



STUDIO HANDBOOK

REGISTRATION – RETURNING DANCERS

- Please read this entire Handbook thoroughly, before registering.
- Registration for our 24/25 season will open on June 4th at 5:00pm and is first come, first served:
 1. Registration is done online through your Studio Director account.
 2. Log in to your Studio Director account to read and accept the Waiver before registration starts so you are ready when registration opens.
 3. Pre-approved classes will be based on your 23/24 classes and will be emailed to you on June 2nd. These are the only classes you will be able to register for. If you are missing one of your classes that you were enrolled in this year, please fill out the Form listed below in #4 ASAP. Pre-approved classes are done manually for each dancer so sometimes classes do get missed or dancers are placed in the wrong class.
 4. If you would like to add a new genre, please complete the Request For Additional Pre-approved Classes Google form that can be found on our website at www.danceunlimited.ca under the Register Tab.
 5. To Register:
 1. Log in to your Studio Director account from your pre-approved email.
 2. Sign the waiver if you haven't already.
 3. Click on the gray Enroll In My Pre-approved Classes button.
 4. A. For each class you are registering for, click on the white box in the ENROLL column. DO NOT CLICK ON THE X of the classes you are registering for. This will remove the classes and we will have to manually re-add them for you. This will slow down your registration process.
 - B. If one of your pre-approved classes has disappeared, it means the class is full. Email us to be placed on the waitlist and you will be automatically enrolled and then notified if a spot opens up.
 5. Click on the gray ENROLL button.
 6. Review your enrollment confirmation and click on CHECKOUT.
 7. Do not enter a payment amount.
 8. Click Next
 9. Click Accept
 10. Click Logout
 6. PAD payment forms are to be emailed to info@danceunlimited.ca at time of registration otherwise registration is not complete and will be cancelled after 3 days. Forms are available at www.danceunlimited.ca under the Register Tab.

REGISTRATION – NEW DANCERS

- Please read this entire Handbook thoroughly, before registering.
- Registration for new dancers for our 24/25 season will open on June 5th at 5:00pm and is first come, first served:
 1. Registration is done online through Studio Director. You will need to create an account by visiting our website at www.danceunlimited.ca and clicking on the Register Tab, and then clicking on the Register Here link.
 2. Log in to your Studio Director account to read and accept the Waiver before registration starts so you are ready when registration opens.
 3. Pre-approved classes will be based on age, and if you provided a dance background, level as well. These will be emailed to you within 48 hours of creating your account beginning June 2nd. These are the only classes you will be able to register for.
 4. If you would like to add a new genre, please complete the Request For Additional Pre-approved Classes Google form that can be found on our website at www.danceunlimited.ca under the Register Tab.
 5. To Register:
 1. Log in to your Studio Director account from your pre-approved email.
 2. Sign the waiver if you haven't already.
 3. Click on the gray Enroll In My Pre-approved Classes button.
 4. A. For each class you are registering for, click on the white box in the ENROLL column. DO NOT CLICK ON THE X of the classes you are registering for. This will remove the classes and we will have to manually re-add them for you. This will slow down your registration process.
 - B. If one of your pre-approved classes has disappeared, it means the class is full. Email us to be placed on the waitlist and you will be automatically enrolled and then notified if a spot opens up.
 5. Click on the gray ENROLL button.
 6. Review your enrollment confirmation and click on CHECKOUT.
 7. Do not enter a payment amount.
 8. Click Next
 9. Click Accept
 10. Click Logout
 6. PAD payment forms are to be emailed to info@danceunlimited.ca at time of registration otherwise registration is not complete and will be cancelled after 3 days. Forms are available at www.danceunlimited.ca under the Register Tab.

FEES

- All payments are paid by Pre-Authorized Debit (PAD). (We do not accept credit card, e-transfer or cash.)
- Tuition is calculated on the total number of classes in our dance year.
- Tuition is then divided into 10 equal monthly payments and bear no relationship to the number of classes in any given month.
- Fees will not be pro-rated for those who register after the registration month has started.
- There is a registration fee of \$50.00 per dancer and \$25.00 for each subsequent immediate family member.
- All fees include multiple class discounts and GST.
- The following fees are non-refundable: First month and June fees, registration fees, Competition fees and Company/Team/Crew fees.
- Those not registered by the 27th of the month must e-transfer for the following month.
- Account changes to PAD MUST be submitted by email by the 27th of the month.
- No one is permitted to take classes without all of the required items submitted.
- There is a \$50.00 charge for declined P.A.D. payments. Declined payments will be automatically run again on the 10th and 15th of the month. Declined payments that we are unable to collect on the 10th or 15th are to be paid by e-transfer only.
- Exchange students must register for the full year and pay by PAD.

