

Welcome Packet

2022 – 2023

Phone: (902) 394 – 3746

Email: robertsacademyofdance@gmail.com

Roberts Academy of Dance, R.A.D.

Founded in 2016, Roberts Academy of Dance (R.A.D) offers high quality dance training. We are welcoming, positive, hardworking, inclusive and fun. We teach our dancers to strive to be the best and to work as a team on the foundation of confidence, integrity and inner desire to accomplish set goals.

This packet includes important information for students of all levels, and their parents/guardians. PLEASE READ carefully and thoroughly.

2023-2024 Schedule + Dress Code

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	SUN CONT'
Hip Hop 5-7yrs 5-5:45pm	Step Dancing 9+ 4-445pm	FUN-damentals Ages 3-5yrs 4-445pm	Mini Co 515-645pm	Senior Insync Co 530-730pm	Step Dancing 3yrs 9-945am	Mini Ballet 2-230pm	Junior Comp Jazz 515-6pm
Hip Hop 8-9yrs 545-645pm	Petite Co 5-615pm	Acro Skills & Drills 5-6pm	Senior United Co 7-9pm		Step Dancing 4- 5yrs 10-1045am	Mini Comp Jazz 230-315pm	Comp MT 6-645pm
Hip Hop 10+yrs 7-8pm	Junior Co 630-830pm	Conditioning & Flex 6-630pm			Step Dancing 6- 8yrs 11-1145am	Mini Jumps & Turns 315-345pm	Inter Jumps & Turns 645-715pm
		Technique & Training 630-715pm				Mini Solo/Duo/Trios 345-415pm	Inter Comp Jazz 715-8pm
		Junior/Inter Ballet 715-745pm				Junior Solo/Duo/Trio 415-445pm	Inter Solo/Duo/Trio 8-830pm
		Comp Lyrical 745-830pm				Junior Jumps & Turns 445-515pm	

Please note that Hip Hop 8-9yrs & 10+yrs are recreational but will be competing at Island Dance Festival on PE.

Recreational classes are in **BLUE**
Competitive classes are in **GREEN**

Please note that "Conditioning & Flex" is also open to recreational students & please message us to register.

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Dress Code

It is important for each student to have proper attire while attending class for safety reasons and to help the instructor properly correct form and posture. Please support local and visit Demi-Pointe for all your shoes and dance wear needs!

Step: all students must wear stretchy pants (above the ankle), shorts OR a leotard and tights. Please wear a proper dance top (Ex: bodysuit, tank top) if wearing pants or shorts. Black step shoes are required for class and must be purchased at Demi-Pointe. Hair must be off the face in either a ponytail or bun.

Hip Hop/Jazz: comfortable active wear of choice. Hair should be out of the dancers face and non-marking indoor sneakers (no white bottom sneakers). Nude jazz shoes must be purchased from Demi-Pointe for jazz class.

Acro: students in Acro dance should wear tight fitting, stretchy clothing. This could be a bodysuit, bra top, or tank top (material should not be slippery). For bottoms, spandex shorts or leggings (material should not be slippery). Bare feet. Hair must be completely off the face with all hair pulled back into a low ponytail or braid(s). No barrettes or bobby pins.

FUN-damentals: comfortable active wear of choice. This could be a bodysuit, bodysuit with shorts, shorts with tank top or top. Bare feet and no jewelry/accessories. Hair should be off the dancers face.

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COMMUNICATION

General

- **NEW!!** All classes, including Recreational & Competitive, will do the majority of their communication through a free app called BAND.
 - You will need to download BAND & join via the link provided to you.
 - The link will be provided to you once you have registered for the class.
 - Practice videos, music, handbooks, the year's calendar and much more will all be updated to BAND.
- Roberts Academy of Dance will still do some of its communication through emails & Instagram.
- If you ever feel like you are missing emails, please reach out to us immediately.

Please follow us on Instagram: @RobertsAcademyOfDance for studio updates.

Office Hours

Please note that our instructors, including Juliette will have designated office hour times. You will receive your instructor's studio email before the session begins. You are welcome to send emails at any point but know that this is when you can expect a response. Anything that comes in after office hour times, will be answered in the following time or the next. We want to make sure our employees are not overworking and there are boundaries set. Thank you for your patience!

