



# NBDA Policies Appendix

Northern Beat Dance Academy  
Box 2244, Lac La Biche, AB T0A 2C0  
Email: [dancellb@gmail.com](mailto:dancellb@gmail.com)  
Website: <http://nbdallb.weebly.com/>

**Studio Location:**

Bold Center  
8702 - 91 Ave  
Lac La Biche, AB T0A 2C0

## **Appendix A - NBDA Behaviour and Suspension Policy:**

NBDA is committed to ensuring that we operate a society that is free of bullying and harassment of any description. In addition, and in collaboration with our policy, we have developed a Code of Conduct for both dancers and parents to ensure that all dancers, instructors, parents and visitors to the society are treated respectfully and without discrimination. The Code of Conduct is a set of key guidelines for which every dancer and their parents and/or guardians is expected to comply and uphold with a specific focus on behavior and studio etiquette. NBDA reserves the right to cancel or refuse the enrollment of a dancer for the following reasons: non-payment or excessive late payment of dance fees, not observing the rules of the dance studio, if the dancer has needs which we cannot adequately meet, or physical and/or verbal abuse towards instructors, executive or dancers, by a parent or dancer. The above decision will be communicated in writing to the dancer and the guardians indicating the effective date and the reason for the suspension of the dancer's enrollment. The President of the society is responsible for the administration of this policy and is authorized to conduct any necessary investigation and obtain any further clarification when necessary.

To ensure the smooth, safe running of Northern Beat Dance Academy and an enjoyable experience for all, we have created a code of conduct for both parents and dancers. As always we are open to feedback, so if any of the requirements outlined are unclear or concerning, please email us at [dancellb@gmail.com](mailto:dancellb@gmail.com). Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any dancers or parents who breach our studio's code of conduct.

Failure to follow the code of conduct and other society policies may result in the dancer and/or parent(s) being asked to refrain from attending training and/or competitions. If the situation does not improve, then the dancer or the dancer's family may be asked to leave the society without refund.

Bullying is defined as persistent, ongoing, unwelcome behavior by one or more people that cause physical or emotional harm to another.

### **Bullying Includes:**

- ongoing teasing or name calling
- put downs or comparisons of a negative nature
- spreading rumors
- purposeful exclusion of others
- Disrespectful behavior toward others
- Physical violence and or threats to harm another person
- Cyber bullying via electronic devices such as; computers, cell phones, twitter, facebook, instagram and YouTube, or any other media site to abuse, harass or intimidate.

### **Disciplinary Actions**

Dancers/Parents and/or Guardians not following the behavior policy and Code of Conduct will be written up in the following matter

1. An incident report form will be completed and saved on file. The family will receive a written follow up.
2. Mandatory meeting with the society executives to discuss incident and consequence.
3. Suspension from class for a determined amount of time. If a dancer is pulled from a tech class they will also be pulled from the choreo class. Instructors may request that the dancer still attend to take notes but not participate depending on the nature and severity of the incident.

At any time this can be escalated to step three if there is verbal/physical abuse or any incident deemed inappropriate by the executive.

### **Appendix B - Dress Code**

Uniformity in dancewear allows the instructors to assess how well the dancers are implementing the technique being taught, problems with alignment, and other important aspects of dance training. Please refer to the Dress Code handed out for this year's dance season.

1. Dancers are required to abide by the instructor's dance attire and hair requirements.
2. Cover ups may be worn to and from class but may not be worn during class or in place of proper dance attire.
3. After the announced deadline, dancers without proper clothes or shoes will not participate in class.
4. Any exceptions to dance attire due to personal, medical, or religious reasons need to be submitted in writing to the club and approved prior to the start of the first class.
5. If your dancer misplaces a belonging, please check the lost & found. We discard unlabeled, unclaimed items at the end of each month. NBDA is not responsible for lost items, labeled or unclaimed

