

Grey Bruce School Of Dance

Policies

As of May 2017

MISSION STATEMENT

Recreational

The Grey Bruce School of Dance is a reputable dance school in Hanover, ON which focuses on a disciplined, yet fun, environment. The primary function of this organization is to provide dance instruction to the residents of Hanover, Brockton, West Grey, and surrounding area. We recognize the importance of technique and creativity and strive to maintain high quality instruction through our experienced teachers. Our goal is to enhance the artistic quality of the region by providing affordable dance classes to children, teens and adults. We are able to enrich and broaden the lives of our students through several forms of dance. Our students develop coordination, posture and a sense of rhythm. We hope to produce dedicated, disciplined dancers who possess an overall joy of moving to and interpreting music through their love of dance. We do not over-emphasize the importance of exams or competition, but rather, a love of the art of dance for its own sake. This school is directed by dedicated parent volunteers and has served the community for over 50 years by providing a progressive venue of quality dance instruction. We firmly believe that dance is a universal art form, which should be available to anyone regardless of size, age or talent.

Competitive

We, here at GBSD offer our students the opportunity to dance competitive. The intention for the Competition Dance Team is simple: to provide these dancers with opportunities beyond the four walls of their studio, to inspire, to motivate, to challenge, and to enrich each one of them. "Competition" is not just about winning as winning is the least important thing. It is about inspiring and striving to be the best you can be, developing lasting friendships and about sharing your passion. It is our hope that our competitive students will realize that authentic success comes not only from reaching or exceeding their specific performance goals, but with the satisfaction of knowing they have done their best.

REGISTRATION

Recreational

At registration dates, completed forms accompanied by payment, will be numbered by the Registrar. Students will be accommodated in order of registration number. Anyone seeking registration after registration dates must do so by contacting the GBSD studio by phone or email, who will inform the President and the appropriate teacher. These registrations will be accepted based on availability until November 1st. After this date, there will be no further registrations accepted.

All forms must be in before first class or the student will not be permitted to participate.

Full payment must be received by Feb 28th of that dance season or the dancer(s) may not be permitted to return to the Grey Bruce School of Dance class after Feb 28th. Financial arrangements may be made with the Treasurer.

Anyone who writes two or more NSF cheques to the Grey Bruce School of Dance will no longer be permitted to pay by cheque; they will be permitted to only pay by cash, money order or certified cheque. Anyone with an outstanding debt to the Grey Bruce School of Dance must clear that debt in cash, money order or certified cheque before a registration is accepted for the current season.

No cheques will be issued to teachers until class lists, First Aid certificates and documents are provided to the Treasurer.

Annual registration fees can be set outside of the Annual General Meeting by the current executive.

Competitive

Registration will have a deadline of August 1st. Full payment must be received by Feb 28th of that dance season.

REFUNDS

Recreational

Students of the Grey Bruce School of Dance may qualify for a full refund, less 20% administration fee, within a 6 week trial period. A formal written request must be submitted to the executive.

Competitive

No refunds will be issued if the attendance policy has been enforced on said dancer.

MINIMUM AGE/ REQUIREMENTS

Recreational

Adult and Tot registrants must be two (2) years of age by December 31st of the dance year.

Kinderdanz registrants must be three (3) years of age by December 31st of the dance year.

Dancers must be four (4) years of age by December 31st of the dance year, and have had one year of Kinderdanz experience to enter into any other dance form or be five (5) by December 31st of the dance year.

Boys Class registrants must be four (4) years of age by December 31st of the dance year, and have had one year of Kinderdanz experience or be five (5) by December 31st of the dance year.

Hip Hop students must be seven (7) by December 31st of the dance year.

Acro/Acro Technique students must be seven (7) by December 31st of the dance year and be enrolled in jazz, technique or ballet or enrolled at the discretion of the teacher.

Musical Theatre students must be nine (9) by December 31st of the dance year.

Contemporary students must be eleven (11) by December 31st of the dance year

Technique students must be eleven (11) years of age by December 31st of the dance year. Competitive students are the exception to this age, if they are requested or required to take this class.

Ballet Technique students must be eleven (11) years of age by December 31st of the dance year.

Pointe class registrants will be accepted only with the approval of the teacher and they must be enrolled in a Ballet class.

Competitive program must be seven (7) years of age by December 31st of the dance year, and be enrolled in the GBSD recreational program.

Teacher Assistants will be chosen by class teacher, and approved by the GBSD executive.

