



# **STUDIO HANDBOOK**

**2016.17 DANCE YEAR (revision 1.4.17)**



## **THE DANCE MATRIX**

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### **WELCOME TO THE DANCE MATRIX!**

The following handbook is designed to introduce our programs, guidelines, requirements, important dates and events. Please read carefully, sharing appropriate information with your dancer. The Dance Matrix faculty and the administrative staff look forward to working with dancers and their families during the 2016/17 dance season.

Please do not hesitate to ask questions, we welcome you all to our Dance Matrix family!

### **WHO WE ARE**

#### **OWNERS AND ADMINISTRATIVE STAFF**

Helen McDougall, Owner and Studio Manager

Lindsey Galaugher, Owner and Artistic Director

Mary Galaugher, CPA, CGA, Owner and Finance and Administration

Janet Schwartzentruber, Administrative Assistant

#### **2016/17 TEACHING FACULTY**

Lindsey Galaugher, Ballet, Tap, Jazz, Acro Dance and Musical Theatre/Stage

Sheena Anderson, Hip Hop

Rupert Common, Breakdance, Hip Hop

Mari Leung, Ballet, Jazz, Acro Dance, Musical Theatre/Stage

Marcel Tremel, Tap, Ballet, Jazz, Contemporary, Musical Theatre/Stage

#### **COSTUMES**

Helen McDougall, Administration

Janet Schwartzentruber, Seamstress

Mary Galaugher, Buyer

#### **PHILOSOPHY**

At The Dance Matrix we believe that anyone who wants to dance can dance. We are committed to providing an environment that encourages your dancer to be the best they can be. In a positive and inspiring environment, and with integrity, we foster your dancer's goals. We make it our goal to provide a place that boosts your dancer's confidence and self-esteem.

#### **DANCE PROGRAMS**

The Dance Matrix accepts dancers that range in age from 2 years to adult, from beginner to advanced. Rather than automatically placing dancers into specific age categories or number of years danced we strive to ensure that your dancer is in the class that will best suit their needs and comfort level.

We offer individual recreational classes in tap, jazz, ballet, contemporary, acro dance, musical theatre/stage, hip hop and breakdance.

Students joining our studio up to and including January 31st in a dance year are eligible to perform in our year end recital. Students joining the studio after this date will be assessed by the teacher/choreographer to determine if the student is ready to perform in the recital at the end of the current dance year.

In addition to individual recreational classes we offer the following programs:

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### **DEVELOPMENT PROGRAM**

For those students interested in taking more than one recreational class per week, we offer a development program that includes 3 classes per week for the price of 2 (regular costume fees apply to the 3<sup>rd</sup> class).

### **PERFORMING GROUP PROGRAM**

We currently have four performing group teams, Opals, Pearls, Rubies and Emeralds. Our performing group programs require an audition or evaluation by our Artistic Director. These programs require 4:45-6 hours of dance per week and are structured in such a way as to produce all around performers. Dancers in these programs receive weekly training in tap, jazz, ballet, stage and acrobatics and these are incorporated into choreography that may be entered into one or more competitions or dance festivals. Those dancers who aspire to join one of our performing group teams should ask the desk for an information sheet on the available programs.

### **SOLOS, DUOS, TRIOS**

Dancers interested in performing a solo, duo or trio must first go through an evaluation process with our Artistic Director and their teachers/choreographers. Solo, duo and trio classes are choreography only and are generally booked into 30 minute time slots weekly or 60 minute time slots biweekly usually between 3:30 and 4:30pm, M-F. The evaluation process includes discussions with parents/guardians, choreographers and the dancer to ensure that everyone is on the same page with respect to expected outcomes; including entry into festivals/competitions, commitment to rehearsing the choreography between sessions, costs and a clear understanding of the full commitment involved by both parent(s) and dancer(s).

### **STUDIO GUIDELINES**

At The Dance Matrix we have very few rules. Respect is our mantra: respect for the studio, the faculty and staff, fellow dancers, parents and respect for oneself.

