



# REGISTRATION HANDBOOK

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## Connections Dance Collective

Doing Dance Differently.

275 Hanlon Creek Blvd. Unit 4,  
Guelph, ON, N1C 0A1

### Contact

Phone 226 - 770 - 4221

Website <https://www.connectionsdancecollective.com>

Email [reception@connectionsdancecollective.com](mailto:reception@connectionsdancecollective.com)

# Introduction

It's our absolute pleasure to warmly welcome you into our family at Connections Dance Collective. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise! 😊

Kelsey Allen

Owner & Artistic Director





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# 01. Fees

## TUITION

- Except where expressly stated otherwise, annual tuition is based on the number of classes per season (not the number of classes per month). 35 classes are included in your annual tuition.
- Annual tuition is divided into 10 equal payments. **Payments are due on the 3rd Wednesday of each month** (with the exception of the first month's tuition, which is due at the time of registration).
- Acceptable forms of payment include pre-authorized credit card, Visa debit or post-dated cheques. E-transfers are not accepted. The pre-authorized credit card form is available to be filled out at the end of this document.
- The first month's fees are collected at time of registration. Payment must be received in order to secure your dancer's spot in the program. A seasonal \$25 registration fee applies to every dancer.
- Tuition for auditions, camps, workshops, and mini sessions will be charged in full at the time of registration.
- If a class, camp, or workshop is cancelled due to low enrolment, you will receive a refund less fees prorated for classes taken.
- Payments not received within 10 days of invoice date will be subject to a \$20 late fee.
- If payment is not rendered within 15 days of its due date, your dancer's spot in the class will be released and a drop fee of \$50 +HST will apply.
- **All tuition is non-refundable except in cases of class cancellation due to low enrollment.**

# Fees

## ADDITIONAL FEES

- An additional costume deposit of \$85 per class will apply. Please see the attached Studio Calendar for due dates.
- There will be a costume balance due later in the year. The amount will be due after costumes are ordered and will be based on vendor pricing, shipping, and taxes.
- All prices listed are subject to HST

## WITHDRAWAL

- By registering your dancer for a class, you acknowledge your commitment to classes until the end of the season in June.
- Should a dancer wish to withdraw from classes before the end of a season, the studio requires written notification signed by the parent/guardian or adult student. Tuition fees remain payable until notice is received. A withdrawal fee of \$50 + HST per class will apply.
- Withdrawal Fees apply from the time of registration regardless if classes have begun for the season or not.

## DISCOUNTS

Take advantage of our multi-class discounts:

- Save 10% on your second class
- Save 15% on your third class
- Save 20% on your fourth class
- Save 25% on your fifth class

Multi-class discounts are automatically applied at checkout when you register on our website.

# 02. Dress Code

## KIDZ COMBINATION CLASSES

### Dancewear:

**Girls:** any colour bodysuit with pink ballet tights. Skirts, etc. optional.

**Boys:** shorts, track pants, or dance pants with a t-shirt

### Shoes:

**Girls:** So Danca Leather Ballet Shoes SD69 in Pink

**Boys:** So Danca Leather Ballet Shoes SD69 in Black

### Hair:

Long hair must be secured away from the face in a ponytail, braids, or bun.

Short hair may be worn half-up or secured away from the face with clips.

## TAP CLASSES

### Dancewear:

Any dance or athletic clothing. Street clothing is not acceptable.

### Shoes:

Capezio Cadence Tap Shoe CG19

### Hair:

Long hair must be secured away from the face in a ponytail, braids, or a bun. Short hair may be worn half-up or secured away from the face with clips.



# Dress Code



## BALLET CLASSES

### Dancewear

**Girls:** bodysuit of any colour with pink ballet tights. Skirts, etc. optional.

**Boys:** t-shirt and dance pants

### Shoes:

**Girls:** So Danca Canvas Split Sole Ballet Shoe SD120 in Pink

**Boys:** So Danca Canvas Split Sole Ballet Shoes SD120 in Black

### Hair:

All hair should be secured away from the face in a bun with pins and a hairnet. Extremely short hair must be pinned back with clips or a headband.

# Dress Code

## JAZZ, LYRICAL, & CONTEMPORARY CLASSES

### Dancewear:

Any dance or athletic clothing. Street clothing is not acceptable.

### Shoes:

None

### Hair:

Long hair must be secured away from the face in a ponytail, braids, or a bun. Short hair may be worn half-up or secured away from the face with clips.





# Dress Code

## HIP HOP CLASSES

### Dancewear:

Any comfortable clothing. Jeans are not acceptable.

### Shoes:

Clean, non-marking running shoes – preferably white.

### Hair:

Long hair must be secured away from the face in a ponytail or braids. Short hair may be worn half-up or secured away from the face with clips.