### **Appendix C - Attendance**

1. If injured, the dancer will still be required to observe class. However if it's an infectious disease please follow the AHS guidelines. Instructors must be notified of any illnesses as soon as possible.
2. Attendance will be a contributing factor for class placements in future years.
3. Dancers must arrive at least 10 minutes before class.
4. NBDA must be notified at least 24 hours in advance of any special absence, tardy or early pick-up. This can be done on the website ([https://docs.google.com/forms/d/e/1FAIpQLSfl\\_ODTZpHQgn6atDReVDp3PTJaVrzxlyumffGL65EDuM1zQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfl_ODTZpHQgn6atDReVDp3PTJaVrzxlyumffGL65EDuM1zQ/viewform))
5. It is important to attend all classes and be punctual. If the instructor feels as though the dancers are not ready to perform, they have the right to pull the dancers from competitions and performances without any refunds.

Dancers not following the dress code and/or attendance will be written up in the following matter

- One unexcused absence will result in a notice to the dancer/parent/guardian.
- Two unexcused absences will result in a written warning to the dancer/parent/guardian.
- Three unexcused absences will result in the dancer being pulled from class for a determined amount of time. If a dancer is pulled from a tech class they will also be pulled from the choreo class. If pulled from a class the dancer must still attend all classes and take notes to be able to return to full dance commitment.

### **Appendix D - Dance Fees**

1. Dancers must be registered before attending any dance classes. The instructor will not be accepting registration forms/payment.

2. Accounts missing any of the required documents are considered Not in Good Standing and classes will be suspended until all above requirements are met.
3. Previous accounts must be paid in full before the following year's registration can be initiated.
4. Accounts more than 2 months in arrears will be frozen and the dancer will not be allowed to participate until account is brought current.
5. Missed classes due to account in arrears, will be considered unexcused, and will fall under the Absentee Policy.
6. There are no refunds for tuition, costume fees or performance fees.
7. All competition fees are to be paid in full by February 1<sup>st</sup>.
8. Dancers with outstanding fees may be withdrawn from competing in competitions. Any accounts in arrears may be prohibited from competitions and/or community performances and recitals.
9. Costumes will not be ordered without payment. Costumes may be more than the deposit amount. Anything above the \$75 will be due before costume pick up if full deposit was collected. This the breakdown for payments:
  - a. **1-5 Costumes full deposit amount due before ordering.**
  - b. **6-10 Costumes \$375 due before ordering.**
  - c. **11+ costumes 50% of the amount owing is due before ordering.**
10. After the group order dancers/parents/guardians are responsible for any additional costs for ordering a late costume.
11. Costumes will not be released unless accounts are in good standing, and any additional costume charges are paid in full.
12. Payments for costumes and performance fees are NON-REFUNDABLE.
13. By Feb 1st 50% of your account must be in good standing. By April 1st your account must be paid in full in order for your dancer to continue attending dance, competition, and year end.
14. A parent/guardian must give notice in writing through email when withdrawing from a class. All class changes must have approval. No changes can be made after the end of the 2 week trial period, unless written medical documentation has been provided. Email sent to [dancellb.registrar@gmail.com](mailto:dancellb.registrar@gmail.com).
15. Class changes are at the discretion of the instructor.

<b>Written notice given by the last day of the trial period in September</b>	<b>No fees, fundraising or volunteer commitments will be owed.</b>
<b>Written withdrawal because of injury or move</b>	<b>Pro-rated refund of fees, volunteer cheque returned.</b>
<b>Written notice of withdrawal other than above</b>	<b>All fees are collected.</b>
<b>Withdrawal with no written notice</b>	<b>Families will be charged for all fees, fundraising obligations, and volunteer commitments. They may be charged costume fees if applicable.</b>

