



# *Student & Parent Handbook*

Margaret Carlson opened Carlson's School of Dance (then Duncan Studio of Dancing) in 1954. From teaching classes in her attic, we have grown to four studios with ballet, jazz, tap and hip hop as well as courses in musical theatre, stretch and strength, and contemporary. Mrs. C's amazing energy and love of dance continues on in our teachers that hold a variety of training as well as being registered with the Royal Academy of Dance and International Society of Teachers of Dancing.

We are proud to offer our students the opportunity to perform in the community, at festivals and competitions, as well as take part in examinations that are recognized worldwide. We believe in offering dance to a diverse group of students and staying inclusive to all abilities and ages. We strive to teach the love of dance.

To learn more about the studio faculty, check out our website: [www.carlsons.ca](http://www.carlsons.ca)

## *Contact Information*

Our office is located at 3274 Sherman Rd.  
E-mail: [info@carlsons.ca](mailto:info@carlsons.ca) Phone: 250-746-6456

Follow us on Facebook (Carlson's Dance) and Instagram @carlsonsdance for updated information.

Join our "Carlson's Daily" Facebook group where our studio community comes together for updates and sharing information.

# Registration

Before getting started in class, it's important that all students and/or parents fill out and sign registration paperwork so we can ensure we have the most up-to-date contact details for you. We believe in discussing registration with each family to find what's best for you. We hold in person registration in June, August, and September and can set up a time that works with you to discuss your class options.

## How to be a good dance parent:

- follow policies and dress code
- trust the process and that our staff truly care about what's best for your child
- be encouraging, no negative speaking
- be informed and go directly to the source (the office) if something is unclear
- be positive and celebrate other dancers
- arrive at the studio 10 minutes before class - this allows you to check in with the studio and friends can chat before class (instead of in class, wasting your money!)
- always remember we are about great performing and personal improvement, not about outshining someone else

*Always let them know you are proud - no matter what!*

The ideal student is a good listener, always ready for class, and committed to the group with good attendance. Enthusiastic students with high energy that attend class with a positive attitude and work as a real team player will get the most out of dance.

**Through participation in competitions and in our community, we hope to instill in our students an appreciation for other dancers and schools.**

*We all share the same passion and love of dance. It is important we work together as a team and support our community and other dancers.*

*Solos, duos,  
trios, and other  
private lessons*

At Carlson's we encourage all our students to work privately on their skills or on competition and festival work if they wish to do so. If you take an hour a week or ten, we believe all students should be given the opportunity. Our teachers are happy to work with you, just contact the office and we can help arrange it.

# Studio Policies & Information

## In the Studio

- Students that arrive late to class may be asked to sit and watch to protect them from injuries due to an inadequate warm up
- With the exception of Watching Week and classes with students under the age of 3, no visitors of students are permitted in the studio to watch
- No food or drink is permitted in the studio other than water
- We have students with scent sensitivities and ask no perfumes be worn to class
- Politeness and respect to everyone is expected*
- No cell phones are permitted in the studio
- Dress code must be followed
- No street shoes in the studio (indoor, non-marking sole shoes for hip hop please)
- Prompt pick ups are appreciated as we cannot always monitor students

## Attendance

- If a student will be away the office should be notified as soon as possible
- It is expected that missed work will be learned from another student before next class
- If your child has an injury of any sort, please inform the office. Injured students should sit in on class and take notes

*Absent students hold the entire class back as lost lessons must be repeated for their benefit. The focus of our classes is learning, not repeating. Therefore, repeat absences will result in the student being asked to leave the class. No refunds will be given under these circumstances.*

## Cancellation of Classes

If a class must be cancelled you will be notified via e-mail and a post will be shared in our "Carlson's Daily" Facebook Group. When School District 79 cancels class due to weather we do as well.

## Non-Competitive Agreement

We ask that students taking classes at other studios or taking part in dance opportunities elsewhere let us know so we can make sure to avoid conflicts and celebrate their achievements.

*The safety and well being of our students is our #1 priority.*

If a student is injured during class, the incident will be reported to the office so we can follow up with the family. Emergency services and parents will be called immediately in the case of serious injury.

