

# PERFORMANCE FIRST

## 1351156 AB LTD.

# POLICIES & PROCEDURES

2023/2024 season

Last Updated  
August 2023

### ➤ COMMUNICATION

If at any time throughout the season, you or your dancer has a question or concern, we strongly encourage you to speak directly with us. Please either talk to an instructor before or after class. Please do not disrupt instructors while class is in session. Other options are to email Callie at [pfstudio@outlook.com](mailto:pfstudio@outlook.com).

### ➤ NOTICES

Email is our main source of communication. Information will be sent to parents &/or students by email. It is the parents responsibility to make sure your email address is current in the parent portal. We may post studio updates on our social media.

### ➤ ATTENDANCE

We stress regular attendance in all classes, especially our competitive classes. If your dancer is ill and not able to make it to class please let the instructor know by text. Choreography classes are important, it is difficult to create a piece with missing dancers. It is the dancers responsibility to catch up on the work that was missed. It is not the responsibility of the instructor to re-teach any work. There are no refunds given for absences. \*Please stay home when you are sick.

### ➤ VIDEOS

We sometimes use videos to record choreography in class. We do not want a dancer to rely on a video to remember choreography. Physically practicing and/or running through new choreography by listening to your song is best.

### ➤ DRESS CODE

Tots & Primary; Girls pink body suit and ballet pink tights. Boys, Black pants and white shirt. Pre Junior & up to Intermediate 3 are to wear black body suit and tights OR black shorts and fitted top or sports bra with tights. Pink ballet tights for ballet. Beige tights are preferred for everything else. Practice in the dance shoes you are required to perform in. If dancer is not dressed in proper attire they may be asked by the instructor to sit out.

### ➤ COMPETITIVE TEAM

Our competitive team must follow our competition expectations. These can be found on our website and will be sent out closer to competition in 2024. All competitive dancers are required to purchase a studio jacket. Deposits will be added to your account after registration.



## CONTACT

☎ 780.514.4764

✉ [PFstudio@outlook.com](mailto:PFstudio@outlook.com)

📍 4900 50 ave,  
Evansburg, AB  
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🌐 [PerformanceFirstDance.com](http://PerformanceFirstDance.com)

PERFORMANCE FIRST  
strives in providing a  
positive learning  
environment to aid in  
building skills, technique  
and confidence in dance.

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## ➤ CLASSES

*If there is insufficient registration in a class, it may be cancelled and/or substituted. For new classes developing a minimum of 5 dancers will need to be registered for a class to proceed. Sometimes semi private rate will apply to accommodate smaller class sizes.*

*Sessions - 4 to 6 classes in a session. Recreational - Shortened season (Oct - Mar)*

*Competitive -We guarantee 30 allotted classes throughout our 38 week season. In case a lesson needs to be cancelled (ex. Weather &/or road conditions). Participation at festival, picture night, dress rehearsal, stage practice all count towards the 30 classes.*

## ➤ CANCELLATIONS

*If we have to cancel classes any reason at all you will be notified via email minimum of 2 hours prior to scheduled class time. For example, Bad weather; If you are questioning bad weather and road conditions and haven't received an email or text please check our Facebook page. If you do not receive a message or note 2 hours prior to scheduled class time, classes are running as usual. If you do not feel safe driving in the weather, thats okay just let instructor know by text.*

## ➤ WITHDRAWAL UNDER CONTRACT

*To withdraw from Performance First (1351156 Ab ltd) a two-week, 14 day written notice must be received along with your doctors note stating the nature of illness or injury. If written notification is not received on time, the next months fees will be processed. If dancer or parents chooses not to complete the competitive season they will be required to pay the seasons agreed tuition in full. If notice is given on time and is accompanied by doctors note, any post-dated cheques and/or credit card information will be returned. There will be no refund or discount for missed classes. This withdrawal policy is strictly enforced. There is NO refunds given for competitions fees that have been either paid to festivals or after November 1st (whichever comes first). There are NO refunds for costumes after November 1st.*

## ➤ DISMISSAL FROM STUDIO

*Performance First (1351156 Ab Ltd) reserves the right to refuse registration or terminate a contract by dismissal from the studio. For any individuals (student or parent) displaying non-compliance, undesirable behavior or non-payment. We have a zero tolerance policy for bullying and misconduct towards instructors, fellow dancers and parents. In the event this situation arises you will be dismissed by Miss Callie. Dismissal will be done by phone call & email. Refunds will not be given for classes not rendered. any post-dated cheques and/or credit card information will be returned unless the account is in arrears. If dismissal is official after 1st of November dancers costume(s) and/ or competition fees will not be refunded. If account remains outstanding account may be sent to a collection agency to collect funds.*

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## ➤ REGISTRATION FEES

All registration fees are non-refundable & are due at the time of registration. Registration is NOT complete until payment is received.

