



Policy Manual

Stoney Brook Dance Nonprofit Association Incorporated

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1. Governance & Non-Profit Operations

Stoney Brook Dance Nonprofit Association Inc. is governed by a volunteer Board of Directors that is responsible for protecting the organization's nonprofit purpose, financial sustainability, legal compliance, and long-term success. This section of the policy manual outlines the governance practices, board responsibilities, decision-making processes, and operational safeguards that help ensure the Association is run with transparency, accountability, fairness, and care.

As a nonprofit organization, all decisions must support the Association's mission of providing accessible, high-quality dance opportunities in a safe, inclusive, and community-focused environment. The Board's role is to provide oversight and direction, approve policies and budgets, manage risk, and ensure that resources are used responsibly for the benefit of the dance community. Day-to-day studio operations and artistic decisions may be delegated to the Executive Director, Artistic Director, instructors, staff, volunteers, or committees, but the Board remains responsible for ensuring that the Association operates in alignment with its bylaws, values, and nonprofit obligations.

Constitution of Stoney Brook Dance Nonprofit Association Inc.

Updated September 8, 2025

Article I – Name

The name of the organization shall be Stoney Brook Dance Nonprofit Association Incorporated (“the Studio”).

Article II – Purpose

The nonprofit organization was created with the intention to provide dance opportunities to the Stoney Brook Dance Company (SBDC) community, when the director of SBDC closes the business. As a nonprofit organization, the Studio is a nonprofit organization dedicated to:

1. Providing accessible, high-quality dance education and experiences.
2. Promoting equity, diversity, inclusion, and accessibility in all programming and operations.
3. Fostering confidence, creativity, and self-expression in dancers of all ages, backgrounds, and abilities.
4. Supporting community engagement through performances, outreach, and partnerships.

Article III – Guiding Principles

The Studio shall be guided by the following principles:

1. **Equity** – Ensuring fair treatment, access, and opportunity for all participants, staff, and volunteers.
2. **Inclusion** – Creating an environment where every individual feels welcomed, valued, and respected.
3. **Excellence** – Striving for high standards in artistic, educational, and organizational practices.
4. **Community** – Building meaningful connections with local communities and supporting collective growth.
5. **Confidence & Growth** – Encouraging dancers to develop self-esteem, resilience, and leadership through dance.

Article IV – Membership

1. Membership shall be open to individuals who support the purpose and guiding principles of the Studio.
2. Membership rights and responsibilities shall be determined by the bylaws.

3. No person shall be denied membership on the basis of race, gender, gender identity, sexual orientation, religion, age, ability, or socioeconomic status.
4. Membership is granted upon enrollment within a dance class.

Article V – Governance

1. The Studio shall be governed by a **Board of Directors** elected in accordance with the bylaws.
2. The Board shall be responsible for:
 - Ensuring alignment with the mission and guiding principles.
 - Overseeing financial and organizational sustainability.
 - Supporting artistic and educational leadership.
3. The Board shall operate with transparency, accountability, and respect for community input.
4. The Board will be composed of the following officers:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Fundraising Coordinator
 - Social Media and Marketing Coordinator
 - Member-at-Large
5. Board Officers will have terms of two years, with a maximum limit of 2 terms per individual within each officer role, (e.g., president, vice-president, secretary etc), with the possibility for 1 term extension (e.g., in the case of a role becoming vacant and the need for succession planning arises) for a maximum of six years within a role.
6. Board Officers can be excused from their roles under the following conditions, which will trigger an election:
 - Their dancer graduates/is no longer dancing within the nonprofit studio prior to the end of the sitting term.
 - The Board member experiences illness or other factors that may contribute to voluntary resignation from the term.

Article VI – General Meetings

1. An **Annual General Meeting (AGM)** shall be held each year to review the Studio's activities, approve financial reports, and elect directors.
2. Special general meetings may be called in accordance with the bylaws.
3. All members shall have the right to attend and participate.

Article VII – Amendments

1. Amendments to this Constitution may be proposed by the Board of Directors or by written request of at least [10%] of the membership.
2. Amendments to the constitution require approval by a two-thirds (2/3) majority of members present at a duly called general meeting.

Article VIII – Fees

1. Purpose

This policy establishes clear guidelines for tuition and program fees to ensure:

- Transparency and fairness in how fees are set and collected.
- Financial sustainability of the Studio.
- Accessibility for dancers from diverse backgrounds and circumstances.

2. Principles

- Equity and Inclusion – Fees shall not create unnecessary barriers to participation. Financial assistance through fundraisers, connecting to financial aid options to support youth programming and flexibly payment plans will be offered, whenever possible.
- Transparency – All fees, payment schedules, and refund policies shall be communicated clearly before enrollment.
- Sustainability – Fees will be set to balance affordability with the Studio's operational needs.
- Respect – Conversations about fees, assistance, or arrears shall be handled with confidentiality and sensitivity.

3. Fee Structure

- Tuition
 - Tuition rates shall be reviewed and approved annually by the Board of Directors.
 - Tuition may vary by program, class length, or level.
 - Multi-class and family discounts may be offered.

- Registration Fees
 - An annual registration membership fee may be charged to cover administrative costs.
 - This fee shall be kept modest to avoid undue barriers.
- Performance/Costume Fees
 - Costs associated with performances, costumes, and applicable competitions shall be communicated in advance and kept as affordable as possible.
 - Rental or borrowing options shall be provided when possible.

4. Payment must be made in accordance with the Payment Policy.

5. Financial Assistance

- The Studio is committed to ensuring that no dancer is excluded due to financial barriers.
- Assistance may be provided through:
 1. Payment plans tailored to family circumstances.
 2. Assistance with applications for children's programming (e.g., KidSport)
 3. Fundraiser participation

6. Refunds and Withdrawals

- Refunds may be issued for withdrawals within 4 weeks of the start of a program, minus an administrative fee.
- No refunds shall be issued after this period, except in cases of medical or compassionate circumstances.
- The Studio reserves the right to cancel or modify classes due to low enrollment or unforeseen circumstances; in such cases, refunds or credits will be offered.

7. Review of Fees

Fees shall be reviewed annually by the Board of Directors to ensure alignment with the Studio's mission, equity goals, and financial sustainability.

Article IX – Registration

- Registration is open to all individuals regardless of age, background, gender, ability, or previous dance experience.
- Class placement shall be based on age, experience, and instructor recommendation to ensure a safe and supportive learning environment.

- Annual Registration
 - Registration for the dance year shall open over the summer months and remain open until classes are full.
 - Returning students will be offered priority registration.
- Ongoing Registration
 - Mid-year registration may be permitted if space is available and at the discretion of the Studio, in consultation with the Artistic Director and class instructors.

4. Registration Process

- Students (or parents/guardians, if under 18) must complete the official **Registration Form** online or in person.
- A non-refundable **registration fee** (if applicable) must be submitted at the time of registration.
- Registration is considered complete only when:
 - The Registration Form has been submitted via the online Studio Director.
 - Required fees have been paid or a payment plan has been arranged.
 - Consent forms (e.g., medical, media release, studio policies) have been signed.

5. Payment Policies

- Tuition and any applicable fees must be paid according to the **Payment Policy**.
- Families may request payment plans or financial assistance during registration.
- Students with outstanding balances from previous sessions will not be permitted to register or enroll in new classes until the accounts are settled.

6. Accessibility and Financial Assistance

- The Studio is committed to removing financial and social barriers to participation.
- Families may apply for scholarships, bursaries, or work with the studio management to (e.g., credit hours through cleaning, general studio maintenance, and other general assistance) during the registration process.
- All requests for assistance will be handled confidentially.

7. Class Capacity and Waitlists

- Each class has a maximum capacity set to ensure quality instruction and dancer safety.

- Once capacity is reached, additional registrants will be placed on a **waitlist** and notified if a spot becomes available.
- Capacity will be determined for each class by the Artistic Director, with approval from the Board.

8. Withdrawals and Refunds

- Withdrawals must be submitted in writing to the Studio.
- Refunds will be issued in accordance with the **Fee Policy**.
- No refunds will be granted for missed classes, though makeup classes may be offered when possible, at the discretion of the Studio.

9. Code of Conduct Agreement

- All students and families must agree to the Studio's **Codes of Conduct (for Dancers and Parents/Guardians)** at the time of registration.
- The Codes emphasizes respect, inclusivity, and creating a supportive environment where all dancers can thrive.

10. Review of Policy

This Registration Policy shall be reviewed annually by the Board of Directors to ensure it remains fair, accessible, and aligned with the Studio's mission.

Article IX – Dissolution

In the event of dissolution, any assets of the Studio shall be distributed to another nonprofit organization with similar purposes, as determined by the Board and in accordance with applicable law(s).

Bylaws

ARTICLE 1 GENERAL

1.1 Purpose

These By-laws relate to the general conduct of the affairs of 10240726 Manitoba Association Inc., a corporation without share capital incorporated under the Manitoba Corporations Act and referred to as the “Association” in these By-laws.

1.2 The objectives and purposes of the Association are:

10240726 Manitoba Association Inc. as a nonprofit entity, ensures that all profits are for the benefit of the dance community, with no direct financial benefit to the Board. Further, 10240726 Manitoba Association Inc. is modeled in the spirit of Stoney Brook Dance Company (SBDC), and maintains the following objectives and purposes:

- A focus on Equity, Inclusion, Excellence, Growth & Confidence, and Community that includes:
 - To offer high-quality dance instruction within a community-oriented environment
 - Style of dances offered include Ballet, Pointe, Tap, Jazz, Hip Hop, Lyrical, Musical Theatre, Acro, and Open, with other styles considered should there be interest
 - Provision of growth opportunities for each dancer
 - Recognition of both competitive and recreational style of dances
 - Build confidence within all dancers
 - Create inclusive and equitable opportunities to ensure that those who do want to dance, are welcomed and able to enroll in their classes

The Nonprofit agency aims to provide high-quality dance instruction to dancers of all ages, and experience levels. We strive to work with families to provide an inclusive environment for all of our dancers.

1.3 Head Office

The Head Office and domicile of the Association shall be in the City of Steinbach, in the Province of Manitoba. The Board may establish such other offices as the affairs of the Association may require.

1.4 Definitions

- a) Association – refers to 10240726 Manitoba Association Inc
- b) Board – the Board of Directors of the Association.
- c) Member – all categories of membership pursuant to these By-laws as defined in Article 2.4.

- d) Director(s) – an individual elected or appointed to serve as a Director on the Board pursuant to these By-laws
- e) Officer – an individual elected or appointed to serve as an Officer of the Association pursuant to these By-laws.
- f) Corporations Act – the Corporations Act of the Province of Manitoba from time in force and all amendments to it. The definitions in the Corporations Act on the date of these By-laws become effective apply to these By-laws. Referred to as the “Act”.
- g) Interpretation – words stating the singular shall include the plural and vice versa, and words stating the male gender shall include the female gender as well as corporate bodies.
- h) Ruling on By-laws – except as provided in the Act, the Board shall have the authority to interpret any provision of these By-laws, which is contradictory, ambiguous or unclear.
- i) Ordinary Resolution – a resolution passed by not less than a majority of the votes cast at a meeting of the Board, or a meeting of the Members for which prior notice has been given.
- j) Special Resolution – a resolution passed by no less than two thirds (2/3) of the votes cast a meeting of the Board or Members for which proper notice has been given.

1.5 No gain for members

The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objects.

1.6 Conduct of Meetings

Unless otherwise specified in the Act or these By-laws, meetings of the Members and meetings of the Board will be conducted according to Roberts Rules of Order (current edition).

ARTICLE 2 MEMBERSHIP CLASSIFICATION & VOTING PRIVILEGES

2.1 Requirements and Eligibility

Any person or group interested in furthering the objects of the Association, having met the requirements and definitions for membership, may become a member of the Association.

2.2 Admission of Members

No person, organization or group shall be admitted as a Member unless the applicant:

- a. Has enrolled in a dance class;
- b. Has made written application to the Board in the form prescribed by the Board;
- b. Has met the definitions of membership herein;

- c. Is a member in good standing at the time of application; and
- d. If the applicant was at any time previously a member, the applicant was a member in good standing at the time of ceasing to be a member.

2.3 Conditions of Membership

Memberships shall be annual and valid while a dancer is enrolled in classes, and for those who are minors, applies to their parent/guardian.

2.4 Membership to the Association shall be designated as follows:

- a. **Individual:** Any individual who supports the purpose and objectives of the Association and has agreed to abide by the Association's by-laws, policies, rules and regulations and is registered with the Association.
- b. **Family:** For those dancers who are minors (e.g., 16 years or younger), a parent or guardian will be members of the Association on their behalf. Parents/Guardians must agree to abide by the Association's by-laws, policies, rules and regulations, and is registered with the Association.
- c. **Local Government:** Any incorporated city, towns, village, rural municipalities or unincorporated First Nations communities who supports the purpose and objectives of the Association and has agreed to abide by the Association's by-laws, policies, and regulations and is registered with the Association.
- d. **Corporate:** Any for profit business or corporation that supports the purpose and objectives of the Association and has agreed to abide by the Association's by-laws, policies, and regulations and is registered with the Association.
- e. **Not-For-Profit:** Any not-for-profit organization that supports the purpose and objectives of the Association has agreed to abide by the Association's by-laws, policies, and regulations and is registered with the Association
- f. **Educational:** Any post-secondary organization that supports the purpose and objectives of the Association has agreed to abide by the Association's by-laws, policies, and regulations and is registered with the Association.
- g. **Honorary Life:** shall be open to persons who have rendered valuable service to the Association.

2.5 Members' Rights

Each Member shall have the following rights:

- a. to inspect the books and records after giving reasonable notice and arranging a time that is satisfactory to the Directors and persons having custody of the same;
- b. to elect Directors at the annual meeting of Members;
- c. to approve by-laws or revisions of by-laws;

- d. to propose a matter to be raised at a members' meeting;
- e. to dissent if the Corporation resolves to effect certain matters detailed in Section 184(1) of the Act;
- f. to vote on special resolutions which effect certain fundamental changes within the Corporation detailed in Section 167 of the Act; and
- g. any other rights as listed in the Act.

2.6 Withdrawal

Withdrawal from membership may be voluntary with written notice to the Association office with no reimbursement of fees or may be involuntary for non-payment of fees as outlined in the Association policies. Alternatively, should a dancer not be enrolled in classes, membership will automatically be withdrawn, unless specifically requested to the Association in writing.

2.7 Expulsion

A Member may be suspended or expelled from the Association if in the opinion of the Board, a member has acted in a way that is prejudicial to the reputation or objects of the Association (see Code of Conduct Policy). Expulsion from membership shall occur upon a Special Resolution of the Board at a Board meeting.

2.8 Member in Good Standing

- a) A member of the Association shall be in good standing provided that the Member:
- b) Has no outstanding fees or debts to the Association.
- c) Has not ceased to be a Member.
- d) Has not been suspended or expelled from membership or had other membership restrictions or sanctions imposed upon them.
- e) Has complied with the By-laws, policies, procedures and regulations of the Association; and,
- f) Has fulfilled all terms and conditions of any disciplinary action.

Members who cease to be in good standing shall not be entitled to the benefits and privileges of membership until such time as the Member has met the definition of good standing set out above.

ARTICLE 3 BOARD OF DIRECTORS

3.1 Composition of the Board

The business of the Association shall be managed by a Board consisting of no less than five (5) and no more than nine (9) board members. The composition of the Board shall fulfill the following quota:

3.2 Nominations for the Board

- a. Any members of the Association who is eighteen (18) years of age or older and who have the power under the law to contract, is not in the status of bankruptcy, is able to carry through the responsibilities of a board member. All board members must be members of the Association.
- b. Call for nominations will be distributed to the membership a minimum of six weeks prior to the annual meeting.
- c. Nominations will be accepted from any voting Member in good standing.
- d. Nominations must be received not later than seven (7) calendar days before the annual meeting.
- e. Nominations from the floor at the annual meeting will only be accepted if there are not sufficient nominations to fill vacancies.

3.3 Election Process

- a. Valid nominations will be circulated to voting Members at the Annual Meeting prior to the elections.
- b. Elections will be by secret ballot.
- c. Voters will be asked to vote for candidates up to the number of vacancies being filled in the election.

At the Annual Meeting, the Directors of the Association will be elected and will take office immediately and will hold their position until their successors have been elected or appointed.

Order of Election:

- a. When only one nominee exists to fulfill a minimum requirement under Article 3.1 that nominee will be declared elected.
- b. When there is more than one nominee for a position to fulfill a minimum requirement under Article 3.1, a separate election will be held among the nominees for that spot(s).
- c. When all minimum requirements under Article 3.1 are met, all remaining nominees will be included in a general election and the person(s) receiving the majority of votes will be declared elected.
- d. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two nominees or a winner is declared. If only two nominees remain and there continues to be a tie, the winner will be decided by the Board of Directors by Ordinary Resolution.

3.4 Terms of Office

- a. Terms of office for elected Board Members shall be two-year terms, renewable twice with a maximum elected tenure of six consecutive years and will hold office until their successors have been duly elected in accordance with these By-laws, unless they resign, are removed from or vacate their office.
- b. Once an Board Member has completed the six consecutive years, whether elected or appointed, they must wait two years from the completion of their term before they may run again.
- c. A paid contract employee of the organization who leaves the organization for whatever reason must wait two years before running for election.
- a. Employees of the Association may not be elected as Board Members.
- b. Board Members may not become employed by the Association in any capacity without first resigning from the Board.

3.5 Officers

The “Officers” of the Association shall consist of a President, a Vice President, a secretary, a treasurer, a communications/social media manager, a fundraiser coordinator, and a member-at-large. These positions will be held by Board Members. The Executive Manager and Artistic Director, while not Board members, will fall under the same regulatory guidelines as “Officers”

3.6 Election of Officers

- a. At the first meeting of the Board of Directors after the Annual Meeting, the Board will elect a President and Vice President from their number and they will take office immediately will hold until their successors have been elected or appointed.
- b. Order of Elections. For the elected positions on the Board, the order of elections shall be: the President, and then the Vice-President.
- c. Officers serve a two-year term.
- d. Should officers not be able to complete their duties, other officers will assist, or an election will be held.

Election Procedure. To be elected to a position of Officer requires a majority of the votes cast. If necessary, a series of ballots shall be cast with the candidate having the lowest number of votes being eliminated in each round. The Executive Director or their delegate shall conduct the election.

Re-election as President. The President may be re-elected to a maximum of three consecutive years subject to intervening election(s). Following a break of at least one year following three consecutive years as President, a member may again run for President. No such restriction shall apply to the other Officer positions.

3.7 Powers of the Board

- a. Powers of the Association - Except as otherwise provided in the Act, or these By-laws, the Board has the powers of the Association and may delegate any of its powers, duties and functions.
- b. Managing the Affairs of the Association - The Board may make policies, procedures, and regulations for managing the affairs of the Association in accordance with the Act, and these By-laws. The Board shall supervise and exercise guidance over the operation of all standing committees.
- c. Employment of Individuals - The Board may employ such individuals, as it deems necessary to carry out the work of the Association.
- d. Borrowing Powers – The Board may borrow money upon the credit of the Association, as it deems necessary.

3.8 Committees

- a. The Board of Directors may, from time to time, appoint such Committees (e.g., Parent Committee, Fundraising Committee, Recital Committee), as it deems appropriate and necessary for the promotion of the objectives of the Association. Such Committees shall consist of Board members and/or such Members of the Association and/or other persons, as the Board may deem suitable and necessary.
- b. The Board of Directors may afford to any Committee such rights, powers and responsibilities, as it deems appropriate.
- c. A quorum of any committee will be the majority of its voting members.
- d. Where a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.
- e. The Board, by two thirds (2/3) vote, may remove any member of any Committee.
- f. The President will be an ex-officio and non-voting member of all Committees.

3.9 Vacancies

A Board Director automatically vacates their position if:

- a. They resign by delivering a written resignation to the Board or to the Board through the President or Executive Director.
- b. They die.
- c. They are removed from office as per Article 3.11.
- d. They miss more than three (3) meetings of the Board within a twelve-month period with no reasonable excuse, determined at the discretion of the Board.

3.10 Replacement of Board Member

The Board may appoint any individual to fill a vacancy on the Board. A replacement board member shall assume the unexpired portion of the term of office of the Board Member who has caused the vacancy. Where a board member vacates office or is removed from office, the individual who completes the term shall not be deemed to have completed a full term.

3.11 Removal of a Board Member / Officer

- a. The Board of Directors may, by Special Resolution at a duly called meeting at which notice specifying the intent to pass such a resolution has been given, remove any Director before the expiration of their term of office, provided the Board Member has been given the opportunity to be present and to be heard at such meeting.
- b. The voting Members of the Association may, by Special Resolution by those delegates entitled to participate in the election of the Board at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Director of the Board from office before the expiration of their term of office.

3.12 Delegation of Duties

In the absence or inability to act of the President or any officer of the Association, or for any other reason that the Directors deem sufficient, the Directors may delegate all or any of the powers of such officer to any other officer or to any Director for the time being.

3.13 Remuneration of Directors

- a. No Director shall be entitled to remuneration for acting as a board member; however board members and officers of the board may be reimbursed for reasonable expenses which they incur in carrying out their duties.
- b. The Board members may, by resolution passed by two-thirds (2/3) of those voting at the meeting, award special remuneration to any board member who undertakes a contract for special services for the Corporation other than the routine work ordinarily required of a director.

3.14 Protection of Directors

3.14.1 No Board Member/Director or Officer of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee of the Association or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any security acquired by order of the Board of Directors for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association may be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or association with whom or with which any monies, securities or effects of the Association may be lodged or deposited, or for any loss, damage or misfortune whatever which may happen in execution of the duties of their

office in relation thereto unless the same are occasioned by or through their own dishonesty or willful neglect.

3.14.2 Except in respect of an action by or on behalf of the Association to procure a judgment in its favour, the Association shall indemnify a Director or Officer of the Association, a former Director or Officer of the Association, or their heirs and legal representatives against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of any civil, criminal or administrative action or proceeding to which they are made a party by reason of being or having been a Director or Officer of the Association if:

- a. They acted honestly and in good faith with a view to the best interests of the Association; and
- b. In the case of a criminal or administrative action on proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful.

3.14.3 The Association may, with approval of a court indemnify a person referred to in Article 3.14.2, in respect of an action by or on behalf of the Association to procure a judgment in its favour, to which they are made a party by reason of being or having been a Director or Officer of the Association, against all costs, charges and expenses reasonably incurred by them in connection with the action if they fulfill the conditions set out in clauses (a) and (b) of Article 3.14.2.

3.14.4 Notwithstanding anything in Article 3.14, a person referred to in Article 3.14.2 is entitled to indemnity from the Association in respect of all costs, charges and expenses reasonably incurred by them in connection with the defense of any civil, criminal or administrative action or proceeding to which they are made a party by reason of being or having been a Director or Officer of the Association if the person seeking indemnity:

- a. Was substantially successful on the merits in his defense of the action or proceeding; and
- b. Fulfills the conditions set out in clauses (a) and (b) of Article 3.14.2

3.14.5 The Association shall procure such liability insurance as is necessary to carry out the required provisions stipulated within Article 3.14.

ARTICLE 4 FINANCES

4.1 Fiscal Year

The financial operating year shall be June 1- May 31, as determined by the Board of Directors.

4.2 Auditor

The books and records of the Association shall be audited annually, and a report shall be presented to the Members at the Annual Meeting. The Auditors shall be appointed at the Annual Meeting.

4.3 Books and Records

The Board shall ensure that all books and records of the Association that are required to be kept by the Corporations Act, these By-laws or any other statute or law are regularly and properly kept.

4.4 Execution of Instruments and Documents

Contracts, documents and or instruments in writing requiring the signature of the Association shall be signed by the Executive Director together with one of:

- a. The President
- b. The Vice President
- c. Or any other Director (designated by the Board).

All contracts, documents and or instruments in writing requiring the signature of the Association shall be subject to the approval of the Board of Directors.

4.5 Conflict of Interest

A Director, Staff or Committee member who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

4.6 Execution of Instruments

a. Any contract, document or other instrument in writing requiring execution by the Corporation shall be executed by any two (2) Directors or officers of the Corporation, and all contracts, documents or other instruments in writing so executed shall be binding upon the Corporation without any further authorization or formality.

b. The Board is authorized from time to time by resolution to appoint any officer or officers or any other person or persons on behalf of the Corporation to execute, either manually or by facsimile signature, and deliver either contracts, documents or other instruments generally or specific contracts, documents or other instruments in writing. The term "contracts, documents or other instruments in writing" as used in this by-law shall include, specifically but without limitation, deeds, mortgages, charges, security agreements, conveyances, releases, receipts and discharges for the payment of money or other obligations, transfers and assignments of property of all kinds, including specifically but without limitation, transfers and assignment of shares, warrants, bonds, debentures or other securities and all paper writings.

4.7 Banking

a. The Directors may designate that the business of the Corporation be transacted with particular chartered banks, trust companies, credit unions, or other bodies corporate and set conditions including delegation of powers.

4.8 Executive and Artistic Directors

a. The Executive and Artistic Directors shall be a resident of Canada and shall exercise such powers and have such authority as may be delegated to his/her/them by the board of directors in accordance with section 110 of the Act.

