



Reach... Soar... Inspire

Registration Handbook

**2023/2024
Dance Season**

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Welcome New & Returning Students!

Classes for the 2023/2024 Dance Season begin on **Monday, September 11, 2023.**

R.S.I. Danceworks was founded in 1995 as the result of one mother's wish to have a fun-filled recreational dance program in her area, and a young dancer's desire to share her passion for dance. From 1995 – 1998, R.S.I. Danceworks made many memories teaching classes in Nine Mile River, Elmsdale, and Lantz, but in January 1999, they made their home in the historical E.H. Horne School in Enfield, NS.

At R.S.I. Danceworks you have the option of choosing one of our three exceptional dance programs.

1. Creative Movement Program – 3 & 4 years
2. Recreational Program – 5 years & up
3. Competitive Program – audition only

Many of our creative instructors have been qualified by the B.A.T.D. (British Association of Teachers of Dancing), the CDTA (Canadian Dance Teachers Association) or hold dance degrees. They continue to study and research their dance forms on an ongoing basis. This education provides our students with the latest techniques while keeping their wellbeing a top priority.

Our goal is to provide exceptional training in a fun-filled, nurturing environment, where our students can explore the amazing world of dance while building self-esteem and self-confidence.

You will be able to stay up-to-date and access information at www.rsidanceworks.ca. General information about our policies, procedures, registration, important dates, newsletters, etc. will also be available on our website and our social media pages.

Congratulations to all students, ``The Greatest Show`` Recital 2023 was an overwhelming success. We would also like to congratulate our dancers who participated in the Limelight Dance Competition, Champions Dance Competition, Buzz Dance Challenge, View Dance Challenge and Mercy Dance Festival this past Spring. Also, a huge congratulations to our dancers who performed at the North American Indigenous Games Opening Ceremonies in July.

To our 2023 graduates, we wish you all the best of luck as you embark on the next chapter in your lives. Don't forget to visit your dance family!

To all students, thank you for making the 2022/2023 dance season a time of many wonderful memories and lots of laughs! We can't wait to get back to class, we started missing it the day after the recital! We commend you all for your dedication, enthusiasm, and hard work as we navigated the uncertainty of the last few dance seasons.

To all parents & guardians, your encouragement and support has been greatly appreciated! Thank you for letting us share our love of dance with your children! We are so very excited to begin working with your children during the 2023/2024 dance season.

Sincerely,
Robin Isenor-Cantfell, Nancy Ivey & staff at R.S.I. Danceworks

DANCE PROGRAMS

Our dance programs are an enjoyable way for children of all ages to develop their physical skills, channel their energy, and stimulate their imagination and creativity, while promoting self-confidence and self expression. Classes are taught by mature professional dance instructors with training in Early Childhood Education, Special Needs and First Aid courses. Creative Movement and dance activities can be used to enhance almost all other areas of learning and development including: Health & Fitness, Music, Language Development, Concentration, Memory, Body Awareness and Dramatic Play.

You can choose from one of our three amazing dance programs at R.S.I. Danceworks:

1. Creative Movement Program

The Creative Movement Program is designed for our 3 to 5-year-old dancers. This program incorporates the stage dance forms of Jazz, Ballet & Tap. Alternating weeks of Jazz/Ballet and Tap will be taught throughout the session.

Creative Movement explores sensory experiences that can lead children to appreciate the creative forms in nature, art and literature, as well as the beauty of their own movements. Our program is similar to the goals of early childhood education programs where there are positive, non-competitive, success-oriented and creative experiences for young children who are valued. Classes are presented in an imaginative age appropriate manner.

We use music, games and stories, allowing students to explore movement while using their imagination and developing basic dance techniques.

Our ``little cuties`` will also be preparing for our annual Recital to be held at Hants East Rural High on the ``big stage`` at the end of our dance season in June 2024.

2. Recreational Program

The Recreational Program is designed for our 5-year-old to teen dancers who are looking to explore the amazing world of dance. This program offers students a one-class per week dance form of their choice. The dance forms offered under this program during the 2022/2023 Dance Season are *Jazz/Lyrical/Hip Hop, Ballet, Acro & Street Jazz*.