NUMBER OF CLASSES

Recreational

Teachers of the Grey Bruce School of Dance are required to provide a minimum of twenty-six (26) recreational instructional classes. Dress rehearsal, finale rehearsal, recital days and the last class following the recital cannot be included as instructional classes. A maximum of 30 classes are permitted per season, anything over 30 requires executive approval beforehand.

Competitive

GBSD Competitive is required to provide a minimum of twenty-seven (27) classes, two (2) assessment classes, four (4) technique classes and two (2) choreography days that will be determined prior to the start of the season, and a minimal of three (3) competitions a dance season.

CLASS SIZE

Minimum class size is eight (8) unless approved by the executive. If a class size is less than five (5), and approved by the executive, class time will be reduced to thirty (30) minutes from the regular forty-five (45) minutes.

Maximum class size for Kinderdanz is eight (8).

Maximum class size for Beginner level is ten (10).

Maximum class size for Primary and Junior level, where the majority of the class age is seven (7) and over, shall be twelve (12).

Intermediate and Senior level, where the majority of the class age is twelve (12) and over, is up to the discretion of the teacher, with the executive's approval to a maximum of fifteen (15) students.

Teachers will be notified of any special needs circumstances, where assistance may be required.

CLASS PLACEMENT

All decisions as far as class placement and movement of students (at any time), are at the discretion of the teacher. The teacher must explain the reason for class placement decision and be confident with their explanation.

COSTUMES

It is the expectation for all GBSD teachers:

1. To present conceptual designs and ideas to the current executive by their Nov. meeting date along with their music selections.
2. That all costume design and planning forms are turned into the costume head by Dec. At this time this final information will be shared with the executive. This is to ensure that the following criteria are followed:
 1. Costing for costumes is being followed.
 2. That recycling from current stock has been considered.
 3. To keep all costumes within general acceptability for all dancers.

All forms can be found in your teacher binder or our Costume Head can provide them for you.)

MUSIC

It is the expectation of GBSD that all music used in any GBSD activities/classes will not include the promotion of:

Swearing

Drug Use

Violence or any other anti-social behaviour.

If these criteria are not met the teacher/volunteer will be asked to change, modify or clean up the song by executive. Until the above criteria's are met, the song will not be played or used.

Note: Teachers are asked to provide to the current executive their songs being used for recital by the Nov. Executive meeting. This coincides with costume concepts.

DANCEWEAR / HAIR

Teachers must enforce the school's expectations with students and parents. If a teacher has an issue with a student, they are to follow this procedure:

1. Send a note home
2. Teacher is to send a note home as well as connect with the parent
3. President is to send a letter and contact the parent

COMPETITIVE PROGRAM

1. A student must be enrolled in a GBSD recreational dance class to participate in the Competitive program. ex: Ballet Solo, dancer is taking ballet on the GBSD Recreational side
2. A student must be enrolled in the Competitive Troupe to participate as part of a Competitive Duo, Trio or Solo. First year dancers will only be able to participate on the Troupe or at the approval of the teacher.
3. A parent/student Commitment Contract will be signed.
4. All costs incurred by competitive team members, including makeup, travel, hotels and any other related costs, are the responsibility of the team member/family.
5. There is an expectation of mandatory attendance to all classes, choreography dates, and competitions; if one class is missed a warning letter will be sent home, if two classes are missed a letter is sent home and a meeting will be requested to take place between the teacher, parent, an executive member, and dancer. At this time a discussion regarding how attendance can be met. The dancer will be placed on probation, with the hope that attendance will improve. If the dancer misses a third class said dancer will be dismissed from the competitive program with no refund given.

6. Competitive Registration Fees include:

- costume
- class instruction
- competition fees

PROFESSIONAL DEVELOPMENT (Teachers)

Professional Development is very important to GBSD and our teachers. It benefits the teacher as well as all dancers that teacher instructs. This would be offered providing funds are available to a maximum of \$150. Requests for funds need to be submitted to executive for approval before the class/event is attended and will be reimbursed after the class/event has been attended. It is understood that in-service may be asked of a teacher who has received funds through GBSD for professional development.

TEACHER CONTRACTS

Contracts are to be negotiated by June 1st, including an escape clause, indicating the contract is viable only if the registration revenue is adequate.

FESTIVAL

The Grey Bruce School of Dance will pay for class registration into Walkerton Rotary Festival and the Grey County Kiwanis Music Festival, if GBSD and the teacher decide to send classes.

