



### **Co-operative Board Members and Policies.**

The cooperative board consists of a minimum of 6 voting members: President, Vice-President, Secretary, Treasure, Fundraising and Website Coordinator, and Artistic Director. The board may also include a number of non-voting members which are referred to as Members at Large. All board members terms are 2-year terms. Board Meetings are held once a month, and are advertised on the white board in the dance studio as well as on our website calendar. Bylaws and minutes are open to all members for review at any time and all members are encouraged to attend monthly meetings.

Please ask to join our close Facebook page as this page is meant for dance families only and is our main source of communication. You will automatically be signed up for Reminds, which we use to send out quick texts to communicate last minute messages like class cancellation and reminders for important dates.

Step it Up Dance Co Ltd became a co-operative entity in September 2014. If your business or workplace supports children activity groups, please let us know! We would be most appreciative of any donations/support for this cooperative group! Our goal as a cooperative club is to provide quality dance instruction to dancers at an affordable rate in a local supportive venue where dancers can dance with their friends.

Member complaints are taken seriously and reviewed as soon as possible. We ask dance families to refrain from contacting teachers directly for incidences occurring during dance classes. A 24 hour rule has been implemented. ***Please, as a parent take 24 hours to review the situation at hand*** and then take the steps necessary to inform one or all board members of the incident. Email/written account is preferred to have a concern recorded. Board will then act accordingly with the information presented and board will contact the teacher to discuss. Disturbances of dance classes will not be tolerated. **At no time will physical abuse nor verbal abuse be tolerated from students towards instructors; immediate expulsion from club could be implemented upon review.**

#### **Co-operative Club**

As a club that is a co-operative each member is asked to participate to help with the success of our club. Fundraisers enable us to keep costs lower for families. If the club needs to participate in a fundraiser, all families are **required** to participate or pay a Buyout fee prior to the fundraising activities.

## COMMUNICATION

A closed member Facebook page where dance families can relay absences, ask questions or check in on daily basis for updates. This is for members only please do not add on families that are not part of our club. Emails can also be sent to our club email: [stepitupdanceco@gmail.com](mailto:stepitupdanceco@gmail.com) **please use this email in your correspondence to the board.** Please also refer to our club website for schedules, class information, our calendar of important dates, as well as contact information: [www.stepitupdance.ca](http://www.stepitupdance.ca)

Newsletters are also emailed out once a month, if you do not receive any emails in the first 6 weeks of belonging to the dance club please email our club email address. There will be a file box in the studio for any family that prefers hard copy information. Each family has their own file folder. These folders can also be used for receipts and opportunity to submit payments. Instructors will not spend valuable class time discussing one dancer's issues. Dance families are again, asked to contact the board first and the board will work together with parent/teacher to resolve an issue. Each family will be asked to sign a liability/media release as well as provide any medical information the teachers and board need to be aware of.

## PAYMENTS

We accept payments by PayPal, e transfers [stepitupdanceco@gmail.com](mailto:stepitupdanceco@gmail.com), cheques, and cash. Tuition is due when classes begin but we do understand this may not be possible. Tuition can be divided into 2 payments with 2 cheques dated for September and January can be submitted at the time of registration. Any other arranges must be made with the Step It Up Dance Treasurer and a payment agreement must be signed. **All accounts must be up to date by April 1<sup>st</sup>.** . NSF cheques will have a \$25.00 charge to families

PLEASE NOTE: There is also the opportunity for financial assistance with a program called [www.creativekids.sk.ca](http://www.creativekids.sk.ca) that families could apply for assisted funding

### **Cancellation Days**

We **do not** cancel classes even if the buses are not running. Classes will be cancelled on days when it is not safe for travel. School will be notified for dancers that attend Clavet School, Facebook message will be posted, and a text through Reminds will be sent. If in doubt, please contact a board member. Safety comes first. Cancelled classes will be rescheduled for make-up based on the availability of the teachers and the majority of dancers.

## **DANCE CLASS INFORMATION**

Please go to our website: [www.stepitupdance.ca](http://www.stepitupdance.ca) for all information regarding classes, pre-requisites, schedules, contact information, and teacher's biographies.

All classes are offered dependent on enrollment. Complete refund of tuition will be issued if the board is notified by email - [stepitupdanceco@gmail.com](mailto:stepitupdanceco@gmail.com) by September 30 that a dancer does not wish to carry on. The co-operative family membership fee is \$25.00, is non-refundable and due annually.

