



Studio Policies & Procedures – Ancaster Dance Arts

2025-2026 Season

At Ancaster Dance Arts, we aim to provide every dancer and family with a **positive, organized, and inclusive experience**. By registering, families agree to follow the studio policies outlined below, which help foster a safe, respectful, and supportive environment.

1. Communication

We are committed to keeping our dance families informed. Important updates and reminders are shared via:

- 🌐 Website: www.ancasterdancearts.ca
- 📧 Monthly email newsletters
- 📱 Instagram & Facebook: @ancasterdancearts
- 📌 Notices in the studio lobby

Email is our primary form of communication. Please keep your contact information updated in your Parent Portal (Dance Studio Pro).

To speak with an instructor, please email us at **ancasterdancearts@gmail.com**. Instructor contact info is not shared. We're happy to arrange a time for a conversation.

2. Attendance & Health

- Regular attendance is expected. Please notify us in advance if your dancer will be absent.
 - Any medical concerns should be noted on your registration or sent to us via email.
 - If your dancer is unwell or injured but not contagious, they may observe class with prior notice.
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3. Studio, Lobby & Changeroom Etiquette

- Please help maintain a quiet and respectful atmosphere.
- Children must be supervised at all times while in waiting areas.
- Dancers should arrive no more than **10 minutes** before class and be picked up promptly.

- Arrive dressed according to our **Dress Code** (see website), with hair neatly secured and no dangling jewelry.
 - Only **water** is allowed in the studios – no food, gum, or juice.
 - Remove wet footwear at the door and place on the provided shelving.
 - Parents and siblings are **not permitted in studios** during class time.
 - To speak with an instructor, please contact the office—do not interrupt between classes.
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4. Holidays, Absences & Class Changes

- Scheduled holidays and closures are factored into tuition.
 - **Missed classes are not refunded or rescheduled** due to student absence.
 - **Weather-related closures** will be announced via social media and email by 3:30 PM on the day of.
 - **Excessive absences** may result in removal from recital dances at the teacher's discretion. No refunds will be issued.
 - Class transfers are permitted if space allows. Costume fees will be transferred. Please contact us for details.
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5. Recital & Photo Policy

- Year-end recital guidelines can be found in the **Recital FAQ** section on our website.
 - Photos/videos taken at the studio may be used for promotional purposes. Details are outlined in the **Photo Release** document.
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6. Classroom Expectations

- Dancers should use the washroom before class begins.
- School-aged dancers are expected to behave respectfully and stay focused.
- Bullying, profanity, and gossip will not be tolerated.

- Arrive on time. Late arrivals may be asked to observe.
 - Ballet barres and equipment are off-limits unless otherwise instructed.
 - Dancers are encouraged to **practice at home** regularly.
 - Parents may be invited to observe once per season or during special events.
 - Please be patient and encouraging, every child progresses at their own pace.
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7. General Studio Policies

- Students must remain inside the building until picked up.
 - Label all personal items. Lost & found is donated every 3 months.
 - Ancaster Dance Arts is not responsible for lost or stolen belongings.
 - Help us keep the grounds clean. Parking is available on site.
 - **Inappropriate social media content** targeting ADA, staff, students, or families may result in dismissal.
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8. Cancellations & Withdrawals

- Weather-related closures will be posted by 3:30 PM on social media and email.
 - Withdrawals require **5 business days' written notice via email**.
 - The current term/month's tuition is **non-refundable**.
 - Costume deposits are refundable only if withdrawal occurs before **February 1st, 2026**. After this date, you will still receive the costume, but the deposit is non-refundable.
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Final Note

Dance is not only fun and educational, it's a chance to build **confidence, discipline, creativity, and teamwork**. These policies are in place to ensure a safe and enriching experience for all.

Thank you for choosing **Ancaster Dance Arts**. We're honoured to be part of your child's dance journey.