

# Parent handbook

2026-2027

## Welcome to Stoney Brook Dance Studio!

We are thrilled to have you and your dancer join our vibrant community for the 2026-2027 dance season. At Stoney Brook, we are dedicated to nurturing not just talent, but also confidence, creativity, and a strong sense of community in every student.

This handbook is designed to provide you with all the essential information you need for a successful and enjoyable dance year. Please take the time to review its contents carefully.

We look forward to a season filled with growth, artistry, and shared passion for dance!



### Our Mission & Values

- **Excellence:** Striving for the highest standards in dance education and performance.
- **Inclusion:** Creating a welcoming environment for all dancers, regardless of background or skill level.
- **Community:** Fostering strong bonds between students, families, and staff.
- **Confidence:** Empowering dancers to believe in themselves and their abilities.
- **Creativity:** Encouraging self-expression and artistic exploration.

Stoney Brook Dance Nonprofit Association Inc. / 10240726 Manitoba Association Inc.

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## Quick Reference Guide

### Registration & Billing

**Executive Director**  
For all inquiries regarding class registration, billing cycles, payment plans, and account management.

### Class Placement

**Artistic Director**  
Guidance on appropriate class levels, dancer evaluations, and progression within our programs.

### Costumes

**Costume Director**  
Information on costume ordering, fittings, alterations, and care instructions.

### Policies & Governance

**Board of Directors**  
Oversight of studio policies, studio bylaws, and overall governance.

## Who Does What?

Teachers	Artistic Director	Executive Director	Costume Director	Board of Directors
<ul style="list-style-type: none"><li>• Deliver high-quality dance instruction.</li><li>• Provide feedback on dancer progress.</li><li>• Communicate class-specific needs.</li></ul>	<ul style="list-style-type: none"><li>• Oversees curriculum and artistic vision.</li><li>• Manages class placement and teacher development.</li><li>• Primary contact for concerns related to your dancer's training and artistic development.</li></ul>	<ul style="list-style-type: none"><li>• Manages studio operations and administration.</li><li>• Oversees finances, registration, and facility.</li><li>• Primary point of contact for administrative and financial matters.</li></ul>	<ul style="list-style-type: none"><li>• Manages costume orders and distribution.</li><li>• Assists with costume fittings and alterations.</li><li>• Provides guidance on costume care.</li></ul>	<ul style="list-style-type: none"><li>• Provides strategic oversight and governance.</li><li>• Approves studio policies and major initiatives.</li><li>• Ensures the long-term health and sustainability of the studio.</li></ul>

**The Board is not responsible for day-to-day teaching, individual corrections, choreography, class placement, routine costume choices, or competition artistic decisions unless a broader policy, safety, financial, or conduct concern is involved.**

**If you are unsure who to connect with, please email [sbdcnonprofit@gmail.com](mailto:sbdcnonprofit@gmail.com) and we are happy to direct you to the appropriate contact. Please note that the Board of Directors is made up of parent volunteers, please allow 48-72 hours to receive a response.**

# Registration

## Registration Deadline October 15

### The Registration Process

Our registration is a streamlined process designed to secure your dancer's spot in their desired classes. Please ensure all required forms and information are submitted by the deadline.

### New Dancers

- Attend a trial class (if applicable).
- Complete the online registration form.
- Submit any required placement assessments.

### Returning Dancers

- Review class offerings and schedules.
- Complete the online registration form.
- Confirm your dancer's placement.

# Class Placement

We are committed to placing each dancer in a class that best suits their needs and fosters their growth. Our placement process considers several key factors:

## Age

Age is a primary consideration for class grouping to ensure appropriate social and developmental environments.

## Experience

Prior dance training and years of study are assessed to place dancers at a suitable technical level.

## Readiness

Physical and emotional maturity play a role in determining a dancer's readiness for more advanced techniques and longer class durations.

## Technique

Dancers are evaluated on their current technical proficiency, alignment, and understanding of fundamental dance principles.

## Safety

Placement also ensures that dancers are physically prepared for the demands of the class, minimizing the risk of injury.

## Fees & Payments

### Tuition Includes:

- 28 Guaranteed Classes per session
- Access to studio facilities during scheduled class times
- Qualified and experienced instructors

### Additional Fees:

- Costumes (per class)
- Festival/Competition entry fees (if applicable)
- Workshops and masterclasses
- Required dance shoes and attire
- Recital participation fees

**Late Payment Policy:** Costume fees must be paid in full by the stated deadline. Costumes will not be distributed to dancers with outstanding balances. Any dancer with an unpaid final invoice will not be permitted to participate in the year-end recital until the account is brought up to date.