#### **Dancers should keep in mind the following guidelines:**

- Come prepared to dance class with appropriate dance attire, shoes and **a water bottle**
- Hair back off the face in a ponytail, braid or bun
- Be on time for class
- No running in the lobby
- Clean up after yourself
- Bring nutritious nut-free foods to the studio
- No food allowed in the studio rooms
- No dancing or acro tricks etc. in the lobby
- Respectful and appropriate language and conversations
- Do not leave the studio without your parent or letting the front desk know you are leaving

### **DRESS GUIDELINES**

While we do not have a specific dress code policy for the studio, we do expect our dancers to arrive at the studio appropriately attired to dance. We have no preference for colour or style; we believe dancers are able to do their best work when what they are wearing is comfortable for them. Here are some guidelines for you to consider:

- Please ensure that you label (dancer's name or initials) all of your dancer's shoes and dancewear, studio jackets and t-shirts.



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- Proper dance shoes for each class, clean dry running shoes for Hip Hop & Breakdance
- Hair should be off the face, in a ponytail, braid or bun for all classes
- For Jazz and Tap, leggings, dance shorts, dance skirts, tank tops, bodysuits, dance pants are all appropriate dance wear.
- For Ballet, a bodysuit and tights are preferred (can be worn with dance shorts, leggings or ballet skirts), this allows the instructor to assess appropriate body positioning. If the dancer is attending ballet before an acro class the tights should be footless, this will avoid having to change or remove tights with feet.
- For Acro Dance, a bodysuit and capri leggings or shorts are preferred, this allows the dancer the comfort level and freedom to perform tricks without worrying about a loose shirt flipping up onto their faces and exposing their midriffs.
- For Hip Hop and Breakdance, loose comfortable clothing, sweatpants, track pants, shorts, t-shirts etc.
- For our youngest dancers, tutus are acceptable anytime in any class

For your convenience we have a revolving supply of used tap, jazz and ballet shoes available for purchase at the studio. In addition we have a limited supply of new tap, jazz and ballet shoes at various prices. We also have a small supply of dancewear (dance shorts, bodysuits, tuts, leggings and tights) available for purchase.

### **DANCE MATRIX LOGO CLOTHING/DANCEWEAR**

We sell a variety of items that have our Dance Matrix logo imprinted on them. This includes: T-Shirts, Tank Tops, Hoodies, Leggings and Performance Jackets. These are very nice quality items and most are available in sizes from toddler to adult. If you are interested in purchasing any of these items, please check out our display located at the front of the studio lobby.

### **COMMUNICATIONS**

Most often our faculty have classes running back-to-back and are not able to talk at great length about your questions and concerns. We want to and look forward to communicating with you, but out of respect for our dancers waiting to start their classes, please let the front desk know that you would like to speak to your dancer's instructor and we will set something up for you.

You are always welcome to contact us with any questions or concerns or to set up a meeting time for you to come into the studio as follows:

Call Helen McDougall, Studio Manager during studio hours: 778-397-0934 (or leave a message for callback).

Email us at: [thedancematrix@gmail.com](mailto:thedancematrix@gmail.com)

Contact us through our website: <http://thedancematrix.webs.com/contactus.htm>

### **STUDIO HOURS**

Monday – Friday	3:00PM – 9:00PM
Saturday	10:00AM – 3:00PM

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### **DANCE FEES**

Generally speaking our dance fees are calculated on an annual basis and for convenience are split into 10 equal payments. For each regular class taken, dancers are guaranteed a minimum of 35 classes throughout the dance year. Annual and quarterly arrangements are also welcome. Dance fees are as follows:

#### **ANNUAL REGISTRATION FEES**

New Students	\$25 per family (includes GST)	non-refundable
Returning Students	\$20 per family (includes GST)	non-refundable

#### **INDIVIDUAL CLASSES**

45 minute class	\$480 annually	10 payments \$48 plus GST (\$50.40)
60 minute class	\$540 annually	10 payments \$54 plus GST (\$56.70)

#### **DEVELOPMENT PROGRAM CLASSES**

3 X 45 minute classes	\$960 annually	10 payments \$96 plus GST (\$100.80)
3 X 60 minute classes	\$1,080 annually	10 payments \$108 plus GST (\$113.40)