ARTICLE 5 MEETINGS

5.1 Annual Meetings

- a. The Association will hold meetings of the Members on a day, time and at a place, determined by the Board. There will be no more than fifteen months separating annual general meetings.
- b. Written notice of annual meetings shall be given to the membership at least 21 days prior to the meeting.
- c. Quorum shall be a minimum of 15 members present at the meeting and entitled to vote.
- d. Any member who wishes to have new business places on the agenda of a meeting will give written notice to the Association at least ten (10) days prior to the meeting date or upon sole discretion of the President or designate.
- e. Meetings of the Members will be closed to the public except by invitation of the Board.

5.2 Special Meetings

A Special Meeting of the Association may be called at any time by the Board of Directors or by a written request made to the Executive Director, which is signed by an officer, of at least 15 voting members. Written notice of such meeting shall be given to all Directors and Members at least twenty-one (21) days prior to the date of the meeting.

Quorum shall be defined as double the number of Board Members, plus one (15). Any number of members present at the meeting and entitled to vote.

5.3 Board of Directors Meetings

- a. The Board of Directors will meet a minimum of six (6) times per year at the call of the President.
- b. Quorum shall be a minimum of double plus 1 of the Board of Directors filled positions. Notice of the Board Meeting will be sent out to all Directors at least four (4) days prior to the date of the meeting. For a total of 15 voting members.

- c. Validity of Act of Directors – No act of the Board or a Director will be nullified if it is discovered after the fact that the Director was improperly appointed or elected.
- d. In the absence of both the President & Vice President at a duly called meeting, those present shall elect a pro tem Chairperson who shall exercise and discharge the President's powers and duties for that meeting.
- e. Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

5.4 Notice

- a. Notice - In these By-laws, notice will mean notice which is hand-delivered, emailed, faxed, clearly posted on the main page of the Association's website or provided by mail or courier to the address of record of the Director or Member, as the case may be.
- b. Days - In these By-laws, the number of days specified for giving notice shall mean total days, irrespective of weekends or holidays.
- c. Error in Notice-The accidental omission to give notice of a Meeting of the Directors or the Members, the failure of any Director or Member to receive notice, or an error in any notice, which does not affect its substance, shall not invalidate any action taken at the meeting.
- d. A Special Resolution at any Annual Meeting or Special Meeting is required to waive any notice period. If notice is waived, the issue requires a Special Resolution to be accepted or adopted.

5.5 Voting

5.5.1 Annual General Meeting

At all Annual General Meetings and Special General Meetings of the Members. Members in good standing, shall have the following voting rights:

- a. Individual Members have one vote each.
- b. Families with multiple dances receive one vote per family.
- c. Student Members do not vote. However, their parent/guardian are entitled to one vote, per student within the family, on their behalf.
- d. Local Governments do not vote.
- e. Corporate Members do not vote.
- f. Not-for-Profit Members do not vote.
- g. Educational Members do not vote.
- h. Honorary Life Members do not vote.

5.5.2 Board of Directors Meetings

At all meetings of the Board of Directors, all Directors shall have one vote each.

5.5.3 Process of Voting

At all meetings, questions shall be decided by a show of hands in the case of an in-person meeting, electronically in the case of e-mail voting or orally in the case of a teleconference meeting, unless a ballot vote is requested by a Director or a delegate of a Voting Member, such request to be determined by a show of hands. A declaration by the President that a resolution has been carried or not carried, and an entry to that effect in the minutes of the meeting, is sufficient evidence of the fact without proof of the number of votes or proportion of the vote recorded in favour or against the resolution.

ARTICLE 6 AMENDMENTS OF THESE BYLAWS

These By-laws may be amended or revised by a Special Resolution of the Members present at the Annual Meeting or at a Special Meeting called for that purpose, provided that the amendment or revision has been outlined in writing to the Board and membership no less than 24 hours prior to the meeting being called.

Proposed amendments shall be made by Notice of Motion, which must be submitted in writing to the Executive Director at least sixty (60) days preceding an Annual Meeting or Special Meeting.

ARTICLE 7 DISTRIBUTION OF ASSETS ON DISSOLUTION OF ASSOCIATION

Members of the Association do not have and cannot have any personal interest in the Association's property. If the Association is dissolved or disbanded, any assets left after all liabilities have been satisfied must be distributed to registered organizations whose purposes are most similar to those of the Association at that time, as determined by the Board of Directors. The substance of this rule may not be changed by any later amendments, nor may this rule be repealed.

ARTICLE 8 ADOPTION OF THESE BYLAWS

8.1 Ratification by Members

These By-laws are ratified by a Special Resolution of the Board Members on September 2, 2025.

8.2 Repeal of Pryor By-laws

In ratifying these By-laws, the Board Members of the Association repeal all prior By-laws of the Association provided that such repeal does not impair the validity of any action taken pursuant to the repealed By-laws.

8.3 Enactment of By-laws

These By-laws are hereby enacted and shall come into force when confirmed by the Board Members in accordance with the Corporations Act.

DRAFT

Board of Directors Code of Conduct Policy

Purpose

The purpose of this Code of Conduct is to set clear expectations for the conduct of Board members of Stoney Brook Dance Nonprofit Association Inc. The Board is responsible for governing the Association in a way that supports its nonprofit purpose, protects the interests of dancers and families, and promotes a respectful, inclusive, transparent, and accountable studio community.

This policy applies to all Board members, officers, and committee members acting on behalf of the Association.

Commitment to Mission and Values

Board members must act in a way that supports the Association's mission and guiding principles. The Association is dedicated to accessible, high-quality dance education, equity, inclusion, confidence, creativity, community engagement, and opportunities for dancers of all backgrounds and abilities.

Board members are expected to:

- Promote equity, inclusion, accessibility, excellence, community, confidence, and growth.
- Make decisions in the best interests of the Association as a whole.
- Support both recreational and competitive programming in a fair and respectful way.
- Help create a studio culture where dancers, families, staff, and volunteers feel welcomed, valued, and respected.
- Avoid using their Board position to benefit themselves, their child, their family, or a particular group of dancers.

Duty to Act in the Best Interests of the Association

Board members must act honestly, in good faith, and with the best interests of the Association in mind. The bylaws state that the Association operates without gain for its members and that profits or other accretions must be used to promote the Association's objects.

Board members are expected to:

- Put the Association's mission ahead of personal interests.
- Make thoughtful, informed, and fair decisions.
- Use Association funds, property, and resources responsibly.
- Support long-term sustainability rather than short-term personal preferences.

- Respect the difference between governance, operations, and artistic decision-making.

Respectful and Professional Conduct

Board members must communicate and behave in a respectful, professional, and constructive manner. The Association's communication policy expects Board members to communicate professionally, clearly, respectfully, and in a timely and constructive way.

Board members are expected to:

- Treat dancers, families, staff, instructors, volunteers, renters, donors, community partners, and other Board members with courtesy.
- Listen to differing opinions with an open mind.
- Address disagreements respectfully and privately when possible.
- Avoid gossip, personal attacks, intimidation, sarcasm, public criticism, or disrespectful comments.
- Support a collaborative team environment.
- Avoid negative discussions about families, dancers, staff, volunteers, or other Board members.

Communication Expectations

Board members are expected to use approved communication channels and stay informed about Board and studio matters. Approved channels may include email, messaging groups, studio management software, Board meetings, written notices, and internal documents.

Board members should:

- Respond to Board or studio-related communication within a reasonable timeframe.
- Use respectful language and tone in all communication.
- Share accurate and complete information.
- Avoid speaking on behalf of the Board unless authorized.
- Refer operational, artistic, staff, family, or complaint matters to the appropriate person or process.
- Avoid resolving sensitive concerns through informal hallway conversations, group chats, or social media.

Confidentiality

Board members shall comply with the Association's Privacy Policy.

Conflict of Interest

Board members must disclose any real, potential, or perceived conflict of interest. The bylaws require a Director, staff member, or committee member with an interest in a proposed contract or transaction to disclose the interest, refrain from voting or speaking in debate, and refrain from influencing the decision.

A conflict of interest may arise when a Board member's personal, family, financial, professional, or other interests could affect, or appear to affect, their judgment.

Examples may include:

- A decision involving the Board member's child, family member, or close friend.
- A contract, payment, reimbursement, or credit arrangement involving the Board member.
- Hiring, discipline, or evaluation involving someone connected to the Board member.
- A vendor, sponsor, or partner relationship involving the Board member.
- Any situation where the Board member may receive a personal benefit.

When a conflict exists, the Board member must disclose it promptly and may be required to leave the discussion and abstain from voting.

Responsible Governance

The Board is responsible for governance, policy, financial stewardship, risk management, and ensuring the Association remains aligned with its nonprofit purpose. The constitution states that the Board is responsible for ensuring alignment with the mission and guiding principles, overseeing financial and organizational sustainability, and supporting artistic and educational leadership.

Board members are expected to:

- Attend meetings and participate actively.
- Review materials before meetings.
- Make decisions based on accurate information.
- Follow bylaws, policies, and approved procedures.
- Support Board decisions once made.
- Ensure policies are applied fairly and consistently.
- Avoid making unilateral decisions unless authority has been delegated by the Board.

Meetings and Decision-Making

Board members are expected to participate in meetings respectfully and responsibly. The bylaws state that Board meetings are held at the call of the President, that Board meetings are closed to members and the public except by invitation, and that Board members each have one vote.

Board members must:

- Attend meetings regularly and arrive prepared.
- Respect the role of the Chair.
- Allow all Board members an opportunity to speak.
- Focus discussion on the agenda and the best interests of the Association.
- Respect confidentiality of closed meeting discussions.
- Vote honestly and independently.
- Support decisions of the Board after they are made, even if they personally voted differently.

Relationship with Staff, Instructors, and Studio Leadership

Board members must respect the roles of the Artistic Director, Executive Director, instructors, staff, and volunteers. The Board provides governance and oversight, but does not micromanage artistic, instructional, or day-to-day operational decisions unless a matter involves policy, safety, finances, complaints, legal obligations, or significant risk.

Board members should not interfere with:

- Class instruction or teaching methods.
- Choreography, music, costumes, or artistic choices.
- Audition or placement decisions.
- Individual dancer corrections.
- Competition routine assignments.
- Day-to-day scheduling or administrative decisions delegated to studio leadership.

Concerns about staff, instruction, dancer wellbeing, finances, safety, or policy compliance should be brought through the appropriate Board or leadership process.

Financial Integrity

Board members must protect Association funds and resources. The bylaws require the Board to ensure proper books and records are kept and require contracts or written instruments to be signed according to approved authority.

Board members are expected to:

- Use Association funds only for approved Association purposes.
- Follow purchasing, reimbursement, expense claim, and signing authority processes.
- Avoid unauthorized spending or commitments.
- Provide receipts and documentation when claiming reimbursement.
- Protect financial information and family account information.
- Support transparent and responsible budgeting.
- Avoid personal gain from Association resources.

Public Representation and Social Media

Board members must represent the Association professionally in public, online, at events, and in the community.

Board members must not:

- Share confidential Board information online.
- Post negative comments about dancers, families, staff, volunteers, judges, other studios, or Board matters.
- Present personal opinions as official Association positions.
- Use the Association's name, logo, images, or social media accounts without authorization.
- Post photos or videos of minors without proper consent.

Sensitive issues, complaints, legal matters, staffing matters, discipline matters, and financial matters must not be discussed publicly or on social media.

Fairness, Inclusion, and Non-Discrimination

Board members must support a safe and inclusive Association environment. The constitution states that no person shall be denied membership on the basis of race, gender, gender identity, sexual orientation, religion, age, ability, or socioeconomic status.

Board members must not engage in or tolerate:

- Bullying, harassment, intimidation, or discrimination.
- Favouritism or exclusion.
- Retaliation against someone who raises a concern in good faith.
- Disrespectful comments about a person's body, identity, financial situation, ability, culture, family, or background.

Use of Authority

Board members must not misuse their position. A Board role is a position of trust and service, not personal authority over dancers, families, staff, or instructors.

Board members must not:

- Use their role to obtain special treatment for their child or family.
- Direct staff or instructors outside approved reporting structures.
- Promise outcomes that require Board approval.
- Make commitments on behalf of the Association without authorization.
- Access information that is not needed for their Board role.
- Pressure staff, volunteers, or families to support a personal position.

Handling Concerns and Complaints

Board members who receive a concern or complaint should respond respectfully and direct the matter to the appropriate process in accordance with the Complaints Resolution Policy.

Compliance with Policies and Bylaws

Board members must comply with the Association's bylaws, constitution, policies, procedures, and applicable laws. Members in good standing are expected to comply with the bylaws, policies, procedures, and regulations of the Association.

Board members must also support consistent policy application across the Association.

Breach of the Code of Conduct

A breach of this Code of Conduct may include, but is not limited to:

- Breach of confidentiality.
- Undisclosed conflict of interest.
- Disrespectful or harmful communication.
- Misuse of Board authority.
- Harassment, discrimination, bullying, or retaliation.
- Unauthorized spending or commitments.
- Failure to follow bylaws, policies, or Board decisions.
- Conduct that harms the reputation, safety, or interests of the Association.

Depending on the concern, the Board may respond through discussion, clarification of expectations, written warning, removal from a committee or role, restriction of access, request for resignation, or removal in accordance with the bylaws.

Acknowledgement

All Board members are expected to review and follow this Code of Conduct.

Board Member Name: _____

Position: _____

Signature: _____

Date: _____

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Board of Directors Roles and Responsibilities Policy

Purpose

The purpose of this policy is to clearly define the roles, responsibilities, and expectations of the Board of Directors of Stoney Brook Dance Nonprofit Association Incorporated. The Board is responsible for governance, financial oversight, policy direction, nonprofit sustainability, and ensuring the Association operates in alignment with its mission, values, bylaws, and legal obligations.

The Board supports the success of the studio while respecting the roles of the Artistic Director, Executive Director, instructors, staff, volunteers, and committees.

Role of the Board

The Board is responsible for:

- Upholding the mission, values, and nonprofit purpose of the Association.
- Providing governance and strategic direction.
- Approving policies, budgets, major expenses, fees, and long-term plans.
- Ensuring financial accountability and responsible stewardship of funds.
- Supporting accessibility, inclusion, safety, and community benefit.
- Hiring, supporting, and evaluating key leadership roles, where applicable.
- Ensuring legal, insurance, financial, and recordkeeping obligations are met.
- Reviewing major risks and ensuring appropriate safeguards are in place.
- Supporting fundraising, grant opportunities, sponsorships, and community partnerships.
- Acting in the best interests of the Association as a whole.

What the Board Is Not Responsible For

The Board does not manage every day-to-day studio decision. Unless a matter involves policy, safety, finances, legal obligations, complaints, or significant risk, the Board generally does not make decisions about:

- Day-to-day teaching methods.
- Individual class corrections or instruction.
- Choreography decisions.
- Music selection.
- Costume selection, except where budget or policy approval is required.

- Class placement or level placement.
- Intensive Program placements or audition results.
- Competition routine assignments.
- Artistic casting or performance decisions.
- Minor scheduling adjustments handled by studio leadership.

These areas are generally managed by the Artistic Director, Executive Director, instructors, and other designated studio leadership.

General Expectations for All Board Members

All Board members are expected to:

- Act honestly, respectfully, and in good faith.
- Put the interests of the Association ahead of personal interests.
- Attend Board meetings and participate actively.
- Prepare for meetings by reviewing materials in advance.
- Maintain confidentiality regarding sensitive information.
- Declare conflicts of interest and remove themselves from related discussion or voting when appropriate.
- Support Board decisions once made, even when individual opinions differ.
- Communicate respectfully with families, staff, volunteers, and other Board members.
- Avoid gossip, favouritism, or using a Board role for personal advantage.
- Follow Association bylaws, policies, procedures, and applicable laws.
- Help promote a positive, inclusive, and community-focused studio culture.

Officers and Board Positions

The Board may include the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Coordinator
- Social Media and Marketing Coordinator

- Member-at-Large

Additional committees or working groups may be created by the Board as needed.

President

The President provides leadership to the Board and helps ensure the Board operates effectively, respectfully, and in alignment with the Association's mission.

The President is responsible for:

- Chairing Board meetings, unless delegated.
- Helping set meeting agendas in collaboration with the Secretary, Executive Director, or other designated leadership.
- Ensuring Board discussions remain focused, respectful, and productive.
- Supporting follow-through on Board decisions.
- Acting as a primary Board contact for major governance or leadership matters.
- Helping ensure bylaws, policies, and Board procedures are followed.
- Supporting the Executive Director and Artistic Director while respecting their operational and artistic roles.
- Representing the Board at meetings, events, or community discussions when appropriate.
- Helping manage urgent issues that require Board attention.
- Ensuring conflicts or concerns are addressed through appropriate channels.

The President does not have authority to make major Board decisions alone unless specifically authorized by the Board.

Vice President

The Vice President supports the President and helps provide continuity in Board leadership.

The Vice President is responsible for:

- Acting in place of the President when the President is unavailable.
- Supporting meeting preparation, Board follow-up, and governance tasks.
- Assisting with special projects or committees as assigned.
- Helping support respectful communication among Board members.
- Providing leadership support during transitions, vacancies, or periods of increased workload.

- Supporting policy review, planning, and Board development.

The Vice President may take on additional duties as delegated by the Board.

Secretary

The Secretary is responsible for supporting accurate records, meeting documentation, and Board communication.

The Secretary is responsible for:

- Preparing and distributing meeting agendas, where assigned.
- Recording accurate minutes of Board and member meetings.
- Maintaining Board records, motions, resolutions, policies, and key governance documents.
- Tracking attendance at Board meetings.
- Ensuring approved minutes are stored securely.
- Supporting notice of meetings in accordance with bylaws and Board procedures.
- Maintaining records of Board decisions and action items.
- Supporting document organization and record retention.

The Secretary should ensure that minutes reflect decisions made, not unnecessary detail about confidential discussion.

Treasurer

The Treasurer supports the Board's financial oversight responsibilities and helps ensure transparent, responsible management of Association funds.

The Treasurer is responsible for:

- Providing financial updates to the Board.
- Supporting preparation and review of annual budgets.
- Monitoring income, expenses, cash flow, and financial risks.
- Ensuring accurate financial records are maintained.
- Supporting tuition, fee, fundraising, grant, donation, and expense tracking processes.
- Helping ensure payments, reimbursements, and deposits follow approved financial procedures.
- Supporting annual financial reporting, audit, or review requirements.
- Advising the Board on financial implications of major decisions.

- Helping ensure restricted or designated funds are used appropriately.
- Supporting financial transparency to members where required.

The Treasurer does not make financial decisions alone unless authorized by Board policy or resolution.

Fundraising Coordinator

The Fundraising Coordinator helps organize fundraising efforts that support the Association's mission, financial accessibility goals, and nonprofit sustainability.

The Fundraising Coordinator is responsible for:

- Planning and coordinating fundraising activities approved by the Board.
- Working with families, volunteers, committees, and community partners.
- Ensuring fundraising activities are clearly communicated to families.
- Helping track fundraising participation, deadlines, and requirements.
- Supporting individual fundraising opportunities where applicable.
- Ensuring fundraising aligns with Association values and policies.
- Bringing fundraising ideas, concerns, and recommendations to the Board.
- Helping ensure fundraising is organized, respectful, transparent, and manageable.
- Supporting donor, sponsor, or community recognition where appropriate.

The Fundraising Coordinator should work closely with the Treasurer when fundraising involves money collection, deposits, credits, or financial reporting.

Social Media and Marketing Coordinator

The Social Media and Marketing Coordinator supports communication, promotion, and public visibility for the Association.

The Social Media and Marketing Coordinator is responsible for:

- Managing or supporting official social media accounts, as approved by the Board.
- Sharing studio updates, events, fundraising campaigns, registration reminders, and community news.
- Ensuring posts reflect the Association's values of inclusion, respect, confidence, growth, and community.
- Following privacy, photo, video, and media consent requirements.
- Avoiding posts that identify minors without appropriate consent.

- Supporting website updates, newsletters, posters, or promotional materials where assigned.
- Coordinating with the Artistic Director, Executive Director, and Board before posting major announcements.
- Responding to public comments or messages professionally, or directing them to the appropriate contact.
- Helping promote performances, events, fundraising initiatives, and community partnerships.

This role does not independently approve public statements on sensitive matters, complaints, legal issues, staffing matters, or Board decisions unless authorized.

Member-at-Large

The Member-at-Large provides flexible support to the Board and may assist with projects, committees, events, and family engagement.

The Member-at-Large is responsible for:

- Participating in Board meetings and decision-making.
- Supporting committees or projects as assigned.
- Bringing forward family or community perspectives when appropriate.
- Assisting with events, fundraising, policy review, or communications.
- Helping identify gaps, concerns, or opportunities for improvement.
- Supporting Board follow-through on action items.
- Acting as an additional resource during busy periods or major initiatives.

The Member-at-Large may be assigned specific duties depending on the needs of the Association.

Committees and Delegation

The Board may create committees or working groups to support areas such as fundraising, recital planning, costumes, facilities, grants, events, communications, or policy development.

Committees may include Board members, parents, volunteers, staff, or community members as approved by the Board. Committees do not make final governance or financial decisions unless the Board has clearly delegated authority to do so.

Committee recommendations should be brought back to the Board for review and approval when required.

Relationship with Studio Leadership

The Board works in partnership with studio leadership.

The Artistic Director is generally responsible for artistic vision, programming, class placement, choreography, teaching standards, performances, competitions, auditions, and artistic decisions.

The Executive Director is generally responsible for day-to-day operations, registration, communications, finances, staffing support, rentals, scheduling logistics, family inquiries, and administrative systems.

The teachers and instructors are responsible for delivering safe, inclusive, age-appropriate instruction and supporting dancer development.

The Board is responsible for governance, oversight, financial stewardship, policy approval, major risk management, and ensuring the Association remains aligned with its nonprofit purpose.

Policy Review

This policy will be reviewed periodically by the Board and updated as needed to reflect the Association's bylaws, operational needs, leadership structure, and nonprofit responsibilities.

Annual General Meeting Policy

Purpose

The purpose of this policy is to outline how the Annual General Meeting, or AGM, of Stoney Brook Dance Nonprofit Association Inc. will be planned, communicated, conducted, and recorded.

The AGM provides members with an opportunity to receive updates on the Association, review financial information, elect Board members when positions are available, ask appropriate governance-related questions, and participate in key decisions as permitted by the bylaws.

Authority

The AGM will be conducted in accordance with the Association's bylaws, constitution, applicable legislation, and any policies approved by the Board of Directors.

Where this policy conflicts with the bylaws or applicable law, the bylaws or applicable law will take priority. The bylaws state that members have the right to elect Directors at the annual meeting, approve bylaws or revisions of bylaws, propose matters to be raised at a members' meeting, and vote on certain special resolutions.

Timing of the AGM

The Association will hold an AGM each year at a date, time, and location determined by the Board of Directors. There must be no more than fifteen months between annual general meetings, unless otherwise permitted by law or the bylaws.

The AGM may be held in person, virtually, or in a hybrid format, provided members are able to participate in a reasonable and accessible way.

Bylaws

AGM notice requirements, quorum, voting rights, member eligibility, submission of new business, and special resolutions shall be governed by the Association's bylaws.

Agenda

The AGM agenda will be prepared by the Board or its delegate. A typical AGM agenda may include:

1. Call to order.
2. Confirmation of quorum.
3. Approval of agenda.
4. Approval of previous AGM minutes.
5. President or Board report.

6. Executive Director or operations report, if applicable.
7. Artistic Director report, if applicable.
8. Treasurer's report and financial statements.
9. Auditor or financial review report, if applicable.
10. Appointment or confirmation of auditor/reviewer, if required.
11. Board elections, if applicable.
12. Proposed bylaw amendments or special resolutions, if any.
13. Member questions related to AGM business.
14. New business properly submitted in advance.
15. Closing remarks.
16. Adjournment.

The AGM is intended for governance-related business. Individual dancer concerns, staff matters, artistic decisions, class placement, choreography, competition decisions, private family matters, or complaints should be addressed through the appropriate studio process rather than raised publicly at the AGM.

New Business from Members

New business must be related to the governance or operations of the Association and must be appropriate for discussion at a members' meeting.

The Chair may rule a matter out of order if it is confidential, personal, unrelated to AGM business, disrespectful, or better handled through another process.

Board Nominations and Elections

When Board vacancies are to be filled at the AGM, the nomination and election process will follow the bylaws.

The bylaws provide that calls for nominations will be distributed to the membership at least six weeks before the annual meeting, nominations will be accepted from voting members in good standing, and nominations must be received no later than seven calendar days before the annual meeting. Nominations from the floor will only be accepted if there are not enough nominations to fill vacancies.

Board elections will be conducted by secret ballot unless otherwise permitted by the bylaws. Candidates receiving the required votes will be declared elected according to the election process set out in the bylaws.

Newly elected Directors take office immediately following the AGM unless otherwise stated in the bylaws.

Voting Procedures

Votes will be conducted according to the bylaws and may take place by show of hands, ballot, electronic vote, oral vote, or another approved method depending on the meeting format.

A ballot vote may be used for Board elections or when requested by a Director or voting member, as permitted by the bylaws. The Chair's declaration that a resolution has carried or not carried, together with the entry in the minutes, is sufficient record of the result unless a ballot or detailed count is required.