## Withdrawals & Refunds

### Refund Policy:

- **Prior to October 15:** Full refund less a \$50 administrative fee.
- **October 15 - January 1:** 50% refund of remaining tuition, less costume costs incurred.
- **After January 1:** No refunds will be issued.

*Please note that all withdrawal requests must be submitted in writing to the studio office.*

## Financial Accessibility

### Payment Plans

Flexible payment options are available to help spread the cost of tuition throughout the season.

### Fundraising Credits

Opportunities to earn credits towards tuition through participation in studio fundraising events.

### Credit Hours

A volunteer program where families can earn tuition credit by contributing time and effort to studio needs.

### External Funding

We support dancers in accessing external funding opportunities such as Jumpstart and ROC Eastman.

## Fundraising & Volunteer Hours

### Required Fundraising

All families are required to participate in at least one major studio fundraising event per season, or may opt out with a \$100 fee.

### Optional Individual Fundraising Credits

Additional fundraising opportunities may be available for families seeking to earn further tuition credits.

### Volunteer Hours

Families are required to complete 4 volunteer hours per season to support studio operations, or opt out with a \$100 fee.

### Credit Hours

Details on how volunteer hours translate into tuition credits will be provided separately.

## Attendance

### Stoney Brook Dance Studio Attendance Policy

Consistent attendance is crucial for a dancer's progress and the overall success of the class. Please ensure your dancer adheres to the following:

- **Arrive on Time:** Dancers should arrive at the studio at least 10 minutes prior to their class start time.
- **Proper Attire:** Dancers must wear the required studio attire and shoes for each class.
- **Water Bottle:** Encourage your dancer to bring a reusable water bottle.
- **Consistent Attendance:** Regular attendance is expected. Please notify the studio of any absences.
- **Injury :** Dancers are encouraged to attend class when injured, as they can still learn by observing. Participation should be adjusted for safety and comfort. If a dancer attends but cannot participate, a note, text, or email from a parent/guardian is required.

# Parent Observation & Cancellations

## Observation Weeks

We welcome parents to observe classes during designated observation weeks:

- **September:** First class
- **December:** First week
- **February:** First week

These weeks provide an opportunity to see your dancer's progress firsthand.

## Cancellation Policy

Stoney Brook Dance Studio reserves the right to cancel classes due to unforeseen circumstances. We will provide as much notice as possible.

Cancellations may occur due to:

- **Weather:** Extreme weather conditions that make travel unsafe.
- **Instructor Illness:** If an instructor is unable to teach due to illness.
- **Facility Issues:** Unexpected problems with the studio facilities.

# Code of Conduct

## Our Community Values

At Stoney Brook, we foster a positive and supportive environment where everyone feels valued. We embrace:

- **Respect:** Treating all individuals with dignity and consideration.
- **Teamwork:** Collaborating and supporting one another.
- **Inclusion:** Welcoming and celebrating diversity.
- **Kindness:** Showing empathy and compassion.
- **Growth:** Committing to personal and artistic development.

## Not Accepted Behaviors:

We do not tolerate the following behaviors:

- **Bullying:** Any form of aggressive or intimidating behavior.
- **Harassment:** Unwelcome conduct that demeans or offends.
- **Gossip:** Spreading rumors or negative talk about others.
- **Unsafe Behaviour:** Actions that put oneself or others at risk.

## Communication & Concerns

### Communicating Concerns Effectively

We encourage open communication to ensure a positive experience for all. If you have a concern, please follow this escalation path:

1. **Teacher:** For class-specific questions or observations.
2. **Artistic Director:** For concerns regarding curriculum, placement, or artistic matters.
3. **Executive Director:** For administrative, financial, or operational issues.
4. **Board of Directors:** For policy-related matters or unresolved issues after Step 3.

## Health & Wellness

### Physical Health

- **Nutrition:** Encourage a balanced diet to support energy levels.
- **Hydration:** Ensure dancers drink plenty of water.
- **Rest:** Adequate sleep is vital for recovery and performance.
- **Injury Prevention:** Proper warm-ups, cool-downs, and listening to your body.

### Emotional Wellbeing

- **Positive Self-Talk:** Promote a mindset of encouragement and self-belief.
- **Stress Management:** Teach healthy ways to cope with performance anxiety.
- **Support System:** Foster a sense of belonging and mutual support within the studio.
- **Mental Health Resources:** Provide information on available resources if needed.

**Nut-Free Facility:** Stoney Brook Dance Company is a peanut and nut-free facility to help ensure the safety of dancers, families, staff, and visitors with severe allergies. Please do not bring any foods containing peanuts or tree nuts into the studio. Additional food restrictions may be implemented as needed to accommodate other allergies and will be communicated to families if required.