RECITAL / ATTENDANCE

Young dancers are required to attend all rehearsals/run through but need stay only as long as their number is being practiced. Finales are optional for the younger dancers. Students may be withdrawn from performing at recital at the teacher's discretion if they miss more than four classes, more than three consecutive classes or if the student is disruptive and un-cooperative in class.

PHOTOGRAPHY AND TECHNOLOGY

GBSD wants to make everyone aware that the use of cameras at any GBSD activity should be for the purpose of taking photos of your own child(ren) and with approval from other student's parents, of their class. No photos, video or other multi-media are to be taken without permission of those in the photo. The use of cell phones is permitted only before and after classes and only for the purpose of telephoning. Cell phones are to be used outside of the studio and are to be turned off during classes to minimize disruption.

GBSD may take pictures at additional GBSD events (ex: Walkerton Rotary Music Festival, Flash Mob) for promotional purposes.

Disciplinary action will be taken against the individual found to have taken photos at any GBSD activity or facility and /or posted the pictures without the written consent of those in the photo. It is against the law to post pictures of anyone without written consent or their parent's consent for those under the age of 18. This includes written publications and the Internet.

COMMUNICATION

When a parent has a concern or suggestion, it is expected that the concerns/suggestions will be first taken to the individual with whom the parent has the concerns/questions with.

However please wait 24 hrs. Then...

STEP 1: Speak to the teacher/executive member...(issue resolved). (the teacher or parent should ensure there is an executive member present during the conversation)(If the issue is not resolved, proceed to STEP 2)

STEP2: Speak to the GBSD President. If you have not yet spoke to the teacher/executive then the president will ask you to do so first if this has already been done and more conversation is needed.

THE ROLE OF THE PRESIDENT is to,

Involve the teacher/executive in any further discussions with the parent(s). The president may request, at any time in the process, that concerns be put in writing. The president may involve, at any time in the process, others who may be helpful in resolving the concern (the executive).

For all other GBSD related concerns/suggestions that do not involve taking the matter up first with a teacher/executive, the communication should be directed to the president

The effective use of these communication guidelines by all concerned will result in the fair and quick resolution of concerns.

BEHAVIOURAL ISSUES

Refer to the GBSD Disciplinary Action Guidelines. (Attached)

Refer to the GBSD Children Protection Policy (see document)

EXECUTIVE

The executive discount will not be carried forward except in extenuating circumstance and then will be put to a vote by the executive members.

Executive bonus will not be given retroactively.

Only immediate family members of dependents to use discount; it cannot be transferred to another person.

In order to qualify for the executive bonus, executive members must attend 50% of the meetings (to a maximum of 12) and perform executive duties over and above the expected level of parent participation. The executive bonus will be One (1)(first) free class, after completing one year on the executive committee. Where two or more members of an immediate family hold executive positions, jointly the family qualifies for one (1) executive bonus and one (1) vote at Annual General Meeting and one (1) vote per position held at regular executive meetings. A position may not be held by members of an immediate family for more than two consecutive years.

When a person volunteers to fulfill a role on the executive, the above policy will be made clear to them.

If a meeting is missed, the executive member must send an informed delegate or the information to another executive member, as well as follow up after the meeting by checking their folder or email for minutes to the meeting and/or speak(ing) to the president. Anyone not meeting the requirement for executive bonus will be contacted individually and privately before registration dates and any concerns will be addressed at the executive portion of the Annual Meeting.

Executive bonus will be given only when funds permit.

An executive member must be an executive member for two full dance seasons before taking on the role of President/Treasurer/Vice and must be a member of the executive during the preceding year of becoming President/Treasurer/Vice.

All executive positions must be voted upon by members of the Grey Bruce School of Dance, with one vote per family at the GBSD Annual General Meeting.

VOLUNTEER HOURS

Non-executive members taking on co-ordinating roles will do so as their volunteer commitment. If a student completes volunteer hours, they will be applied toward the parent's volunteer hours. The forty (40) hours of community service required for high school programs may not contribute to volunteer hours required by families.

Adult dancers will be required to do recital volunteering if the dance class they attend participates in recital.

RENTALS

All renters will be required to sign a rental agreement, pay a rental fee, and give a damage deposit. Facility Rental agreement (see document) Costume Rental agreement (see document)

TEACHER'S AWARD

To be determined by the teachers as to what this looks like. To be presented and financed solely by the teachers.

Grey Bruce School of Dance

Disciplinary Action Guidelines

These guidelines are in place to deal with incidents involving Grey Bruce School of Dance students, parents/guardians, teachers and executive members that include acts of physical aggression, verbal name calling or insulting, property damage, vandalism, and/or disrespectful behaviour towards a teacher or fellow student(s) or other person(s) involved in the Grey Bruce School of Dance.

