

# WELCOME

We are committed to your family's overall experience. We are passionate about creating a safe, fun, positive environment. We pride ourselves in our philosophy, customer service, and quality lessons in a student and family-centered setting.

## Contents

Communication

---

1

Schedule

---

2

Drop-off/Pick-Up

---

3

Financial Commitments & Payment

---

4

Policies

---

5

Uniform

---

6

Parent Portal

---

7

Contact

---

8

# COMMUNICATION

## PHONE/EMAIL

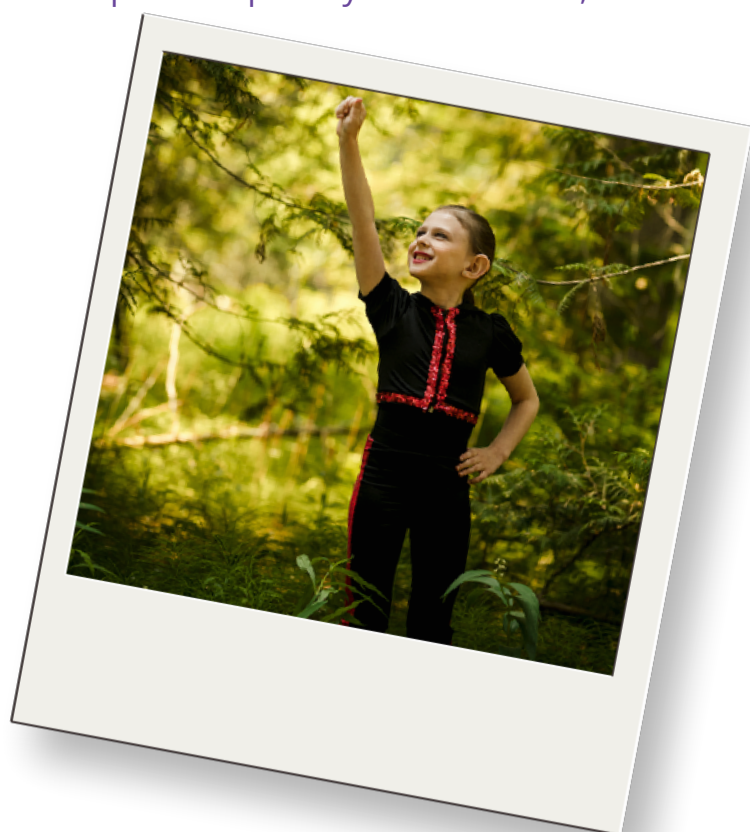
- Text or call 705.441.3790 or email [info@thedanceroom.ca](mailto:info@thedanceroom.ca)
- Important notices sent via email and occasionally text
- Ensure your contact info is entered correctly on the parent portal
- Add [no-reply@dancestudio-pro.com](mailto:no-reply@dancestudio-pro.com) and [info@thedanceroom.ca](mailto:info@thedanceroom.ca) to your safe list
- Check spam mail for missed messages

## FACEBOOK & INSTAGRAM

- Follow @the.danceroom on Instagram and Facebook for events /announcements
- Join our DanceRoom Family Hub Facebook to stay in the loop, buy/sell dancewear, and to share media of your dancer's journey with us:  
<https://www.facebook.com/groups/danceroomfamilyhub>

## COMMUNICATING WITH INSTRUCTORS

- Refrain from discussing matters with teachers during/between class
- Seek a staff member at the desk, or get in touch with us by phone or email
- To respect the privacy of instructors, do not contact them about studio matters