TUITION RATES & PAD FORM

- 24/25 Tuition rates are available on our website during registration.
 - 24/25 PAD Form is available on our website at www.danceunlimited.ca under the Register tab.
 - For non-competitive dancers, you must complete 2 page of Dance Unlimited Inc. PAD forms and attach 1 Void cheque or 1 bank form. If your banking info remains the same, you do not need to send in your bank form/void cheque.
 - For Company/Team/Crew/competitive dancers, complete 3 pages of DUPA PAD forms and attach 1 Void cheque or 1 bank form. If your banking info remains the same, you do not need to send your cheque/bank form.
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ATP (Accelerated Training Program)

We are very excited to announce that Dance Unlimited Performing Arts has created a newly designed, Accelerated Training Program (ATP).

Under the ATP by audition/placement are:

- **COMPANY (JAZZ & LYRICAL BASED)**
We offer Companies for ages 7-19.
- **TEAM (JAZZ, LYRICAL & HIP HOP BASED)**
Team is Senior level.
- **HIP HOP CREW**
We offer Crews for ages 7-19.
- **COMPETITIVE CLASSES (Tap, Lyrical, Acro, Contemporary)**
Levels vary.
- **The OACP PROGRAM**
Open to all Company dancers.

Our ATP is designed for serious dancers looking to enhance their progress and advancement significantly in technique, as well as performance training, through additional accelerated training. ATP dancers are afforded additional opportunities such as conventions, workshops, shows, competitions, solos/duos/trios/small groups.

Dancers chosen for the ATP are representing DUPA so are expected to always be kind, have excellent sportsmanship and respect for others. Dancers are required to commit 110% to the studio and their fellow dancers, as they are part of a team. DUPA strives to build an inclusive studio where everyone belongs and we expect parents and dancers to do the same. It is important to remember that in addition to dancing, dancers are learning dedication, strength, passion, determination, focus, time management, co-ordination, teamwork, discipline, confidence, building lifelong friendships and more.

ATP COMPETITIVE CLASSES

Acro 3, Acro 5/6, Senior Contemporary, Senior Lyrical 2, Fierce Company Tap and Senior Tap are competitive classes which means they take part in 3 competitions. Additional classes may be added at the discretion of the Director/Faculty. Competitions take place on the Island and in the Vancouver area and may take place during school and work hours. Overnight travel may be required. If your competitive class is entered in the competition, you must attend. Possible/tentative competition dates will be provided in October and decided on in January. Competition fees for competitive classes are \$195.00, include 3 competitions and fees are paid by PAD in 2 equal payments on August 1st and 15th, 2024. We don't have control over scheduling the competitions dates or if they add dates.

Competitive class dancers not in Company/Team/Crew are charged a Competitive fee of \$75.00 which includes earrings, lipstick and competition backstage teacher/mentor.

On Stage! is 2 shows consisting of Company/Team/Crew, competitive class and OACP pieces. They are held on March 2nd, 2025 at the Charlie White Theatre in Sidney. They are scheduled before the first competition takes place which will allow dancers to get comfortable on stage and showcase their talent to their families and friends. On Stage! will be divided into 2 shows due to the number of OACP's and would require a separate ticket for each show. Tickets go on sale in February through the Charlie White Theatre Box Office.

ATTENDANCE

Good attendance is imperative as absences and lateness can hold back the entire class and the studio cannot jeopardize its responsibilities to the rest of the class for one student. It is expected that missed work will be learned from another student before the next class to avoid holding up the class. Make-up classes are not offered. Refunds and/or discounts are not given for missed classes. Students missing class may be required to schedule and pay for a private lesson with the instructor. If your child is going to be absent from their class, please complete the Absence Form before the class. If your child has an injury of any sort, it is your responsibility to inform the office immediately and provide a doctor's note if their injury prevents them from dancing for more than 1 week.