## Social Media & Privacy

### Stoney Brook Dance Studio Social Media Guidelines

We love sharing the joy of dance! When posting about Stoney Brook on social media, please adhere to these guidelines:

- **[✓] Positive Representation:** Share uplifting and accurate portrayals of our studio community.
- **[✓] Respect Others:** Ensure posts are respectful of dancers, staff, and families.
- **[✓] Obtain Consent:** Always get permission before posting photos or videos of identifiable individuals, especially minors.
- **[X] Negative Posts:** Do not engage in gossip, criticism, or posting of sensitive information.

*Remember, what you post online reflects on our entire community.*

## Costumes

### Costume Checklist for Recital:

- **Tights:** Correct color and style as specified.
- **Shoes:** Appropriate dance shoes for each costume.
- **Hair Supplies:** Items needed for required hairstyles (hairspray, pins, etc.).
- **Accessories:** Any specific jewelry or headpieces.
- **Costume Care:** Instructions for washing and maintaining costumes will be provided.

# Dress Code

To ensure a safe and focused learning environment, please adhere to the following dress code for all classes. Proper attire allows instructors to properly assess technique and movement, and helps students feel prepared and professional.

## Movers & Shakers

- Comfortable clothing (no jeans)
- Socks or soft-soled shoes/slippers (no outdoor shoes)

## Rhythm & Steps

- Pink ballet shoes with elastics
- Black tap shoes
- Bodysuit and tights (no color preference)
- Skirts acceptable but not required

## Jazz

- Black jazz shoes
- Black bodysuit and black, pink or tan tights
- Dance shorts accepted but not required

## Hip Hop

- Baggy comfortable clothing (no jeans)
- Must have clean indoor runners

## Song & Dance

- Pink ballet shoes with elastics
- Bodysuit and tights (no color preference)
- Skirts acceptable but not required

## Ballet

- Pink ballet shoes with elastics
- Black bodysuit
- Ballerina Pink dance tights

## Tap

- Black tap shoes
- Black bodysuit and black, pink or tan tights
- Dance shorts accepted but not required

## Musical Theatre

- Black bodysuit and tights
- Dance shorts optional
- Black jazz shoes or may go barefoot in class

## Lyrical

- Bodysuit or tank top
- Dance capris or shorts
- Beige half shoes or jazz shoes

## Acro

- Longer jazz shorts and bodysuit OR bodysuit and convertible tights
- Bare feet

## Contemporary

- Bodysuit or fitted tank top
- Dance capris, leggings, or shorts
- Bare feet or beige half shoes

## Boys

- Shorts and t-shirt or tank top (no jeans)
- Black dance shoes matching the style of dance

## Combination Classes

- Pink ballet shoes with elastics
- Black tap shoes
- Black bodysuit
- Ballerina Pink dance tights
- **Ages 6-8:** Dance skirts acceptable but not required.
- **Ages 8-11:** No skirts, dance shorts may be worn during jazz and tap but not required.

## Hair Requirements

- **Preschool, Musical Theatre, and Lyrical:** Hair must be pulled off the face in a ponytail, braid, or bun.
- **Ballet, Jazz, Tap, Acro, and Combination Classes:** Hair must be secured in a classical bun.

Adherence to the dress code ensures a professional atmosphere and allows instructors to focus on the students' development. Thank you for your cooperation!

## Recitals

### Shining Stars Recital

- **Date:** early spring
- **Time:** TBD
- **Venue:** TBD

This recital showcases our youngest dancers and foundational classes, celebrating their progress and enthusiasm.

### Dare to Dance Recital

- **Date:** late spring
- **Time:** TBD
- **Venue:** TBD

This performance features our intermediate and advanced dancers, highlighting their technical skills and artistic expression.

### SEMF

- **Date:** February
- **Time:** Weekend
- **Venue:** TBD - Steinbach

In addition to recital, this festival allows performance classes to gain additional stage experience, receive feedback, and grow in a supportive dance community.

## Intensive Program

### Stoney Brook Dance Studio Intensive Program

Our Intensive Program offers dancers a more rigorous and immersive dance experience. Details on expectations, program components, and schedules will be provided upon acceptance.

- **Expectations:** Commitment to additional training, discipline, and artistic development.
- **Big Little Dance Buddies:** A mentorship program pairing older and younger dancers.
- **Solos/Duos/Trios:** Opportunities for students to perform in smaller, specialized pieces.
- **Competitions:** Participation in select dance competitions (optional, details provided separately).

# Family Acknowledgement

## Acknowledgement of Handbook Policies

Please sign below to acknowledge that you have received, read, and understood the policies and information contained within the Stoney Brook Dance Studio Parent Handbook for the 2026-2027 Dance Season.

**Parent/Guardian Name:** \_\_\_\_\_

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

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

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