## Appendix E - Communication Policy

1. If you have a question and are unsure of where to find the answer, ask your questions using the remind app or email the executive at dancellb@gmail.com. You will receive acknowledgement of your email within 48 hours.
2. Concerns must be brought forward using the concern form [https://docs.google.com/forms/d/e/1FAIpQLSfMQ0ImUuzwqqiFdvKny8Q7C4aL3PIW0mc\\_bVg\\_QzNCvyB2kQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfMQ0ImUuzwqqiFdvKny8Q7C4aL3PIW0mc_bVg_QzNCvyB2kQ/viewform) (found on website) and will be brought to the attention of the executive and instructor team for review.
3. The incident form is to be filled out in the case of something happening to you or your dancer in the dance studio that you would like the board to know about. [https://docs.google.com/forms/d/e/1FAIpQLSeus5fxtIV\\_Z1d6340jIPE6BJbxVAcIE\\_U0I6L0pggluAb-Rw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeus5fxtIV_Z1d6340jIPE6BJbxVAcIE_U0I6L0pggluAb-Rw/viewform)
4. Concerns and Incidents will be added to the agenda of our next monthly executive meeting for discussion.
5. As we have many junior instructors we ask that parents do not approach them at any time to discuss concerns/issues. All concerns/issues must be brought forward through our google form found on the website.
6. Only instructors and dancers are permitted in the classroom during class time unless invited in by the instructor. This is for all ages and if younger dancers need a break they must exit the classroom to avoid distracting the other dancers and class instruction.

## Appendix F - Fundraising

As a non-profit society we strive to keep costs low, therefore we ask our dancers/parents/guardians to complete fundraising activities throughout the year. This is for all classes that run the entire season.

1. \$300 will be added to balances on the portal.
2. You may complete your fundraising by either selling/raising \$300 profit to the club or selling/raising \$150 profit to the club and completing a volunteer commitment equaling to a minimum of 4 hrs. You can also pay \$300 directly to the club to fulfill your obligation.
3. As your fundraising obligations are fulfilled you will be credited back the appropriate amount. Please be advised that if you do not complete your fundraising obligations you will be responsible for the \$300 fundraising obligation; paid in full by April 30<sup>th</sup>. If the fundraising obligation is not paid by the date stated above, then your dancer may not take part in competition or the year end show. Please see above for payment options.
4. If you fail to show up for a fundraising commitment without replacement, you will not be able to make up the \$150 fundraising commitment again and the club will add that \$150 to your account.
5. The club endures fines from the Indoor Sports Association if our volunteers do not show up for bingos and it is a poor reflection to the club and someone else needs to be found at the last minute. When and if this occurs, the club will pass the ensuing fines on to the parent that was responsible.

### Adult Dancers -

If you are the only dancer in your family in NBDA you need to fulfill a volunteer commitment at either Winter Fest or Spring Fling as well as your Year End commitment. If you would like to fundraise with the club instead of the volunteer commitment for Winter Fest or Spring Fling you can email the club to arrange this.

### Acro Class-

If you are only enrolled in Acro Tech class and no other classes at NBDA you only have to fulfill one fundraising requirement.

# NBDA Parent Code of Conduct

To ensure the smooth, safe running of Northern Beat Dance Academy and an enjoyable experience for all, below you will find our code of conduct. If any of the requirements outlined below are unclear or concerning, please email the club at [dancellb@gmail.com](mailto:dancellb@gmail.com) to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any dancers or parents and/or guardians who breach our studio's code of conduct. As part of NBDA you represent our club at all times, not just in the studio but at competitions and all community events, therefore the Code of Conduct is for all.