Financial Reporting

The Treasurer, auditor, reviewer, or designated financial representative will present financial information to the members at the AGM.

The bylaws state that the books and records of the Association are to be audited annually and that a report will be presented to members at the Annual Meeting. The auditor is also appointed at the Annual Meeting.

Financial reports should be presented in a clear and understandable format while respecting confidentiality, privacy, and legal obligations.

Conduct at the AGM

All attendees are expected to behave respectfully and professionally. The AGM should be conducted in a way that supports transparency, accountability, and constructive participation.

Attendees must not engage in:

- Personal attacks.
- Harassment, bullying, or discriminatory comments.
- Disruptive behaviour.
- Discussion of confidential family, dancer, staff, volunteer, or Board matters.
- Public criticism of individual dancers, families, staff, instructors, or volunteers.

The Chair may redirect discussion, call a speaker out of order, limit discussion, or take other reasonable steps to maintain a respectful and productive meeting.

Confidentiality and Privacy

Although the AGM supports transparency, some matters cannot be discussed publicly..

The Board may provide general updates without disclosing private or confidential details per the association's Privacy Policy.

Minutes and Records

Minutes will be taken at the AGM and maintained as part of the Association's official records. Minutes should record:

- Date, time, and location of the meeting.
- Attendance or confirmation of quorum.
- Approval of agenda and previous minutes.
- Reports presented.
- Motions and resolutions.
- Voting results.
- Election results.
- Key decisions and action items.
- Time of adjournment.

Minutes should summarize decisions and official business, not record every comment or confidential discussion.

Accessibility and Participation

The Board will make reasonable efforts to ensure members can participate in the AGM. This may include providing meeting materials in advance, offering a virtual option where practical, choosing an accessible location, using clear language, and allowing members to submit questions in advance.

Members are encouraged to ask governance-related questions respectfully and in the appropriate part of the meeting.

Follow-Up After the AGM

After the AGM, the Board or its delegate will:

- Finalize and store meeting minutes.
- Update Board and officer records as needed.
- Communicate key outcomes to members, where appropriate.
- Complete required filings, banking updates, or signing authority changes.
- Schedule orientation for new Board members.
- Follow up on approved motions, resolutions, and action items.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to remain consistent with the Association's bylaws, legal requirements, and governance practices.

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Financial Oversight Policy

Purpose

The purpose of this policy is to establish clear financial oversight practices for Stoney Brook Dance Nonprofit Association Inc. As a nonprofit organization, the Association is responsible for managing funds carefully, transparently, and in alignment with its mission to provide accessible, high-quality dance opportunities for dancers and families.

This policy helps ensure that financial decisions are responsible, well-documented, approved appropriately, and made in the best interests of the Association.

Scope

This policy applies to all financial activities of the Association, including:

- Tuition and registration fees
- Costume, recital, competition, and program fees
- Fundraising revenue
- Donations, grants, and sponsorships
- Account credits and approved credit-hour activities
- Expense claims and reimbursements
- Vendor payments and contracts
- Studio rentals and birthday party revenue
- Payroll or contractor payments
- Facility, equipment, and operational expenses

Board Responsibility

The Board of Directors is responsible for overall financial oversight. This includes approving budgets, monitoring financial health, ensuring funds are used for nonprofit purposes, and making decisions that support the long-term sustainability of the Association.

The Board is responsible for:

- Approving the annual operating budget.
- Reviewing financial reports on a regular basis.
- Approving major expenses, contracts, and financial commitments.
- Ensuring proper financial records are maintained.
- Ensuring fees are fair, transparent, and reviewed regularly.

- Monitoring fundraising, donations, grants, and sponsorships.
- Ensuring funds are used to support the Association's mission.
- Protecting the Association from unnecessary financial risk.

The Board may delegate day-to-day financial tasks to the Treasurer, Executive Director, bookkeeper, accountant, or other approved individuals, but the Board remains responsible for financial oversight.

Treasurer Responsibilities

The Treasurer supports the Board's financial oversight role and helps ensure accurate, transparent, and responsible financial management.

The Treasurer is responsible for:

- Presenting regular financial updates to the Board.
- Supporting preparation of the annual budget.
- Monitoring income and expenses against the approved budget.
- Reviewing financial records, bank balances, and cash flow.
- Supporting payment and reimbursement processes.
- Ensuring deposits, fundraising revenue, and fees are tracked.
- Supporting year-end financial reporting.
- Working with the accountant, auditor, or bookkeeper where applicable.
- Bringing financial concerns or risks to the Board promptly.

The Treasurer does not make major financial decisions alone unless authority has been specifically delegated by the Board.

Executive Director Responsibilities

The Executive Director, where appointed, may support day-to-day financial administration in partnership with the Treasurer and Board.

This may include:

- Managing tuition collection and family account records.
- Coordinating vendor payments and invoices.
- Supporting payroll or contractor payment processes.
- Tracking registration, competition, costume, recital, rental, and event fees.
- Supporting grant, donation, and sponsorship administration.

- Maintaining financial records and documentation.
- Communicating payment expectations to families.
- Bringing financial concerns to the Treasurer or Board.

The Executive Director must follow approved budgets, policies, and spending authority limits.

Budgeting

The Board will approve an annual operating budget before or near the beginning of each fiscal year.

The budget should include anticipated revenue and expenses related to:

- Tuition and registration
- Staff and contractor payments
- Rent, utilities, insurance, and facility costs
- Costumes, recital, competitions, and events
- Fundraising and grants
- Equipment, supplies, and studio improvements
- Administrative and professional fees
- Financial accessibility supports
- Contingency or emergency needs

The budget should reflect the Association's nonprofit values, including accessibility, sustainability, dancer safety, program quality, and responsible stewardship.

Spending Authority and Approvals

All expenses must be reasonable, necessary, and connected to Association business.

The Board should establish spending limits that identify which expenses may be approved by:

- The Board as a whole
- The President or Vice President
- The Treasurer
- The Executive Director
- The Artistic Director
- Committee leads or event coordinators

Major expenses, unbudgeted expenses, contracts, loans, long-term commitments, and purchases that create significant financial risk must be approved by the Board before the Association is committed.

No individual may commit the Association to an expense, contract, or payment unless they have authority to do so.

Expense Claims and Reimbursements

Board members, staff, contractors, volunteers, or approved representatives may be reimbursed for eligible expenses incurred on behalf of the Association.

To be reimbursed, the claimant must submit an expense claim form with receipts and a clear description of the expense. Claims should be submitted within the required timeframe set by the Association.

Eligible expenses may include approved supplies, event costs, costume-related purchases, competition expenses, mileage, facility supplies, office expenses, or other costs approved by the Board or designated authority.

Expenses may be denied if they are:

- Not approved
- Not connected to Association business
- Missing receipts or documentation
- Submitted late without explanation
- Excessive or unreasonable
- In conflict with Association policy

Individuals may not approve their own expense claims.

Signing Authority

Signing authority for cheques, contracts, banking, payments, and financial documents must follow the Association's bylaws and Board-approved procedures.

Where possible, two authorized individuals should be required for significant payments, cheques, contracts, or financial commitments. Authorized signers may include the President, Vice President, Treasurer, Executive Director, or another person approved by the Board.

Signing authority must be updated when Board members or authorized representatives change roles or leave the Association.

Financial Reporting

The Treasurer or designated financial representative will provide regular financial reports to the Board. Reports should be clear, understandable, and timely.

Financial reports may include:

- Income and expense summary
- Budget-to-actual comparison
- Bank balance summary
- Outstanding receivables or unpaid accounts
- Upcoming major expenses
- Fundraising totals
- Grant or restricted fund updates
- Cash flow concerns
- Financial risks or recommendations

Financial information shared outside the Board must respect privacy, confidentiality, and legal obligations.

Fees and Family Accounts

Tuition, registration fees, costume fees, competition fees, recital fees, and other charges will be reviewed and approved by the Board or its delegate.

Fees should be communicated clearly to families, including payment deadlines and any available payment plan options. The Association will make reasonable efforts to balance affordability with the financial needs of operating a safe, sustainable, high-quality dance program.

Families with outstanding balances may be restricted from registration, performances, competitions, or other activities according to approved policy.

Financial Accessibility

The Association recognizes that dance can create financial barriers for families. The Board will support reasonable efforts to improve accessibility while maintaining financial sustainability.

Financial accessibility options may include:

- Payment plans
- Fundraising opportunities
- Account credit opportunities
- External funding referrals

- Case-by-case review of compassionate circumstances

Financial support requests must be handled respectfully, privately, and consistently.

Fundraising, Donations, Grants, and Sponsorships

All fundraising, donations, grants, and sponsorships must support the Association's nonprofit purpose.

The Board is responsible for approving fundraising activities and ensuring that funds are collected, tracked, deposited, and used appropriately.

Where funds are raised for a specific purpose, they should be used for that purpose unless the Board determines that another use is necessary, appropriate, and permitted.

Donor, sponsor, and grant requirements must be followed, and records must be retained.

Account Credits and Credit Hours

Account credits may be used only according to the Association's approved account credit policy. Credits are not cash, cannot be transferred outside the same household, and may only be applied to eligible Association fees.

The Board is responsible for approving the value of credit hours, eligible activities, maximum limits, and annual review of credit-hour practices.

Credit-hour arrangements should be documented clearly and approved before work begins whenever possible.

Restricted and Designated Funds

Some funds may be restricted or designated for specific purposes, such as grants, donations, fundraising campaigns, studio improvements, costumes, competitions, or accessibility initiatives.

Restricted or designated funds must be tracked and used only for their approved purpose unless otherwise permitted by the funding source and approved by the Board.

Financial Records and Retention

The Association will maintain accurate financial records, including:

- Bank statements
- Receipts and invoices
- Expense claims
- Deposit records
- Payroll or contractor payment records
- Grant and fundraising records

- Budget documents
- Financial reports
- Tax and filing documents
- Contracts and agreements

Financial records must be stored securely and retained according to legal, accounting, and Association requirements.

Conflict of Interest

Any Board member, staff member, contractor, volunteer, or committee member with a real, potential, or perceived financial conflict of interest must disclose it promptly.

A conflict may include a payment, contract, reimbursement, credit arrangement, vendor relationship, family benefit, or personal financial interest.

The person with the conflict must not participate in discussion, influence, approval, or voting unless the Board determines otherwise in accordance with the bylaws and applicable law.

Internal Controls

The Association will use reasonable internal controls to protect funds and reduce risk.

These may include:

- Separating duties where possible
- Requiring receipts and documentation
- Using two approvals for significant payments
- Reconciling bank accounts regularly
- Reviewing financial reports at Board meetings
- Limiting access to banking and financial systems
- Documenting approvals and decisions
- Keeping personal and Association funds separate

Audit, Review, or Year-End Financial Reporting

The Board will ensure that year-end financial reporting is completed according to the bylaws, legal requirements, and the Association's needs.

The Board may appoint an accountant, auditor, bookkeeper, or reviewer as required. Financial statements or reports will be presented to members at the Annual General Meeting where required.

Financial Concerns or Irregularities

Any suspected financial error, misuse of funds, missing money, unauthorized payment, inaccurate record, or financial irregularity must be reported promptly to the Treasurer, President, Executive Director, or Board.

The Board will review concerns confidentially and take appropriate action, which may include correcting records, improving procedures, seeking professional advice, notifying affected parties, or taking disciplinary or legal steps if necessary.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's bylaws, financial practices, legal obligations, and operational needs.

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Signing Authority Policy

Purpose

The purpose of this policy is to establish clear signing authority for Stoney Brook Dance Nonprofit Association Inc. This policy ensures that contracts, payments, banking documents, expense approvals, and other commitments are reviewed and authorized appropriately before the Association is legally or financially bound.

As a nonprofit organization, Stoney Brook Dance Nonprofit Association Inc. is responsible for managing its funds, agreements, and obligations with transparency, accountability, and care.

Scope

This policy applies to all documents, payments, agreements, and commitments made on behalf of the Association, including:

- Cheques and electronic payments
- Banking documents
- Contracts and service agreements
- Rental or facility agreements
- Employment or contractor agreements
- Grant applications and funding agreements
- Sponsorship or donation agreements
- Expense claims and reimbursements
- Major purchases or financial commitments
- Government, legal, insurance, or regulatory documents
- Any document that creates a legal, financial, or operational obligation for the Association

General Signing Authority

No individual may sign, approve, or commit the Association to a financial, legal, or operational obligation unless they have authority under this policy, the bylaws, or a specific Board resolution.

Unless otherwise approved by the Board, contracts, agreements, cheques, banking documents, and other formal commitments must be signed by two authorized signing officers.

Authorized signing officers may include:

- President
- Vice President
- Treasurer
- Secretary
- Executive Director, if authorized by the Board
- Another Director or officer specifically designated by Board resolution

The Board may update signing authority as needed by motion or resolution.

Board Approval Required

Board approval is required before signing any document or making any commitment that:

- Is outside the approved budget
- Creates a long-term financial obligation
- Involves borrowing, loans, or credit
- Involves employment or contractor agreements
- Involves lease, facility, or rental obligations
- Involves legal, insurance, or regulatory matters
- Involves a grant, sponsorship, donation, or restricted funding agreement
- Exceeds the spending limits approved by the Board
- Creates significant financial, reputational, safety, or legal risk
- Is not part of regular day-to-day studio operations

Board approval must be documented in meeting minutes or written Board records.

Routine Operational Expenses

The Board may authorize specific individuals, such as the Treasurer, Executive Director, Artistic Director, or designated committee leads, to approve routine operational expenses within an approved budget.

Routine expenses may include:

- Office and administrative supplies
- Cleaning supplies
- Studio maintenance items
- Costume-related purchases

- Event supplies
- Competition or recital expenses
- Approved instructor or contractor payments
- Approved reimbursements
- Small purchases needed for regular operations

Routine expenses must still be reasonable, properly documented, and consistent with the approved budget and financial policies.

Spending Limits

The Board may establish spending limits from time to time. Unless otherwise approved, the following structure may be used:

Expense Type	Approval Required
Routine budgeted expenses under \$250	Treasurer, Executive Director, or approved delegate
Budgeted expenses between \$250 and \$1,000	Two authorized approvers
Budgeted expenses over \$1,000	Board approval
Any unbudgeted expense	Board approval, unless urgent and later ratified
Contracts or legal agreements	Board approval and two signatures
Loans, borrowing, or credit arrangements	Board approval by formal resolution

The Board may adjust these limits based on the Association's size, budget, cash flow, and operational needs.

Cheques and Electronic Payments

All cheques and electronic payments should be supported by proper documentation, such as an invoice, receipt, approved expense claim, contract, or Board approval.

Where possible, payments should require two authorized approvals. Individuals must not approve payments to themselves. If a payment or reimbursement involves an authorized signer personally, another authorized signer must review and approve the transaction.

Blank cheques must not be signed in advance.

Expense Claims and Reimbursements

Expense claims must be submitted using the Association's approved expense claim process. Claims must include receipts and a clear description of the expense.

Expense claims must be reviewed and approved before reimbursement. A person may not approve their own claim. If the claimant is the Treasurer, President, Executive Director, or another authorized signer, the claim must be reviewed by another authorized individual.

Reimbursements may be denied if they are not approved, are not supported by receipts, are unreasonable, are submitted late without explanation, or are not connected to Association business.

Contracts and Agreements

Contracts and agreements must be reviewed before signing to ensure they are accurate, affordable, appropriate, and consistent with the Association's policies and nonprofit purpose.

Contracts may include:

- Instructor or contractor agreements
- Facility rentals or leases
- Competition agreements
- Vendor contracts
- Insurance documents
- Grant or sponsorship agreements
- Website, software, or service agreements
- Equipment or maintenance agreements

All contracts must be approved by the Board or by an individual with delegated authority before being signed.

Banking Authority

The Board is responsible for approving banking arrangements and identifying authorized banking representatives.

Banking authority may include the ability to:

- Access bank accounts
- Sign cheques
- Approve electronic transfers
- View statements
- Make deposits
- Communicate with the financial institution

- Update account information

At least two authorized individuals should have access to banking records to support continuity and accountability.

Banking access must be reviewed and updated when Board members, officers, employees, contractors, or authorized representatives change roles or leave the Association.

Grants, Donations, and Sponsorships

Grant applications, donation agreements, sponsorship agreements, and funding contracts must be reviewed carefully before submission or signing.

The Board must approve any grant, donation, or sponsorship agreement that:

- Requires matching funds
- Restricts how funds may be used
- Creates reporting obligations
- Involves public recognition or use of the Association's name or logo
- Creates a long-term commitment
- Could affect the Association's reputation or independence

Funds received for a specific purpose must be tracked and used according to the terms of the funding.

Conflict of Interest

Any person involved in approving, signing, or recommending a transaction must disclose any real, potential, or perceived conflict of interest.

A conflict may include:

- A payment to the signer or their family member
- A contract with a business owned by a Board member, staff member, or family member
- A reimbursement involving the approver
- A transaction that provides personal benefit
- A situation where impartial judgment may reasonably be questioned

A person with a conflict must not approve or sign the related transaction unless the Board has reviewed the matter and specifically authorized the arrangement.

Emergency Authority

In urgent situations where immediate action is required to protect dancer safety, prevent damage, maintain essential operations, or respond to an emergency, the President, Vice President, Treasurer, or Executive Director may authorize necessary spending or commitments within reasonable limits.

Emergency decisions must be documented and reported to the Board as soon as possible. The Board may review and ratify the decision at the next meeting.

Emergency authority should not be used to bypass normal approval processes for non-urgent matters.

Recordkeeping

All signed documents, approvals, invoices, receipts, contracts, and related records must be stored securely and retained according to the Association's record retention practices.

Records should show:

- What was approved
- Who approved it
- Who signed it
- Date of approval or signature
- Amount or value, where applicable
- Purpose of the expense, agreement, or commitment

Unauthorized Commitments

Any person who signs an agreement, approves a payment, or commits the Association without proper authority may be held responsible for the consequences of that action.

Unauthorized commitments may result in:

- Refusal of reimbursement
- Cancellation or review of the commitment, where possible
- Removal of signing authority
- Corrective action
- Review by the Board

Review of Signing Authority

The Board will review signing authority at least annually and whenever there are changes to Board membership, officer roles, banking arrangements, staff roles, or operational needs.

The review should confirm:

- Who has signing authority
- Who has banking access
- Whether spending limits remain appropriate
- Whether any former Board members or staff still have access
- Whether policies and records are current

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's bylaws, financial practices, legal requirements, and operational needs.

Complaint Resolution Policy

Purpose

The purpose of this policy is to establish a fair, respectful, and consistent process for addressing concerns, complaints, and disputes within Stoney Brook Dance Non-Profit Association. This policy supports open communication, timely resolution of issues, and the maintenance of a safe and positive environment for dancers, families, staff, volunteers, and Board members.

Policy Statement

Stoney Brook Dance Non-Profit Association encourages concerns to be addressed in a constructive and respectful manner. The organization is committed to reviewing complaints fairly, confidentially where appropriate, and in accordance with established procedures.

The goal of the complaint resolution process is to promote understanding, resolve concerns appropriately, and maintain healthy relationships within the studio community.

Scope

This policy applies to complaints or concerns related to:

- Studio operations or policies
- Instructor, staff, volunteer, or Board conduct
- Communication concerns
- Program delivery or scheduling
- Behaviour occurring within studio activities or events
- Safety or facility-related concerns
- Interpersonal conflicts affecting the studio environment

This policy does not replace legal reporting obligations related to child protection, criminal matters, workplace safety, or other mandatory reporting requirements.

Guiding Principles

All complaint resolution processes will aim to be:

- Respectful and professional
- Fair and impartial
- Timely and appropriate to the nature of the concern
- Focused on resolution and improvement
- Confidential where reasonably possible

- Free from retaliation or intimidation

Informal Resolution Encouraged

Where appropriate, individuals are encouraged to first address concerns informally and respectfully with the person directly involved.

Examples may include:

- Clarifying misunderstandings
- Discussing communication concerns
- Requesting additional information or explanation

Many concerns can be resolved effectively through respectful conversation before formal escalation is necessary.

Formal Complaint Process

If a concern cannot be resolved informally, a formal complaint may be submitted to the Artistic Director, Executive Director, Board representative, or designated leadership.

Formal complaints should include:

- Name of the complainant
- Description of the concern or incident
- Relevant dates, times, and individuals involved
- Any steps already taken to resolve the issue
- Desired outcome or resolution, if applicable

Complaints should be submitted in writing whenever possible.

Complaint Review Procedure

Upon receiving a formal complaint, the organization may:

1. Acknowledge receipt of the complaint
2. Review the information provided
3. Gather additional information where appropriate
4. Speak with involved individuals if necessary
5. Determine appropriate next steps or actions
6. Communicate outcomes or decisions when appropriate

The process and timeline may vary depending on the complexity and seriousness of the concern.

Confidentiality

Complaint information will be handled as confidentially as reasonably possible per the association's Privacy policy.

Information will only be shared with individuals who require it to:

- Review the complaint
- Support resolution efforts
- Meet legal or safety obligations

Absolute confidentiality cannot be guaranteed where safety, legal obligations, or procedural fairness require disclosure.

Protection from Retaliation

Retaliation, intimidation, or negative treatment toward any individual who raises a concern in good faith is strictly prohibited.

This includes:

- Harassment or exclusion
- Threats or hostile behaviour
- Punitive treatment related to participation or opportunities

Concerns regarding retaliation may result in disciplinary action.

Frivolous, Malicious, or Abusive Complaints

Complaints made in bad faith, intended to harass, damage reputations, or disrupt the organization may themselves result in corrective action.

The organization reserves the right to discontinue review of complaints that are:

- Clearly malicious or knowingly false
- Repetitive without new information
- Abusive, threatening, or discriminatory in nature

Resolution Outcomes

Depending on the nature of the concern, outcomes may include:

- Informal discussion or clarification
- Mediation or facilitated conversation
- Policy reminders or education
- Behaviour expectations or corrective action

- Operational or procedural changes
- Restrictions or disciplinary measures where warranted

The organization will determine appropriate outcomes based on the circumstances.

Appeals or Further Review

If an individual believes a complaint was not handled appropriately, they may request further review by designated leadership or the Board of Directors where appropriate.

The Board reserves the right to determine whether additional review is warranted.

Record Keeping

Formal complaints and related documentation may be recorded and securely maintained by the organization in accordance with privacy and record retention practices.

Records may include:

- Complaint submissions
- Investigation notes
- Communications and resolutions
- Follow-up actions taken

Conduct Expectations During the Process

All parties involved in a complaint process are expected to:

- Participate respectfully and honestly
- Avoid gossip or public discussion of the matter
- Allow the process to proceed without interference
- Respect confidentiality expectations

Policy Authority

This policy is governed by the Board of Directors and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in organizational practices, legal requirements, or community needs.

Additional Documents:

- Complaint Tracking & Resolution Form

Record-Keeping and Document Retention Policy

Purpose

The purpose of this policy is to ensure that Stoney Brook Dance Nonprofit Association Inc. creates, stores, protects, retains, and disposes of records in a consistent, secure, and responsible manner.

As a nonprofit organization working with dancers, families, staff, volunteers, financial records, personal information, and information about minors, the Association has a responsibility to maintain accurate records while protecting confidentiality and privacy.

Scope

This policy applies to all Association records, whether paper or electronic, including records created, received, stored, or used by:

- Board members
- Executive Director
- Artistic Director
- Instructors and staff
- Volunteers
- Committees
- Contractors or service providers acting on behalf of the Association

Records may include paper documents, digital files, emails, forms, spreadsheets, photographs, videos, financial records, meeting minutes, registration records, waivers, policies, contracts, and other documents connected to Association business.

General Principles

Stoney Brook Dance Nonprofit Association Inc. will:

- Keep records that are necessary for legal, financial, operational, safety, insurance, governance, and historical purposes.
- Store records securely and limit access to individuals who need the information for an authorized purpose.
- Protect confidential and personal information, especially information involving minors, medical details, finances, complaints, or family circumstances.
- Retain records only as long as reasonably required.
- Dispose of records securely when they are no longer needed.

- Ensure records are accurate, organized, and available when needed for Association business.

Responsibility for Records

The Board of Directors is responsible for overall oversight of the Association's record-keeping practices.

Day-to-day responsibility may be delegated to the Executive Director, Secretary, Treasurer, Artistic Director, Costume Director, committee leads, or other approved individuals depending on the type of record.

Specific responsibilities may include:

- Board of Directors: Governance records, policies, legal compliance, major contracts, risk oversight.
- Secretary: Board minutes, AGM minutes, resolutions, bylaws, governance records.
- Treasurer: Financial records, budgets, statements, receipts, expense claims, accounting records.
- Executive Director: Registration records, waivers, family communication, operational records, contracts, facility records.
- Artistic Director: Programming, class placement, competition, performance, and instructional records.
- Costume Director: Costume orders, sizing records, alteration notes, distribution records, costume-related communication.
- Instructors and staff: Attendance, incident reports, injury reports, class communication, and other records as assigned.