Students will learn the techniques of their chosen dance form throughout the year. Combinations, routines and technical work are used to allow students to develop at their own pace.

Each class will also prepare a routine for our annual Recital to be held at Hants East Rural High at the end of our dance season in June 2024.

3. Pre-Competitive Program & Competitive Program

Please refer to page 12 for information regarding our Pre-Competitive & Competitive Programs.

WORKSHOPS

Throughout the dance season and during the summer months, we love to bring instructors into our studio to teach workshops in dance forms other than what we offer as well as instructors who can enhance the teaching we do in the studio each week. This provides our students with a well-rounded dance background and gives other people the opportunity to experience the joy of dance. Workshops we have offered in the past have included Circus Skills, African Dance, Bollywood Dance, Traditional Hawaiian Dance, etc.

FACULTY & GUEST INSTRUCTORS

We are very proud of the faculty of R.S.I. Danceworks. The well-educated, creative teachers are motivating, positive and eager to share their passion of dance to all of the dancers. Some classes will also have teaching assistants, most of which are current dancers, to help with classes and inspire the young dancers. The faculty is constantly educating themselves at dance teacher seminars, conventions, classes and workshops to keep up to date with the constant trends of dance and to continue their own personal dance training. The R.S.I. Danceworks faculty works together as a team to make sure our dancers are getting the best dance education.

Please join us in welcoming the R.S.I. Danceworks faculty for the 2023/2024 dance season:

Robin Isenor-Cantfell – President, Co-Artistic Director, Instructor/Choreographer

Nancy Ivey – Director of Ballet Program, Co-Artistic Director, Instructor/Choreographer

Amanda Stafford – Instructor/Choreographer

Jordan Gunn – Instructor/Choreographer

Kenzie Ivey – Instructor/Choreographer

Lisa Hart – Guest Instructor/Choreographer

Madison Parry – Instructor/Choreographer

Morgan Ivey – Instructor/Choreographer

Morgan MacNeil – Choreographer

Piper Atwood – Guest Instructor/Choreographer

Stephanie Mitro – Instructor/Choreographer

Victoria LeBlanc – Instructor/Choreographer

Updated staff biographies will soon be displayed on our website at www.rsidanceworks.ca.

POLICIES & PROCEDURES

DRESS CODES

Footwear

For your child's benefit and safety, we request they have the following footwear for our dance programs:

1. Creative Movement Program:

- **Discover Dance** Classes - Black exercise slippers & black tap shoes
- **Dance With Me** Classes – Black exercise slippers

2. Recreational Program:

- **Ballet** Classes – Pink leather ballet slippers or pick exercise slippers
- **Acro** Classes – Bare feet
- **Contemporary** Classes – Half-soles
- **Jazz/Lyrical/Hip Hop** Classes – Black exercise slippers or black leather jazz shoes
- **Street Jazz** Classes – White sneakers (indoor)

3. Competitive Program:

- **Ballet** Classes – Pink leather ballet slippers
- **Contemporary & Modern** Classes – half sole leather shoes or bare feet
- **Jazz/Lyrical & Technique** Classes – Tan or Black leather jazz shoes, half-sole leather shoes (*instructor will advise at start of year*)
- **Hip-Hop** Classes – TBA (*instructor will advise at start of year*)
- **Tap** Classes – Black leather tap shoes (not the patent leather kind)

Dance Attire

1. Creative Movement & Recreational Classes:

We ask all students to wear fitted, stretchy clothing that enables them to properly stretch and jump and allows the instructor to see alignment. Jeans, dresses, skirts and other restrictive clothing are not permitted.

2. Competitive Classes (except ballet):

All competitive dancers must arrive for class with black dance clothes (black bodysuit, black tights, black boy shorts, black fitted tops, black jazz pants or leggings, black tank tops, etc.) and proper footwear. If a dancer continuously comes to class without the proper clothes or footwear, it will be addressed.

3. Ballet Exam Classes:

All ballet students must wear a black bodysuit and pink or black tights so alignment is visible. Ballet skirts are permitted. Please note: All students are required to wear a black bodysuit, pink tights and pink leather ballet slippers for all ballet exams.