1. Parents/Guardians understand the studio is not responsible for unsupervised children before/after class and that parents accept full responsibility for damages that may be caused in the studio during that time or anytime when in the studio. All young children and dancers must be supervised - no running, yelling or rough playing at the dance studio. Dancers and siblings are not to be in the boxing area as this is not our space. Please ensure that dancers are not performing tricks in the waiting room as it is dangerous for themselves and others.
2. Parents/Guardians must stay updated on studio events such as but not limited to ballet exams, dress rehearsals, recitals, class cancellations, competitions, policy changes and both GM and AGM meetings throughout the season. Parents also must ensure that they are signed up for both email and Remind so they are receiving all information sent out.
3. Parents/Guardians understand that if their dancer is being a disturbance, behaving inappropriately or not following the Code of Conduct, they will be removed from class.
4. Parents/Guardians understand that if their dancer misses too many classes (see attendance policy) it is the instructor's discretion whether they can participate in performances/competitions.
5. Parents/Guardians understand that any outstanding fees on their account as of April will result in their dancer not being permitted to attend competitions and/or year end recitals.
6. Parents/Guardians must help to keep our dance studio clean and tidy. Please throw away all trash and help your dancer to respect the space.
7. There is no gossip, obscene language or inappropriate conversations tolerated by either parents or dancers.
8. Parents/Guardians are not to talk to teachers during class time or in between classes - this is especially important with our junior instructors. If you need to talk with an instructor, please fill out the Parent Concern Form on the website to set up a time.
9. Parents/Guardians are not to approach instructors regarding class placements. Meetings can be arranged by filling out the Parent Concern Form on the website.

I agree to the following code of conduct and agree that if I am found to not be following the code of conduct at any time then I will be subject to the disciplinary policy and my dancer may be removed from class without refund.

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Parent and/or Guardian Name

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Signature

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Date

# NBDA Dancer Code of Conduct

To ensure the smooth, safe running of Northern Beat Dance Academy and an enjoyable experience for all, below you will find our code of conduct. If any of the requirements outlined below are unclear or concerning, please email the club at [dancellb@gmail.com](mailto:dancellb@gmail.com) to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any dancer or parents and/or guardians who breach our studio's code of conduct. As part of NBDA you represent our club at all times, not just in the studio but at competitions and all community events, therefore the code of conduct is for all.

1. All dancers must treat the studio, the Bold Center, and the possessions of all other dancers with respect, care, and consideration.
2. All dancers are expected to keep our dance studio clean and tidy. All dancers are expected to clean up after themselves and any mess they create while at the studio. Please throw away all trash, be respectful of the table as it is used for dancers to eat during breaks. Please make sure that feet are kept off the table and that there is always room for dancers to eat as that is the first priority for this area. Dancers should keep their area around them clear, and put away anything they are not using.
3. All dancers will neatly store their belongings and will respect the belongings of others.
4. All dancers must attend classes regularly and inform the studio if they will be away. Dancers are expected to catch up on missed class time either by working with another dancer or scheduling a private lesson.
5. All dancers must be on time for class.
6. All dancers must adhere to the studio dress code (see dress code).
7. All dancers are expected to focus and pay attention to the dance teachers instructions and therefore limit the amount of talking during class time.
8. Dancers should always strive for their personal best. Dancers should always give their 100% as other dancers feed off others motivation and enthusiasm. Dancers should maintain a positive attitude and encourage fellow dancers. We want our space to be a positive one where dancers want to be and not leave feeling drained.
9. All dancers observing any class while it is in progress are expected to be quiet and courteous to the dancers, dance teachers, and helpers.

**10. All dancers must adhere to the Do Not “Help” In Class or on the Dance Floor Rule meaning**

- Do not give unsolicited feedback or advice to other dancers unless you are specifically asked for it
- If you think something is going wrong in your dance ask the instructor for help not fellow dancers
- Allow beginners to be beginners, this is the best time of a dancer's life (they don't know what they don't know). Sometimes tips and feedback chip away at someone's confidence and it does more harm than good.
- Leave the teaching for the teachers

**11. There is no gossip, obscene language or inappropriate conversations tolerated by any dancers at any time.**

**12. All dancers will respect other dancers by being quiet in the studio during class time.**

**13. Dancers are role models to any dancer younger than themselves and therefore need to be mindful of this at all times. Inappropriate conversations or negative discussions are not to take place in front of other dancers or in the studio space.**

**I agree to the following code of conduct and agree that if I am found to not be following the code of conduct at any time then I will be subject to the disciplinary policy and may be removed from class without refund.**

\_\_\_\_\_ **Dancer Name**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**