Types of Records to Be Retained

The Association may retain the following types of records:

Governance Records

- Constitution and bylaws
- Board and committee policies
- Board meeting minutes
- AGM and special meeting minutes
- Board resolutions and motions
- Board member records
- Committee records

- Strategic plans
- Annual reports

Financial Records

- Budgets
- Financial statements
- Bank statements
- Deposit records
- Receipts and invoices
- Expense claim forms
- Reimbursement records
- Payroll or contractor payment records
- Grant, donation, sponsorship, and fundraising records
- Tax, audit, or review records

Membership and Registration Records

- Registration forms
- Family account information
- Membership records
- Waivers and consent forms
- Medical and emergency contact information
- Attendance records
- Withdrawal records
- Payment plan records

Program and Studio Records

- Class schedules
- Class placement records
- Intensive Program records
- Audition records
- Competition and festival records

- Recital and performance records
- Costume sizing, ordering, and alteration records
- Workshop, camp, and special event records

Safety and Risk Records

- Injury reports
- Incident reports
- Emergency contact records
- Facility inspection or maintenance records
- Insurance records
- Complaints or concerns
- Child safety or protection records, where applicable

Staff, Volunteer, and Contractor Records

- Agreements and contracts
- Screening records, where applicable
- Role descriptions
- Training records
- Performance or conduct records
- Volunteer records
- Communication related to assigned duties

Privacy, Media, and Communication Records

- Photo and video consent forms
- Media release forms
- Website and social media consent records
- Email communication consent
- Privacy-related requests
- Access-to-records requests
- Privacy breach records, if applicable

Retention Schedule

The Association will retain records according to the following general schedule, unless a longer period is required by law, insurance, grant requirements, contract terms, legal advice, or Board decision.

Record Type	Suggested Retention Period
Constitution, bylaws, incorporation documents	Permanent
Board and AGM minutes, resolutions, major policies	Permanent
Annual financial statements and year-end reports	Permanent or minimum 7 years
Bank statements, invoices, receipts, expense claims	Minimum 7 years
Tax, accounting, audit, or review records	Minimum 7 years
Grant, donation, sponsorship, and fundraising records	Minimum 7 years, or longer if required by funder
Contracts and legal agreements	7 years after expiry, or longer if required
Insurance policies and claims	7 years after expiry/closure, or longer if required
Registration forms, waivers, and family records	7 years after last participation, where practical
Medical and emergency contact records	Current season plus reasonable period after participation ends
Attendance records	Minimum 2 years
Injury and incident reports	Minimum 7 years, or longer for serious incidents involving minors
Complaints, discipline, or safety concerns	Minimum 7 years, or longer if unresolved or serious
Photo/video/media consent forms	While image/media is in use, plus reasonable period after
Staff, contractor, and volunteer records	7 years after end of role

Record Type	Suggested Retention Period
Costume records	Current season plus 2 years, unless linked to financial records
Routine emails and general communications	Retain only as long as needed for operational purposes

These timeframes are guidelines. Records connected to legal matters, insurance claims, serious incidents, unresolved complaints, financial audits, child safety concerns, or active disputes must not be destroyed until the matter is fully resolved and retention has been approved.

Secure Storage

Records must be stored securely and protected from unauthorized access, loss, damage, misuse, or disclosure.

Secure storage may include:

- Password-protected digital systems
- Limited-access shared drives
- Locked filing cabinets
- Approved accounting or registration software
- Secure email accounts
- Restricted access permissions
- Backups for important electronic records

Personal devices, personal email accounts, personal cloud storage, and personal messaging platforms should not be used for Association records unless specifically authorized and appropriately protected.

Access to Records

Access to records is limited to individuals who need the information for an authorized Association purpose.

Board members, staff, volunteers, and committee members must not access records out of curiosity or share information with others who do not have a legitimate need to know.

Requests from parents/guardians to access personal information about themselves or their minor dancer should be directed to the Executive Director, Board Secretary, President, or another designated privacy contact.

Records may be withheld, redacted, or limited where disclosure would affect another person's privacy, safety, confidentiality, legal obligations, or the integrity of an investigation or complaint process.

Confidentiality

All records containing personal, financial, medical, family, staff, volunteer, complaint, legal, or Board information must be treated as confidential and will be handled per the association's Privacy Policy.

Email and Digital Communication Records

Important decisions, approvals, complaints, financial matters, registration matters, injury reports, consent records, and other significant Association communications should be saved in an appropriate location.

Routine emails and messages do not need to be kept indefinitely. Individuals should avoid keeping unnecessary personal information longer than needed.

Where possible, Association business should be conducted through approved Association accounts rather than personal accounts.

Photos, Videos, and Media Records

Photos, videos, and media involving dancers must be handled according to the Association's privacy, consent, photo/video, and social media policies.

Media consent records should be retained for as long as the related image or video may be used. If consent is withdrawn, the Association will make reasonable efforts to stop future use, recognizing that printed, previously distributed, or already published materials may not always be fully recoverable.

Disposal of Records

Records that are no longer required must be disposed of securely.

Secure disposal may include:

- Shredding paper records.
- Permanently deleting electronic files.
- Removing files from shared drives.
- Clearing outdated access permissions.
- Securely deleting backups where practical.
- Returning or destroying records held by former Board members, staff, volunteers, or contractors.

Records containing personal, financial, medical, or confidential information must not be placed in regular garbage or recycling without shredding.

Litigation, Audit, or Investigation Hold

Records must not be destroyed if they may be relevant to:

- A legal claim or potential legal claim.
- An insurance matter.
- An audit or financial review.
- A complaint or investigation.
- A child safety or protection concern.
- A privacy concern.
- A Board or membership dispute.

When a record hold is required, the Board or designated lead will identify which records must be preserved and who is responsible for safeguarding them.

Transition of Board, Staff, or Volunteer Roles

When a Board member, staff member, volunteer, contractor, or committee lead leaves their role, all Association records in their possession must be returned, transferred, or securely deleted as directed.

Access to Association systems, email accounts, banking, registration software, shared drives, social media accounts, and other records must be updated promptly.

Breach or Loss of Records

Any lost, stolen, damaged, accidentally deleted, or improperly shared record must be reported as soon as possible to the Executive Director, President, Secretary, or designated privacy contact.

The Association will review the situation and determine appropriate next steps, which may include recovering the record, limiting further access, notifying affected individuals, improving safeguards, or seeking legal or professional advice.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect operational needs, legal requirements, privacy expectations, insurance requirements, and nonprofit governance practices.

Strategic Planning Policy

Purpose

The purpose of this policy is to guide how Stoney Brook Dance Nonprofit Association Inc. develops, reviews, and updates its strategic direction. Strategic planning helps ensure that the Association remains focused on its nonprofit mission, supports dancers and families, uses resources responsibly, and plans for long-term sustainability.

Scope

This policy applies to the Board of Directors, Executive Director, Artistic Director, staff, committees, and volunteers involved in planning for the future of the Association.

Strategic planning may include decisions related to:

- Programs and class offerings
- Recreational and Intensive programming
- Financial sustainability
- Fundraising and grants
- Facility needs and studio improvements
- Staffing and volunteer capacity
- Community partnerships
- Accessibility and inclusion
- Risk management
- Long-term growth and sustainability

Board Responsibility

The Board of Directors is responsible for leading and approving the strategic plan. The Board must ensure that the plan aligns with the Association's mission, bylaws, nonprofit purpose, and values.

The Board is responsible for:

- Setting the overall strategic direction.
- Reviewing the Association's strengths, challenges, risks, and opportunities.
- Ensuring financial and operational sustainability.
- Considering the needs of dancers, families, staff, volunteers, and the broader community.
- Approving strategic priorities and major goals.

- Monitoring progress and making updates as needed.

The Board may delegate parts of the planning process to the Executive Director, Artistic Director, committees, or working groups, but final approval remains with the Board.

Role of the Executive Director

The Executive Director supports strategic planning by providing operational, financial, administrative, and community information to the Board.

This may include information about:

- Registration and enrollment trends
- Family inquiries and feedback
- Budget needs and financial pressures
- Staffing and administrative capacity
- Facility needs
- Communication and marketing needs
- Grant, sponsorship, and partnership opportunities
- Operational risks or gaps

The Executive Director may also help coordinate planning meetings, prepare reports, and support implementation of approved goals.

Role of the Artistic Director

The Artistic Director supports strategic planning by providing artistic, instructional, and programming insight.

This may include information about:

- Class offerings and program development
- Dancer growth and training needs
- Recreational and Intensive Program needs
- Competitions, performances, workshops, and camps
- Instructor needs and teaching standards
- Costume, recital, and production planning
- New program ideas
- Trends in dance education and performance

The Artistic Director helps ensure that strategic decisions support strong, age-appropriate, inclusive, and high-quality dance programming.

Planning Cycle

The Association will complete a formal strategic planning process at least every three to five years. The Board may review progress annually and update priorities as needed.

A typical planning cycle may include:

1. Reviewing the mission, values, and current priorities.
2. Gathering input from key stakeholders.
3. Reviewing financial, operational, artistic, and community needs.
4. Identifying strengths, challenges, risks, and opportunities.
5. Setting goals and priorities.
6. Developing an action plan.
7. Assigning responsibilities and timelines.
8. Reviewing progress regularly.

Stakeholder Input

The Board may seek input from dancers, families, staff, instructors, volunteers, committees, community partners, donors, and other stakeholders.

Input may be gathered through:

- Surveys
- Meetings
- Feedback forms
- Committee discussions
- Staff or teacher input
- Family consultations
- Board planning sessions

Stakeholder input is advisory. Final strategic decisions remain with the Board.

Strategic Priorities

Strategic priorities should be realistic, mission-aligned, and financially responsible. Priorities may include:

- Maintaining accessible and affordable programming.

- Strengthening recreational and Intensive dance opportunities.
- Supporting dancer wellbeing and safety.
- Improving facilities and equipment.
- Increasing fundraising, grants, and sponsorships.
- Building staff, instructor, and volunteer capacity.
- Expanding community partnerships.
- Improving communication with families.
- Supporting inclusion, accessibility, and financial assistance.
- Ensuring long-term nonprofit sustainability.

Financial Alignment

Strategic goals must be considered alongside the Association's financial capacity. The Board should ensure that strategic priorities are reflected in the annual budget where appropriate.

Before approving major initiatives, the Board should consider:

- Expected costs
- Available funding
- Staffing or volunteer capacity
- Impact on families
- Risks and benefits
- Long-term sustainability
- Whether grants, fundraising, or sponsorships are needed

The Association should avoid committing to strategic initiatives that create unreasonable financial risk.

Implementation

Once a strategic plan is approved, the Board will identify who is responsible for each goal or action item. Responsibility may be assigned to Board members, the Executive Director, Artistic Director, committees, staff, or volunteers.

The strategic plan should include:

- Goals
- Action steps

- Responsible person or group
- Approximate timelines
- Resources needed
- Progress indicators

The plan should be practical and easy to understand.

Monitoring and Reporting

The Board will review progress on the strategic plan at least annually. Progress updates may include:

- Completed goals
- Goals in progress
- Delays or barriers
- Financial updates
- New risks or opportunities
- Recommended changes

The Board may revise the plan if circumstances change, such as changes in enrollment, staffing, finances, facility needs, community demand, or available funding.

Communication

The Board may share a summary of strategic priorities with members, families, staff, volunteers, and community partners where appropriate.

Public communication should be clear, accurate, and realistic. The Board should avoid presenting goals as guaranteed outcomes if they depend on funding, staffing, enrollment, approvals, or other conditions.

Confidentiality

Some strategic planning discussions may involve confidential information, including finances, staffing, contracts, grants, complaints, facility matters, or sensitive operational concerns.

Board members and participants must maintain confidentiality where required.

Emergency or Interim Planning

If urgent circumstances arise, such as financial strain, facility concerns, staffing changes, public health issues, or unexpected operational risks, the Board may create an interim plan or revise strategic priorities before the next formal planning cycle.

Emergency planning should still be documented and approved by the Board.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's growth, governance practices, nonprofit responsibilities, and operational needs.

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Budget Approval Policy

Purpose

The purpose of this policy is to establish a clear process for preparing, reviewing, approving, monitoring, and adjusting the annual budget of Stoney Brook Dance Nonprofit Association Inc.

As a nonprofit organization, the Association must ensure that its budget supports accessible, high-quality dance programming while maintaining financial sustainability, transparency, and responsible stewardship of funds.

Scope

This policy applies to all Association budgets and major financial planning activities, including:

- Annual operating budget
- Program budgets
- Intensive Program budget
- Recital and performance budgets
- Competition and festival budgets
- Costume budgets
- Fundraising budgets
- Facility and space improvement budgets
- Grant or sponsorship budgets
- Special event, workshop, camp, or project budgets

Budget Principles

The Association's budget should be guided by the following principles:

- Mission alignment: Funds should support the Association's nonprofit purpose, values, and programming.
- Financial sustainability: The budget should help ensure the Association can meet its obligations.
- Transparency: Budget assumptions, fees, and major expenses should be clear to the Board.
- Accessibility: Budget decisions should consider affordability and financial barriers for families.
- Accountability: Spending should be approved, documented, and monitored.

- Prudence: The Association should avoid unnecessary financial risk or commitments it cannot reasonably meet.

Board Responsibility

The Board of Directors is responsible for approving the annual budget and providing financial oversight throughout the year.

The Board is responsible for:

- Reviewing the proposed budget.
- Asking questions and requesting clarification where needed.
- Approving tuition, fees, and major expense assumptions.
- Ensuring the budget aligns with the Association's mission and priorities.
- Monitoring financial performance against the approved budget.
- Approving major budget changes, unbudgeted expenses, or significant new commitments.
- Ensuring funds are used responsibly and for approved purposes.

The Board may delegate preparation and monitoring tasks, but final budget approval rests with the Board.

Treasurer Responsibilities

The Treasurer supports the budget process by helping prepare, review, and monitor the budget.

The Treasurer may be responsible for:

- Gathering financial information and prior-year data.
- Preparing or coordinating the draft budget.
- Reviewing expected income and expenses.
- Identifying financial risks or gaps.
- Presenting the draft budget to the Board.
- Providing budget-to-actual updates during the year.
- Advising the Board on financial implications of decisions.
- Supporting year-end review and planning for the next budget cycle.

Executive Director Responsibilities

The Executive Director, where appointed, may support the budget process by providing operational information and budget recommendations.

This may include:

- Registration and enrollment projections
- Staffing, instructor, and contractor costs
- Facility, rental, and administrative costs
- Software, insurance, and operational expenses
- Competition, recital, and event logistics
- Family account and payment trends
- Grant, sponsorship, or fundraising opportunities
- Operational risks or resource needs

Artistic Director Responsibilities

The Artistic Director may support the budget process by providing programming and artistic planning information.

This may include:

- Class schedule and program recommendations
- Instructor needs
- Workshop, camp, or intensive training proposals
- Recital, performance, and production needs
- Competition or festival plans
- Costume and choreography-related needs
- Equipment or training requirements
- New program ideas or growth opportunities

Budget Preparation Timeline

The Board will establish an annual budget preparation timeline. Where possible, the budget should be approved before the start of the dance season or before major registration and program commitments are made.

A typical process may include:

1. Review prior-year income and expenses.

2. Gather projections from the Treasurer, Executive Director, Artistic Director, and key coordinators.
3. Estimate enrollment, tuition, fees, fundraising, and grant revenue.
4. Estimate staffing, facility, insurance, program, costume, competition, recital, and administrative expenses.
5. Identify required reserves, contingency needs, or financial risks.
6. Prepare a draft budget.
7. Review the draft budget with the Board.
8. Revise as needed.
9. Approve the final budget by Board motion.
10. Use the approved budget to guide spending and program decisions.

Budget Categories

The annual budget may include categories such as:

- Tuition and registration revenue
- Costume fees and costume expenses
- Recital and performance revenue and expenses
- Competition and festival fees and expenses
- Intensive Program revenue and expenses
- Workshop, camp, and special program revenue and expenses
- Instructor, staff, contractor, and honorarium costs
- Rent, utilities, insurance, and facility expenses
- Space improvement expenses
- Fundraising revenue and expenses
- Donations, sponsorships, and grants
- Office, software, banking, and administrative costs
- Marketing and communications
- Equipment and supplies
- Financial accessibility supports
- Professional fees, accounting, or legal costs

- Emergency or contingency funds

Approval of the Annual Budget

The annual budget must be approved by the Board of Directors by motion. Approval must be recorded in the Board meeting minutes.

Once approved, the budget becomes the financial plan for the year and should guide spending, fees, fundraising, and program decisions.

Board approval of the budget does not automatically authorize every expense if a separate signing authority, contract approval, or spending approval is required under another policy.

Spending Within the Approved Budget

Approved budget amounts provide spending guidance for the year. Individuals responsible for spending must still follow the Association's signing authority, expense claim, cash handling, and purchasing procedures.

Spending must be:

- Reasonable
- Necessary
- Connected to approved Association activities
- Properly documented
- Within approved limits
- Reviewed or approved by the appropriate person

Unbudgeted Expenses

Unbudgeted expenses should be avoided unless necessary and approved.

Board approval is required for unbudgeted expenses that:

- Exceed approved spending limits
- Create a new financial commitment
- Affect cash flow
- Require a contract or long-term obligation
- Affect tuition, fees, or family costs
- Create significant financial, operational, legal, or reputational risk

Small urgent expenses may be approved according to the Signing Authority Policy and reported to the Board.

Budget Changes

The Board may amend the approved budget during the year if circumstances change.

Budget changes may be needed due to:

- Enrollment changes
- Increased facility or insurance costs
- Staffing changes
- New grant or sponsorship funding
- Unexpected expenses
- Competition or recital changes
- Emergency closures or facility issues
- Changes in fundraising results
- New program opportunities

Significant budget changes must be approved by Board motion and recorded in the minutes.

Monitoring and Reporting

The Treasurer or designated financial representative will provide regular financial updates to the Board.

Reports may include:

- Budget-to-actual comparison
- Income received
- Expenses paid
- Cash flow update
- Outstanding family accounts
- Fundraising results
- Restricted or designated funds
- Upcoming major expenses
- Financial risks or recommendations

The Board should review financial reports regularly and take action if the Association is significantly over budget, underfunded, or facing financial risk.

Restricted or Designated Funds

Funds received for a specific purpose, such as grants, donations, sponsorships, or fundraising campaigns, must be tracked and used according to the approved purpose.

Restricted or designated funds must not be moved to another purpose unless permitted by the funder or donor and approved by the Board.

Contingency and Reserves

Where possible, the Board should include contingency funds or reserves in the budget to help manage unexpected expenses, enrollment changes, emergencies, or timing gaps in revenue.

Use of reserves should be approved by the Board unless an urgent matter requires immediate action under the Signing Authority Policy.

Communication to Members and Families

The full internal budget is a Board governance document and may include confidential information. However, the Board may share general financial information with members and families where appropriate, especially when explaining fees, fundraising needs, major initiatives, or facility improvement costs.

Communication should be clear, accurate, and respectful of privacy and confidentiality.

Year-End Review

At the end of each fiscal year or dance season, the Board should review budget performance.

The review may consider:

- Whether revenue targets were met
- Whether expenses stayed within budget
- Major variances and reasons
- Success of fundraising or grant efforts
- Accuracy of enrollment projections
- Affordability of fees
- Program sustainability
- Recommendations for the next budget

This review should help guide future planning and budget decisions.

Conflict of Interest

Any Board member, staff member, contractor, volunteer, or committee member involved in budget decisions must disclose any real, potential, or perceived conflict of interest.

A person with a conflict must not participate in discussion, influence, or voting related to the matter unless permitted by the Board in accordance with the conflict of interest policy and bylaws.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's financial practices, nonprofit responsibilities, operational needs, and governance requirements.

DRAFT

Communication Policy- Board of Directors

Purpose

The purpose of this policy is to establish clear expectations for communication among staff, instructors, volunteers, and leadership. Effective communication helps ensure that studio operations run smoothly, staff work collaboratively, and students and families receive consistent information.

All board members share responsibility for maintaining open, respectful, and professional communication.

Scope

This policy applies to:

- Board members

The policy applies to communication that occurs:

- In person
- By email
- Through messaging platforms
- In staff meetings
- During rehearsals, performances, and studio events

Principles of Effective Communication

Board members are expected to communicate in a way that is:

- Professional – using respectful language and tone
- Clear – sharing accurate and complete information
- Timely – responding within a reasonable timeframe (i.e., within 24 hours of receipt of communication such as email or text unless otherwise specified).
- Respectful – valuing colleagues' perspectives
- Constructive – focused on solutions and collaboration

Positive communication supports a healthy and productive workplace.

Communication Channels

To ensure consistent information sharing, the studio may use designated communication channels such as:

- Email

- Messaging groups (WhatsApp)
- Studio management software
- Board meetings
- Written notices or internal documents

Board members are expected to regularly check these channels and stay informed about studio updates, schedules, and announcements.

Response Expectations

Board members should respond to work-related communication within a reasonable timeframe whenever possible.

General expectations may include:

- **Email responses:** within 24–48 hours
- **Text messages:** within 24 hours
- **Urgent messages:** as soon as reasonably possible

Board members should notify if they will be unavailable or unable to respond for an extended period (e.g., medical leave, vacation).

Communication with Colleagues

Board members should maintain respectful and professional communication with colleagues. Board members should:

- Share relevant information that may the nonprofit dance studio
- Coordinate schedules when necessary
- Support a collaborative team environment
- Address disagreements respectfully and privately when possible

Staff should avoid gossip, negative discussions about colleagues, or public criticism.

Communication with Parents and Students

Board members should follow studio guidelines when communicating with parents and students. Use **approved communication channels** when possible

- Provide clear and consistent information
- Refer complex concerns to studio leadership when necessary
- Maintain professional boundaries with students, especially minors

Confidentiality

Board members must maintain confidentiality per the association's Privacy Policy.

Meetings

Board meetings may be scheduled periodically to discuss:

- Program updates
- Performance planning
- Studio policies
- Financial budgeting
- General operations
- Annual General Meeting

Board members are expected to attend meetings when possible or review meeting minutes if unable to attend.

Addressing Communication Issues

If communication concerns arise, board members are encouraged to:

1. Address the issue respectfully with the individual involved when appropriate.
2. Seek guidance from studio leadership if the issue cannot be resolved.
3. Follow the studio's respectful workplace policy if concerns escalate.

The goal is to resolve communication challenges constructively.

Policy Compliance

All board members are expected to follow this policy. Failure to meet communication expectations may result in coaching or clarification of expectations, or discussion regarding respectful communication expectations.

Policy Review

This policy will be reviewed periodically by studio leadership and the board of directors to ensure it supports effective communication and the mission of the nonprofit studio.

2. Financial Policies

Stoney Brook Dance Nonprofit Association Inc. is committed to managing all funds with transparency, accountability, fairness, and responsible stewardship. As a nonprofit organization, all income, fundraising proceeds, donations, grants, sponsorships, and fees must be used to support the Association's mission of providing accessible, high-quality dance opportunities in a safe, inclusive, and community-focused environment.

This section outlines the financial policies that guide how money is collected, approved, spent, recorded, reported, and protected. These policies help ensure that financial decisions are made in the best interests of the Association, that families understand their payment responsibilities and available supports, and that the Board can meet its duty to oversee the long-term financial sustainability of the studio.

DRAFT

Tuition and Payment Policy

1. Purpose

The purpose of this policy is to provide clear, fair, and consistent expectations for tuition, fees, payment schedules, account balances, refunds, and financial arrangements at Stoney Brook Dance Nonprofit Association Inc.

As a nonprofit organization, the Association is committed to keeping dance as accessible as possible while also ensuring the studio remains financially sustainable and able to provide safe, high-quality programming.

2. Scope

This policy applies to all dancers and families registered in Stoney Brook Dance Nonprofit Association Inc. programs, including recreational classes, Intensive Program classes, workshops, camps, performances, competitions, extras, birthday parties, and other studio-approved programming.

3. Tuition and Fees

Tuition and fees are set or approved by the Board of Directors and may vary depending on the program, class length, number of classes, dancer level, and program requirements.

Fees may include, but are not limited to:

- Class tuition
- Registration or membership fees
- Costume fees
- Recital or performance fees
- Competition or festival fees
- Workshop, camp, or intensive training fees
- Extras fees, including solos, duos, trios, or small groups
- Late fees, where applicable
- Other approved studio-related charges

All fees will be communicated to families as clearly as possible before or during registration.

4. Registration and Payment Requirements

Registration is not considered complete until all required registration forms, consents, and payment arrangements have been submitted and approved.

Families must either:

- Pay required fees by the stated deadline; or
- Have an approved payment plan or financial arrangement in place.

Students with outstanding balances from previous sessions may not be permitted to register for new classes, participate in performances, receive costumes, or enter competitions until the account is brought into good standing or an approved arrangement has been made.

5. Payment Schedule

Payment deadlines will be communicated at registration or when fees are issued. Families are responsible for reviewing all invoices, due dates, and studio communications.

Payments may be collected:

- In full at registration;
- By instalment or payment plan;
- By program, session, term, or season;
- By specific fee deadline, such as costume or competition due dates.

The Association may adjust payment schedules from season to season based on operational needs.

6. Payment Methods

Accepted payment methods will be communicated by the Association and may include e-transfer, cheque, cash, online payment, credit card, or other approved methods.

Families should include the dancer's name and payment purpose when submitting payment whenever possible.

Returned payments, declined transactions, or payment processing issues must be resolved promptly.