\$25 for each sessional students

\$50 for recreational students. An additional \$25 per non-competitive student in the same family.

\$105 for each competitive student.

## ➤ COMPETITION FEES

Each competitive dance your child is registered in has a competition fee. This fee paid to Performance First will enter the dancer in 3 or 4 competitions/ festivals. Competition fees are non-refundable after November 1st. Only competitive dances pay these fees. Studio director will decide on which competitions/ festivals we will attend as a studio. We may only take a select few group dances or solos to an additional festival.

Group- 4 Competitions = \$200 / 3 Competitions = \$150 each

Duet -- 4 Competitions = \$220 / 3 Competitions = \$180

Solo -- 4 Competitions = \$260 / 3 Competitions = \$200

## ➤ COSTUME DEPOSITS & FEES

Recreational & Competitive are required to purchase a costume for performances. If your dancer has no performance there will be no costume fee. The costume is yours to keep after paid in full. Costume deposits are non-refundable after November 1st. If costume deposit is not paid on or before due December 1st due date. Performance First will not order your dancer a costume. A late fee of \$20 will be added to account automatically on December 2nd to cover the shipping cost when costume is ordered. \*Please note that this is a deposit only and that the remainder (if any) of costume will be posted in January. Deposit amounts; Recreational \$60 / Competitive \$100

## ➤ TUTION

Sessional - 4 weeks = \$100 / 6 weeks = \$150.

Recreational & Competitive - Tuition is determined by the number of classes per week. Calculation by number of classes allotted for the season, it does not correspond to the number of weeks in a month. Class will have a minimum of 30 instruction days throughout the season, this includes practices, rehearsals, picture day and even rehearsals at competition. Tuition can be be paid in one annual payment, semi-annually payments (Sept & Feb 1st) or a monthly payment. Please Note, monthly tuition fees have late fees that automatically generate by our management system. These late fee (\$30) are posted if your tuition is not paid on time.

## ➤ METHODS OF PAYMENT

We accept cash, credit, debit, E-Transfer (pfstudio@outlook.com) and PayPal.

We do NOT accept cheques.

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## ➤ CLASS PLACEMENT

All class placements are determined by the studio director. Instructors are to assist in decision. Parents, guardians and/or dancer will not be given permission to select class placement by levels. Tots & Primary are preschool age. Students may be asked to do an assessment prior to classes (parent present) or student will be asked to be assessed within class to determine proper placement (parent not present). The studio director reserves the right to move a student to a different class if the current class is not a good fit. It is our job as teachers to provide the entire class with challenging content.

## PHOTO WAIVER

I understand that my dancer(s) will be photographed throughout the season, both in the studio, on the premises and at any performances or events we attend. I give permission for Performance First (1351156 AB Ltd) to use these photos for advertising purposes.

Initials of parent: \_\_\_\_\_

## WAIVER

As the legal parent or guardian of \_\_\_\_\_ / \_\_\_\_\_ (Dancer(s)), I release and hold harmless Performance First (1351156 Alberta LTD.) its owners, operators and instructors from any and all liability, claims, demands and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by the participant and/ or the undersigned, while in or upon the premises or any premises under the control and supervision of Performance First, its owners, operators and instructors or in route to or from any said premises. By agreeing to these you understand and acknowledge that the participation in dance education involves strenuous physical activity.

Parent/ guardian must agree to these policies and procedures either during registration online using online management system or have this form signed before any participation will be granted. No exceptions will be made.

I, \_\_\_\_\_ (parents name) understand and agree to these policies and procedures set by 1351156 Alberta Ltd, running as Performance First. Business director/ owner will not be held responsible under any circumstance regarding this document. Instructors under Performance first will not be held responsible under any circumstances regarding this document.

**PARENT/ GUARDIAN NAME:** \_\_\_\_\_

**PARENT/ GUARDIAN NAME:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_