



*Music. Theatre. Passion. Igniting the creative talents of young performers.*

## **SaskExpress Studio Policies & Procedures 2018 - 2019**

## **STUDIO MANDATE**

The SaskExpress studio provides an inclusive, welcoming, and family-friendly environment for students of all ages and levels of experience. We believe that training in the performing arts encourages self-confidence, ambition, teamwork, creativity, and perseverance. We are highly invested in the growth of each of our students, and we feel fortunate to have the opportunity to be apart of their development as both young individuals and performers.

## **OBJECTIVE**

Our classes are designed so that students will develop dance, voice, and musical theatre skills in a safe environment that provides encouragement and inspiration for the development of a positive self-image.

## **PHILOSOPHY:**

We believe:

- 1) Every student should be treated with respect and encouragement;
- 2) Every student has unique talents and will benefit from creative learning strategies;
- 3) Performance is a tool which we can use to help students develop confidence and authenticity;
- 4) Instructors should embody values that enable them to be excellent role models for our students.

## **STUDIO COMMUNICATION PROCEDURES**

- Studio communication is completed largely by email. Please ensure we have your correct email address/contact information, and that you check this contact frequently for class updates, cancellations, and detailed schedules.
- General inquiries and attendance notices should be sent to [studio@saskexpress.com](mailto:studio@saskexpress.com). All other concerns and inquiries are to be directed to the Studio Director(s).
- The Studio Director(s) are available for meetings, scheduled by email. Please contact [amy@saskexpress.com](mailto:amy@saskexpress.com) for inquiries regarding recreational and performance programming and studio fees. Please contact [lisa@saskexpress.com](mailto:lisa@saskexpress.com) for inquiries regarding competitive and exam programming.
- Student class placement is determined by the Studio Director(s) and instructors with the best interests of each student in mind. Any questions regarding this matter are to be directed to the Studio Director(s).
- All studio schedules, calendars, and information are communicated in the following methods:
  - Email
  - Dropbox
  - Posted in hardcopy on main entrance bulletin board
  - *If you would like a personal hardcopy, please request one from the main office.*

## REIMBURSEMENT / REFUND POLICY

- Costume fees and competition entry fees are non-refundable after **December 1<sup>st</sup>**.
- Class cancellation/removal:
  - Parents/guardians shall provide a minimum of one month's written notice to cancel monthly payments or request reimbursement of a previously paid for class. Families that do not provide one month's notice will **not** be refunded or reimbursed for that month.
  - Notice for removal from a registered class may be submitted by contacting [amy@saskexpress.com](mailto:amy@saskexpress.com).

## ATTENDANCE POLICY

- All students are expected to attend class regularly. Attendance is recorded at every class and monitored throughout the year.
- We request you contact the studio by emailing [studio@saskexpress.com](mailto:studio@saskexpress.com) or calling **306-522-3402** with 24 hours notice if your dancer is unable to attend class.
- **Students registered in competition and exam classes with three (3) or more unexcused absences will be contacted by the Studio Director(s). These students may be removed from the class, or require additional lessons at the expense of the student/family.**
  - We are supportive of our students' other commitments; however, it is expected that class attendance is a priority. As such, reasons used for 'excused absences' will be at the discretion of the Studio Director(s) and instructors. Medical and family emergencies are exempt from this policy.

## STUDIO ETIQUETTE POLICY

- Students and parents/guardians are expected to show respect to the Studio Director(s), instructors, assistants, and staff at all times.
- Please do not interrupt instructors before, during, or after classes. A meeting can be scheduled outside of class time if you have items for discussion. Please refer to the *Studio Communication Procedures*.
- Please remove all outdoor footwear at the front doors.
- Lockers are available for student use at the north end of the corridor (please do not use these exit doors except in the case of emergency). Students are required to provide their own lock and must remove the lock when they have completed class for the evening. Locks left overnight will be removed.
- SaskExpress is not responsible for lost, stolen, or misplaced items. We recommend all valuables be left at home.
- Food is to be consumed in the kitchen area only. All studio members are expected to clean up after themselves.

- Please respect the studio property, building, and belongings.
- For safety reasons, running in the hallway is not permitted.
- We request all students wait inside the building to be picked up. Please drop your child off no more than 15 minutes before class and pick your child up no more than 15 minutes after class. The studio is not responsible for unsupervised children.
- All students are expected to attend and participate in the year-end recital in June and other studio activities and performances throughout the year.

### **CLASS ETIQUETTE POLICY**

- ***\*\*NEW\*\* CELL PHONE POLICY***
  - Cell phones are NOT to be used during class. Cell phones may be permitted in the studio when they are stored inside students' bags with the ringer turned off.
  - Students are not to check cell phones during water breaks or between back to back scheduled classes.
- Appropriate dance shoes and attire are expected from all students. Hair should be pulled neatly off the face or tied up in a ponytail for all classes, and styled in a bun for ballet. A complete list of the Studio attire requirements is available online and in the office.
- Excessive talking during class is not acceptable. Students are expected to treat instructors and classmates with respect at all times. Students are expected to listen closely when an instructor is correcting another student so that he/she may also learn from the correction.
- Jewelry (except small earrings), gum, and outdoor shoes are not permitted in the dance studios.
- Drinks with a screw-on or sealing lid may be brought into the dance studios. Please no cans, juice boxes, etc.
- Parents are to remain in the waiting area unless otherwise requested by the instructor.

### **PARKING POLICY**

- Parking at the front of the building is for staff and instructors, and is clearly marked. Please do not park or wait in these spots for pick-up. Student and parent/guardian parking is available on the east and south side of the parking lot.
- Please do not leave valuables in your vehicle.