7. Payment Plans

Stoney Brook Dance Nonprofit Association Inc. recognizes that dance costs can be significant for families. Payment plans may be available where possible.

Payment plan requests should be made before fees are due. Approved payment plans must be followed according to the agreed schedule.

If a family is unable to meet the agreed payment plan, they must contact the Association as soon as possible. Failure to communicate or make payments may result in restrictions on participation until the account is resolved.

8. Financial Accessibility

The Association is committed to reducing financial barriers where possible while maintaining responsible nonprofit operations.

Families experiencing financial difficulty are encouraged to contact the Association early. Support may include:

- Payment plans
- Fundraising opportunities
- Account credit opportunities
- Referrals to external funding programs
- Case-by-case review of compassionate circumstances

All financial accessibility conversations will be handled respectfully and confidentially.

Financial support opportunities may vary by season and are not guaranteed.

9. Account Credits

Account credits may be issued only according to the Association's approved Account Credit Policy.

Account credits:

- Have no cash value;
- Are non-refundable;
- Cannot be transferred outside the same household or family account;
- May only be applied to eligible studio fees;
- Cannot be used for merchandise or fundraising purchases unless specifically approved;
- Cannot be applied retroactively to fees already paid unless approved.

Credit-hour arrangements must be approved before the work or activity begins whenever possible.

10. Late or Missed Payments

Families are expected to pay all fees by the stated deadline. If payment is late, the Association may contact the family to arrange payment or discuss the account.

Late or missed payments may result in:

- Temporary suspension from classes, rehearsals, competitions, or performances;
- Costumes or competition entries being withheld;
- Loss of eligibility for extras, competitions, or special events;

- Restrictions on future registration;
- Late fees, where approved;
- Referral of the matter to the Board or designated financial contact.

The Association will make reasonable efforts to communicate with families before restricting participation.

11. Withdrawals

Families wishing to withdraw a dancer from a class or program must provide written notice to the Association.

Withdrawal is not complete until written notice has been received. Verbal notice to an instructor, missed classes, or non-attendance does not automatically count as withdrawal.

Refunds or credits, if available, will be determined according to the Association's refund, withdrawal, and cancellation policies.

12. Refunds

Refunds may be available only in limited circumstances and according to approved Association policy.

Refunds are generally not provided for:

- Missed classes due to illness, vacation, scheduling conflicts, or personal reasons;
- Change of mind after the withdrawal period;
- Costume fees after orders have been placed;
- Competition, festival, or recital fees already submitted or committed;
- Fundraising purchases;
- Registration or administrative fees, unless otherwise stated.

Medical or compassionate circumstances may be reviewed on a case-by-case basis.

13. Studio-Initiated Cancellations

If the Association cancels a class or program due to low enrollment, instructor illness, facility closure, weather, or circumstances beyond its control, the Association may offer a make-up class, substitute instructor, alternate class, account credit, or refund depending on the situation.

Weather-related cancellations are made with dancer and staff safety in mind. Refunds are not issued for weather-related closures when a make-up class or reasonable alternative is offered.

14. Costumes, Competitions, and Performance Fees

Costume, recital, competition, festival, and performance-related fees may have specific payment deadlines due to vendor, venue, or event requirements.

Families are responsible for meeting these deadlines. Late payment may affect a dancer's ability to receive a costume, be entered in a competition, participate in photos, or perform.

Costume related expenses will be managed in accordance with the Association's Costume Selection and Alteration Policy.

Once costume orders, competition entries, music fees, or other external commitments have been submitted, those fees may be non-refundable.

15. Intensive Program and Extras Fees

The Intensive Program includes additional financial commitments beyond regular tuition. These may include competition fees, festival fees, travel costs, costumes, tights, shoes, accessories, choreography fees, extra rehearsals, convention or workshop fees, and other performance-related expenses.

Extras, including solos, duos, trios, and small groups, may involve additional choreography, rehearsal, costume, music, competition, coaching, and travel costs.

Families must remain in good financial standing to participate in Intensive Program activities, competitions, and extras.

16. Family Account Responsibility

Families are responsible for:

- Reviewing invoices and payment deadlines;
- Keeping contact and billing information current;
- Communicating concerns before payment deadlines;
- Ensuring payment plans are followed;
- Reading studio communication regarding fees and deadlines;
- Paying all approved charges connected to their dancer's participation.

Questions about invoices or account balances should be raised as soon as possible.

17. Confidentiality

Family financial information will be handled respectfully and confidentially per the association's Privacy Policy.

18. Disputes or Questions

Families who have questions or concerns about tuition, invoices, fees, credits, or payment expectations should contact the Association in writing.

The Association will review concerns respectfully and may refer complex matters to the Treasurer, Executive Director, President, or Board of Directors as appropriate.

19. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's financial needs, nonprofit responsibilities, family accessibility goals, and operational requirements.

DRAFT

Payment Plan Policy

1. Purpose

The purpose of this policy is to provide clear and fair guidelines for families who require a payment plan for dance-related fees. Stoney Brook Dance Nonprofit Association Inc. recognizes that dance can involve significant costs, and payment plans are intended to help make participation more manageable while ensuring the Association can meet its financial obligations as a nonprofit organization.

2. Scope

This policy applies to payment plans for eligible studio fees, which may include:

- Tuition
- Registration fees
- Costume fees
- Recital or performance fees
- Intensive Program fees
- Competition or festival fees
- Workshop or camp fees
- Approved extras, such as solos, duos, trios, or small groups
- Other approved studio-related fees

Some fees may not be eligible for extended payment plans if the Association must pay an outside vendor, competition, costume company, venue, or service provider by a fixed deadline.

3. Availability of Payment Plans

Payment plans may be available to families who need to divide fees into smaller scheduled payments. Payment plans are not automatic and must be approved by the Association.

Approval may depend on:

- The type and amount of fees owing
- The timing of vendor or competition deadlines
- The family's account history
- The family's proposed payment schedule
- The Association's cash flow and financial obligations
- Whether the family has communicated before the payment deadline

The Association will make reasonable efforts to work with families while maintaining fairness and financial sustainability.

4. Requesting a Payment Plan

Families who require a payment plan should contact the Association as early as possible, ideally before fees are due.

Requests should include:

- The dancer's name
- The parent/guardian name
- The fees the payment plan is being requested for
- The reason for the request, if the family wishes to share
- A proposed payment schedule
- Any relevant deadlines or concerns

Requests will be handled respectfully and confidentially.

5. Approval Process

Payment plan requests may be reviewed by the Treasurer, Executive Director, President, or another person designated by the Board.

For larger balances, overdue accounts, unusual circumstances, or requests that may affect the Association's ability to meet expenses, the request may be referred to the Board of Directors for review.

Approved payment plans should be documented in writing and should include:

- Total amount owing
- Payment amounts
- Payment due dates
- Accepted payment method
- Fees covered by the plan
- Any conditions or deadlines
- Consequences for missed payments

6. Family Responsibility

Families approved for a payment plan are responsible for following the agreed schedule. Families must ensure payments are made on time and must contact the Association promptly if they are unable to meet a scheduled payment.

A payment plan does not remove the family's responsibility to pay all approved fees. It only changes the timing of payment.

7. Missed or Late Payments

If a payment is missed or late, the Association may contact the family to discuss the account and determine whether the payment plan can continue.

Missed or late payments may result in:

- Revision or cancellation of the payment plan
- Requirement for immediate payment of the overdue amount
- Suspension of participation in classes, rehearsals, competitions, performances, or extras
- Withholding of costumes or competition entries
- Restriction from future registration
- Referral to the Board for review

The Association will make reasonable efforts to communicate with families before restricting participation.

8. Deadlines for Costumes, Competitions, and External Fees

Some fees must be paid by specific deadlines because the Association must submit payment to an outside organization or vendor. These may include costume orders, competition entries, festival fees, music editing, venue costs, or travel-related commitments.

Payment plans for these fees must ensure that funds are available before the Association is required to pay the outside cost. If payment is not received by the required deadline, the dancer may not be entered, registered, costumed, or included in the related activity.

9. Outstanding Balances

Families with outstanding balances may be required to bring their account into good standing before registering for new classes, participating in performances, receiving costumes, joining the Intensive Program, attending competitions, or participating in extras.

The Association may consider exceptions in compassionate circumstances, but these must be approved in advance.

10. Financial Accessibility Supports

Families experiencing financial difficulty are encouraged to contact the Association early. In addition to payment plans, families may be directed to other supports, where available, such as:

- Fundraising opportunities
- Account credit opportunities
- External funding programs
- Community assistance programs
- Case-by-case review of compassionate circumstances

Availability of these supports may vary by season and is not guaranteed.

11. Confidentiality

Information will be handled per the association's Privacy Policy.

12. Fairness and Consistency

The Association will make reasonable efforts to apply payment plan decisions fairly and consistently. Payment plans should support family access while also protecting the Association's ability to pay staff, instructors, vendors, insurance, rent, competition fees, costume costs, and other required expenses.

13. Changes to a Payment Plan

Families may request changes to an approved payment plan if circumstances change. Requests must be made before a payment is missed whenever possible.

The Association may approve, deny, or adjust the request depending on the circumstances and the Association's financial obligations.

14. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's financial practices, nonprofit responsibilities, and commitment to accessibility.

Refund and Withdrawal Policy

1. Purpose

The purpose of this policy is to provide clear and consistent expectations for class withdrawals, refunds, account credits, and remaining financial responsibilities when a dancer withdraws from a class, program, or activity.

As a nonprofit organization, Stoney Brook Dance Nonprofit Association Inc. must balance fairness to families with the financial commitments required to operate safe, high-quality, and accessible dance programming.

2. Scope

This policy applies to all dancers and families registered in Stoney Brook Dance Nonprofit Association Inc. programs, including recreational classes, Intensive Program classes, workshops, camps, performances, competitions, extras, and other studio-approved programming.

3. Class Withdrawals

Class withdrawals must be submitted in writing to the studio. Written notice may be submitted by email or through another approved studio communication method.

The written withdrawal notice should include:

- Dancer's name
- Parent/guardian name
- Class or program being withdrawn from
- Requested final date of participation
- Reason for withdrawal, if the family chooses to share

Withdrawal is not complete until written notice has been received. Verbal notice to an instructor, missed classes, or non-attendance does not automatically count as withdrawal.

4. Refunds Within the First Four Weeks

Refunds may be considered for class withdrawals within the first four weeks of a program, minus any applicable administrative fee.

Refunds will be calculated based on the timing of the withdrawal, the cost of classes already taken, and any fees or costs already incurred by the studio.

5. Withdrawals Prior to January 1

For class withdrawals prior to January 1, refunds will be calculated based on the cost of classes not yet taken, minus a \$25.00 administration fee.

Any non-refundable fees, committed costs, or amounts already paid by the studio to outside vendors may also be deducted from the refund amount.

6. Withdrawals After January 1

No refunds will be issued after January 1, except in cases where medical documentation is provided and the studio approves the request.

Medical, compassionate, or other exceptional circumstances may be reviewed on a case-by-case basis. The studio may consider options such as a partial refund, account credit, payment adjustment, or another reasonable arrangement, depending on the circumstances and costs already incurred.

7. Missed Classes

Refunds are not issued for missed classes due to illness, injury, vacations, scheduling conflicts, transportation issues, school commitments, or other personal circumstances.

Missed classes are not considered withdrawals or studio cancellations. Where possible, a make-up class may be offered at the discretion of the studio, but make-up classes are not guaranteed.

8. Costume Deposits and Costume Fees

If a dancer withdraws from a class after October 15, the costume deposit may not be refunded, as costumes may have already been ordered by that time.

Costume fees are generally non-refundable once costumes have been ordered, altered, assigned, or purchased. Families remain responsible for costume costs and related accessories if the studio has already committed to the expense.

9. Studio-Initiated Cancellations

If Stoney Brook Dance Nonprofit Association Inc. cancels a class or program due to low enrollment, instructor illness, facility closure, weather, safety concerns, or other operational reasons, the studio may offer a make-up class, substitute instructor, alternate class, account credit, or refund depending on the situation.

Refunds are generally considered when a program is cancelled in full or when extended cancellations occur and no reasonable alternative is available.

10. Circumstances Beyond the Studio's Control

If the dance season is cut short due to circumstances beyond the studio's control, the studio will be unable to refund tuition money.

Circumstances beyond the studio's control may include, but are not limited to, public health restrictions, natural disasters, government closures, facility emergencies, extreme weather impacts, or other events that prevent the studio from continuing regular operations despite reasonable efforts.

Where possible, the studio may explore alternatives such as adjusted scheduling, virtual programming, modified programming, or other options, but refunds are not guaranteed in these circumstances.

11. Workshops, Camps, and Special Programs

Workshops, camps, short-term programs, birthday parties, special events, and other limited-run activities may have separate refund or cancellation deadlines. Families should review the specific registration details for each activity.

Fees for short-term programs may be non-refundable after the stated deadline or once staffing, supplies, facility arrangements, or outside costs have been committed.

12. Intensive Program Withdrawals

The Intensive Program includes additional commitments, including rehearsals, competitions, costumes, travel planning, choreography, and performance preparation. Withdrawal from the Intensive Program may affect group choreography, formations, competition entries, costumes, and other dancers.

Families wishing to withdraw from the Intensive Program must contact the studio in writing as early as possible. Refunds or credits will depend on the timing of withdrawal and any costs already incurred or committed.

The studio may deny refunds for Intensive Program fees that have already been used, committed, or paid to outside organizations.

13. Extras Withdrawals

Extras include solos, duos, trios, and small groups. If a dancer withdraws from an Extra after choreography has begun, fees already paid are generally non-refundable.

Families may remain responsible for choreography fees, rehearsal fees, competition entry fees, costume costs, music editing fees, additional coaching fees, and other costs already incurred.

The studio will determine whether the routine may continue, be adjusted, or include a replacement dancer.

14. Account Credits

In some cases, the studio may issue an account credit instead of a refund.

Account credits:

- Have no cash value
- Are non-refundable
- May only be used for eligible studio fees
- Cannot be transferred outside the same household/family account

- Must be used within the applicable dance season unless otherwise approved
- Cannot be applied retroactively to fees already paid unless approved

Account credits are issued at the discretion of the studio and in accordance with the Account Credit Policy.

15. Outstanding Balances After Withdrawal

Withdrawal from a class or program does not automatically cancel all financial obligations.

Families remain responsible for:

- Fees owing up to the effective withdrawal date
- Non-refundable fees
- Fees already committed to outside vendors or events
- Approved payment plan balances
- Costume, competition, recital, or extras costs already incurred

A dancer's account must be brought into good standing before future registration or participation may be approved.

16. Refund Processing

Approved refunds will be processed within a reasonable timeframe after the withdrawal or refund request has been reviewed.

Refunds may be issued by the original payment method where possible, by cheque, e-transfer, or another method approved by the studio.

Processing time may vary depending on review requirements, Treasurer availability, payment method, and documentation needed.

17. Review Requests

If a refund or withdrawal request is denied, families may submit a written request for review to the studio.

The request should include the reason for the review, any additional information or documentation, and the outcome the family is requesting.

The studio or Board-designated representative will review the request and provide a response. Decisions of the studio or Board are final.

18. Confidentiality

Withdrawal, refund, financial hardship, medical, or compassionate requests will be handled respectfully and confidentially. Information will only be shared with individuals who need it for an authorized studio purpose.

19. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's nonprofit responsibilities, financial practices, program needs, and commitment to fairness and accessibility.

20. Additional documents:

- Class Withdrawal Request Form

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Financial Accessibility Policy

Purpose

Stoney Brook Nonprofit Association Inc. understands that the cost of dance can be a barrier for many families. We believe that every child should have the opportunity to experience the joy, confidence, creativity, discipline, friendship, and community that dance can provide.

As a not-for-profit studio, we are committed to making dance as accessible as possible while continuing to offer quality instruction, safe programming, and meaningful opportunities for our dancers.

Commitment to Accessibility

Stoney Brook Nonprofit Association Inc. strives to support families wherever possible by offering opportunities that may help reduce the financial cost of dance participation. While we may not be able to eliminate all costs, our goal is to help create options that allow more children to participate, grow, and feel included in the studio community.

We recognize that each family's circumstances are different, and we encourage families to reach out with questions or concerns regarding the cost of dance.

Fundraising Opportunities

Throughout the year, families may have opportunities to participate in individual fundraising options. These fundraising opportunities are designed to help families offset dance-related expenses, which may include:

- Tuition fees
- Costume fees
- Recital fees
- Competition or festival fees
- Dance-related travel expenses
- Other approved studio-related costs

Individual fundraising opportunities may vary from season to season and are subject to availability, timelines, and studio fundraising guidelines.

Credit Hour Opportunities

Families may also have opportunities to earn credits through approved credit hour opportunities. These may include volunteering or assisting with studio-related activities, events, fundraisers, performances, or other approved tasks.

Credit hour opportunities are intended to help reduce eligible dance-related costs while also supporting the not-for-profit operations of the studio. Availability of credit hour

opportunities may depend on studio needs, events, and volunteer requirements throughout the season.

The studio will communicate available opportunities, expectations, deadlines, and how credits may be applied.

External Financial Assistance

Families are encouraged to explore external agencies and community programs that may offer financial assistance for children's activities. Some organizations may be able to help with the cost of tuition, dress code attire, dance shoes, or other required items.

Organizations families may wish to explore include:

- **Canadian Tire Jumpstart Individual Child Grants**
- **Recreation Opportunities for Children Eastman Inc.**

Eligibility, application requirements, funding amounts, and approval timelines are determined by each external organization. Stoney Brook Nonprofit Association Inc. cannot guarantee funding approval, but families are encouraged to review these options and apply where eligible.

Communication and Confidentiality

Families who have questions about financial accessibility opportunities are encouraged to contact the studio for more information. Any conversations regarding financial need or support options will be handled respectfully and with care.

Stoney Brook Nonprofit Association Inc. will make reasonable efforts to support families while maintaining fairness, privacy, and responsible stewardship of studio resources.

Limitations

Financial accessibility opportunities may vary each season and are not guaranteed. Fundraising options, credit hour opportunities, and external funding supports may depend on availability, eligibility, deadlines, and participation requirements.

Families remain responsible for ensuring fees are paid according to studio payment policies unless other arrangements have been approved.

Goal

Our goal is to work alongside families wherever possible so that more children can experience the benefits of dance. We are committed to building a studio community where dancers feel welcomed, supported, included, and able to participate meaningfully regardless of financial barriers.

Account Credit Hours Policy

Purpose

This policy establishes the conditions under which credit hours may be issued for dance tuition at **NonProfit Studio**, ensuring consistency, fairness, and responsible financial stewardship as a nonprofit organization.

Credit hours differ from volunteer hours, as volunteer hours do not financially benefit the dancer/family.

Credit hours are available for dancers and/or family members who would like to trade their time or expertise for credits to be applied to their account, in lieu of financial payment.

1. Definition of Account Credit

Account credit is a non-refundable balance applied to a family's studio account that may be used toward eligible fees, including:

- Class tuition
- Registration fees (e.g., SEMF, competitions)
- Workshop or camp fees
- Costumes (if permitted by studio management)

Credit hours have **no cash value** and cannot be transferred outside the same household/family account. The amount of value of a credit hour will be determined by the Board of Directors, and communicated to the individual/family interested in receiving account credits, prior to engaging in activities in pursuit of Account Credits.

Account credit hours will be reviewed on an annual basis by the Board of Directors.

2. Eligible Activities

Until such time that the NonProfit organization can fund financially reimbursed positions, in spirit of managing costs, and supporting families with the cost of dance, some roles, duties and activities will be eligible for Account Credit hours. Account Credit hours will have maximum limits for designated activities, to allow the Board of Directors to engage in adequate budget preparation (e.g., budget for studio cleaning, budget for costume alterations, budget for executive director duties).

Activities that are eligible for Credit hours include time that is dedicated to the benefit of the studio, after the necessary volunteer time has been achieved (see Volunteer Policy). Examples include:

- Cleaning the studio
- General studio maintenance and upkeep (e.g., minor repairs)
- Costume Director duties
- Executive Director duties

- Activities approved by the Board

3. Validity and Restrictions

- Credits expire within the designated dance season unless otherwise approved.
- Credits cannot be:
 - Redeemed for cash
 - Used to purchase merchandise
 - Used to purchase fundraising items
 - Applied retroactively to previously paid balances
 - Transferred between dance families

4. Application of Credit Hours

Credit hours will automatically be applied to the family account on a predetermined schedule, unless the account holder requests an alternative eligible application in writing.

- Families who wish credits to be applied to their accounts on a schedule that differs from the typical schedule must make a request, in writing, with this regard, to the Board of Directors.

If a family intends to use Credit hours as a primary method of payment, this must be communicated prior to time of invoice, and be approved by the board prior to commencement of the dance season.

5. Request Process

Families may request credit hours by submitting a written request (email or form) within **30 days** of the relevant fee period, to the Nonprofit Board. Decisions will be communicated via email and documented in the family's account ledger.

6. Appeals

If a request is denied, families may submit a written appeal to the Board. Appeals must be made within **30 days** of decision.

Policy Review

This policy will be reviewed annually by the Board and updated as necessary to support operational sustainability and equitable community access.

Additional Documents:

- Volunteer & Account Credit Hours Submission Form

Expense Claim and Reimbursement Policy

Purpose

This policy explains how staff, contractors, board members, volunteers, and approved representatives may request reimbursement for authorized expenses incurred on behalf of Stoney Brook Dance Nonprofit Association Inc. The goal is to ensure expenses are necessary, reasonable, properly documented, approved, and consistent with responsible nonprofit stewardship.

Scope

This policy applies to all expense claims submitted to the Association, including claims related to studio operations, performances, competitions, fundraising, costumes, facility needs, approved travel, events, training, and other board-approved activities.

General Principles

- Expenses must be connected to an approved Association purpose.
- Expenses must be reasonable, necessary, and cost-conscious.
- Expenses should be pre-approved whenever possible, especially if they are unusual, large, or outside an approved budget.
- Original itemized receipts or proof of purchase must be attached whenever available.
- No person may approve their own expense claim.
- The Association may decline reimbursement for expenses that are unsupported, late, personal, excessive, or not properly authorized.

Eligible Expenses

Eligible expenses may include, when approved and connected to Association activities:

- Supplies, equipment, or materials for classes, events, performances, fundraisers, or facility needs.
- Costume-related supplies, alterations, emergency repairs, or approved performance items.
- Approved competition, festival, workshop, event, or travel-related costs.
- Printing, postage, office supplies, software, or administrative costs.
- Approved mileage or travel costs when personal vehicle use is required for Association business.
- Other expenses approved by the Board, Executive Director, or authorized designate.

Non-Reimbursable Expenses

The following expenses are generally not reimbursable unless specifically approved by the Board in advance:

- Personal purchases or expenses that primarily benefit an individual rather than the Association.
- Expenses without receipts or adequate explanation.
- Traffic fines, parking tickets, penalties, interest, or late fees caused by personal delay.
- Alcohol, cannabis, tobacco, vaping products, or similar items.
- Gifts, meals, entertainment, or hospitality not approved for Association purposes.
- Expenses that exceed approved budgets or were not reasonably necessary.

- Items already reimbursed through another source, grant, fundraiser, sponsor, or family account.

Pre-Approval Requirements

Pre-approval is required for any expense that is outside an approved budget, expected to exceed \$_____, related to travel, involves a contract or rental, or may create an ongoing financial commitment. Pre-approval should be obtained in writing by email, board motion, or other documented approval method.

Receipts and Documentation

Expense claims must be submitted using the Association Expense Claim Form. Claims should include:

- Claimant name, date, contact information, and role.
- Date of purchase or expense.
- Vendor or payee name.
- Clear description of the purpose of the expense.
- Expense category or program/event it relates to.
- Amount claimed, including taxes where applicable.
- Itemized receipts or proof of payment.
- Mileage details, if applicable, including date, purpose, starting point, destination, and kilometres claimed.

Credit card statements alone are not preferred because they do not show item details. Where an itemized receipt is unavailable, the claimant must provide a written explanation, and reimbursement remains subject to approval.

Mileage and Travel

Mileage may be reimbursed only when personal vehicle use is approved and required for Association business. The reimbursement rate will be set by the Board and reviewed periodically. The current mileage rate is: \$_____ per kilometre.

- Mileage claims must include the purpose of travel and total kilometres.
- Regular commuting to and from the studio is not reimbursable unless specifically approved.
- Parking may be reimbursed with a receipt if required for approved Association business.
- Travel, meals, accommodation, or out-of-town expenses require pre-approval.

Submission Timeline

Expense claims should be submitted within 30 days of the expense being incurred, unless another deadline has been approved. Claims submitted after the end of the fiscal year may not be reimbursed unless approved by the Board.

Approval Process

Expense claims will be reviewed for completeness, budget alignment, receipts, and approval authority before payment is issued. The following approval structure should be used unless the Board approves a different process:

Claim type	Recommended review	Final approval
Routine budgeted expenses	Treasurer or Executive Director	Treasurer, President, or authorized designate
Expenses by the Treasurer	President or Vice President	President or Vice President
Expenses by the President	Treasurer	Vice President or Board designate
Unbudgeted or higher-value expenses	Treasurer and Executive Director, if applicable	Board approval or Board designate
Grant, fundraising, or restricted-fund expenses	Treasurer	Approval consistent with funder or Board restrictions

Approvals may be documented by signature, email, electronic approval, or board motion. The Treasurer should maintain reimbursement records with the Association financial records.

