registration Fee is due when you register. New students will be accepted until November 1st and the classes will be pro-rated from the time they join. We accept VISA, MasterCard, cash or cheque **only** (no debit).

The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had 33 classes over the ten months.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due 4 times during the year. Registration or Sept 1, November 1st and Feb 1 and April 1.** There will be a late fee of \$20 applied after these dates if no payment is made. Payments may be made at the office or by mail. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your co-operation. **If paying by Credit Card, we will automatically charge your Credit Card when the fees are due, unless alternate arrangements are made.**

Returned cheque fee is \$50.00

Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received. Overdue balances must be paid by VISA, cash, money order, or bank certified check.

If you have any questions concerning your tuition fees, please inform someone in the office.

No credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you.

SNOW CANCELLATIONS

Please check the website and our Facebook page if you think that classes may be cancelled due to inclement weather. This will be the official method of announcing class cancellations. We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if the driving is difficult from your area.

If Great Lakes Dance Academy classes are cancelled due to weather conditions there will be no make-up class scheduled. No credit will be given for missed or cancelled classes.

Observation Weeks

Parents, siblings and friends and relatives are welcome to observe all classes during the weeks noted below. The student's work and progress will be observed at these special designated times only. Our studio space is limited so please be certain to conserve on the number of guests.

All of our classes require discipline and focus. However, it is fun for relatives and friends to see our dancers in action in the studio environment as well as at the year-end performance. Teachers have the opportunity to explain many of the exercises and activities used in class and students develop a more relaxed and comfortable feeling about sharing and performance.

We expect that when you are inside the studio you will consider yourself part of an attentive audience so that both teacher and students can proceed in their class with limited distraction from visitors. If it is necessary to leave the room at any time during the class, please feel free to do so.

All of the faculty and students look forward to our visitor times!

2018-2019 Observation Weeks

November 5th to 10th
February 4th to 9th

Dress Rehearsal and Recital Dates

Dress rehearsals will run, June 2rd- 5th 2019.

The Schedule will be emailed out in the spring of 2019.

Recital Dates:

(Please be available for both nights for level 1 and up.)

Thursday, June 6th, 2019 **Evening** (*Dance Adventures, Preschool and Primary*)

Friday, June 7th 2019. **Evening** (**Level 1 and up**)

Saturday, June 8th, 2019 **Matinee** (*Dance Adventures, Preschool and Primary*)

Saturday, June 8th, 2019 **Evening** (**Level 1 and up**)

Please note: Dance Adventures, Preschool and Primary classes will only dance in **one** of the two matinees.

The dress rehearsals and recital will be at the Imperial Theatre, located downtown on Christina Street in Sarnia.

Great Lakes Dance Academy Calendar

Classes Begin: Saturday September 8th, 2018

Thanksgiving: Classes Cancelled Saturday October 6th and Mon October 8th. 2018

Halloween: Wednesday, October 24th to Tuesday October 30th. **Wear your costume to class!** Classes cancelled Wednesday Oct 31st for Halloween.

Christmas Open House Performance: Saturday December 15th, 2018

Christmas Vacation: December 16, 2018 – January 7th, 2019

Family Day: Monday, February 18th, 2019– Classes cancelled

March Break: Classes Cancelled March 11th-16th, 2019. **All classes and practices are running Saturday March 9th, 2019.**

Easter Weekend: Good Friday April 19th and Sat 20th, 2019 Classes Cancelled.
Monday April 22nd, 2019 Classes are running.

Company Showcase: April 13th (tentatively, based on Comp schedule)

Triple Threat show: April 12th

Victoria Day Weekend: May 18th to 20th 2019, Classes Cancelled. **Resume May 21st**

Dress rehearsal: June 2nd to June 5th, 2019

Year End Performance: June 6th, 7th, 8th 2019

The Perfect Ballet Bun

Materials:

1 strong hair elastic
10-15 bobby pins
Hairnet
Hairspray or Gel

Step One

Using a strong elastic put hair in a tight ponytail at or just below the crown of the head. Use clips, hairspray or gel to secure any fly-aways.



Step Two

Twist the ponytail, and then begin to wind it around the hair elastic. Bobby pin each loop as you go around the elastic. Layer the hair outward from the elastic instead of on top. The bun should look more like a cinnamon roll than a doorknob. It will be more secure and likely to stay in if it is flat to the head.



Step Three

Place a hairnet over the bun. You will most likely be able to double the net. The thin hairnets from the drug store will be sufficient to hold the hair in place. Add any more bobby pins to places that look loose and you will have a "Perfect Ballet Bun"