PARENT PORTAL, CORRESPONDENCE, NEWSLETTERS & E-MAILS

All dance families will have a parent portal account that is specific to your family. Your parent portal can be accessed from our website at www.rsidanceworks.ca. Your Parent Portal will include information about your class schedule, tuition fees, e-mails, etc.

We ask that all questions, comments or concerns be directed to our office email at info@rsidanceworks.ca. Please send your e-mail to the office and we will forward your message to the appropriate instructor. Correspondence that is sent to the personal social media accounts of our staff may be missed. The best way to reach us is by e-mail or by sending a message through our **R.S.I. Danceworks Facebook Fan Page**.

Information is continuously being up-dated on our website and Facebook pages. Please add yourself to our **R.S.I. Danceworks Facebook Fan page** and the **R.S.I. Danceworks – Dancer & Parent Information Page**. The **R.S.I. Danceworks – Dancer & Parent Information Page** is a private page for our dance families only. When you request membership, you will be asked some security questions. These questions must be answered in order for our staff to accept your request.

Newsletters and E-mails are sent out throughout the dance season to keep our dancers and parents informed about upcoming events or changes. All newsletters will be available in the office upon request, posted on our website and our **R.S.I. Danceworks – Dancer & Parent Information** Facebook page. All correspondence by e-mail can be found on your Parent Portal.

Website: www.rsidanceworks.ca, Email: info@rsidanceworks.ca

CLASS CANCELLATIONS

If dance is cancelled due to weather (snow/ice storm, freezing rain, etc.) an email will be sent to the appropriate classes indicating that classes are cancelled. We will also post on our Facebook page. On those days school is cancelled due to weather, dance class **will not** be cancelled unless road conditions remain unsafe. If dance is cancelled for any other reason (holidays, teacher illness, etc.), you will be notified by our Dance Season Calendar, by newsletter, by e-mail or phone.

CLASS MAKE-UP WEEKS

Throughout the year (December, May) we will use one week to make up any class cancellations. As the **Class Make Up Week** approaches, your child will receive a schedule for the classes that require make up during that week.

STUDENT DROP-OFF & PICK-UP

We ask that you be on time when dropping off and picking up your children and please accompany younger dancers into the building. If a student is continuously late for class, or is being picked up late, we may ask for the withdrawal of that student. Dancers cannot enter the building early. We ask that dancers arrive no more than 10 minutes before their scheduled class time. Instructors cannot be responsible for students before or after their scheduled class.

CLASS SCHEDULE CHANGES

Changes in class times throughout the dance season rarely occur, however, R.S.I. Danceworks reserves the right to combine, cancel or change class times due to enrollment.

VIEWING CLASSES & VISITORS

We do not allow spectators during class time, as our studios are not equipped to handle seating and we find our students benefit from not having an audience during class time. At the end of class, we do occasionally allow viewing throughout the dance season. There is seating in the hallway if you wish to stay in the building during your child's class. We ask that friends do not accompany your children to class, as it is disruptive for the class and instructors are unable to provide proper supervision for children who are not registered in the class.

ATTENDANCE / MISSED CLASSES / NOT RETURNING

Regular attendance is an important part of succeeding in any dance class be it Recreational, Creative Movement or Competitive. Poor attendance will result in parent contact and may result in the student in question not being permitted to participate in events such as recitals, competitions, dance exams, etc. R.S.I. Danceworks reserves the right to ask for the withdrawal of any student whose behaviour is disruptive, disrespectful or jeopardizes the progress of other students. If your child is not returning at anytime throughout the dance season, you must send an e-mail to info@rsidanceworks.ca so our office can process your withdrawal. We cannot accept notice of withdrawal from other dancers or parents.

INJURY / ILLNESS

If a dancer sustains an injury during a dance event or is ill, their parent must make the decision if the dancer cannot continue. The dancer must be cleared by a medical professional in order to resume participation.

SCENT-FREE POLICY

To prevent the discomfort of our students, their guardians, instructors, and others in our studio who have sensitivities, please refrain from wearing scented products or perfumes in the building.

LOST & FOUND

R.S.I. Danceworks is not responsible for misplaced or lost items. We do keep a lost & found box in the hall. At the end of each session, it will be cleared and all items will be donated to charity.