Payment of Claims

Approved expense claims will be paid by cheque, e-transfer, direct deposit, or another Board-approved method. The Association will make reasonable efforts to process approved claims within _____ days of submission. Payment may be delayed if receipts, explanations, approvals, or budget information are missing.

Conflict of Interest and Related Parties

Board members, staff, contractors, and volunteers must disclose any real, potential, or perceived conflict of interest connected to an expense claim. A person may not approve a claim that directly benefits themselves, their immediate family, or a business or organization in which they have a financial interest unless the conflict has been disclosed and managed according to Association policy.

Lost Receipts or Exceptions

If a receipt is lost, the claimant must provide a written explanation, the date and purpose of the expense, vendor name, amount, and proof of payment if available. Reimbursement without a receipt is an exception and may be declined or require additional approval.

Recordkeeping

Expense claim forms, receipts, approvals, and payment records will be retained with the Association financial records in accordance with recordkeeping and legal requirements. Claim information will be handled confidentially and shared only with individuals who require it for review, approval, payment, audit, or governance purposes.

Misuse or Non-Compliance

Submitting false, misleading, duplicate, personal, or unauthorized claims may result in denial of reimbursement, repayment requirements, loss of purchasing privileges, removal from duties, contract consequences, or other action deemed appropriate by the Board.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to support transparency, fairness, financial accountability, and responsible nonprofit operations.

Additional Documents:

- Expense Claim Form

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Fundraising Policy

1. Purpose

The purpose of this policy is to provide clear, fair, and transparent guidelines for fundraising activities at Stoney Brook Dance Nonprofit Association Inc.

As a nonprofit organization, fundraising helps support affordable programming, studio operations, dancer opportunities, financial accessibility, facility improvements, costumes, performances, competitions, and community initiatives. Fundraising must be conducted responsibly and in a way that reflects the Association's values of equity, inclusion, community, transparency, and respect.

2. Scope

This policy applies to all fundraising activities connected to the Association, including fundraising organized by:

- The Board of Directors
- Fundraising Coordinator
- Committees
- Staff or instructors
- Volunteers
- Parents/guardians
- Dancers
- Teams or program groups
- External partners acting on behalf of the Association

No individual or group may fundraise using the Association's name, logo, dancers, programs, or community reputation without prior approval.

3. Fundraising Principles

All fundraising activities must:

- Support the mission and nonprofit purpose of the Association.
- Be approved before they begin.
- Be clearly communicated to families.
- Be financially transparent and properly tracked.
- Avoid creating unreasonable pressure on families or dancers.
- Be inclusive and respectful of different financial circumstances.

- Follow all applicable laws, permits, licences, and safety requirements.
- Protect the privacy and dignity of dancers and families.
- Avoid conflicts of interest or personal gain.

4. Approval of Fundraising Activities

All fundraising activities must be approved by the Board of Directors or a Board-designated representative before being promoted or started.

A fundraising proposal should include:

- Purpose of the fundraiser
- Organizer or lead contact
- Dates and timelines
- Expected costs and revenue
- Whether funds support the general studio, a specific program, or individual dancer accounts
- Volunteer needs
- Payment collection method
- Any risks, permits, licences, or insurance needs
- Communication plan for families
- How funds will be tracked and reported

The Board may approve, decline, adjust, or place conditions on any fundraising activity.

5. Role of the Fundraising Coordinator

The Fundraising Coordinator helps organize and support fundraising activities approved by the Board.

Responsibilities may include:

- Bringing fundraising ideas to the Board for review.
- Coordinating approved fundraisers.
- Communicating timelines and expectations to families.
- Supporting volunteers and committees.
- Working with the Treasurer to track funds collected.
- Ensuring fundraising activities are respectful, organized, and transparent.
- Reporting fundraising results to the Board.

- Helping ensure funds are used for the approved purpose.

The Fundraising Coordinator does not have authority to approve major fundraising commitments, spending, contracts, or restricted use of funds without Board approval.

6. Types of Fundraising

Fundraising may include:

- General studio fundraisers
- Individual dancer fundraising opportunities
- Intensive Program fundraising
- Competition or travel fundraising
- Recital or event fundraising
- Facility or Space Improvement fundraising
- Grant applications
- Sponsorships
- Donations
- Community events
- Raffles, draws, or gaming activities, where legally permitted
- Sales-based fundraisers, such as products or tickets

Some fundraising activities may require permits, licences, insurance review, or additional Board approval before proceeding.

7. General Studio Fundraising

General studio fundraising supports the Association as a whole. Funds may be used for approved nonprofit purposes such as:

- Keeping tuition and fees as accessible as possible
- Studio rent, utilities, and operating costs
- Equipment and facility improvements
- Financial accessibility initiatives
- Recital or performance costs
- Community programming
- Training, workshops, or special opportunities
- Insurance, administration, and nonprofit expenses

Funds raised for general studio purposes are not credited to individual family accounts unless the fundraiser has been specifically approved as an individual fundraising opportunity.

Mandatory Annual Studio Fundraiser

To support the ongoing operation of Stoney Brook Dance Nonprofit Association Incorporated and to help offset programming, facility, equipment, and organizational costs, each family will be required to participate in one mandatory studio-wide fundraiser annually.

The specific fundraiser will be selected and approved by the Board of Directors each year based on organizational needs, fundraising potential, and overall benefit to the Association.

A fundraising commitment of **\$100 per family per year** is required. At registration, a **\$100 fundraising deposit** will be applied to the family's account and included with registration fees. Once the family has successfully achieved the required fundraising amount through the designated fundraiser, the \$100 deposit will be credited back to the family's account.

Families who choose not to participate in the mandatory fundraiser or who do not achieve the required fundraising amount will forfeit the fundraising deposit, which will be retained by the Association in support of its programs and operations.

The Board of Directors reserves the right to establish procedures, timelines, and requirements related to the annual fundraiser and to make reasonable accommodations in exceptional circumstances.

8. Individual Dancer Fundraising

The Association may offer individual fundraising opportunities to help families offset approved dance-related costs.

Eligible costs may include:

- Tuition
- Costume fees
- Recital fees
- Competition or festival fees
- Intensive Program fees
- Dance-related travel expenses
- Workshops, camps, or other approved studio costs

Individual fundraising credits are not cash and cannot be paid directly to families. Credits may only be applied to approved studio-related expenses in accordance with Association procedures.

Availability of individual fundraising opportunities may vary by season and is not guaranteed.

9. Fundraising Credits

When a fundraiser includes individual credits, the Association will clearly communicate:

- How credits are earned
- What percentage or amount is credited
- What fees the credits may be applied to
- Any deadlines
- Whether credits expire
- Whether credits may be used for siblings in the same household
- What happens if a dancer withdraws or leaves the studio

Fundraising credits have no cash value and are not transferable outside the same household unless approved by the Board.

10. Donations and Sponsorships

Donations and sponsorships must support the Association's mission and values. The Board may decline donations or sponsorships that create a conflict of interest, reputational concern, inappropriate influence, or conditions that are not in the best interests of the Association.

Sponsorship arrangements should clearly identify:

- Amount or value of support
- Purpose of the sponsorship
- Recognition or promotion offered in return
- Any restrictions or conditions
- Duration of the sponsorship
- Approval requirements for logos, signage, social media, or public recognition

The Association will not promise charitable tax receipts unless it is legally authorized to issue them.

11. Grants

Grant applications must be approved by the Board or a Board-designated representative before submission.

Grant funds must be used according to the funder's requirements and must be tracked separately where required. Reporting deadlines, receipts, outcomes, and documentation must be maintained.

Grant commitments must not be made unless the Association has the capacity to meet the obligations.

12. Raffles, Draws, and Gaming Activities

Raffles, draws, 50/50s, prize boards, lotteries, and similar activities may be subject to legal or licensing requirements.

No raffle, draw, gaming, or lottery-style fundraiser may proceed until the Board has confirmed whether a licence, permit, or other approval is required.

All gaming-related funds must be handled carefully and in accordance with any applicable rules.

13. Handling of Funds

All fundraising money must be handled responsibly.

Expectations include:

- Funds must be submitted by stated deadlines.
- Cash must be counted and recorded by two people where practical.
- E-transfers or electronic payments must clearly identify the fundraiser and dancer/family if applicable.
- Receipts or records should be maintained.
- Funds must be deposited into Association accounts promptly.
- Personal bank accounts must not be used for Association fundraising.
- Expenses must be documented with receipts.
- Fundraising results must be reported to the Treasurer or Board.

14. Fundraising Expenses

Fundraising expenses must be approved before they are incurred.

Examples of fundraising expenses may include:

- Product costs
- Printing or promotional materials

- Venue fees
- Supplies
- Payment processing fees
- Prize costs
- Delivery or shipping fees

Net proceeds should be calculated after approved expenses are deducted.

Individuals seeking reimbursement for approved fundraising expenses must submit an expense claim with receipts.

15. Communication with Families

Families should receive clear information about fundraising opportunities, including:

- Whether participation is optional or required
- Purpose of the fundraiser
- Deadlines
- Costs or commitments
- How funds or credits will be applied
- Who to contact with questions
- Expectations for order forms, payments, pickup, delivery, or volunteer roles

Fundraising communication should be respectful and should not pressure families to participate beyond their ability or comfort level.

16. Dancer Participation

Dancer participation in fundraising must be age-appropriate, safe, respectful, and supervised where needed.

Dancers should not be placed in situations that compromise their safety, privacy, dignity, or wellbeing. Door-to-door fundraising, public sales, or community events involving dancers should be carefully reviewed and appropriately supervised.

17. Privacy and Consent

Fundraising activities must protect dancer and family privacy.

Personal information, photos, videos, names, stories, or financial circumstances must not be shared publicly without appropriate consent.

Families must not be identified as needing financial support unless they have clearly consented.

18. Conflicts of Interest

Any real, potential, or perceived conflict of interest must be disclosed before a fundraising decision is made.

Conflicts may include:

- A Board member, staff member, volunteer, or family member personally benefiting from a fundraising vendor or contract
- Use of a business owned by a Board member or family member
- Personal commissions, incentives, or rewards
- Preferential treatment for a particular dancer or family

The Board will determine how the conflict should be managed.

19. Use of the Association Name and Logo

The Association's name, logo, website, social media accounts, and public reputation may only be used for fundraising activities approved by the Board or designated representative.

Promotional materials must be respectful, accurate, and aligned with Association values.

20. Cancellation or Changes to Fundraisers

The Board may cancel, postpone, or modify a fundraising activity if:

- It creates financial, legal, safety, or reputational risk
- Participation is too low
- Costs are higher than expected
- Required approvals or licences are not obtained
- The activity conflicts with Association values or policies
- Circumstances beyond the Association's control prevent the fundraiser from continuing

Families will be informed of any significant changes as soon as reasonably possible.

21. Accountability and Reporting

The Fundraising Coordinator, Treasurer, or designated lead will provide fundraising updates to the Board.

Reports may include:

- Total funds raised
- Expenses

- Net proceeds
- Credits allocated to family accounts, if applicable
- Outstanding payments or orders
- Issues or concerns
- Recommendations for future fundraising

Fundraising records must be retained according to the Association's record-keeping and financial policies.

22. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's fundraising practices, legal requirements, financial needs, and nonprofit responsibilities.

23. Additional Documents

- Sponsorship Opportunities
- Sponsorship Commitment Form

Donation and Sponsorship Policy

1. Purpose

The purpose of this policy is to provide clear guidelines for accepting, recognizing, recording, and using donations and sponsorships received by Stoney Brook Dance Nonprofit Association Inc.

As a nonprofit organization, the Association may seek donations and sponsorships to support accessible dance programming, studio operations, dancer opportunities, financial accessibility, facility improvements, performances, competitions, outreach, and long-term sustainability.

2. Scope

This policy applies to all donations, sponsorships, gifts, in-kind contributions, fundraising support, business partnerships, and community contributions made to or on behalf of the Association.

This policy applies to donations and sponsorships received from:

- Individuals
- Families
- Businesses
- Community organizations
- Foundations
- Service clubs
- Government or public bodies
- Sponsors, donors, and community partners

3. Guiding Principles

All donations and sponsorships must:

- Support the Association's nonprofit purpose and values.
- Be used responsibly and transparently.
- Avoid creating conflicts of interest or inappropriate influence.
- Respect the privacy and dignity of dancers and families.
- Be recorded accurately.
- Be approved where required.
- Comply with legal, financial, and reporting obligations.

The Association may decline any donation or sponsorship that is inconsistent with its values, creates unreasonable obligations, harms the Association's reputation, or places dancers, families, staff, volunteers, or Board members in an uncomfortable or inappropriate position.

4. Definitions

A donation is a voluntary gift of money, goods, services, or property given to support the Association without the donor receiving significant advertising, promotion, goods, services, or other benefit in return.

A sponsorship is support provided by an individual, business, or organization in exchange for agreed recognition, promotion, advertising, or other public acknowledgment.

An in-kind contribution is a non-cash contribution, such as goods, equipment, supplies, materials, professional services, printing, food, prizes, or other items.

5. Acceptance of Donations

The Association may accept donations that support its mission and operations. Donations may be general or designated for a specific approved purpose.

Examples of acceptable donations may include:

- General monetary donations
- Donations toward financial accessibility
- Donations toward costumes, recital, or competitions
- Donations toward facility improvements
- Equipment, supplies, or materials
- Gift cards or prizes for approved fundraising activities
- Professional services or volunteer expertise, if approved

Donations with restrictions or conditions must be reviewed before acceptance.

6. Restricted or Designated Donations

A donor may request that a donation be used for a specific purpose, such as financial assistance, costumes, facility improvements, or a particular program.

Restricted or designated donations may only be accepted if:

- The purpose aligns with the Association's mission.
- The Association can reasonably use the funds for that purpose.
- The restriction does not create unfairness, conflict, or administrative burden.
- The Board or designated authority approves the restriction.

If funds cannot be used for the intended purpose, the Association may seek donor permission to redirect the funds or may decline the donation.

7. Sponsorships

Sponsorships may be accepted when they align with the Association's values and support its nonprofit purpose.

Sponsorship arrangements should clearly identify:

- Sponsor name and contact information
- Amount or value of sponsorship
- Purpose of the sponsorship
- Recognition or promotional benefits provided
- Duration of sponsorship
- Any logo, signage, website, social media, program, or event recognition
- Any restrictions or expectations
- Approval requirements
- Reporting or follow-up obligations

Sponsorship recognition must be respectful, appropriate for a youth-serving organization, and consistent with the Association's communication and privacy policies.

8. Sponsorship Recognition

Sponsors may be recognized through appropriate methods, such as:

- Website acknowledgment
- Social media recognition
- Event programs
- Posters or signage
- Newsletter mentions
- Verbal recognition at events
- Logo placement, where approved
- Thank-you letters or certificates

Recognition must not imply that a sponsor controls, directs, or influences the Association's programming, artistic decisions, policies, staffing, dancer placement, or Board decisions.

9. Sponsorships or Donations That May Be Declined

The Association may decline donations or sponsorships from individuals, businesses, or organizations where the contribution:

- Conflicts with the Association's mission, values, or child-focused environment.
- Creates reputational, legal, financial, or ethical risk.
- Requires endorsement of a product, service, political position, or personal viewpoint.
- Creates unreasonable obligations or costs.
- Involves inappropriate advertising for children or youth.
- Creates a conflict of interest that cannot be managed.
- Requires the Association to share private dancer or family information.
- Requires recognition that is excessive or unsuitable.
- Is connected to unsafe, discriminatory, exploitative, or inappropriate activities.
- Cannot be properly recorded, valued, or used.

The Board has final authority to accept or decline significant or sensitive donations and sponsorships.

10. Approval Authority

The Board of Directors is responsible for oversight of donations and sponsorships.

The Board may delegate routine donation and sponsorship coordination to the Fundraising Coordinator, Treasurer, Executive Director, President, or another approved representative.

Board approval is required for:

- Sponsorship agreements.
- Restricted or designated donations.
- Donations or sponsorships with conditions.
- In-kind contributions with significant value.
- Donations involving naming rights, logos, public recognition, or ongoing obligations.
- Donations from a Board member, staff member, family member, vendor, or sponsor where a conflict may exist.
- Donations or sponsorships that may affect the Association's reputation, finances, or legal obligations.

11. Charitable Tax Receipts

Stoney Brook Dance Nonprofit Association Inc. will not issue official charitable tax receipts unless it is legally authorized to do so.

In Canada, the Canada Revenue Agency explains that official donation receipts are issued by registered charities and other qualified donees, and CRA's guidance sets out which organizations may issue official donation receipts and what must be included on them.

If the Association is not a registered charity or qualified donee, it may provide a general acknowledgement or thank-you letter, but that acknowledgement must not be represented as an official charitable tax receipt.

12. In-Kind Donations

The Association may accept in-kind donations where the goods or services are useful, safe, appropriate, and aligned with studio needs.

In-kind donations may include:

- Supplies
- Equipment
- Costumes or accessories
- Printing or marketing support
- Food or beverages for events
- Raffle or prize items
- Professional services
- Facility materials or improvements

The Association may decline in-kind donations that are unsafe, damaged, unsuitable, difficult to store, difficult to use, or create unexpected costs.

13. Donor and Sponsor Privacy

Donor and sponsor information will be handled respectfully and confidentially.

The Association will not publicly recognize a donor or sponsor without consent. Donors or sponsors may request to remain anonymous.

Personal information collected from donors and sponsors will be used only for authorized Association purposes, such as acknowledgement, recordkeeping, communication, reporting, or approved recognition.

14. Use of Funds

Donations and sponsorship funds must be used for approved Association purposes.

General donations may be used where they are most needed to support the Association's mission, operations, programs, accessibility, facility needs, or dancer opportunities.

Restricted funds must be used according to the approved restriction. Sponsorship funds must be used according to the sponsorship agreement or Board approval.

Funds must not be used for personal benefit, private gain, or purposes outside the Association's nonprofit mission.

15. Financial Tracking and Records

All donations and sponsorships must be recorded accurately.

Records should include:

- Donor or sponsor name
- Contact information, where available
- Amount or estimated value
- Date received
- Purpose or restriction, if any
- Method of payment
- Recognition promised or provided
- Related agreement or correspondence
- Deposit or accounting record
- Any reporting requirements

Funds should be deposited into Association accounts promptly. Personal bank accounts must not be used to receive Association donations or sponsorships.

16. Conflicts of Interest

Any real, potential, or perceived conflict of interest must be disclosed before a donation or sponsorship is accepted or approved.

A conflict may arise where:

- A sponsor is connected to a Board member, staff member, volunteer, or family.
- A donor expects preferential treatment.
- A contribution may influence a decision about contracts, hiring, dancer placement, fundraising credits, or programming.
- A Board member or family member receives a personal benefit.

The Board will determine how the conflict should be managed.

17. Use of Association Name, Logo, and Images

Sponsors and donors may not use the Association's name, logo, photographs, videos, dancer images, or testimonials without prior approval.

Any use of dancer images or stories must follow the Association's privacy, media, and consent policies.

Sponsor recognition must not identify minors or families in ways that compromise privacy or safety.

18. Refunds or Return of Donations

Donations and sponsorships are generally non-refundable once accepted and used or committed for an approved purpose.

The Board may consider returning a donation or sponsorship if:

- It was accepted in error.
- The donor's conditions cannot be met.
- The contribution creates an unacceptable conflict or risk.
- The funds cannot be used for the intended purpose.
- Returning the funds is legally, ethically, or operationally appropriate.

19. Accountability and Reporting

The Treasurer, Fundraising Coordinator, Executive Director, or another designated person may report donation and sponsorship activity to the Board.

Reports may include:

- Amounts received
- Sponsors or donors recognized
- Restricted funds
- Funds used
- Outstanding obligations
- Risks or concerns
- Recommended follow-up

The Board may provide general updates to members or the community while respecting donor privacy and confidentiality.

20. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's nonprofit responsibilities, fundraising practices, legal obligations, and community partnerships.

23. Additional Documents

- Sponsorship Opportunities
- Sponsorship Commitment Form

DRAFT

Charitable Gaming and Raffle Policy

1. Purpose

The purpose of this policy is to provide clear expectations for raffles, draws, 50/50s, prize raffles, and other charitable gaming activities conducted by or on behalf of Stoney Brook Dance Nonprofit Association Inc.

As a nonprofit organization, the Association may use approved charitable gaming activities to raise funds for dance programming, financial accessibility, competitions, performances, facility improvements, equipment, outreach, and other purposes that support the Association's mission.

2. Scope

This policy applies to all charitable gaming and raffle activities connected to the Association, including activities organized by:

- The Board of Directors
- Fundraising Coordinator
- Staff or instructors
- Committees
- Volunteers
- Parents/guardians
- Dancers
- Teams or program groups
- External supporters acting on behalf of the Association

No individual or group may run a raffle, 50/50, draw, lottery-style fundraiser, or gaming activity using the Association's name, logo, dancers, programs, or community reputation without prior approval.

3. Definition of Charitable Gaming

For the purpose of this policy, charitable gaming includes any activity where participants provide payment or consideration for a chance to win a prize. In Manitoba, the Liquor, Gaming and Cannabis Authority of Manitoba explains that if a game has a cost to enter or play, a chance to win, and a prize, it is considered gambling and requires a licence.

Examples may include:

- Raffles
- 50/50 draws

- Prize draws
- Calendar draws
- Online raffles, where legally permitted and properly licensed
- Bingo
- Breakopen tickets
- Sports drafts
- Other lottery-style fundraising activities

4. Licensing Requirement

All charitable gaming or raffle activities must comply with applicable Manitoba licensing requirements before they are advertised, tickets are sold, funds are collected, or prizes are awarded.

The LGCA licenses charitable and religious organizations to conduct raffles in Manitoba under section 207(1)(b) of the Criminal Code of Canada. Organizations that have never been licensed, or have not held a licence in three years or more, may need to submit background information to confirm eligibility before applying.

The Association must not operate a raffle or charitable gaming activity unless the required licence has been obtained and all licence terms and conditions can be followed.

5. Eligibility

Only eligible organizations may apply for a charitable gaming event licence. The LGCA states that only charitable or religious organizations are eligible to apply for charitable gaming event licences.

Before planning a gaming activity, the Board or designated lead must confirm:

- The Association is eligible to apply.
- The proposed activity qualifies for the intended licence type.
- The proposed use of funds is permitted.
- The activity can be managed according to all licence conditions.
- The Association has enough volunteers, financial controls, and administrative capacity to run the activity properly.

6. Approval Before Planning or Promotion

All charitable gaming or raffle activities must be approved by the Board of Directors before planning, advertising, ticket sales, or collection of funds begins.

A proposal should include:

- Type of raffle or gaming activity.
- Purpose of the fundraiser.
- Proposed date and location.
- Ticket price and number of tickets.
- Prize description and value.
- Estimated expenses and expected revenue.
- Proposed use of proceeds.
- Person responsible for the activity.
- Volunteer needs.
- Licence requirements.
- Payment collection method.
- Draw procedures.
- Recordkeeping plan.
- Risk or compliance concerns.

The Board may approve, decline, modify, or place conditions on any proposed gaming activity.

7. Licence Application Process

The Board may assign responsibility for licence applications to the Fundraising Coordinator, Treasurer, Executive Director, President, or another approved individual.

The assigned person must ensure that:

- The correct licence type is identified.
- Eligibility requirements are reviewed.
- The application is submitted before required deadlines.
- Required supporting documents are complete and accurate.
- Licence terms and conditions are reviewed before the activity begins.
- The licence is kept on file.
- Any required reports are completed and submitted.

The LGCA's MyLGCA system allows organizations to apply for raffles and charitable event licences online and manage permit and reporting history.

8. Municipal Raffle Licensing

For some smaller raffles, local gaming authorities such as municipalities may be able to issue licences. The LGCA notes that municipalities, local government districts, and incorporated communities may license charitable and religious organizations within their boundaries to hold raffles where total prizes for each raffle do not exceed \$3,000.

Before relying on municipal licensing, the Association must confirm that the proposed raffle qualifies and that the appropriate local authority is authorized to issue the licence.

9. Use of Funds

Funds raised through charitable gaming must be used only for approved purposes. The LGCA states that funds raised through charitable gaming must be used for purposes such as education, religion, health, relieving poverty, or benefiting the community by promoting sports, recreation, culture, or other areas considered appropriate by the LGCA.

Approved uses for the Association may include:

- Dance programming
- Financial accessibility
- Facility improvements
- Equipment and supplies
- Recital or performance costs
- Competition or festival costs
- Community outreach
- Training, workshops, or dancer development
- Other Board-approved nonprofit purposes permitted by the licence

Gaming proceeds must not be used for personal gain or purposes outside the approved licence.

10. Ticket Sales and Promotion

Ticket sales and promotional materials must be accurate, respectful, and consistent with the licence conditions.

Promotional materials should include information required by the licence, which may include:

- Name of the Association
- Licence number
- Ticket price
- Number of tickets available

- Prize description
- Draw date, time, and location
- How winners will be selected
- How winners will be contacted
- Any eligibility limits
- Responsible contact person

No raffle or gaming activity may be advertised before the required licence has been approved, unless permitted by the licensing authority.