**The final dance schedule for the current dance year will be set and published once enrollment and class sizes have been confirmed. Class times may have to be adjusted in the first six weeks of dance. Please be aware that changes may be made to the schedule.**

### **Dance Attire and Expectations**

- Bodysuit and tights for all classes except hip hop. Shorts over bodysuits would be acceptable if they are tight and instructors can see shoulder alignment, hips, knees and center.
- Hip hop clothes can't be too baggy either as instructors still need to be able to see body movements. Hip Hop sweatpants, spandex shorts, t-shirt or tank top with zip up hoodie, and black broad shoes.
- Beige jazz shoes, pink canvas ballet shoes and black tap shoes. Tie up Oxford for Tap 4, we do NOT recommend the shankless style shoe. A full sole is recommended. Mary Jane or Liliana style (heeled tap shoe) for the level 1-3 classes. Please no socks in dance shoes. This stretches the shoes and shortens the life span of the shoe. Tights are preferred as they are mandatory for competition, and dancers must feel comfortable wearing them.
- Male dancers in jazz or ballet would need black ballet and jazz shoes. Appropriate Male attire is close fitting shorts and tank top or shirt, male dance tights or leggings. Hair must be off the face.
- Acro requires the same dance attire as other classes but with footless tights.
- Hair is asked to be pulled away from the face, either in buns or ponytails. The studio keeps on hand elastic's and bobby pins if need be. A ballet bun is requested for level 3 and 4 ballet. A bun or braid is required for Acro.
- Students not properly dressed or ready for class may have to sit out. This is for their own safety.

### **Studio Etiquette**

- Water Bottles are mandatory as dancers need to stay properly hydrated. Water bottles are to be brought into the studio with the student and left along the side by the wall
- It is rude to your coach and to your fellow dancers to leave the room during class. If you must leave for any reason, it must be approved by the instructor.
- When waiting in the lobby area, keep noise to a minimum
- No outside food or drink (other than water) in the studio area. Any other food and drink must be kept in the waiting area only.

- ABSOLUTELY NO outdoor shoes permitted inside on dance floor.
- Please arrive 15 minutes early for class. Level 2 and higher are expected to arrive and be WARM ready to go when class starts. There will may not always be a warm up during class, and it is vital to prevent injury.
- Dancers are asked to report absences to instructors. Using email, fb messenger, or contacting a board member. ***Three non-excused absences after Christmas will result in review of possible competition withdrawal.***
- Older students are expected to use the bathroom before class. Bathroom breaks are for emergencies or exigent circumstances.

Please keep in mind that one dancer consecutively missing dance classes will set back the entire group ensemble, which is unfair to the group as a whole. This rule will be strictly enforced, there will be no exceptions.

### **Competitions – Request Deadline is September 15<sup>th</sup>.**

Ballet is a mandatory requirement for all dancers attending competitions competing as a solo, duet or trio. All level 2 classes and up in Jazz, Tap, Ballet and Hip Hop will be attending competitions, unless otherwise stated by instructors. Please take in account the Competition Dates in March and April. Hip Hop does not have ballet as a mandatory requirement for this dance. Instructors determine class readiness, and on certain instances primary classes may be invited to attend competitions as well.

If you feel that your dancer is ready to compete in a **solo, duet or trio**. Please fill out competition letter attached to this package. Instructors will decide if your dancer is ready. Competition practices (solo, duet, trio, and group) will run for approximately 5 weeks minimum. Instructors will inform families of extra scheduled dates, it is imperative to commit to these dates as rescheduling can be difficult. If you miss your scheduled time, you will forfeit the cost of this class, and will be responsible for payment of the make-up class. If dance family wishes to purchase more practice time with their instructor, the opportunity will be available depending on scheduling opportunities. Rental at a low cost to dancers will be offered at the studio. Please inquire about other disciplines that may not be mentioned, song and dance, modern, etc.

### **Recital**

Our year end recital is typically scheduled for the beginning of May. All dancers are required to attend our last finale of the year. Adult classes have the option to choose to participate. Mandatory dress rehearsal with hair and costumes are expected. A wonderful production that is professionally recorded. Mandatory dress rehearsal with hair and costumes are required. Affordable ticket prices so all can attend, dancer is free. Flowers, programs are also sold on this date. Parent volunteers are needed to help at this event.

### **Pictures**

March TBD. All dancers **must** attend whether they purchase pictures or not. Dancers are asked to arrive with hair, make up and costumes. Mandatory event.

### **Dance Costumes**

Step It Up Dance Co Ltd will try to keep costs at minimum regarding costumes. This is an extra cost for dance families to purchase or rent. The Club also has purchased items for the dancers to wear, that are returned immediately after recital. Costumes must be paid for before they are picked up.