#### **PERFORMING GROUP PROGRAMS (by audition or evaluation only)**

4:45 x 60 minute classes	\$1,830 annually	10 payments \$183 plus GST (\$192.15)
5 x 60 minute classes	\$1,860 annually	10 payments \$186 plus GST (\$195.30)
6 X 60 minute classes	\$2,130 annually	10 payments \$213 plus GST (\$223.65)

#### **SOLOS, DUOS, TRIOS – (by evaluation only)**

Solo	\$100 per month (plus GST) for 2 hours of choreography monthly	
Duo	\$50 per month (plus GST) for each student for 2 hours of choreography monthly	
Trio	\$34 per month (plus GST) for each student for 2 hours of choreography monthly	

**Pre-arranged private lessons are \$25 plus GST for 30 minutes.**

#### **PAYMENT OPTIONS**

Fees are due monthly, quarterly or annually depending on the payment method you have chosen. All fees are payable in advance of lessons being taken. We prefer that you provide us with a credit card or monthly postdated cheques however we will accept payment on a monthly basis on the last day of each month preceding the month of classes.

Payment via email transfer of funds is also available; please see Helen at the front desk for details on how to set this up.

If your payment is returned by the bank (NSF) or credit card company (over limit) we reserve the right to charge you a \$20 returned item fee.

If for any reason you are unable to make your payments on the due date, please talk with us to make alternate arrangements for payment. Failure to do so may result in you being charged a late fee of \$10 per month.

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### REFUNDS AND LATE STARTS

If you begin classes at The Dance Matrix after the 1<sup>st</sup> lesson of a given month, first we will prorate the fees for the month in which your dancer started and the remaining annual fees will be prorated over the dance year and divided by the number of payments remaining in the dance year after giving consideration to the prorated month that your dancer started.

If you choose to leave the studio before a given month is up, **we do not provide refunds for prepaid dance fees** in the month you are leaving. If you have decided that you no longer wish to attend our studio, please provide us with 30 days' notice. If you have pre-paid your fees on a quarterly or annual basis, we will provide you with a refund minus the 30 days' notice.

### COSTUME FEES

We make every effort to keep the costume fees affordable because we would prefer that you spend your money on dance classes instead. There is very little in the way of mark-up on the cost of costumes. Many of our costumes come from the USA and cost can vary significantly due to US exchange and delivery charges.

**Costume fees are billed in October and are due for payment by November 30<sup>th</sup> in each dance year.** The sooner we have the funds and get our orders in, the better deal we can get for the money. With respect to costume fees for **the Development Program**, while you are only paying for two classes; costume fees apply to the third class as well.

At the time the costumes are billed to you, we do not know what sorts of tights will be required for your dancer's routine therefore we bill you sometime in **February or March** of each dance year for each pair of tights required for your dancer's routines. Tights are approximately **\$15 per pair**.

#### Here is the 2016/17 costume pricing:

Costume fee for an individual class	\$65 (includes GST)
Development Program (3 costumes)	\$195 (includes GST)
Tights for recreational classes	\$15 per pair (includes GST)
Performing Group costume fees	\$330 (includes GST and cost of tights)

Costumes are generally distributed on photo day (usually in April/May) and are yours to keep after the annual recital.

If for any reason you do not think you can meet the costume fee payment deadlines please feel free to spread your costume fees over a **3 month period beginning in September**. Simply let Helen at the desk know that you would like to go on a payment plan and she will set it up for you.

If you decide to leave the studio and your dancer's costumes have already been ordered and paid for we will not provide a refund unless we are able to sell the costume(s) to another student. We will also deduct a \$10 administration fee per costume prior to issuing the refund. If we cannot sell your costume(s) to another student, you are welcome to take ownership of the costume(s) you have purchased.



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### **FESTIVAL/COMPETITION FEES**

If you are a member of one of our performing groups, the likelihood is that your dancer's team will be entered into one or more festivals or competitions. All festivals and competitions charge participation and/or entry fees. These fees must be paid in advance at the time of booking the entries. The Dance Matrix pays these fees upfront and bills them back to you. We do not have any mark-up on these fees therefore prompt payment is much appreciated. We bill the festival/competition fees in the same month that we pay the entry fees. **This usually occurs in January of each dance year. We allow 30 days from the date of your invoice to receive your payment.**

Again, if for any reason you do not think you can meet the payment deadlines, please talk to us about starting a payment plan beginning in September. Helen can provide you with an estimate on what your fees are most likely to be.