CALENDAR

Our 32nd season: September 9th – December 23rd, 2024 and January 6th – June 7th, 2025

- The studio is closed on all statutory holidays
- The studio is open on all school professional days
- The studio is closed for 2 weeks at Christmas
- The studio is closed for 2 weeks at Spring break

September

9th - First day of classes for the 24/25 season

30th - Studio closed for National Day for Truth and Reconciliation Day

October

14th - Studio closed for Thanksgiving

24th – 30th - Halloween Dress Up Week

31st - Studio closed for Halloween

November

11th - Studio closed for Remembrance Day

December

23rd - Last day of classes before Holiday break

24th - January 5th - Studio closed for Holiday Break

January

6th - First day back after Holiday Break

February

17th - Studio closed for Family Day

March

2nd - On Stage! show (Companies, Crews, OACP's and Competitive classes)

16th – 30th - Studio closed for Spring Break

31st – First day back after Spring Break

April

18th – 21st - Studio closed for Easter

May

19th - Studio closed Victoria Day

27th – 31st - Studio closed for dress rehearsal and Recitals

28th - Dress rehearsal for the Recitals

31st - Our 32nd Annual Recitals

June

2nd – 7th - Last week of classes

CLASS PLACEMENT

Class placement is based on age, technique, progress, strength and potential. It is most important that each dancer be placed in the appropriate level and class where they will be challenged, but not overwhelmed, and will be able to execute dance movements without injury or instilling bad habits. Because it usually takes 2 to 3 years before the necessary skills are attained, and because there are only a few levels per age group, it is normal to spend multiple years in each level. Sometimes it is necessary to move into a different class, level, or more suitable genre, after registration has taken place. This will be done as soon as possible at the beginning of the year and will be discussed with the parent first. It is very important that each dancer is comfortable in their class/es.

Ballet helps further dancer's strength, technique and helps them understand proper posture and placement. We strongly suggest that students take a Ballet class in conjunction with their other class/es and some classes are required to take it. R.A.D. Ballet classes Grades 1 and up attend their grade twice per week.

COMMUNICATION

Communicating with you is very important to us. If you'd like to speak with Lindsay or your child's teacher, please email info@danceunlimited.ca and they will contact you as soon as possible. It is your responsibility to keep up to date with what is happening in your studio. Studio newsletters are emailed every 2 months, starting in September, with additional newsletters closer to the recital. Be sure to check the website regularly so you are up to date on what's happening in your studio. If you opt-out of receiving emails in your Studio Director account, you will miss very important information. Please be sure to opt-in.

DRESS CODE

Dress code is an important part of dancer's discipline and is inclusive for all. Parents, please assist your child in selecting their attire and dressing appropriately. Dance attire must incorporate all genres dancers are taking that day. For example, ballet attire must be worn under Hip Hop attire. Dancers cannot change between classes, but may remove layered clothing. Our dress code is inclusive for all, so dancers may choose either Option A or Option. Not a mix of A and B.

1. Hair must be in a ponytail, bun or braid off the face. Long hair must be in a bun. For Ballet – see below.
2. No jeans, outside shoes or jewelry are to be worn in any class.
3. If it doesn't specify a color for the attire or shoe below, you may choose the color.
4. Dancers must enter the studio ready to dance. That includes hair and dance attire.
5. With the exception of Hip Hop, attire must be fitted so the instructor can correct placement and technique on a dancer.
6. The instructor reserves the right to ask the student to leave the class if not appropriately dressed.

JAZZ, TURNS & PROGRESSIONS, COMPANY & MUSICAL THEATRE

- Broadway Babies/ Showstoppers – Bodysuit, tights or bare legs, skirt optional. Tan slip-on Jazz oxfords or Ballet shoes are optional and not required for Recital.
- Primary to Junior, Fierce Company & Musical Theatre – Bodysuit or fitted yoga top and dance shorts, tights or leggings. Jazz oxfords; leather – tan or skin tone.
- Intermediate, Core, Pulse and Thrive Companies – Bodysuit, fitted yoga top or crop sports bra and dance shorts, tights or leggings. Jazz oxfords; leather – tan or skin tone.
- Force Company and Elite Team – Bodysuit, fitted yoga top or crop sports bra and dance shorts, tights or leggings. Jazz oxfords; leather – black (skin tone may be required in January)

CONTEMPORARY – Bodysuit, fitted yoga top or crop top sports bra & fitted dance shorts. Tan BlochSox style A1000.