11. Online Raffles and Social Media

Online raffles, electronic ticketing, social media promotion, and digital payment methods must not be used unless permitted under the applicable licence and platform requirements.

The LGCA states that online raffles, including raffles on social media, are not allowed under a social occasion raffle licence.

Before using online tools, the Association must confirm that the licence permits the format and that ticketing, payment, draw, and reporting methods comply with all requirements.

12. Prizes

Prizes must be clearly described and approved before ticket sales begin. Prize values should be accurate and supported by receipts, invoices, donation letters, or fair market value estimates where appropriate.

The Association must ensure that:

- Prizes are obtained before the draw or otherwise guaranteed.
- Prize descriptions are not misleading.
- Donated prizes are documented.
- Restricted or age-limited prizes are avoided unless legally permitted and appropriate.
- Prize substitutions are not made unless allowed by the licence and approved by the Board.

13. Draw Procedures

Draws must be conducted fairly, transparently, and according to the licence terms.

The Association should ensure that:

- Tickets are tracked and accounted for.

- Draw procedures are documented.
- At least two responsible individuals are present for the draw where practical.
- Winners are recorded.
- Prizes are awarded as advertised.
- Any unclaimed prizes are handled according to licence requirements.
- Draw results are communicated as required.

14. Handling of Funds

All funds from charitable gaming activities must be handled carefully and recorded accurately.

Expectations include:

- Funds must be submitted by stated deadlines.
- Cash should be counted by two people where practical.
- Ticket sales must be tracked.
- Funds must be deposited into Association accounts promptly.
- Personal bank accounts must not be used.
- Expenses must be documented with receipts.
- Net proceeds must be calculated accurately.
- Gaming funds must be tracked separately if required by licence conditions.
- Required reports must be completed by the deadline.

15. Expenses

Expenses related to raffles or charitable gaming must be approved and documented.

Possible expenses may include:

- Licence fees
- Ticket printing
- Online raffle platform costs, if approved
- Prize costs
- Advertising or promotional materials
- Payment processing fees
- Event supplies

Expenses must be reasonable and consistent with the approved fundraising plan and licence requirements.

16. Records and Reporting

The Association must maintain accurate records for each raffle or gaming activity.

Records may include:

- Board approval
- Licence application and approved licence
- Ticket numbers and sales records
- Names of ticket sellers, where applicable
- Prize descriptions and values
- Donor information for donated prizes
- Revenue received
- Expenses paid
- Bank deposits
- Winner information
- Draw details
- Required licence reports
- Communication with the licensing authority

Records must be retained according to the Association's record-keeping policy and any licensing requirements.

17. Roles and Responsibilities

The Board of Directors is responsible for oversight of charitable gaming activities.

The Fundraising Coordinator may coordinate the activity, volunteers, promotion, ticket distribution, and family communication.

The Treasurer is responsible for supporting financial tracking, deposits, expense records, and reporting to the Board.

The President, Executive Director, or another approved person may support licence applications, compliance, and communication with the licensing authority.

Volunteers and families may assist only under the direction of the approved raffle or gaming lead.

18. Prohibited Activities

The Association will not:

- Run an unlicensed raffle or gaming activity.
- Sell tickets before licence approval.
- Use gaming proceeds for unapproved purposes.
- Use personal bank accounts for gaming funds.
- Misrepresent prizes, odds, ticket numbers, or draw details.
- Change licence terms without proper approval.
- Allow unauthorized individuals to run gaming activities on behalf of the Association.
- Use social media or online raffle formats unless legally permitted and approved.
- Award prizes in a way that is unfair, undocumented, or inconsistent with the licence.

19. Conflict of Interest

Any real, potential, or perceived conflict of interest must be disclosed.

A conflict may arise if:

- A Board member, staff member, volunteer, or family member provides paid services or prizes.
- A person involved in the draw may benefit from the raffle.
- A vendor or sponsor relationship creates personal benefit.
- A prize donor expects special treatment.

The Board will determine how the conflict should be managed. Individuals with a conflict may be excluded from decision-making or draw procedures.

20. Cancellation or Changes

A raffle or charitable gaming activity may be cancelled, postponed, or changed only if permitted by the licence and approved by the Board or licensing authority where required.

No changes to licence terms should be made without proper written approval. Manitoba guidance states that no changes to the terms or conditions of a raffle licence are valid unless requested in writing and made in writing.

21. Breach or Non-Compliance

Any concern about raffle or gaming compliance must be reported immediately to the President, Treasurer, Fundraising Coordinator, Executive Director, or Board.

The Board will review the concern and may:

- Stop ticket sales.
- Contact the licensing authority.
- Correct records or procedures.
- Notify affected participants if needed.
- Cancel or postpone the activity.
- Improve training or controls.
- Take disciplinary or corrective action where appropriate.

22. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Manitoba licensing requirements, Association fundraising practices, nonprofit obligations, and risk management needs.

Cash Handling Policy

1. Purpose

The purpose of this policy is to ensure that all cash, cheques, and other payments received by Stoney Brook Dance Nonprofit Association Inc. are collected, recorded, stored, deposited, and reconciled in a secure, accurate, and transparent manner.

As a nonprofit organization, the Association is responsible for protecting funds, reducing financial risk, maintaining accurate records, and ensuring that all money received is used for approved Association purposes.

2. Scope

This policy applies to all money collected on behalf of the Association, including:

- Tuition and registration payments
- Costume, recital, competition, and program fees
- Fundraising proceeds
- Donations and sponsorships
- Birthday party or rental payments
- Merchandise or apparel sales
- Ticket sales
- Raffle or charitable gaming proceeds
- Workshop, camp, or event fees
- Any other cash, cheque, or payment received on behalf of the Association

This policy applies to Board members, staff, instructors, volunteers, committee members, parents/guardians, and any other person authorized to collect or handle Association funds.

3. General Principles

All money collected on behalf of the Association must be:

- Handled honestly and responsibly.
- Recorded accurately.
- Secured promptly.
- Deposited as soon as reasonably possible.
- Supported by documentation.

- Used only for approved Association purposes.
- Kept separate from personal funds.
- Reviewed or reconciled by an appropriate person.

Personal bank accounts must not be used to collect or hold Association funds.

4. Authorization to Handle Funds

Only individuals approved by the Board, Treasurer, Executive Director, Fundraising Coordinator, or designated event lead may collect or handle money on behalf of the Association.

Authorized individuals may include:

- Treasurer
- President or Vice President
- Executive Director
- Fundraising Coordinator
- Event or committee lead
- Approved staff or volunteers
- Approved Board members

Individuals collecting funds must follow this policy and any instructions specific to the activity or event.

5. Cash Collection

Whenever cash is collected, the following practices should be followed:

- Cash should be counted in a secure location.
- Cash should be counted by two people where practical.
- A cash count form, tally sheet, sales record, or deposit record should be completed.
- The amount collected should be recorded by category or purpose.
- Cash should be placed in a secure envelope, cash box, or locked location until deposited.
- Cash should never be left unattended.
- Cash should not be taken home unless approved and only when no safer option is available.
- Cash should be deposited as soon as reasonably possible.

Where two-person counting is not practical, the person collecting the cash must provide clear documentation and submit funds promptly.

6. Cheques

Cheques must be made payable to Stoney Brook Dance Nonprofit Association Inc. unless otherwise directed by the Treasurer or Board.

Cheques should be recorded and deposited promptly. The record should include:

- Date received
- Payer name
- Amount
- Purpose of payment
- Dancer or family account, if applicable
- Person who received the cheque

Cheques must not be cashed by individuals.

7. Electronic Payments

Electronic payments, including e-transfers, online payments, or point-of-sale payments, should be directed only to approved Association accounts.

Electronic payments should be recorded with enough detail to identify:

- Date received
- Payer name
- Amount
- Purpose of payment
- Dancer or family account, if applicable
- Related fundraiser, event, or invoice

Families should be asked to include the dancer's name and payment purpose in the payment note whenever possible.

8. Receipts and Documentation

Receipts or payment confirmations should be provided where appropriate, especially for cash payments, donations, rentals, birthday parties, fundraising proceeds, or event sales.

All payments made in cash must be added to the Cash Collection Tracking excel spreadsheet.

Records may include:

- Receipt books
- Payment logs
- Deposit summaries
- Fundraising order forms
- Ticket sales records
- Cash count sheets
- E-transfer records
- Registration software reports
- Bank deposit slips
- Sales summaries

All documentation must be submitted to the Treasurer, Executive Director, or designated financial contact.

9. Cash Boxes and Float Money

Cash boxes or float money may be used for events, ticket sales, merchandise sales, concessions, or fundraising activities.

Before the event:

- The starting float must be recorded.
- The person responsible for the cash box must be identified.
- Cash handling instructions should be provided.

After the event:

- The ending cash amount must be counted.
- The starting float must be separated from proceeds.
- Sales or collection totals must be recorded.
- Cash should be counted by two people where practical.
- Funds must be submitted for deposit promptly.

Float money remains Association property and must be returned after the event.

10. Deposits

Funds should be deposited into the Association's bank account as soon as reasonably possible.

Deposit records should include:

- Date of deposit
- Amount deposited
- Source or purpose of funds
- Breakdown of cash, cheques, and electronic payments where applicable
- Name of person preparing the deposit
- Name of person making the deposit, if different
- Supporting documentation

Where possible, deposits should be reconciled to payment records, sales records, or cash count sheets.

11. Separation of Duties

Where practical, the Association will separate financial duties to reduce risk.

This may include having different people responsible for:

- Collecting funds
- Counting cash
- Preparing deposits
- Making deposits
- Recording payments in accounts
- Reconciling bank statements
- Approving expenses or refunds

In smaller volunteer settings where full separation is not possible, additional documentation, Board review, or Treasurer oversight should be used.

12. Fundraising and Event Money

All money collected through fundraisers, events, raffles, ticket sales, or merchandise sales must be handled according to this policy.

The event or fundraising lead is responsible for ensuring that:

- Funds are tracked.
- Order forms or sales records are retained.
- Cash is secured.
- Money is submitted by the deadline.
- Expenses are documented.

- Final totals are reported to the Treasurer or Board.

For raffles or charitable gaming activities, additional licensing, reporting, and tracking requirements may apply.

13. Donations and Sponsorships

Donations and sponsorship funds must be recorded separately from other income where practical.

Records should include:

- Donor or sponsor name
- Date received
- Amount or estimated value
- Purpose or restriction, if any
- Recognition promised, if any
- Whether a thank-you letter or acknowledgement was sent

The Association must not issue charitable tax receipts unless it is legally authorized to do so.

14. Refunds and Returned Payments

Refunds must be approved according to the Association's refund, withdrawal, payment, or financial policies.

Refunds should be documented and should identify:

- Name of recipient
- Amount refunded
- Reason for refund
- Original payment method, if available
- Date approved
- Person approving the refund
- Date paid

Returned cheques, declined payments, failed e-transfers, or chargebacks must be reported to the Treasurer or Executive Director and followed up promptly.

15. Prohibited Practices

The following are not permitted:

- Using Association funds for personal expenses.
- Borrowing from Association cash.
- Mixing personal funds with Association funds.
- Holding Association money in personal bank accounts.
- Leaving cash unattended or unsecured.
- Failing to report money collected.
- Failing to submit funds by the required deadline.
- Altering financial records.
- Keeping undocumented cash.
- Approving one's own refund, reimbursement, or payment adjustment.

16. Shortages, Overages, or Errors

Any cash shortage, overage, missing money, incorrect payment, or record discrepancy must be reported promptly to the Treasurer, Executive Director, President, or Board-designated contact.

The Association will review the issue and may:

- Correct the record.
- Reconcile the payment.
- Contact the payer if needed.
- Improve procedures.
- Provide additional training.
- Report concerns to the Board.
- Take corrective action if misconduct is suspected.

Errors should be reported honestly and promptly.

17. Security

Funds must be protected from loss, theft, or misuse.

Security practices may include:

- Using locked cash boxes.
- Limiting the number of people handling money.
- Keeping cash out of public view.

- Depositing funds promptly.
- Using secure electronic payment systems.
- Restricting banking access to authorized individuals.
- Keeping financial records in secure locations.
- Avoiding unnecessary cash collection where electronic payment is available.

18. Record Retention

Cash handling records must be retained according to the Association's record-keeping and document retention policy.

Records may include receipts, cash count sheets, deposit slips, event summaries, fundraising records, bank statements, refund records, and financial reports.

19. Reporting Concerns

Any suspected theft, fraud, misuse of funds, missing money, unauthorized payment, or serious cash handling concern must be reported immediately to the Treasurer, President, Executive Director, or Board of Directors.

The Board will review concerns confidentially and may seek professional, legal, insurance, or accounting advice where appropriate.

20. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's financial practices, fundraising activities, nonprofit responsibilities, and risk management needs.

Financial Reporting Policy

1. Purpose

The purpose of this policy is to establish clear expectations for financial reporting at Stoney Brook Dance Nonprofit Association Inc. Financial reporting supports transparency, accountability, responsible decision-making, and long-term nonprofit sustainability.

This policy ensures that the Board of Directors receives accurate and timely financial information and that members receive appropriate financial updates in accordance with the Association's bylaws, policies, and legal obligations.

2. Scope

This policy applies to financial reporting related to all Association activities, including:

- Tuition, registration, and program fees
- Costume, recital, competition, and Intensive Program fees
- Fundraising proceeds
- Donations, sponsorships, and grants
- Studio rentals and birthday parties
- Account credits and financial accessibility supports
- Payroll, contractor payments, and honorariums
- Expense claims and reimbursements
- Facility, equipment, and operating expenses
- Restricted or designated funds
- Year-end financial reporting

3. Guiding Principles

Financial reports should be:

- **Accurate:** Based on reliable records and current financial information.
- **Timely:** Shared with the Board at regular intervals.
- **Clear:** Presented in a format that Board members can understand.
- **Complete:** Including enough detail to support decision-making.
- **Confidential:** Protecting personal, family, staff, donor, and financial information.
- **Mission-aligned:** Helping the Association use funds responsibly for its nonprofit purpose.

4. Board Responsibility

The Board of Directors is responsible for reviewing financial reports and using the information to make informed governance decisions.

The Board is responsible for:

- Reviewing financial updates regularly.
- Asking questions where information is unclear.
- Monitoring the Association's financial health.
- Reviewing income, expenses, cash flow, and budget variances.
- Ensuring financial concerns are addressed promptly.
- Ensuring funds are used for approved nonprofit purposes.
- Reviewing year-end financial statements.
- Sharing appropriate financial information with members at the Annual General Meeting.

The Board may delegate report preparation to the Treasurer, Executive Director, bookkeeper, accountant, or another approved person, but the Board remains responsible for oversight.

5. Treasurer Responsibilities

The Treasurer is responsible for supporting financial reporting to the Board.

The Treasurer may be responsible for:

- Preparing or coordinating regular financial reports.
- Reviewing financial records for accuracy.
- Presenting financial updates at Board meetings.
- Identifying major variances, risks, or concerns.
- Supporting budget-to-actual reporting.
- Reporting on restricted or designated funds.
- Supporting year-end financial statements.
- Working with the Executive Director, bookkeeper, accountant, or auditor as needed.

The Treasurer should bring urgent financial concerns to the Board as soon as reasonably possible.

6. Executive Director Responsibilities

Where an Executive Director is appointed, the Executive Director may support financial reporting by providing operational and administrative information.

This may include:

- Tuition and registration revenue updates.
- Family account balances.
- Payment plan status.
- Competition, recital, costume, rental, and event fee tracking.
- Contractor or staff payment information.
- Grant, sponsorship, or donation updates.
- Operational expense information.
- Upcoming financial commitments.
- Issues affecting cash flow or budget planning.

7. Regular Board Financial Reports

Financial reports should be provided to the Board on a regular basis, preferably at each regular Board meeting or at least quarterly.

Reports may include:

- Current bank balances.
- Income and expense summary.
- Budget-to-actual comparison.
- Cash flow update.
- Accounts receivable or outstanding family balances.
- Accounts payable or unpaid invoices.
- Fundraising revenue and expenses.
- Grant, donation, and sponsorship updates.
- Restricted or designated fund balances.
- Expense claim summary.
- Major upcoming expenses.
- Financial risks, concerns, or recommendations.

The level of detail may vary depending on the size of the Association, timing in the dance season, and current financial activity.

8. Budget-to-Actual Reporting

The Board should receive budget-to-actual reports during the year to compare actual income and expenses against the approved budget.

Significant differences should be explained to the Board. Variances may occur due to:

- Enrollment changes.
- Unexpected expenses.
- Fundraising results.
- Grant or sponsorship outcomes.
- Competition, recital, or costume costs.
- Facility or insurance changes.
- Program cancellations or additions.
- Payment delays or outstanding balances.

Budget-to-actual reporting helps the Board adjust plans and manage risk.

9. Restricted and Designated Funds Reporting

Funds received or collected for a specific purpose must be tracked and reported separately where practical.

Restricted or designated funds may include:

- Grant funds.
- Donations for a specific purpose.
- Sponsorships.
- Fundraising for a specific program or project.
- Financial accessibility funds.
- Competition or travel fundraising.
- Costume or recital funds.

Reports should identify the amount received, amount spent, remaining balance, and any restrictions or deadlines connected to the funds.

10. Fundraising Reporting

The Board should receive financial updates on fundraising activities.

Fundraising reports may include:

- Fundraiser name and purpose.

- Gross revenue.
- Expenses.
- Net proceeds.
- Credits applied to family accounts, if applicable.
- Funds designated for a specific program or purpose.
- Outstanding orders, payments, or reimbursements.
- Issues or lessons learned.

Fundraising reports should be prepared in partnership with the Fundraising Coordinator and Treasurer.

11. Grant, Donation, and Sponsorship Reporting

Grant, donation, and sponsorship funds must be tracked accurately and reported to the Board.

Reports should include:

- Funds received.
- Purpose or restrictions.
- Reporting requirements.
- Recognition commitments.
- Spending deadlines.
- Amount spent.
- Balance remaining.
- Any risks related to meeting funding obligations.

The Board should ensure that restricted funds are used according to donor, sponsor, or funder requirements.

12. Expense and Reimbursement Reporting

Expense claims and reimbursements should be reported or available for Board review.

Reports may include:

- Total expenses reimbursed.
- Expense categories.
- Large or unusual claims.
- Claims pending approval.

- Any claims denied or requiring clarification.
- Expenses paid to Board members, staff, volunteers, or contractors.

Individuals must not approve their own expense claims. Any conflict of interest must be disclosed.

13. Family Account and Payment Reporting

The Board may receive summary information about family account balances, outstanding fees, payment plans, or collections where needed for financial oversight.

Reports should avoid unnecessary disclosure of private family information. Individual family details should only be shared with those who require the information for an authorized purpose.

The Board may request more detailed information when needed to address financial risk, payment plan concerns, registration restrictions, or compassionate circumstances.

14. Year-End Financial Reporting

At the end of the fiscal year, the Treasurer, Executive Director, bookkeeper, accountant, auditor, or designated person will prepare year-end financial reports for Board review.

Year-end reporting may include:

- Annual income and expense statement.
- Balance sheet or statement of financial position.
- Bank balances.
- Budget-to-actual summary.
- Restricted fund summary.
- Outstanding receivables and payables.
- Summary of major financial risks or commitments.
- Notes for future planning.

The Board will review and approve year-end financial reports before they are presented to members, where required.

15. Annual General Meeting Reporting

Financial information will be presented to members at the Annual General Meeting in accordance with the bylaws and applicable requirements.

The AGM financial report should provide members with a clear and appropriate overview of the Association's financial position while protecting confidential information.

The report may include:

- Summary of annual income and expenses.
- Major revenue sources.
- Major expense categories.
- Fundraising and grant highlights.
- Facility or program investments.
- Financial challenges or priorities.
- Year-end financial position.

Private family account information, staff payment details, confidential donor information, and sensitive operational details should not be disclosed publicly.

16. Audit, Review, or Accountant Involvement

The Board will determine whether an audit, review engagement, compilation, or other accountant-prepared report is required by law, bylaws, funders, lenders, or Board decision.

Where an external accountant, auditor, or reviewer is used, the Board will ensure they receive the information needed to complete the work.

The Board will review any findings, recommendations, or concerns raised and take appropriate action.

17. Reporting Schedule

The Board may establish a financial reporting schedule. A typical schedule may include:

- Monthly or regular Board meetings: Treasurer update and current financial snapshot.
- Quarterly: Budget-to-actual review and cash flow update.
- After major fundraisers/events: Fundraising or event financial report.
- Before major decisions: Financial impact summary.
- Year-end: Annual financial statements and Board review.
- AGM: Member-facing financial report.

The reporting schedule may be adjusted based on the size of the Association and current financial activity.

18. Confidentiality

Financial reports may contain confidential information. Board members and anyone receiving financial reports must protect the confidentiality of:

- Family account balances.
- Payment plans or financial assistance.
- Staff, contractor, or payroll information.
- Donor or sponsor information.
- Vendor contracts.
- Legal, insurance, or financial risk matters.
- Internal Board discussions.

Confidential financial information must not be shared outside authorized channels.

19. Record Retention

Financial reports, supporting records, receipts, invoices, bank statements, budgets, and year-end documents must be stored securely and retained according to the Association's record-keeping and document retention policy.

20. Errors, Irregularities, or Concerns

Any suspected error, missing information, unauthorized transaction, financial irregularity, or concern about financial reporting must be reported promptly to the Treasurer, President, Executive Director, or Board.

The Board may review the matter, request clarification, correct records, improve procedures, or seek professional advice where appropriate.

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's financial practices, nonprofit responsibilities, bylaws, and reporting needs.

3. Dancer & Family Policies

The Family and Dancer Policies section outlines the expectations, responsibilities, and supports that help create a safe, respectful, organized, and positive dance experience for all participants at Stoney Brook Dance Nonprofit Association Inc. These policies are intended to help families understand how registration, attendance, communication, class participation, performances, costumes, withdrawals, studio etiquette, and dancer conduct are managed throughout the season.

Because the Association serves children, youth, and families, clear expectations are important for protecting dancer wellbeing, supporting instructors, reducing confusion, and maintaining a welcoming studio environment. Families and dancers are expected to follow these policies with kindness, respect, and accountability so that every dancer has the opportunity to learn, grow, build confidence, and feel included in the studio community.

Dancer Code of Conduct

1. Purpose

The purpose of this Dancer Code of Conduct is to establish clear expectations for behaviour, respect, professionalism, and participation within Stoney Brook Dance Non-Profit Association. This code is intended to promote a safe, inclusive, supportive, and positive environment where all dancers can learn, grow, and succeed.

2. Policy Statement

All dancers participating in Stoney Brook Dance programs are expected to conduct themselves in a respectful, responsible, and professional manner at all times. Dancers represent not only themselves, but also their teammates, instructors, and the organization as a whole.

Participation in classes, rehearsals, performances, competitions, and studio activities requires adherence to this Code of Conduct.

3. Respect for Others

Dancers are expected to:

- Treat instructors, staff, volunteers, peers, and families with respect and kindness
- Use appropriate language and behaviour at all times
- Support an inclusive and welcoming environment
- Refrain from bullying, harassment, discrimination, or intimidation of any kind
- Respect differences in ability, background, experience, and identity

Negative or disruptive behaviour toward others will not be tolerated.

4. Classroom Behaviour

Dancers are expected to:

- Arrive on time and prepared for class
- Listen attentively and follow instructor directions
- Participate fully and positively in all activities
- Remain focused and avoid disruptive behaviour
- Demonstrate respect for corrections and feedback
- Wait respectfully for turns and maintain awareness of others in the space

Food, gum, excessive talking, or inappropriate use of devices during class may not be permitted.

5. Attendance and Commitment

Dancers are expected to:

- Attend classes, rehearsals, and performances consistently
- Notify the studio of absences whenever possible
- Arrive on time and remain for the full duration of scheduled activities
- Practice choreography and assigned material as required
- Demonstrate commitment appropriate to their program level

Repeated lateness or absences may affect participation opportunities.

6. Dress Code and Appearance

Dancers must follow studio dress code requirements, including:

- Wearing appropriate dance attire and footwear
- Maintaining proper grooming standards for class and performances
- Wearing hair secured appropriately for safety and technique
- Bringing all required dance shoes and materials to class

Failure to meet dress code expectations may limit participation for safety reasons.

7. Safety Expectations

Dancers are responsible for helping maintain a safe environment by:

- Using equipment and studio spaces appropriately
- Following all safety instructions and policies
- Reporting injuries, unsafe conditions, or concerns immediately
- Refraining from attempting unsafe skills without instructor approval
- Respecting personal space and studio boundaries

8. Respect for Studio Property

Dancers are expected to:

- Treat studio facilities, equipment, costumes, and props with care
- Keep studio areas clean and organized
- Dispose of garbage properly
- Report damage or maintenance concerns promptly

Intentional damage to property may result in disciplinary action or financial responsibility.

9. Social Media and Public Representation

Dancers representing Stoney Brook Dance must:

- Use respectful and appropriate behaviour online
- Avoid posting harmful, offensive, or inappropriate content related to the studio or others
- Respect privacy of fellow dancers and staff
- Represent the studio positively at performances, competitions, and public events

Cyberbullying or inappropriate online conduct may result in disciplinary action.