Instructor	Office Hours
Juliette	Mon-Fri 9-1pm
Maddie	Mon/Wed/Fri 1130-3pm
Maggie	Mon-Fri 4pm onwards
Sam	Mon/Wed/Fri 10-2pm
Charlie	Tues/Thurs 1-4pm

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REGISTRATION

Online Registration System

Roberts Academy of Dance is offering a smooth and simple way to register. We will use a platform called Dance Studio Pro.

How to Register

1. Go to - <https://dancestudio-pro.com/online/robertsacademyofdance>
2. Register for an Account
3. Add Student(s)
4. Register for Classes: Pick the correct Season when registering. Read the description of the classes and make sure you are eligible for that class. If you have any questions about classes, please contact Juliette.
5. Click SUBMIT
6. Check ALL Waivers (DSP makes you check all waivers)
7. Click FINISH REGISTRATION

What you have access to in the parent portal:

- Registering for classes online
- Session Schedule
- Signing Waivers

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CLASS TYPES

Please note that class descriptions can be found on DSP
when you register!

Recreational

- Rec. Step dancing ages 3yrs
- Rec. Step dancing ages 4-5yrs
- Rec. Step dancing ages 6-8yrs
- Rec. Step dancing ages 9+
- FUN-damentals ages 3&4yrs
- Acro Skills & Drills
- Conditioning & Flex
- Hip Hop ages 5-7yrs
- Hip Hop ages 8-9yrs (will be attending IDF April 20-21 on PE)
- Hip Hop ages 10+yrs (will be attending IDF April 20-21 on PE)

HIP HOP 8-9yrs & HIP HOP 10+yrs

- **PLEASE NOTE THAT OUR RECREATIONAL HIP HOP 8-9YRS AND 10+YRS WILL BE COMPETING AT THE ISLAND DANCE FESTIVAL ON APRIL 20-21ST 2024.**
- This is an amazing opportunity for our recreational hip hop classes to compete right here on the Island & to see if it is something that we could add to our full time competitive roster.
- There will be no extra costume fee for this, as they will be performing routines that they will be doing at recital.
- There will be registration fees that are DUE MARCH 1ST 2024. We hope to do a little fundraising for these fees.
- **If a member from one of these teams would like a SOLO/DUO/TRIO CHOREOGRAPHED for IDF, please contact us at info@robertsacademyofdance.com**

Competitive (through auditions only)

- Petite Co.
- Mini Co.
- Junior Co.
- Senior United Co.
- Senior Insync Co.
- Precision Co.

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Private & Semi-Private Lessons

- Please contact robertsacademyofdance@gmail.com to schedule a private or semi-private lesson for the 2022-2023 season.
- This is for both recreational and competitive dancers.
- These lessons are not guaranteed as time is limited.

2023-2024 SESSION DATES

General

- Please note that if you commit to the Winter Session, you are committing to the Spring Session. Recital pieces will be starting in the Winter Session and costume fees will be purchased during the Winter Session.
- You will not be charged for any classes that are not on due to holidays. The price for your session on DSP will reflect this.

Fall Session

September 10 to December 16 2023 (Holiday Recital is on Sunday December 17)

Winter Session

January 7 to March 23 2024

Spring Session

April 2 to June 1 2024 (end of year recital on Sunday June 9)

*Please note that March 24-March 30 is our March Break & there won't be classes.

*Classes will not be charged fees for this week.