Course of Action:

- Written warning detailing the unacceptable behaviour as deemed by the Grey Bruce School of Dance executive members and reparation determined.
- If the student, parent/guardian, teacher, executive member is reprimanded a second time, for unacceptable behaviour, whether a repeated offence or a new incident, said person will be expelled from all GBSD functions (dance class, picture day, executive position...) for the rest of the dance season with no refund of registration fees or executive bonus.
- If any incident includes the involvement of law enforcement officers, said person may be expelled immediately from all dance classes. Should said person be expelled for law involvement reasons then future registration at the Grey Bruce School of Dance will be refused.

Grey Bruce School of Dance



501-9th Avenue

Hanover, ON N4N 2M4

Dear _____

This letter is to inform you that you or your child has displayed unacceptable behaviour on _____
_____. The incident involved:

The guidelines for disciplinary action for the Grey Bruce School of Dance are as follows:

- First Offence, Written warning and reparation determined by the GBSD executive board.
- Second offence, whether a repeated offence or a new incident, expulsion from all GBSD functions for the rest of the dance season with no refund of registration fees.
- If any incident includes the involvement of law enforcement officers, said person will be expelled immediately from all dance classes and will be refused registration at the Grey Bruce School of Dance in the future.

It has been determined that reparation for the unacceptable behaviour will be: _____

The Grey Bruce School of Dance requires the above directions for reparation be completed by _____
_____ in order to allow that further dance classes be attended.

Sincerely,

Executive Members of

The Grey Bruce School of Dance



GBSD Child Protection Policy

Executive Statement

Protecting children from abuse is a responsibility of all those who come into contact with them. We at GBSD are committed to practice which protects children from harm. Information contained in this document will help to create an understanding and direction for staff, volunteers, parents/guardians and children involved in Dance with GBSD.

Signed: _____ Date: _____
President

The Grey Bruce School of Dance(GBSD) believes that:

The welfare of children is paramount.

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff (paid/volunteer) working with the GBSD have a responsibility to report concerns to the appropriate officer.

Policy Statement

The GBSD is committed to ensuring that the safety, welfare and well being of children are maintained at all times during their participation in activities run by the GBSD. GBSD aims to promote a safe environment for all children and to assist all staff, volunteers, executive and parents/guardians to recognize child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

A child is defined as under 18 according to The Children Act 1989.

Promoting good practice

The GBSD will encourage the following:

Always working in an open environment where possible(e.g. avoid private or unobserved situations).

Treating all young people equally, and with respect and dignity.

Always putting the welfare of the young person first.

Making dance fun, enjoyable and promoting fair play.

Keeping up to date with technical skills, qualifications and insurance in dance.

Involve parents/guardians wherever possible.

Rationale

Through the development of this policy GBSD objectives are to:

Adopt child protection guidelines through a code of conduct for all staff(paid or unpaid).

Provide information to assist staff and volunteers in recognizing and responding to all forms of child abuse.

Provide direction to all staff, volunteers, executive and parents/guardians their legal responsibilities under child protection legislation.

Follow procedures for recruitment and selection of staff and volunteers.

Policy Aims

The aim of the GBSD is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of the GBSD.

Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Scope of Policy

The Child Protection Policy of GBSD are applicable to all executive, staff, volunteers and parents/guardians (paid, voluntary, permanent or casual) of GBSD.

Implementation of Legislation

In order to implement the child protection policy of GBSD will undertake to:

and meet Implement strategies and procedures that focus on the best interests of children the requirements of child protection legislation.

Promote a safe and supportive environment for all children and young people participating in activities with the GBSD.

Increase awareness and emphasis of the importance of child protection issues in a dance environment to all those involved with the activities of the GBSD. This includes executive, staff, volunteers, parents and their children.

Ensure that all staff/volunteers/executive/parents/guardians are aware of their responsibilities arising.

Expectations

GBSD expects that all executives, staff, volunteers and parents/guardians whether paid or unpaid who participate in any dance event/class under the banner of this organization will commit to the above.

Suspected Abuse

Any suspicion that a child has been abused by staff/volunteer/parent should be reported to the President/Vice President of the GBSD who will support the reporter in taking such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Responding to Suspicions or Allegations

It is not the responsibility of anyone working in the GBSD (paid/volunteer) to take responsibility or to **decide** whether or not child abuse has taken place. However, there is a **responsibility to act** on any concerns through contact with the appropriate authorities.