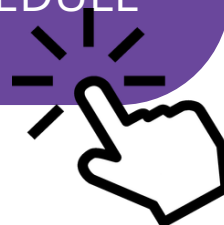


02

# SCHEDULE

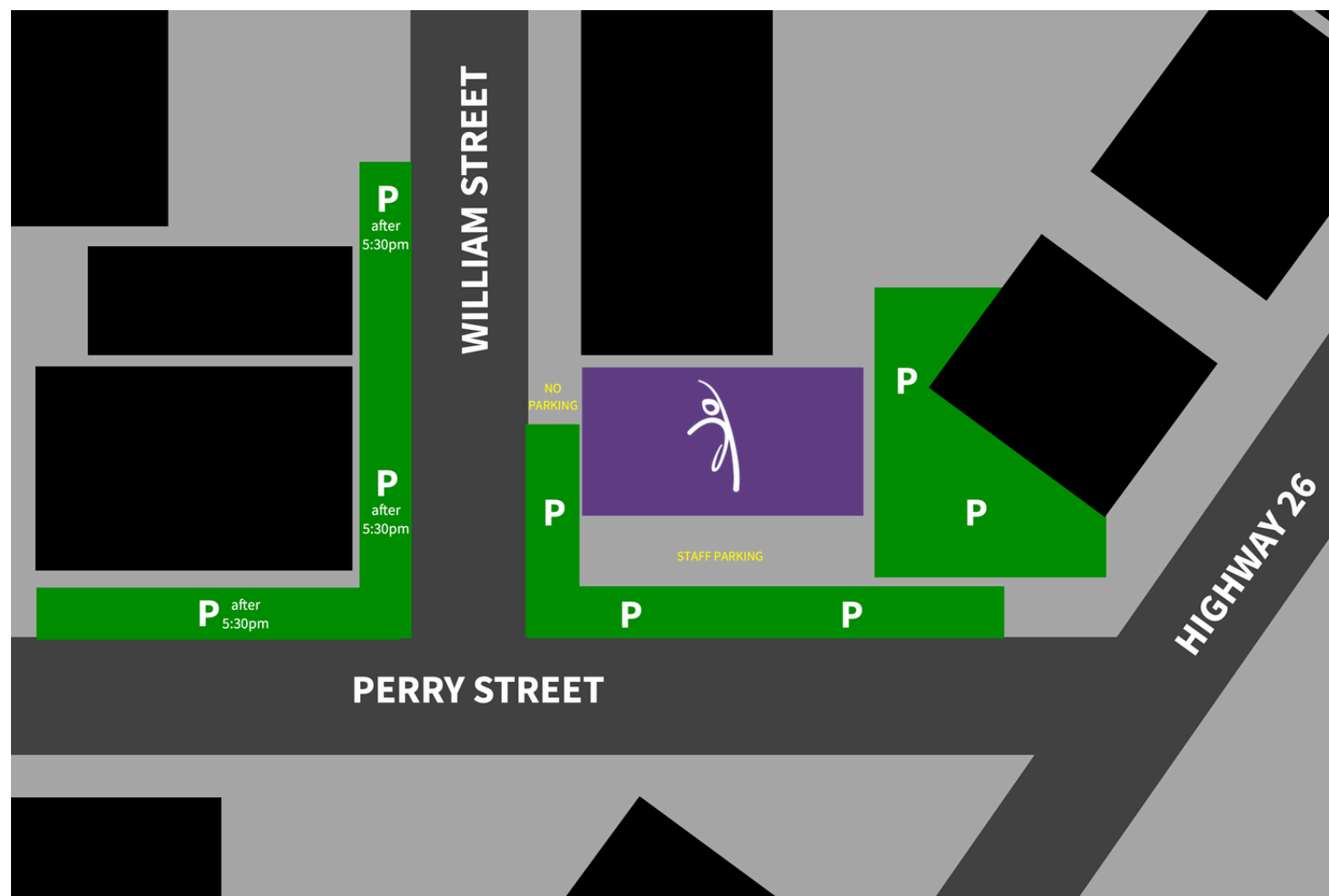
Visit the schedule section of our website to view the most up-to-date summer schedule. You can also find your dancer's schedule in your parent portal account!

SUMMER SCHEDULE



# DROP-OFF / PICK-UP

- Arrive 5 minutes prior to class
- Find a parking spot as per the map below
- Refrain from parking anywhere that is not indicated below
- If waiting in your vehicle, use the lot north of the studio
- Kids 8 and under should be escorted to/from the studio by a parent
- Parents may wait in the lobby during class & enjoy the live feed
- There is an eating/homework area for dancers waiting between classes



# FINANCIAL COMMITMENTS & PAYMENTS

## **REGISTRATION**

Registration without payment is not accepted. Spots may be forfeited without payment.

## **CANCELLATION**

There are no refunds on payments received. If withdrawing, The DanceRoom Inc. must be notified via email within 30 days after the start of the term. Cheques will be returned/your credit card will be withdrawn from auto-pay.

## **INSTALMENTS**

Instalments must be paid on the 1st of the month via cheque or credit card. Parents must be enrolled in autopay if paying instalments by credit card. Cash is not accepted unless payment is in full.

## **OVERDUE/DECLINED PAYMENTS - PLEASE REVIEW CAREFULLY**

- Overdue accounts (NSF cheques, declined credit cards, etc.) will be charged a \$40 fee on the 2nd of the month
- If the account has not been rectified by the 15th of the month, a secondary \$25 late fee will be applied
- If the account remains in arrears for 30 days, participants will be suspended until the account has been brought up to date
- Late payments and overdue charges must be paid via e-transfer only to [info@thedanceroom.ca](mailto:info@thedanceroom.ca) (password *purple*)
- Accounts owing will be unable to participate in performances, collect costuming & photos, register for future programming, etc.