No Class Dates

- Please note that there could be additional dates added throughout the year.
 - All no class dates will not be included in your Session Tuition.
1. Sunday Oct 8 2023 (Thanksgiving)
 2. Monday Oct 9 2023 (Thanksgiving)
 3. Saturday Nov 11 2023 (Remembrance Day)
 4. Christmas Break: Dec 18 to Jan 6
 5. March Break: March 24 to March 30
 6. Easter: March 31 to April 1 (there are classes Sunday March 31 due to competition the following weekend)
 7. Long weekend: May 17 to May 20

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CLASS PRICES & PAYMENT

Class Prices General – the exact class price can be found on DSP when you register

30mins Private Lesson	30\$+tax
30mins Semi-Private	27\$+tax per dancer
45mins or 1hr Private	45\$+tax
45mins or 1hr Semi-Private	32\$+tax per dancer
45min & 1hr Classes	20\$+tax
1hr 15min Classes	25\$+tax
1hr 30min Classes	30\$+tax
1hr 45min & 2hr Classes	40\$+tax

***Please note that if a student is dancing 3+hrs, their first two hours will be at the normal hourly rate of \$20+tax and every hour after that will be at \$12+tax**

***This does not include any extra lesson, solo/duo/trios, small group practices.**

Payment

- Payment is due at the beginning of each session in **FULL**.
- If you dance 3+hrs a week, you can pay half at the beginning of the session and half at the half way mark
 - Nov 5 2023 for Fall Session
 - Feb 11 2024 for Winter Session
 - May 5 2024 For Spring Session
- If you cannot make a full payment, please contact Juliette.
- Your child will not be allowed to attend class if payment is TWO weeks late and Juliette hasn't been notified. You will get a reminder about payment before this happens.

Payment Options:

1. E-Transfer (robertsacademyofdance@gmail.com) (with the password: RADdancer)
2. Cheque (payable to Roberts Academy of Dance)
3. Cash

Payment Policy:

- There is a one-time yearly non-refundable \$10+tax registration fee for ALL students in the 2023-2024 dance season
- By registering, you understand that there is a no refund policy.

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Discounts

- We are ONLY offering our Family Discounts this year.
- EX: Child 1 – full price/Child 2 – 10% off/Child 3 – 15% off

Family Discount

First Child	Full Price
Second Child	10%
Third Child	15%
Fourth Child	20%

COSTUME FEES

General

- Students/parents are responsible for purchasing costumes.
- Costume fees will NOT be listed on DSP, as RAD does not make revenue from this. A reminder email will be sent to you a week or two in advanced of when payment is due.
- This is a set price for each level.
- The fee will be set aside until it is time to purchase costumes.
- Costume fees include Duty Fees, as we order from the US.
- This cost includes main costume pieces, hair accessories, etc. It does not include bodysuits, pantyhose or undergarments. Everyone gets to keep his/her/their costume.
- Please note that if costume fees exceed this amount, you may be asked for an additional fee to cover the costumes. There is no HST charge for costumes.
- RAD will not be making any revenue from costumes. We will spend all costume fees we receive and you will only pay for your child's costume.
- Please note that solo/duo/trio costumes for competition are a separate fee and are the responsibly of the child(Ren) and parent. Please contact Juliette if you wish to purchase one through Weissmans.
- Every dance you are in, will require a different costume and therefore, costume fee.

Costume Fees Recreational

ALL recreational classes	Christmas Recital	1 Costume	\$100	DUE Oct 13
ALL recreational classes	End of Year Recital	1 Costume	\$100	DUE March 8

Costume Fees Competition

- **Please note that costumes will be ordered before payment is due and a total amount will be sent to you when everything is ordered – the final cost will include the duty fees.**

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POLICIES

General

- RAD will not be held responsible for any lost or stolen items.
- The schedule is subject to change depending on enrolment.
- Roberts Academy of Dance cannot be held liable for any injuries. Please notify your instructor with any previous or current injuries.
- There will be zero tolerance for bullying, harassment, discrimination or any unkind behavior at Roberts Academy of Dance. We pride ourselves on having a supportive, positive and kind environment.
- Water bottles are always welcome, and we encourage students to bring them to stay hydrated during class.
- Cellphones are not permitted in class unless videotaping steps.
- Parents/friends/visitors are not permitted to stay for class.
- Gum chewing is not allowed while in class.
- All jewelry must be removed before starting class.

Liability Waiver Form

Roberts Academy of Dance will ask each student/parent to sign a Liability Waiver Form.

Media Release Form

Roberts Academy of Dance will ask each student/parent to sign a Media Release form. This is so we can post selected classes online for parents to watch and to have a better understanding of what their child is learning. It is also so I can have pictures/videos available for the academy's website and advertising.