*At Carlson's we also recognize mental health is important and we will be mindful of how we speak to our students.*

### Schedule

If enrolment is fewer than 6 students the studio reserves the right to cancel the class. The schedule is subject to change based on enrolment and demand. The studio will work with your family to find another class to suit your student should this occur.

### Communication

We are BIG on communication at Carlson's. We strive to inform our dance families as best we can with what's happening at the studio. For convenience, our primary means of communication is by e-mail. You will receive regular newsletters and important information via e-mail so ensure you have provided the studio with an up-to-date address that is regularly checked. You may also need to check folders other than your inbox or add us to your contact list so things don't get sent to trash. If you would like to contact a teacher please let the office know and we can get them to contact you.

### Withdrawal

Withdrawal from classes requires one month's written notice (e-mail is acceptable). Failure to notify the office will result in a charge equal to one month's payment. Any fees that are not received by the first week of classes will incur a late registration surcharge of 5%.

*No refunds are given after April 1st.*

### Class Placements

Our teachers have the student's best interest in mind when finalizing class placements. It may take time to assess a placement and students may be asked to try other classes to find their best fit. This process is important for success and we appreciate your cooperation. Students may be considered to work at a higher level than they are assessed but only under teacher permission and as an understudy.

### Parking

At our Sherman Road studios during COVID-19, we ask that students get dropped off at the back of the building and picked up from the front. Please do not use parking spaces in front of other establishments during their business hours.

### Costumes

Costume deposits are payable no later than October 15th and cannot be refunded once the costume has been ordered. We do our best to keep within the deposit budget but there may be times that we need to collect a little extra when the costume comes in. Students must only wear their costumes for dress rehearsals and performances until the season is completed in June.

# Performances

We hope all of our students will want to take part in our year end recital as this is where all the hard work they have put in through out the year is showcased in 3 exciting shows. If you do not wish to participate, please inform the studio as soon as you can. Costumes are ordered as early as November and costs will be incurred if we are not notified. Our recitals and rehearsals are held at the Cowichan Performing Arts Centre.

## Show Schedules

If your child is only in two classes, or if you have siblings in two classes, we try our best to schedule the performances so that they are in the same show, though we cannot always guarantee this is possible. Show schedules come out in our May Newsletter.

## Choreography

Not all classes will do performance pieces. For example, some of our students take multiple ballet classes and only one may work on choreography so that the other class can focus on syllabus and technique. Other classes that may not have performance choreography are skills, tech, and conditioning classes.

*Carlson's Dance teachers are committed to keeping all choreography age appropriate.*

## Rehearsals

Stage rehearsals are a super important part of preparing for our recital. It gives us a chance to make any adjustments and ensure that everyone has time to get ready between their dances. We can see if any costumes are missing pieces or need last minute alterations. Even more important, it gives the stars of our show a chance to get up and rehearse on the big stage –a very different environment than they are used to within the studio walls. They can overcome some of the jitters that may hit when the bright lights come on and really prepare themselves for the show ahead. It is a fun and rewarding experience and a great chance to play with their friends and watch some inspiring dancers as they wait for their turn in the spotlight.

**Please try not to bring anything valuable to the theatre, especially electronic devices. Our studio and the venue will take no responsibility if an item is damaged, misplaced, lost or stolen.**

The opportunity to perform in a recital is an exciting, empowering and confidence building part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved.

# COVID-19

## Protocols & Expectations

Carlson's is committed to doing all we can to protect our community. Families will be reminded by e-mail of the safety precautions we are taking and to not attend class in person if they have been required to self isolate due to travel, having come into contact with someone required to isolate, or showing any symptoms of illness.

Classes for the 2020/2021 season will be hybrid - with students in class and some joining us on Zoom. This way those students with the sniffles can join us from home without any concerns of missing out.