## CONDUCT

We ask all students and family members...

- Seek assistance from admin when conflicts must be resolved
- Use appropriate language towards all others on studio premises
- Conduct themselves in a positive, supportive, and respectful manner; negative comments/poor behaviour may result in the loss of studio privileges

## ABSENTEEISM/LATENESS

- Mark absences through your parent portal (Quick Links > Attendance > Report Absence)
- Dancers arriving late are encouraged to safely warm up prior to entry, and participate the remainder of class

## OTHER

- Hands-on teaching methods are a valuable tool in the dance class. If your dancer is uncomfortable with hands-on methods, notify us.
- Seek permission from staff to perform studio choreographies elsewhere
- Inform us if your dancer is participating at another studio during programming at The DanceRoom



# UNIFORM

**Uniforms are not enforced during summer classes.**

However, if you wish to invest in new dancewear, our dress code is below!

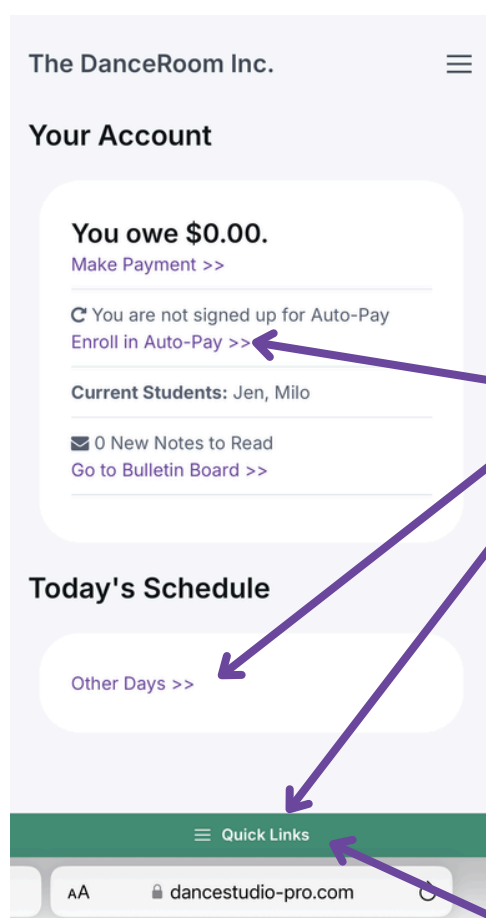
	TORSO	LEGS	FEET	OTHER	MALE/GENDER NEUTRAL OPTION
Acro Conditioning Lyrical/Contemp	Black leotard	Beige stirrup tights	Bare	Fitted black shorts optional	Black form-fitting athletic shirt, black form fitting pants/leggings
Ballet	Black leotard	Pink tights	Pink slippers	Hair in bun; skirt optional	Black form-fitting athletic shirt, black form fitting pants/leggings, black slippers
Hip Hop	Black leotard	Black sweatpants	Black running shoes		Black form-fitting athletic shirt
Jazz Musical Theatre	Black leotard	Black tights	Black jazz shoes	Fitted black shorts optional	Black form-fitting athletic shirt, black form fitting pants/leggings
Tap	Black leotard	Black Tights	Black tap shoes	Fitted black shorts optional	Black form-fitting athletic shirt, black form fitting pants/leggings
Tot	Comfortable shirt or leotard	Comfortable bottoms/ tights	Bare feet	Skirt optional	
Adult	Comfortable athletic shirt	Comfortable bottoms	Appropriate footwear		

- Loose jewelry must be removed and long hair pulled back
- Need ballet bun help? [Click here](#) for a short, easy YouTube tutorial!

**Looking for dance wear?  
We recommend Gabie's  
Boutique in Barrie!**

# PARENT PORTAL

The Parent Portal is designed to make your life easier!  
Here's how you can make the most out of your portal!



## TOP MENU BAR

Many options can be accessed from the top menu (three horizontal lines) including:  
Pay > Payment History  
Info > Contact

**THIS IS YOUR HOMEPAGE!** From it you can:

Enroll in autopay

View your dancer's schedule

Access quick links and other options

## QUICK LINKS



### QUICK LINKS

Access email history from the studio → Messages

Enrol in classes → Register

Manage current & upcoming classes → Students

Make a payment → Pay

Book a private lesson → Privates

Access files like our handbook, terms & policies, shared music, etc. → Files

Report an absence → Attendance

# Contact

[info@thedanceroom.ca](mailto:info@thedanceroom.ca)

[www.thedanceroom.ca](http://www.thedanceroom.ca)

[@the.danceroom](https://www.instagram.com/the.danceroom)