Class Cancellation

A decision will be made by 2pm if class is cancelled. Please check your Emails and Instagram for the update! No refunds or make up classes will be made for classes that are cancelled due to weather. If a student cannot make class for some other reason, that class will not be made up and no refund will be available. If you are questioning a closure, you may call/text 902-394-3746.

Student Absent

If your child is going to miss a class, you must notify info@robertsacademyofdance@gmail.com 1hr before the class time (competitive students you are to let us now 24hrs in advance). We understand that emergencies happen and you may not be able to give us the 1hr notice.

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Students under 6

Parents are not allowed to stay for class as it is distracting for all students. Students are to arrive no earlier than 5 minutes before their class time as instructors have 15mins before class to prep. Parents can bring their child upstairs (please remove outdoor footwear) and get their shoes on. Parents must wait outside after class and instructors will bring students down to meet them. A student will not be allowed to leave the building unless a parent is there.

Lateness

If you are going to be late picking up your child, please text 9023943746. If you are 15mins late, there will be a \$10+hst charge as we are paying our instructors for the time they are there until.

PERFORMANCES

Holiday Recital 2023

RAD will be hosting our second annual Holiday Recital on Sunday Dec 17, 2023 at The College of Piping. There will be two shows, 2pm & 5pm and a morning rehearsal on the same day as the show. We are excited to show family and friends what we have been working on since September! **(Our step dancing 3yrs, step dancing 4-5yrs, FUN-damentals 3-5yrs will only be dancing in the 2pm show)**

Show Tickets	Between \$25-\$30 per person	Audience members only
Who	All RAD students	1 routine per class
What	A Very RAD Medley	
Where	The College of Piping	619 Water St E
When	Sunday Dec 17 2024	
Rehearsal	Morning of the show	Each class will have a 30min window to run their routine and will only be needed for that 30mins. Our youngest classes will have the latest rehearsal times.
Show Times	2pm & 5pm Call times: 130pm & 430pm	
Costume Fee Recreational	\$100	Recreational costumes
Costume Fee Competitive	Will be ordering a costume from your competition costume fee	Competitive costumes

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PERFORMANCES CONTINUED

End of Year Recital 2024

Each year we will be having an “End of the Year” recital. There will also be a rehearsal the day of the recital. ALL RAD students will be part of our recital. This is a chance for students to show all of their hard work and for parents to witness it! It is such a magical and fantastic day!

(Our Step dancing 3yrs, step dancing 4-5yrs, FUN-damentals 3-5yrs will only be dancing in the 2pm show)

Show Tickets	Between \$25-\$30 per person	Audience members only
Who	All RAD students	
What	It's a RAD Recital	End of year recital
Where	The College of Piping	619 Water St E
When	Sunday June 9, 2024	
Rehearsal	Morning of the show	Each class will have a window to run their routine and will only be needed for that time slot. Our youngest classes will have the latest rehearsal times.
Show Times	2pm & 5pm Call times: 130pm & 430pm	
Costume Fee Recreational	\$100	Recreational costumes
Costume Fee Competitive	Competitive costumes will have already been order	Competitive costumes

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OTHER

NEW! RAD Activities

- RAD Themes week:
 - : November
 - The Holidays are coming! Wear your favorite Holiday sweater to dance: December 3rd to December 9th 2023
 - PJ Party! Wear your favorite PJ's to dance: February 4th to February 10th 2024
 - Let's pretend its Summer already! Wear your fav shades & or hat to dance week: May 6th to May 12th 2024

Student Studio Rentals

- Students are able to rent the studio space for \$40+hst an hour to practice routines. An employee/instructor must be in attendance but is not there to instruct.
- The parent leaving the child for the rental understands that it is their responsibility that the child knows to not be practicing any tricks or dance techniques that would be considered dangerous or they have not tried before.

Studio Rentals for NON RAD students

- Companies and individuals who are NOT students at RAD, are able to rent the studio space for \$75+hst an hour. This could be for a meeting, photoshoot, etc.