## ACRO AND STRETCH & STRENGTH CLASSES

### Dancewear:

Any form-fitting dance or athletic clothing. Street clothing is not acceptable. Skirts are not allowed for acro.

### Shoes:

Bare Feet for Acro

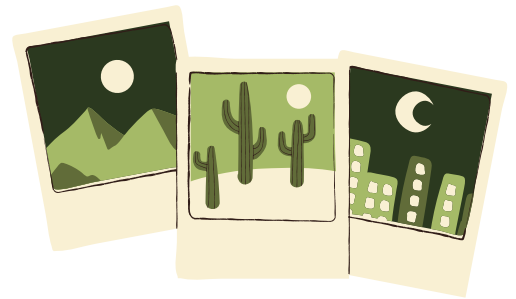
Clean running shoes for Stretch & Strength

### Hair:

Long hair must be secured away from the face in a ponytail, braids, or a bun. Short hair must be secured away from the face with clips and/or a headband

# 03. Dancer Expectations

- Dancers must meet the minimum age requirements in order to participate in a class.
- All dancers must adhere to dress code in order to participate in class.
- Dancers are expected to arrive for class on time and ready to participate in class.
- The Director reserves the right to ask dancers who are habitually late or unprepared for class to sit out.
- Dancers are not permitted to wear heavy perfume/cologne, chew gum, or utilize profane/offensive language within the studio.
- Students who engage in physical or verbal bullying or violence will be immediately expelled without refund.



## PHOTO & VIDEO RELEASE

By registering your dancer for one of our classes, camps, auditions, or workshops, you agree to allow and give permission to Connections Dance Collective to use any photos or video of your child/children for promotional use on our website, marketing items, and/or social media accounts

# 04. Studio Policies

01.

## Studio Closures

- If classes are cancelled, a decision will be made by 3pm and clients will be notified via email. It will also be posted on our social media.
- Dancers are entitled to schedule a free make-up class for a missed lesson only if it is cancelled by the studio. The chosen class must be in their own age group or younger. Please contact reception to schedule.
- If the studio is open but you feel unsafe to travel, stay home. Contact us via email or text to let us know of your absence.
- Make-up classes are not offered to dancers who miss classes due to vacation, illness, etc.

02.

## Cleanliness

- To keep our beautiful studio clean please:
  - Remove boots immediately upon entering the lobby and avoid dripping on the floor when transferring them to the shelves!
  - Bring all coats, jackets, bags etc. into the changeroom and store them on the hooks.
  - Please ensure that you or your dancer have all belongings with them before leaving. We do not leave belongings in the studios, and we do not leave food or drinks anywhere but the garbage!

# Studio Policies

03.

## Code of Conduct

Here at CDC, we value authenticity, progress, empowerment, and community. Connections and relationships are the backbone of our collective. We are committed to building and maintaining a culture within our studio based on love, support, and friendship. This means that we will never speak negatively about other dancers, teachers, or ourselves. CDC is a place where students are empowered. Dance is a safe space where they can build self-esteem. There is a zero tolerance policy for those who do not adhere to our code of conduct.

04.

## Harassment and Violence

We have a zero tolerance policy for harassment in all forms; including but not limited to sexism, racism, homophobia, sexual harassment, and physical or emotional abuse. Should any of these acts be committed by any member of CDC, they will be removed from all classes immediately and effectively banned from returning.

05.

## Social Media

To stay updated, follow us on:

Instagram - [@connectionsdancecollective](https://www.instagram.com/@connectionsdancecollective)

Facebook - [facebook.com/cdcguelph](https://www.facebook.com/cdcguelph)

# Studio Policies

06.

## No Smoking

This is a non-smoking facility: No smoking or vaping any substances anywhere inside or outside of the studio including the exterior front walkway and entrance, and rear parking lot.



07.

## Nut-Free Facility

For dancers who bring snacks, please ensure that they are nut-free. If your dancer(s) have a serious nut allergy be sure to send them to the studio with their EpiPen or any other medications they may require in an emergency. Nut free snacks are available for purchase at reception.



08.

## Lost & Found/Stolen Items

CDC is not responsible for lost or stolen items. Any items that have been left at the studio or in the change rooms will be placed in the “Lost and Found” bin in the lobby. Parents and students will be notified when the lost and found bin is to be donated, giving everyone a chance to find their things.



09.

## Acro

If your child is taking an acro class at CDC, please be aware that this is our only class based on skill and not age. When registering, please look at the skill requirements. During the first class, your dancer will be assessed and possibly moved to another level.





# 05. Recital Information

The season 5 recital will be held on June 8th & 9th, with a mandatory rehearsal on June 7th.

If you do not wish to participate in our year-end recital, the opt out date is November 15th, 2023. Please email [reception@connectionsdancecollective.com](mailto:reception@connectionsdancecollective.com) to opt out.