REGISTRATION POLICIES & FEES

REGISTRATION

A student will be considered registered when a registration form has been submitted online. Payment will be due before classes begin. Your child will automatically be registered for Session 2 (January – June 2024) unless you notify the office by e-mail at info@rsidanceworks.ca.

R.S.I. Danceworks has 2 sessions during the 2023/2024 Dance Season:

- Session 1: September – December 2023 (12 weeks) *Fees due upon registration (Summer 2023)*
- Session 2: January – June 2024 (15 weeks) *Fees due by January 3rd, 2024*

Classes start on Monday, September 11th.

New students will be permitted to register in the Creative Movement and Recreational Programs throughout the dance season until January 30th, 2024 if space permits. Students involved in the Competitive Program must start classes at the beginning of the dance season in September.

FEES – 2023/2024 DANCE SEASON

Tuition Fees			
Class Length	Session 1 (12 weeks) September – December 2023	Session 2 (15 weeks) January – June 2024	Annual Fee (27 weeks) September 2023 – May 2024
30 minutes class	\$138.00	\$172.50	\$310.50
45 minutes class	\$162.00	\$202.50	\$364.50
1 hour class	\$186.00	\$232.50	\$418.50
1.25 hour class	\$210.00	\$262.50	\$472.50
1.5 hour class	\$234.00	\$292.50	\$526.50

Costume Fees		
Program	Fee	Due Date
Creative Movement & Recreational Program	\$65 per costume	Due November 30 th , 2023
Competitive Program	\$85 per costume	Due September 30 th , 2023

Fees do not include HST. All fees **must** be paid by the deadline in order for dancers to receive costuming and participate in competitions, exams and recitals.

PAYMENT OPTIONS

During the 2023/2024 Dance Season we will accept payment by cash or e-transfer. We will not be taking debit and credit card payments at this time. Please send payments to info@rsidanceworks.ca.

Competitive dance families will have the option of making monthly payments toward their tuition fees. We will figure the total tuition fees for your competitive classes and divide that total by 10. You may make 10 equal payments (September – June) by e-transfer. We will send a reminder e-mail each month. Costume fees, competitive fees, Nutcracker fees, etc. will not be included in the monthly payment plan. Those fees must be paid separately as they are due. Please refer to the Extra Competitive Fees listed on page 12.

REFUND POLICY

- Costume Fees – If costumes have been purchased you will receive your costume. If costumes have not been purchased you will receive a refund.
- Tuition Fees – Non-Refundable

FAMILY RATE

If your children are involved in more than three classes per week, the tuition fees for forth subsequent classes of equal or lesser price will be 25% off the regular cost. Our database should automatically calculate these discounts. If you notice a discount has not been applied, please contact us and we can manually apply the discount.

LATE FEES & NSF CHEQUES

Fee payments not made by the registration dates will have a 10% late fee added every 30 days to the amount owing. All returned & NSF cheques will be subject to a \$30.00 handling fee.

RECITAL TICKETS

Every person, including parents, attending the annual recital at the end of the year (except dancers) will be required to purchase tickets. Tickets are not included in your fees. Recital Tickets will be available at the studio approximately four weeks before the recital. There may be a limit to the number of tickets each family can purchase. If there are remaining tickets, they will be sold at the door on recital day one hour before the recital starts. Please be advised, if your child(ren) participate in more than one class per week, they may be dancing in more than one recital performance. Tickets for each individual performance will be required.

PRE-COMPETITIVE PROGRAM

The Pre-Competitive Program is designed to introduce our 6 to 8 year-old dancers to the world of competitive dance. Dancers involved in this program will attend one competition in Halifax in the spring that is decided on by staff at the beginning of the dance season.

When dancers register for and are accepted into the Pre-Competitive Program, they and their parents or guardians understand that participation in the competition and recital are mandatory.

Permission from our Competitive staff is required for entrance into the Pre-Competitive Program.

Extra fees for this program are the Competition Entry Fees. Your child will receive an invoice from our office listing their individual competitive fees. Once again, the name of our Pre-Competitive Class is Dynamite.