### **TAX RECEIPTS**

The Dance Matrix issues one receipt for each student per calendar year for all dance fees paid during the year. The receipt is for the lesson fees only and does not include costumes and festival/competition fees. **The receipts are prepared in the month of February and are emailed to the parent/guardian of each student who attended classes during the preceding year.** If you require a specific receipt for other fees such as costumes and competition/festival fees please let Helen at the desk know and we will see that you get one.

### **ADDITIONAL INFORMATION FOR ALL STUDENTS**

#### **ANNUAL RECITAL**

Each year in June, The Dance Matrix holds a recital. For the 2016/17 dance year there will be two shows (on two weekday evenings) with a dress rehearsal on the evening before the recitals. All students are encouraged to participate in the recital; this gives our students the opportunity to showcase what they have learned throughout the dance year for family and friends. It is an exciting time for our students as they don their costumes and venture out on to the stage in a theatre setting. If for some reason your dancer is unable to participate, you should let us know prior to December 31 in the dance year so that our choreographers can consider this when creating their routines.

#### **IMPORTANT DATES**

The Dance Matrix dance year coincides for the most part with the school year for the New Westminster School District. We open for regular classes on the first Tuesday in September each year and we have our last classes on the last Monday in June before dress rehearsal.

The first week of classes in each year is designated our Open House and Bring a Friend week. During this time frame all Dance Matrix students are encouraged to try out any of the age appropriate recreational classes that they are interested in attending along with bringing a friend who might want to join the studio.

For the 2016/17 dance year, **Open House and Bring a Friend Week is Tuesday, September 6th – Monday, September 12th.** While most of our recreational classes have a variety of ages in attendance, here are some very minimal recreational class guidelines:

- All recreational classes are highlighted in yellow on the schedule



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- Sampler classes are generally ages 2-4 or 3-5
- Junior classes are generally ages 5-8
- Rec classes are generally ages 8-11
- Teen classes are generally ages 12+

### **SCHEDULED STUDIO CLOSURES**

The studio will be closed for regular classes during the 2016/17 dance year on the following statutory holidays and New Westminster School District Winter and Spring Breaks:

#### **2016**

Thanksgiving	Saturday, October 8 <sup>th</sup> & Monday, October 10 <sup>th</sup>
Remembrance Day	Friday, November 11 <sup>th</sup>
Winter Break	Monday, December 19 <sup>th</sup> – Monday, January 2 <sup>nd</sup> , 2017

#### **2017**

BC Family Day	Monday, February 13 <sup>th</sup>
Spring Break	Monday, March 13 <sup>th</sup> – Friday, March 24 <sup>th</sup>
Easter/Good Friday	Friday, April 14 <sup>th</sup> & Saturday, April 15 <sup>th</sup>
Victoria Day	Saturday, May 20 <sup>th</sup> & Monday, May 22 <sup>nd</sup>

### **RECITAL, DRESS REHEARSAL AND PHOTO DAYS – 2017\***

Photo Day for Performing Groups	Sunday, April 2 <sup>nd</sup>
Individual Headshot Days	Saturday, April 22 <sup>nd</sup> and Saturday, April 29 <sup>th</sup>
Photo Day for Recreational Groups	Sunday, April 30 <sup>th</sup>
Dress Rehearsal for 2017 Recital	Monday, June 26 <sup>th</sup>
2017 Recital (1 show each night)	Tuesday, June 27 <sup>th</sup> and Wednesday, June 28 <sup>th</sup>

\*These dates are tentative and subject to change. We will notify everyone via email on timing as soon as we have the information. If any of these dates are to be re-scheduled we will make every effort to provide you with as much lead time as possible.

The photos dates are the only opportunity that your dancer will have to be included in the group photos and to have a headshot taken for our Cast Boards. We display the headshots and group photos both in the lobby of the theatre at recital and on the walls at the studio for the next year. All of our photos are taken by a professional photographer and are made available for purchase in various sizes during the month of June, in the lobby at recital and at the studio throughout the summer.