LYRICAL – Bodysuit, fitted yoga top or crop sports bra (Int./Sr. only) and fitted dance shorts. Half Soles; Capezio Tan canvas.

ACRO – Bodysuit, fitted yoga top or crop sports bra (Acro 3, 4 & 5/6 only) and fitted dance shorts. Bare feet.

TAP – Bodysuit or fitted yoga top and dance shorts, tights or leggings. Black patent or Mary Jane Tap shoes for Pre-Primary. Black leather lace up or Mary Jane Tap shoes for Company to Junior/Intermediate.

All above requirements are OPTION A. OPTION B is a fitted tank or t-shirt and shorts or leggings.

HIP HOP – Loose fitting clothing and clean white runners only worn inside for dance.

EXAM and OPEN BALLET PROGRAM

- Bodysuits and skirts only available through Ellsweat.
- All character and pink skirts must be ordered through Ellsweat by Sept. 30th.
- Black or pink Ballet sweaters may be worn if the studio is cold but must be removed after warm up. No leg warmers.
- No t-shirts, sweats, shorts, etc. may be worn over your leotard and tights in class.
- Undergarments should not be visible.
- Hair in SECURE bun with hair net, several bun pins and bangs back.
- For recital, all dancers Grade 1 and up will need pink tights and pink Ballet slippers.

GRADE REQUIREMENTS:

- Pre-Primary & Primary – SoDanca style #SL02 Pink (03) bodysuit: pink skirt; Mondor style #167 pink or skin tone socks; pink or skin tone leather soft non-split sole Ballet shoes with elastic
- Grade 1 – SoDanca style #SL02 Pink (03) bodysuit: Character skirt; Mondor style #314 pink or skin tone tights; pink or skin tone leather soft non-split sole Ballet shoes with elastic; Character Shoes – low heel
- Grade 2 – SoDanca style #SL10/SL11 Light Lilac (63) bodysuit: Character skirt; Mondor style #314 pink or skin tone tights; pink or skin tone leather soft non-split sole Ballet shoes with elastic; Character Shoes – low heel
- Grade 3 – SoDanca style #SL10/SL11 Light Lilac (63) bodysuit: Character skirt; Mondor style #314 pink or skin tone tights; pink or skin tone canvas split sole Ballet shoes; Character Shoes – high heel
- Grade 4 – SoDanca style #SL03 Dark Purple (49) bodysuit; Character skirt; Mondor style #314 pink or skin tone tights; pink or skin tone canvas split sole Ballet shoes; Character Shoes – high heel
- Grade 5 – SoDanca style #SL03 Dark Purple (49) bodysuit; Character skirt; Mondor style #314 pink or skin tone tights; pink or skin tone canvas split sole Ballet shoes
- Grade 6, 7 & 8 – SoDanca style #SL03 Dark Purple (49) bodysuit; Dark Purple long chiffon skirt, scarf & Character Skirt; Mondor style #314 pink or skin tone tights; pink or skin tone canvas split sole Ballet shoes
- Intermediate Foundation - Dark Purple (49) bodysuit; Mondor style #314 pink or skin tone tights; pink or skin tone canvas split sole Ballet shoes
- Junior/Teen Open – Please do not purchase a bodysuit until instructed to do so by the teacher in September. Pink or skin tone leather soft non-split sole Ballet shoes with elastic
- OPTION B: White short sleeved fitted t-shirt; black dance shorts or tights; Black leather soft non-split sole Ballet shoes with elastic

DANCE SUPPLIES

Ellsweat carries all items required for our classes. They are located at 3180 Harriet Rd., just up the street from our studio. 250-721-5356

GUIDELINES

- Politeness and respect to everyone is expected.
- Dress code must be followed.
- No street shoes in the studios.
- No popcorn or gum in the studio or lobby.
- Students with special ability/experience may be given consideration to enter classes regardless of age.
- FOOD ALLERGIES - No peanuts, nut products or animals can be brought into the studio at any time.
- Only water is to be brought in water bottles. (No juice, energy drinks, etc.)
- We reserve the right to refuse service to anyone, at any time, for any reason.
- We are not responsible for lost/misplaced/stolen items. Leave valuables at home.