COMPETITIVE PROGRAM INFORMATION

The Competitive Program is designed for dancers looking for a more intensive class structure. Dancers involved in the Ballet portion of this program will study and follow the CDTA Exam Syllabus and will participate in Ballet Exams every second year. Competitive dancers will have the opportunity to attend two competitions (possibly three) throughout the dance season. They will attend a local competition, as well as another competition, possibly out-of-province, that is decided on by staff at the beginning of each dance season.

When dancers register for and are accepted into the Competitive Program, they and their parents or guardians understand that the participation in exams, competitions and recital are mandatory.

ADDITIONAL ITEMS FOR COMPETITIVE DANCERS

Throughout the dance season, competitive dancers may be required to purchase items for competitions and exams. Below is a quick checklist for the year:

1. Black bodysuit for exams and Ballet Classes.
2. Pink tights and pink leather ballet slippers for ballet exams.
3. Mondor tights in the color caramel or black and tan or black colored jazz shoes for competitions.
Instructor will advise at beginning of year.
4. Hairnet, elastics, hairspray, bobby pins.
5. Make-up for competitions that may include blush, lipstick, mascara, eye shadow, fake eyelashes. A complete list will be given prior to the competition.
6. Dance shoes for other classes. *Instructor will advise at beginning of year.*
7. Garment bag, suitcase or Rubbermaid bin to put costumes in at competition.

Extra Competitive Fees		
Description	Fee	Due Date
Competitive Program Administrative Fee	\$75 per dancer	Due September 30 th , 2023
Extra Choreography Fee <i>(if applicable)</i> <i>Paid to the Choreographer directly.</i>	See Below	Due Summer/Fall 2023
Nutcracker Fee	\$80.00	Due September 30 th , 2023
Competition #1 Entry Fees	Will be dependant on number of routines entered.	Due October 30 th , 2023
Competition #2 Entry Fees	Will be dependant on number of routines entered.	Due November 30 th , 2023
Competition #3 Entry Fees <i>(if applicable)</i>	Will be dependant on number of routines entered.	Due December 30 th , 2023
Ballet Exam Fees <i>(if applicable)</i>	Will be dependant on level of Ballet Exam.	Due Spring 2024
Audition Fee for Nutcracker & 2024/2025 Dance Season <i>This fee will be applied to your 2024/2025 Dance Season Fees.</i>	\$75.00	May 2024

We will give each competitive dancer an individual list of their fees for these events. Invoices will be e-mailed.

EXTRA CHOREOGRAPHY

At the discretion of R.S.I. Danceworks faculty, some competitive dancers may be given the opportunity to do extra choreography outside of class time (solo, duo, trio, small group).

The extra fees for the choreography of these routines is as follows:

- a. **Solo (\$185)** – This includes 2 hours of choreography and 1 hour of cleaning
- b. **Duo/Trio (\$120 per dancer)** – This includes 3 hours of choreography and 1 hour of cleaning
- c. **Small Group (\$95 per dancer)** – This includes 4 hours of choreography and 1 hour of cleaning



Choreography fees for extra routines will be paid to the choreographer directly. Practices will not begin until payment has been made. If extra time is needed with the choreographer, the charge is \$50/hour paid to the choreographer directly.

NEW THIS YEAR: Extra Choreography for the 2023/2024 dance season is for competition only and will not be performed at our end of year recitals. It is also the responsibility of the dancer and their parents to transport props for extra choreography to competitions and events. Please take this into consideration when choosing to do extra choreography routines.

Graduating dancers may be given the opportunity to perform their extra choreography at recital.

For those dancers who are given the opportunity to do extra choreography (solos, duos, trios, small groups), it will be the responsibility of those dancers to purchase costuming and props for these extra routines. Costuming must be approved by the choreographer.

Dancers are required to compete with all choreography at all competitions. If a dancer chooses not to do their extra choreography at competition, they may not be permitted to do an extra choreography the next dance season.

All extra choreography is optional.

CONTACT INFORMATION

Mailing Address: Unit 5, 248, Highway 2, Enfield, NS B2T 1C9
E-mail: info@rsidanceworks.ca
Website: www.rsidanceworks.ca
