



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

SaskExpress Saskatoon

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. AND if your contact information changes, please update your account at www.saskexpress.com
- General inquiries, attendance notices. concerns and inquiries should be sent to the Saskatoon Studio Director, lorna@saskexpress.com.
- Student class placement is determined by the Studio Director and instructors with the best interests of each student in mind. Any questions regarding this matter are to be directed to the Studio Director.
- All studio schedules, calendars, and information are communicated in the following methods:
 - Email
 - Studio website www.stoonexpress.com (A list of links and passwords will be sent to you in September)
 - Dropbox for rehearsal videos

REIMBURSEMENT / REFUND POLICY

- Costume fees are non-refundable after November 1st.
- Competition fees are non-refundable.
- 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 lorna@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 lorna@saskexpress.com or calling 306 477 5553 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, 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 remove all outdoor footwear at the front doors.
- 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 lobby area only. All studio members are expected to clean up after themselves.
For safety reasons, running in the hallway is not permitted.
- We ask that students wait inside the building to be picked up. 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

- **CELL PHONE POLICY**
 - Cell phones are **NOT** to be used during class. Cell phones should be stored inside students' bags with the ringer turned off.
- 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.
- Water bottles 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. We do hold an open house during the year so you can check out classes. If at any time you have a concern about a class please contact the Studio Director.
lorna@saskexpress.com

PARKING POLICY

- There are 10 spots marked in the lot next to the building marked Dance Saskatchewan which you can park for free. Please note the rest of the lot is an ImPark lot and you can be ticketed if you don't pay and display the ticket in your window. The street parking is free AFTER 6:00 p.m. Monday to Saturday and all day on Sunday. Before 6:00 you need to plug the City of Saskatoon meters.
- Please do not park in the spots right at the back door of the building as they are designated as parking for the staff of Dance Saskatchewan.
- Please do not leave valuables in your vehicle.
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A FINAL NOTE -

SaskExpress Saskatoon Studio is a tenant in the Dance Saskatchewan Centre. The centre is operated by a provincial non profit organization called Dance Saskatchewan, a group that has a mandate to promote all types of dance from recreational to emerging professionals in ALL dance disciplines at a provincial level. Please ensure that if you have have questions, concerns or require information from SaskExpress, you contact our office, which is on the second floor of the Dance Saskatchewan Centre.....

- Studio Director
Lorna Batycki
lorna@saskexpress.com / 306 477 5552