### **LOST AND FOUND**

Throughout the dance year we accumulate many items left behind here at the studio. At the end of each dance year we end up with a multitude of items ranging from hairbands to jackets and running shoes. During the last week of the dance year we put all of these items in the lobby for parents and students to take their belongings home with them. With the exception of socks and dance shoes, all items which are not claimed by the end of the dance year are sent to charity.

We take all socks, wash them and place them into a bucket in the lobby for the new dance year. These are made available to any student that needs a pair of socks to wear for their class, right beside the bucket there is another receptacle for students to put the used socks into when they are done.





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We place all found dance shoes into a box under the information table in the lobby so if your dancer is missing a shoe(s), this would be the best place to start. All dance shoes that remain unclaimed at the end of the dance year will be placed into our used shoe inventory.

### **AWARDS**

The Dance Matrix gives out several awards during the year and at the year-end recital. These awards are intended to provide recognition to students who go that extra mile to enhance their learning experience.

#### **STUDENT OF THE MONTH – given out monthly September - June**

Every month, one dancer is chosen from the studio as “Student of the Month”, they are given an award and certificate. A duplicate of the certificate is hung on the wall at the studio for a full year on the Awards wall. This award is given to a student who is chosen by the teachers. Each teacher is given the opportunity to select one of their students to receive the award. Because this award revolves through the faculty, there is ample time for any dancer to show their teacher why they should receive the award. The criteria for the award is all about the respect mantra, it goes to the dancer who is the most respectful to their teacher, their fellow dancers, the staff, the studio property and most of all respect for themselves (trying really hard every class, not talking when the teacher is trying to teach, helping the other dancers would be examples). These awards are open to all students of The Dance Matrix.

#### **ATTENDANCE AWARDS – given out at recital**

This award is available to students of The Dance Matrix who attend **all of their scheduled classes from November 1<sup>st</sup> through to recital at the end of June in each year**. Students who start at the studio after November 1<sup>st</sup> will have to wait until the following year to qualify for this award. This award is not intended to encourage you to bring your dancer to class if they are sick and contagious, it is better for them to stay home and get well before returning to class. The main reason we provide this opportunity for an award in this category is to encourage both parents and dancers to make choices around dance and commitment to a team. We cannot make any exceptions to this attendance rule, if you do not attend a class for any reason your dancer will no longer be eligible to receive this award in the current dance year, just remember there is always next year!

#### **RECREATIONAL MEDALS – given out at recital**

Urban Dance Medal (Hip Hop and Breakdance), Tap Medal, Jazz Medal, Ballet Medal and Acro/Stage/Musical Theatre Medal. – In recognition of our recreational students who have shown a strong work ethic and respect for the learning process throughout the entire dance year. These dancers set a good example for other dancers, they make the most of opportunities given to them and their class time, they are respectful and motivated and they genuinely want to excel. Recipients of these awards are chosen by the faculty (experts in each genre of dance) with input from the staff and are open to all students of The Dance Matrix.

#### **THE HANNAH MCDUGALL AWARD – given out at recital**

Hannah McDougall was Lindsey’s grandmother and she loved to dance, she came alive on the dance floor. Hannah loved to see children be all they can be. In Hannah’s memory this award is given to a student that shows the greatest love of dance. The recipient of this award is chosen by discussion with the teachers and the administrative staff who put names forward for

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consideration. This dancer loves to dance and it shows in everything they are given. This award is open to all students of The Dance Matrix.

### **THE RISING STAR AWARD – given out at recital**

This award is given to a student that shows the greatest potential to excel in their performing arts program. This dancer sets a good example for other dancers, makes the most of opportunities given to them and their class time, they are respectful and motivated and they genuinely want to excel. The recipient of this award is chosen by the Artistic Director with input from the staff and is open to all students of The Dance Matrix.

### **STUDENT OF THE YEAR – given out at recital**

This award is given to a performing group student who has worked hard and has had a good attitude consistently throughout the year, has shown leadership qualities in all interactions with other students, their teacher and staff, shows commitment to the team, has good attendance and comes to class prepared to dance every class. The recipient of this award is chosen by the Artistic Director with input from the staff and is open to all Performing Group students of The Dance Matrix.

**Additional information for our performing groups (Emeralds, Rubies, Pearls and Opals) is available in the Performing Group Addendum to this handbook.**