**You can view our safety video on our Instagram account, it reviews the following:**

- please wait in your vehicle or on a spot until you see your teacher at the door to let you in, our waiting rooms are closed at this time
- bring only what you need for class, leave extra items at home or in your vehicle
- when possible, all dancers should arrive to the studio ready for class
- parents please remember to help younger students change their shoes before they enter
- your teacher will let you in one at a time to wash your hands
- enter the studio and pick a square, all studios have been marked for safe spacing and there will be no contact in class
- when it's time to leave students will exit at the front of the building
- teachers will wipe down surfaces between each class and the studio will be thoroughly cleaned each day

Please screen for the following before attending class in studio, if you are showing any symptoms please stay home and join us on zoom.

- fever chills cough shortness of breath sore throat runny nose
- loss of sense of smell or taste diarrhea nausea vomiting

*While we all want normal, but we know we can navigate the changing world together and come out stronger!*

# what to wear

## Ballet

### Pre-primary & Primary

Sleeveless ballet pink body suit , ballet pink tights, pink leather ballet shoes. Circular chiffon skirt in pink to match body suit.

### Grade 1

Sleeveless scooped neck pink body suit, pink tights, pink leather ballet shoes.  
Character shoes and skirts are necessary for exam work.

### Grades 2 & 3

Sleeveless body suit in lavender, pink tights, pink leather ballet shoes.  
Character shoes and skirts are necessary for exam work.

### Grades 4 & 5

Sleeveless, "Princess" style body suit in purple, pink tights, pink leather ballet shoes.  
Character shoes and skirts are necessary for exam work.

### Grades 6-8

Sleeveless, "Princess" style body suit in navy blue, pink tights and pink leather ballet shoes.  
Character shoes and skirts are necessary for exam work.

### Vocational exams

Black sleeveless body suit, ballet pink tights. Students need softened Pointe shoes for class work.

### Pointe shoes

Purchased only as advised by the teachers.

Hair **MUST** be pulled back off the face into a bun for all classes.

## Modern

Ballet bodysuit with black leggings.

~~No shoes.~~

## Tap

Black bodysuit or tight fitting top with black leggings.

## Musical Theatre

Black bodysuit or tight fitting top with black shorts or leggings. Black jazz shoes.

## Jazz

Bodysuit with tights, shorts or leggings. Nude or black jazz shoes.

Rec Classes- Black bodysuit or tight fitting top with black leggings and jazz shoes.

## Contemporary

Bodysuit with tights, shorts, or leggings. ~~Bare feet~~ and socks.

Rec Classes -Black bodysuit or tight fitting top with black leggings and ~~bare feet.~~

## Hip Hop

Comfortable clothing that doesn't restrict movement and clean, non-marking indoor runners. No jeans.

## Preschool

Bodysuits and skirts with ballet pink shoes preferred.

\*for our 2020/2021 season we ask that dance shoes be worn for every class as an extra COVID-19 precaution

# *Carlson's Calendar*

## *2020/2021*

September 8 - 2019/2020 classes recommence  
September 22-28- Performance Week  
September 29 - Oct 1 - Exam Preparation  
October 5 - 2020/2021 Class Schedule Begins  
October 12 - Thanksgiving, no classes  
October 30- Costume order deadline  
November 11 - Classes as usual  
November 23-28- Watching Week (tentative)  
December 1- All festival entries must be in to the office  
December 14 - Last day of classes before break (a Monday to make up for Thanksgiving)  
January 4 - Classes recommence  
February 7 - Festival Rehearsal & Photos  
February 14- Solo, duo, trio rehearsal  
February 15 - Classes as usual  
February TBA- Cowichan Music Festival  
March 14-28 - Spring Break  
April 2-5- Classes as usual for Easter  
April/May TBA - RAD & ISTD Exams  
May 15- Photo Day (Sherman Rd Studios)  
May 24- No classes for Victoria Day  
June 7-9- Recital rehearsals (typically 4-8pm each day)  
June 11 & 12- Recitals (Friday 6:30, Saturday 1:30 & 6:30)  
June 14-19- Early registration & last week of classes  
June TBA- Summer performances  
July TBA- Parade & performances  
August TBA- Registration

\*classes are as usual on Professional Development & Non-Instructional Days