The GBSD will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern regarding the safety of a child.

When there is a complaint against a member of staff/volunteer/parent there may be three types of investigation:

A criminal investigation

A child protection investigation

A disciplinary or misconduct investigation

During the investigation process the person whom has had a complaint placed against them will be removed from their position within GBSD for the duration of the investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Policy Review

GBSD Child Protection and Intervention Policy and Guidelines will be reviewed and updated in line with any legislative changes that have significant impact on the manner in which child protection and intervention issues are to be dealt with.

Signed: _____ Date: _____
President

Approved May 2012



501-9th Avenue
Hanover, Ontario

Studio Rental Agreement

Grey Bruce School of Dance and _____
Print name of individual responsible

agree to the following rental arrangements. **The Grey Bruce School of Dance** Studio 1 or 2 (circle one) will be rented from _____ to _____ at the rate of \$20/hour or \$120/day (circle one).

Time
for the following date(s): _____.

$$\text{Total Hours} = \frac{\text{Total \# of Days}}{\text{Total \# of Days}} \times \frac{\$120}{\text{Cost per Day}} = \$ \underline{\hspace{2cm}}$$

$$\text{Total Owed} = \frac{\text{Total Hours}}{\text{Total Hours}} \times \frac{\$20}{\text{Cost Per Hour}} = \$ \underline{\hspace{2cm}}$$

OTHER SPECIAL AGREEMENTS:

Please note these additional conditions to your rental contract:

CANCELLATION:

~In the event that the renter cancels his/her rental time for a specific date, **The Grey Bruce School of Dance** needs to be notified no later than 7 days before the scheduled rental. If less time is given, **The Grey Bruce School of Dance** will refund rental amount paid minus 25% of the booking fees.

PAYMENTS:

- ~Payments shall be made to our registrar **two weeks** prior to the event.
- ~A **re-fundable damage deposit of \$100.00** is required (with rental payment). Once inspection of the premises or section that was used is completed, this will be returned
- ~If your rental payment is more than two weeks past due (according to your agreement), **The Grey Bruce School of Dance will charge a \$25.00 late fee.**

OTHER:

- ~A group waiver or proof of personal insurance must also be signed/shown before the renter uses the Studio.
- ~**The Grey Bruce School of Dance** reserves the right to cancel this rental agreement at any time.

GBSD Signature	Date	Renter Signature	Date
----------------	------	------------------	------

Print Name	Address	Phone Number
------------	---------	--------------

Costume Rental Agreement

Name of Organization: _____

Name of Contact: _____

Address of Contact: _____

Phone Number: _____

Form of Identification used and number from identification

Drivers Licence ___ Ontario Health Card ___ Other form of ID _____

Number from Identification: _____

Date Costume(s) needed: _____

Date Costume(s) picked up: _____

Condition of Costume(s) when picked up: Excellent ___ Fair ___

If Fair what were the issues when picked up:

Signature of executive member: _____

Signature of Renter: _____

List and Description rented Costume(s) below:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

Date Costume(s) returned: _____

Condition of Costume(s) when returned: Excellent ___ **Fair** ___

If Fair what were the issues when returned:

Signature of Executive member: _____

Signature of Renter: _____

Deposit required: \$250.00 **Cash** ___ **Cheque** ___ **Receipt issued** _____

Date Deposit received: _____

Date Deposit returned: _____

**Signature of Executive member of returned
deposit:** _____

Signature of person who deposit was returned to: _____

Cost Per Costume:\$ _____ **Cost Per Premium Costume** \$ _____

Total cost of Costume(s) rental _____

Payment received:\$ _____ **Cash** ___ **Cheque** ___ **Cheque number** _____

Payment received by executive member signature _____

Terms of Rental Agreement

I agree to return all items in their original state by the date specified. Any replacements or repairs necessary shall be the responsibility of the renter and their organization. The costs of such repairs shall be deducted from the deposit if they are not done prior to the costumes being returned.

No repairs or replacements of any costume(s) shall be done without the notification or consent of Grey Bruce School of Dance. With this exception Unless it is an emergency wardrobe issue with the costume(s). In this case Grey Bruce School of Dance shall be notified of this as soon as possible regarding what was done and the cause of the issue.

No alterations will be allowed to any costume that is the Property of Grey Bruce School of Dance.

Any damage or loss of any costume(s) that are the property of Grey Bruce School of Dance, the renter and their organization shall be responsible for the replacement cost of that costume(s).

Signature of executive member: _____

Signature of renter: _____