In January of 2024, we will be releasing a "recital handbook" that includes the following:

01. General Recital Information

02. Time and Location

03. Rehearsal

04. Tickets

05. Costumes

06. Hair and Makeup

07. What to Bring

08. Recital Procedures

09. Digital Download

10. Photo Day

11. Rehearsal Schedule

12. Hair & Accessories List

# 06. FAQ's

## 1. Can I watch my dancer during their class?

Yes! We have large windows and seating areas for both of our studios so parents can watch their kids. Parents are not allowed inside the studios during classes unless invited by the teacher.

## 2. Where can I purchase the required dance attire?

You can buy dance attire at Freestyle Dancewear. They are located at 257 Grange Rd Unit 2/3, Guelph, ON N1E 6R5.

## 3. When are your office hours?

Monday - 6:00 - 8:00pm  
Tuesday - 4:00 - 8:00pm  
Wednesday - By appointment only  
Thursday - 4:00 - 8:00pm  
Saturday - 9:30 - 12:30pm

## 4. Should I tell the studio if my child will be missing class?

Yes! Please email [reception@connectionsdancecollective.com](mailto:reception@connectionsdancecollective.com) to let our staff know that your child will be missing class.

## 5. How sick is too sick?

If your child has any of the following symptoms, please do not send them to dance class: fever, chills, vomiting, diarrhea, or if they have Covid-19. A good guideline is if they are too sick for school, they are too sick for dance.

# 07. Studio Calendar



September 16, 2023	First Day Of Classes
September 20, 2023	Tuition Installment #2 Due
October 6-9, 2023	Closed for Thanksgiving
October 18, 2023	Tuition Installment #3 Due
October 23-30, 2023	Bring a Friend/ Wear Your Halloween Costume to Class
October 31, 2023	Closed for Halloween
November 15, 2023	Tuition Installment #4 Due + Recital Costume Deposits
November 15, 2023	Last day to opt out of recital
December 17-23, 2023	Christmas Parties in Class/ Holiday Spirit Week
December 20, 2023	Tuition Installment #5 Due
December 24, 2023 - January 13, 2024	Closed for Christmas Break
January 17, 2024	Tuition Installment #6 Due
February 8-14, 2024	Valentine's Week - Wear red, white and pink to class!
February 19, 2024	Closed for Family Day
February 21, 2024 <input type="checkbox"/>	Tuition Installment #7 Due
March 9-15, 2024	Closed for March Break
March 20, 2024	Tuition Installment #8 Due + Recital Costume Balances
March 29-April 1, 2024	Closed for Easter Weekend
April 17, 2024	Tuition Installment #9 Due
May 15, 2024	Tuition Installment #10 Due
May 18-20, 2024	Closed for Victoria Day Weekend
June 1, 2024	Photo Day (TENTATIVE)
June 7-9th, 2024	Year-End Recital

**Connections Dance Collective Inc.  
Pre-Authorized Payment - Authorization Form**

Connections Dance Collective Inc. strongly encourages that all clients provide credit card information that will be kept on file to process payments for any current or future classes the family may register for. Providing a valid credit card will help avoid late charges and ensure your account stays up to date. Please fill out this form and return to Connections Dance Collective Inc. via email at [connectionscollective.guelph@gmail.com](mailto:connectionscollective.guelph@gmail.com)

\_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ VISA DEBIT

Card Number: \_\_\_\_\_

Expiry Date (MM/YYYY): \_\_\_\_\_

CVC CODE: \_\_\_\_\_

Name as Shown on Card: \_\_\_\_\_

Billing Address as Show on Credit Card Statements:

\_\_\_\_\_  
\_\_\_\_\_

- Credit Card payments will be processed on the 3rd Wednesday of every month, as per Connections Dance Collective Inc.'s Payment Policy.
- The client is responsible for reporting in writing any credit card statement billing error attributable to a transaction processed by Connections Dance Collective Inc. Any refunds due will be credited to the card used or, upon the client's request, applied to the client's Studio Director account to be used towards future purchases.
- When processing credit card payments, a \$25 NSF charge will apply if the credit card is declined and alternative payment arrangements are not made within 5 days of the attempted charge. Connections Dance Collective Inc. reserves the right to release a dancer's spot in a class if account balances are not paid in full in a timely manner.
- It is the client's sole responsibility to inform Connections Dance Collective Inc. of any changes to contact information, such as new contact person, email address, or credit card information.

I hereby authorize Connections Dance Collective Inc. to bill my credit card with the amount shown on my monthly Studio Director invoice or statement of account.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



THANK YOU!

## Contact

Phone (226) - 770 - 4221

Website <https://www.connectionsdancecollective.com>

Email [reception@connectionsdancecollective.com](mailto:reception@connectionsdancecollective.com)

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