LOST & FOUND

Lost and Found items are placed in a basket in the lobby. Items are donated the day after the last day of classes in December and June. Please make sure you check it regularly.

PARKING

We kindly ask that you drop off/pick up your dancer and not remain parked in the parking for the duration of your dancer's class/es. This allows parents with younger children to access parking to safely escort them to and from the studio. Please do not park in the reserved spots as the upstairs tenant will tow.

PERSONAL HYGIENE

Students are expected to observe good personal hygiene habits. Deodorant is highly recommended for students age 10 and older.

RAD BALLET

RAD Ballet classes Grade 2 and up focus on technique and exam prep only. No recital choreography is done in these classes. Ballet Choreo is very important, so a Ballet Choreo class must be taken along with your 2 exam classes. Ballet Choreo is performed in recital/s.

Students who are sufficiently prepared will take an examination, in which their work is evaluated by a visiting RAD examiner. Exams may take anywhere from one to three years to prepare for. Exams may take place during the week and in school hours. The RAD prepares the schedule so we have no control over scheduling. Exams range from \$164.00 to \$240.00. Grade 1 Ballet & up must take their grade twice per week. Grade 2 and up take 2 RAD classes per week plus a Ballet choreo class which performs in Recital.

Primary Exam and up must take the September Intensive which takes place the week of September 3rd-6th. Dancers do not need to register themselves as they will be automatically registered for it August 31st and fees will be withdrawn by PAD on September 1st, 2024. New students will be assessed in September and placed accordingly.

RECITALS

All dancers participate in our annual Recital on May 31st, 2025 at the McPherson Playhouse. The dress rehearsal is held at the McPherson on May 28th from 3:30-9:00pm and attendance is mandatory if you expect to be in the recitals.

- **RECITAL TICKETS** – Ticket costs are not included and go on sale end of April through the McPherson Box Office. Please note: *If your child is in more than one class per week, they may be in more than one recital, which will require two separate tickets.*
- **RECITAL FEE** – The mandatory Recital fee is \$75.00 per dancer and includes a link to both recital videos and a Recital t-shirt. In case of withdrawal by Oct. 31st, 2024, Recital fees will be refunded. After this date, no refunds will be given.
- **COSTUME FEE** – A costume fee of \$110.00 per class is required. In case of withdrawal by October 31st, 2024, costume fees will be refunded only if costumes have not been purchased or ordered. If your dancer chooses not to or cannot perform in the recital for any other reason after the withdrawal date, costume refunds are not given. Parents are responsible for any alterations to costumes. (Company/Crew/Competitive refer to Additional Fees on PAD Form for those Costume fees.)

SOCIAL MEDIA

Keep updated on events & news by finding us on Social Media! We have exclusive Facebook contests, news and updates! Follow us!

Facebook at [DanceUnlimitedPerformingArts](#)

Instagram at [DanceUnlimitedPerformingArts](#)

TIMELINESS

We are not responsible for dancers before or after their classes so we ask that they be dropped off and picked up immediately before and after their class. Any student more than 10 minutes late or continuously late for class may not be admitted into class. They also may be asked to sit and watch to protect them from injuries due to an inadequate warm up.

VIEWING

Our studio lobby is currently open to only our dancers. Viewing windows will be closed to avoid gathering in common areas and limit distraction from outside the studios.

WASHROOMS

Dancers must arrive in their dance attire and layer genre clothing appropriately. The washrooms should not be used as change rooms. The only items to be brought into class are water bottle and dance shoes.

WITHDRAWALS

- One month's notice is required for withdrawal from classes and **will be accepted until Oct. 31st, 2024.**
- No partial month fees will be refunded.
- November through May fees are non-refundable after October 31st, 2024.
- The Withdrawal Form must be completed to withdraw and is available on our website at www.danceunlimited.ca under the Register Tab.