10. Performance and Competition Conduct

During performances, competitions, and events, dancers are expected to:

- Demonstrate professionalism and teamwork
- Show respect to event staff, adjudicators, competitors, and audiences
- Follow all backstage and event procedures
- Maintain positive sportsmanship and attitude
- Support teammates and contribute to a positive environment

11. Disciplinary Action

Failure to comply with this Code of Conduct may result in:

- Verbal reminders or warnings
- Parent/guardian communication
- Temporary removal from class or activity
- Loss of participation opportunities
- Suspension or removal from programs in serious or repeated cases

Disciplinary decisions will be made at the discretion of studio leadership based on the nature and severity of the concern.

12. Shared Responsibility

The studio believes that positive behaviour is a shared responsibility between dancers, families, instructors, and leadership. Open communication, mutual respect, and accountability are essential to maintaining a healthy studio culture.

13. Policy Authority

This Dancer Code of Conduct is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and applies to all dancers participating in studio programming. The policy may be updated periodically to reflect organizational values, safety standards, and operational needs.

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Dance Family (Parent/Guardian) Code of Conduct

1. Purpose

The purpose of this Dance Family Code of Conduct is to establish clear expectations for parents, guardians, and family members participating in the Stoney Brook Dance community. This policy supports a respectful, positive, and collaborative environment that promotes dancer success, safety, and well-being.

2. Policy Statement

Stoney Brook Dance Non-Profit Association believes that a positive studio culture is built through mutual respect, communication, and shared responsibility between dancers, families, instructors, staff, and volunteers.

All parents, guardians, and family members are expected to conduct themselves in a respectful and supportive manner while participating in studio activities, events, competitions, performances, and communications.

3. Respectful Communication

Dance families are expected to:

- Communicate respectfully with instructors, staff, volunteers, dancers, and other families
- Address concerns calmly and constructively through appropriate channels
- Refrain from aggressive, hostile, discriminatory, or inappropriate language or behaviour
- Respect staff decisions, policies, and professional boundaries
- Allow instructors to focus on teaching during class times unless immediate concerns arise

Harassment, intimidation, or abusive behaviour toward any member of the studio community will not be tolerated.

4. Supportive Environment

Families play an important role in supporting a healthy learning environment. Parents and guardians are expected to:

- Encourage positive sportsmanship and teamwork
- Support all dancers respectfully, not only their own child
- Avoid gossip, negative commentary, or divisive behaviour within the studio community

- Promote resilience, effort, and growth rather than comparison or competition between dancers
- Respect casting, placement, and choreography decisions made by faculty and leadership

5. Communication Procedures

To support effective communication:

- Families should use designated communication channels for questions or concerns
- Concerns regarding classes, placements, or policies should be addressed privately with appropriate staff
- Social media or public forums should not be used to air grievances or criticize the organization, staff, or dancers
- Reasonable response times should be expected for non-emergency communication

6. Attendance and Punctuality Responsibilities

Parents and guardians are responsible for:

- Ensuring dancers arrive on time and prepared for class
- Picking dancers up promptly after classes, rehearsals, and events
- Informing the studio of absences or late arrivals when possible
- Supporting dancers in meeting attendance and rehearsal commitments

7. Safety and Supervision

Families are expected to:

- Follow all studio safety procedures and facility policies
- Supervise younger children in waiting or common areas unless they are in class
- Respect restricted studio areas or backstage policies
- Ensure dancers are healthy and safe to participate in activities

8. Competition and Performance Conduct

At performances, competitions, and events, families are expected to:

- Demonstrate professionalism and positive sportsmanship
- Respect event staff, adjudicators, volunteers, and other studios
- Follow all venue rules and backstage procedures

- Support a positive and encouraging atmosphere for all dancers
- Avoid coaching, criticizing, or distracting dancers during rehearsals or performances

9. Social Media and Public Representation

Families representing Stoney Brook Dance are expected to:

- Use respectful and appropriate behaviour online
- Avoid posting harmful, offensive, or defamatory content about the studio or members of the dance community
- Respect the privacy of dancers, staff, and families
- Obtain permission before sharing sensitive or private information related to studio activities

Cyberbullying, harassment, or harmful online conduct may result in studio intervention or disciplinary action.

10. Financial and Policy Compliance

Families are expected to:

- Review and comply with studio policies, deadlines, and financial commitments
- Maintain accounts in good standing
- Meet costume, competition, and registration obligations within communicated timelines
- Ask questions proactively if clarification is needed regarding policies or expectations

11. Conflict Resolution

Stoney Brook Dance encourages respectful and solution-focused conflict resolution.

Families are encouraged to:

- Address concerns early and directly through appropriate channels
- Allow leadership the opportunity to investigate and respond to concerns fairly
- Support collaborative and respectful dialogue

12. Consequences for Misconduct

Failure to follow this Code of Conduct may result in:

- Verbal or written warnings
- Restrictions on participation in studio activities or events

- Meetings with studio leadership
- Removal from volunteer opportunities
- Suspension or termination of studio participation in serious or repeated cases

The organization reserves the right to take action necessary to protect the safety and well-being of the studio community.

13. Shared Commitment

By participating in Stoney Brook Dance programs, families acknowledge their role in helping create a respectful, inclusive, safe, and positive environment where all dancers can thrive artistically and personally.

14. Policy Authority

This Dance Family (Parent/Guardian) Code of Conduct is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect evolving organizational values, safety standards, and operational needs.

Studio Etiquette Policy

1. Purpose

The purpose of this policy is to help create a safe, respectful, organized, and welcoming studio environment for all dancers, families, instructors, staff, volunteers, and visitors. Studio etiquette supports positive learning, dancer confidence, smooth class transitions, and shared respect for the studio space.

2. General Expectations

All dancers and families are expected to treat the studio as a shared community space. Everyone using the studio is expected to:

- Speak and act respectfully.
- Follow instructions from instructors, staff, and studio representatives.
- Use safe and appropriate behaviour.
- Respect dancers, families, instructors, staff, volunteers, and guests.
- Keep shared spaces clean and tidy.
- Use only approved areas of the studio.
- Help create a positive environment where all dancers feel welcomed and included.

Bullying, harassment, discrimination, gossip, exclusion, aggressive behaviour, or disrespectful language will not be tolerated.

3. Arrival and Pick-Up

Dancers should arrive on time and prepared for class. Arriving a few minutes early allows dancers to change shoes, use the washroom, fill their water bottle, and be ready when class begins.

Families are responsible for ensuring dancers are picked up on time after class, rehearsal, or studio events. Younger dancers should not be left unattended before or after class unless supervision arrangements have been clearly communicated with and approved by the studio.

If a dancer will be late, absent, or picked up by someone different than usual, families should notify the studio as soon as possible.

4. Class Readiness

Dancers are expected to come to class ready to learn. This includes:

- Wearing the required dance attire or appropriate movement clothing per the dress code.
- Having the correct shoes per the dress code.

- Bringing a labelled water bottle.
- Having hair secured safely away from the face per the dress code.
- Using the washroom before class when possible.
- Leaving unnecessary items outside the dance space.
- Entering class with a positive and respectful attitude.

Dancers should avoid entering or leaving class repeatedly unless necessary.

5. Behaviour During Class

During class, dancers are expected to:

- Listen to the instructor.
- Follow directions the first time they are given.
- Stay focused on class activities.
- Try their best and participate with a positive attitude.
- Accept corrections respectfully.
- Avoid interrupting, talking over the instructor, or distracting others.
- Keep hands and feet to themselves.
- Treat classmates with kindness and encouragement.
- Ask respectful questions when they need help.

Dance is a learning process. Mistakes are expected and are part of growth.

We understand that dancers of different ages learn, communicate, and respond differently. Expectations for behavior will be applied in an age-appropriate manner, with instructors providing guidance, encouragement, and support that reflects each dancer's stage of development.

6. Parent and Guardian Etiquette

Parents and guardians play an important role in creating a positive studio culture. Families are expected to:

- Speak respectfully about dancers, instructors, staff, volunteers, and other families.
- Support their dancer's effort, growth, and enjoyment of dance.
- Avoid comparing dancers.
- Allow instructors to teach, correct, and guide dancers during class.
- Avoid entering studios or interrupting classes unless invited by the instructor.

- Address questions or concerns through the appropriate communication channels.
- Avoid discussing concerns in front of dancers or in public studio spaces.
- Respect decisions related to choreography, casting, costumes, class placement, and artistic direction.

Concerns should be brought forward respectfully and at an appropriate time.

7. Waiting Areas and Common Spaces

Waiting areas, hallways, washrooms, dressing areas, and common spaces should be kept clean, safe, and respectful.

Families and dancers are expected to:

- Keep noise at a reasonable level.
- Clean up after themselves.
- Use garbage and recycling bins.
- Keep walkways and entrances clear.
- Avoid running, rough play, or climbing on furniture.
- Respect classes that are in progress.
- Supervise siblings and young children.
- Leave furniture and studio property in place unless given permission to move it.

The student lounge is restricted to dancers aged 10 & up, and it should be used respectfully and kept tidy.

8. Food, Drinks, and Gum

Water is permitted in dance spaces. Food, drinks other than water, and gum are not permitted on dance floors.

Food and snacks may only be eaten in designated areas. Families and dancers are responsible for cleaning up all food, wrappers, containers, spills, and crumbs.

For allergy and cleanliness reasons, families are asked to be mindful of food brought into the studio and to follow any allergy-related instructions provided by the studio.

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.

9. Footwear and Dance Floors

Outdoor shoes must be removed and placed neatly on the provided shelving in the entryway to the studio.

Outdoor shoes are not permitted on dance floors. Dancers should change into appropriate dance shoes, clean indoor shoes, socks, or bare feet as directed by the dress code, instructor or studio.

Shoes that mark, scratch, damage, or dirty the floor must not be worn in dance spaces.

Families and visitors should avoid walking on dance floors unless invited or approved by staff.

10. Personal Belongings

Dancers are responsible for their belongings. Families are encouraged to label all dance shoes, bags, water bottles, jackets, costume pieces, and personal items.

Personal items should be stored neatly in designated areas and should not block entrances, hallways, or dance spaces.

The studio is not responsible for lost, stolen, damaged, or misplaced items.

11. Phones and Electronic Devices

Dancers should silence or turn off phones and electronic devices during class. Devices should not be used during class unless approved by the instructor for a specific purpose.

Photos or videos may not be taken during class, rehearsals, dressing room time, or private studio activities unless approved by the instructor or studio and consistent with media and privacy policies.

12. Respect for Studio Property

Dancers, families, and guests must treat all studio property with care, including:

- Floors
- Mirrors
- Barres
- Mats
- Props
- Costumes
- Sound equipment
- Furniture
- Washrooms
- Waiting areas

- Office and storage spaces

Damage, spills, broken equipment, or safety concerns should be reported to an instructor or studio representative as soon as possible.

Families may be responsible for damage caused by unsafe, careless, or inappropriate use of studio property.

13. Safety

Dancers are expected to follow all safety rules and instructor directions. Unsafe behaviour, including running, pushing, climbing, throwing objects, misusing equipment, or attempting skills without instruction, is not permitted.

Dancers should notify an instructor if they feel unwell, dizzy, injured, or unsafe.

Parents/guardians should inform the studio of any medical, emotional, accessibility, or safety needs that may affect participation.

14. Respect for Privacy

Families and dancers must respect the privacy of others. This includes not sharing personal information, photos, videos, or private conversations about other dancers, families, instructors, or staff without permission.

Dressing rooms, washrooms, and changing areas are private spaces. Photos and videos are not permitted in these areas.

15. Performances and Events

At rehearsals, performances, competitions, and studio events, dancers and families are expected to represent Stoney Brook Dance Nonprofit Association Inc. respectfully.

This includes arriving on time, following schedules, being prepared with required items, respecting venue rules, supporting all dancers, and demonstrating positive sportsmanship.

16. Addressing Concerns

If a concern arises, families are asked to communicate respectfully and through appropriate channels. Concerns should not be raised during class time, in front of dancers, backstage, in dressing areas, or through public or social media comments.

The studio will make reasonable efforts to address concerns in a respectful and confidential manner.

17. Accountability

Failure to follow studio etiquette expectations may result in reminders, parent/guardian communication, written warnings, restrictions on participation, removal from a studio space or event, or other action deemed appropriate by the studio.

The goal of accountability is to protect the safety, wellbeing, and positive experience of all dancers and families.

18. Policy Review

This policy will be reviewed periodically and updated as needed to support a safe, respectful, and welcoming studio environment.

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Registration Policy

1. Purpose

The purpose of this policy is to provide clear and consistent expectations for registration at Stoney Brook Dance Nonprofit Association Inc. Registration helps the studio plan classes, confirm dancer placement, manage class sizes, communicate with families, collect required information, and ensure dancers are enrolled in programming that is safe, appropriate, and supportive.

2. Registration Eligibility

Registration is open to dancers of all ages, backgrounds, abilities, identities, and experience levels, subject to class availability and appropriate placement.

Stoney Brook Dance Nonprofit Association Inc. is committed to providing an inclusive and welcoming environment where dancers can learn, grow, build confidence, and experience the joy of dance.

3. Registration Periods

Registration for the dance season will typically open before the start of the season and will remain open until classes are full or registration closes.

Returning dancers may be offered priority registration where possible. New dancers are welcome to register based on class availability.

Registration Deadline – October 15

To support the success of all dancers, registration for our regular season classes closes on October 15. This allows dancers to benefit from a consistent learning experience from the beginning of the season and ensures classes can progress together at an appropriate pace.

As the season advances, dancers build upon skills learned in previous weeks, making it increasingly difficult for new participants to join successfully. Establishing a registration deadline helps maintain a positive and supportive environment for both new and returning dancers.

We welcome families to watch for future short sessions, camps, and special programs that may accept registrations throughout the year.

4. Registration Requirements

Registration is not considered complete until all required steps have been submitted and approved. This may include:

- Completed registration form

- Parent/guardian contact information
- Emergency contact information
- Relevant medical, allergy, accessibility, or accommodation information
- Signed waivers and consent forms
- Agreement to studio policies and codes of conduct
- Payment of required fees or approval of a payment plan
- Any program-specific forms or requirements

Families are responsible for ensuring that all registration information is accurate and kept up to date throughout the season.

5. Class Placement

Class placement is based on factors such as age, experience, skill level, safety, maturity, class capacity, instructor recommendation, and dancer readiness.

The studio may recommend a different class or level if it believes another placement would better support the dancer's growth, confidence, safety, or success.

Final placement decisions are made by the studio, Artistic Director, and/or teaching team. Families are asked to respect placement decisions, as they are made with the dancer's best interests and overall class environment in mind.

See Class Placement Policy for full details.

6. Class Capacity and Waitlists

Class sizes may be limited to support quality instruction, dancer safety, available space, and appropriate supervision.

Once a class is full, dancers may be placed on a waitlist. Families will be contacted if a space becomes available.

The studio may choose to open, combine, split, cancel, or adjust classes based on registration numbers, instructor availability, dancer needs, or operational considerations.

7. Fees and Payment

Families are responsible for paying all required registration, tuition, costume, recital, competition, workshop, Intensive Program, or other approved studio fees by the stated deadlines.

Registration is not complete until required payments have been made or a payment plan has been approved.

Families with outstanding balances may not be permitted to register for additional classes, receive costumes, participate in performances or competitions, or continue in

programming until the account is brought into good standing or an approved arrangement has been made.

8. Payment Plans and Financial Accessibility

Families who need payment support are encouraged to contact the studio as early as possible. Payment plans, fundraising opportunities, account credit opportunities, or referrals to external funding programs may be available, depending on the season and circumstances. See Financial Accessibility policy for full details.

Requests for financial support or payment arrangements will be handled respectfully and confidentially.

9. Changes to Registration

Families who wish to request a class change, add a class, withdraw from a class, or update registration information must contact the studio in writing, which may require additional form completion.

Class changes are subject to availability, appropriate placement, instructor recommendation, and approval by the studio.

Additional fees may apply when adding classes or changing programs.

10. Withdrawals

Families wishing to withdraw a dancer from a class or program must provide written notice to the studio and complete a Class Withdrawal form.

Verbal notice to an instructor, missed classes, or non-attendance does not automatically count as withdrawal.

Refunds, credits, or remaining balances will be handled according to the studio's Refund and Withdrawal Policy.

11. Medical, Allergy, and Accessibility Information

Families must provide relevant medical, allergy, injury, emergency, accessibility, or accommodation information at the time of registration and must update the studio if anything changes during the season.

This information helps instructors and studio leadership support dancer safety and participation. Medical and personal information will be handled respectfully and shared only with those who need it for an authorized studio purpose.

12. Consent and Policy Agreement

By registering, families agree to follow all applicable studio policies, including but not limited to:

- Dancer and parent/guardian codes of conduct

- Studio etiquette expectations
- Attendance and cancellation policies
- Tuition and payment policies
- Refund and withdrawal policies
- Illness and injury policies
- Privacy, photo, video, and media policies
- Costume and performance expectations
- Intensive Program policies, where applicable

Families are responsible for reviewing studio policies and asking questions if clarification is needed.

13. Intensive Program Registration

Registration in the Intensive Program may involve additional requirements, including audition or assessment, placement approval, attendance expectations, competition commitments, additional fees, team-building activities, costumes, travel, and program-specific policies.

Placement in the Intensive Program is not guaranteed and is determined by the studio and teaching team.

14. Communication

Families must provide current contact information and regularly check studio communication. Important registration, schedule, payment, costume, performance, and policy information may be shared by email, studio software, or other approved communication methods such as WhatsApp or text message.

Families are responsible for ensuring they receive and read studio communications.

15. Registration Refusal or Removal

The studio may refuse or cancel registration where:

- A class is full
- A dancer is not appropriately placed
- Required forms or consents are incomplete
- Fees are unpaid and no payment arrangement is approved
- A family or dancer does not follow studio policies
- There are safety, behavioural, or operational concerns

- The program is cancelled or changed by the studio

The studio will make reasonable efforts to communicate concerns and possible options where appropriate.

16. Policy Review

This policy will be reviewed periodically and updated as needed to support clear registration practices, fair access, dancer safety, and responsible studio operations.

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Class Placement Policy

1. Purpose

The purpose of this policy is to explain how dancers are placed in classes at Stoney Brook Dance Nonprofit Association Inc. Class placement decisions are made to support dancer safety, confidence, learning, technical growth, and a positive classroom environment.

2. Placement Principles

Class placement is based on what will best support the dancer's development and success. The studio recognizes that dancers grow at different rates and may have different strengths, goals, learning styles, and levels of experience.

Placement decisions are guided by:

- Dancer age
- Previous dance experience
- Technical ability and foundational skills
- Physical readiness and safety
- Maturity, focus, and independence
- Confidence and emotional readiness
- Ability to participate safely in the class
- Instructor recommendation
- Class size and availability
- Overall fit within the class or program

Placement is not based only on age or years of dance experience.

3. Recreational Class Placement

Recreational class placement is intended to help dancers learn in an environment that is safe, enjoyable, and appropriately challenging.

Families may register for classes based on the available class descriptions, age ranges, and schedule. The studio may recommend a different class if the registered class does not appear to be the best fit for the dancer's current stage of development.

If a dancer would be better supported in another level, style, or class, the studio will communicate with the family and recommend an appropriate option where available.

4. Intensive Program Placement

Placement in the Intensive Program may involve an audition, assessment, teacher recommendation, or review by the teaching team.

Intensive Program placement may consider:

- Technique and foundational skills
- Strength, flexibility, coordination, and control
- Musicality and performance quality
- Ability to learn and retain choreography
- Focus, effort, and work ethic
- Attendance and commitment
- Attitude, teamwork, and respect for others
- Readiness for increased training, competition, and performance expectations
- Dancer wellbeing and emotional readiness

Placement in the Intensive Program is not guaranteed and may change from season to season based on dancer readiness, program needs, and teaching team recommendations.

5. Placement Decisions

Placement decisions are made by the Artistic Director, instructors, and/or teaching team. The studio may consult class history, audition results, prior teacher feedback, attendance, dancer goals, and overall readiness before making placement decisions.

No single factor determines placement. The goal is to place each dancer where they can grow, feel supported, and participate safely and confidently.

Final placement decisions rest with the studio.

6. Class Changes

The studio may recommend or require a class change if it becomes clear that a dancer would be better supported in a different level, age group, style, or program.

Class changes may occur when:

- A dancer would benefit from a more challenging class.
- A dancer needs more time to build foundational skills.
- A class is not developmentally or technically appropriate.
- Safety concerns arise.
- Class size or scheduling requires adjustment.
- The dancer's confidence or wellbeing would be better supported elsewhere.

Families may also request a class change, but changes are subject to availability, placement appropriateness, schedule, and studio approval.

7. Trial or Observation Period

The studio may use a trial or observation period to confirm whether a class is the right fit. During this time, instructors may observe the dancer's readiness, confidence, focus, technical level, and ability to participate safely.

If a change is recommended after the observation period, the studio will communicate with the family and help identify suitable options where possible.

8. Parent/Guardian Role

Parents and guardians are important partners in supporting dancer growth. Families are encouraged to share relevant information about their dancer's experience, goals, confidence, learning needs, injuries, or concerns.

Families are asked to respect the professional judgment of instructors and the Artistic Director regarding placement decisions. Placement decisions are made with the dancer's best interests, class safety, and overall learning environment in mind.

9. Dancer Wellbeing

The studio will consider dancer wellbeing when making placement decisions. A class should challenge dancers while still allowing them to feel supported, encouraged, and capable of growth.

Being placed in a particular class or level is not a reflection of a dancer's worth, talent, or potential. Dancers develop at different times, and placement may change as they grow.

10. Communication of Placement Decisions

Placement recommendations or changes will be communicated respectfully to families. Class placement for the following dance season will generally be shared through the dancer's year-end report card, where families will receive information about recommended classes, levels, or program pathways.

Where appropriate, the studio may provide general feedback about the reason for a placement decision and areas for continued growth.

Families with questions about placement should contact the studio through the appropriate communication channel. Placement concerns should not be discussed in front of dancers, during class time, or in public studio spaces.

11. Capacity and Availability

Class placement is also affected by class capacity, instructor availability, studio space, scheduling, and program structure. If a recommended class is full, the dancer may be placed on a waitlist or offered another suitable option.

12. Final Authority

The Artistic Director and/or designated studio leadership have final authority over class placement decisions. This helps ensure consistency, safety, and fairness across the studio.

13. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer growth, safety, inclusion, and quality instruction.

DRAFT

Attendance Policy

1. Purpose

The purpose of this policy is to set clear expectations for dancer attendance at classes, rehearsals, performances, competitions, and studio events. Consistent attendance supports dancer progress, class safety, choreography, teamwork, confidence, and the overall success of each class or routine.

2. General Attendance Expectations

Dancers are expected to attend classes regularly and arrive on time, prepared, and ready to participate.

Regular attendance helps dancers:

- Build technique and strength.
- Learn and remember choreography.
- Develop confidence and consistency.
- Stay connected to classmates and instructors.
- Prepare safely for performances, recitals, competitions, and events.

Families are responsible for helping dancers attend scheduled classes and for notifying the studio when a dancer will be absent or late.

3. Reporting Absences

Parents/guardians should notify the studio or instructor as soon as possible if a dancer will be absent or late.

Absence notices should include:

- Dancer's name
- Class or rehearsal affected
- Date of absence
- Reason for absence, if the family chooses to share
- Whether the dancer is expected to return at the next class

For safety and planning reasons, families are encouraged to communicate absences before the class begins whenever possible.

4. Late Arrival

Dancers should arrive early enough to be ready when class begins. Late arrivals can disrupt the class and may increase the risk of injury if the dancer misses warm-up.

If a dancer arrives late, the instructor may decide whether it is safe and appropriate for the dancer to join the class. In some cases, the dancer may be asked to observe until an appropriate time to participate.

5. Leaving Early

If a dancer needs to leave class early, the parent/guardian should notify the instructor or studio in advance.

Dancers should not leave class, rehearsal, or the studio without permission. Younger dancers must be picked up by a parent/guardian or approved person.

6. Missed Classes

Missed classes due to illness, injury, vacation, school commitments, scheduling conflicts, transportation issues, or other personal circumstances are not eligible for refunds or credits.

Where possible, a make-up class may be offered at the discretion of the studio, but make-up classes are not guaranteed and may depend on class availability, dancer level, and scheduling.

7. Illness or Injury

Dancers should not attend class if they are unwell, contagious, or unable to participate safely. Families should notify the studio if a dancer is absent due to illness or injury.

If a dancer is injured but able to attend safely, they may be encouraged to observe class so they can continue learning choreography, corrections, and important information.

Dancers should not dance through pain or illness. The instructor or studio may limit participation if there are concerns about dancer safety.

8. Attendance During Performance Preparation

Attendance is especially important leading up to photo days, dress rehearsals, recitals, competitions, festivals, and other performances. Choreography, spacing, formations, timing, partnering, and staging depend on dancers being present and prepared.

Repeated absences during performance preparation may affect a dancer's ability to participate fully in a routine or performance.

The studio may adjust choreography, formations, placement, or participation if absences affect the dancer's readiness or the group's preparation.

9. Intensive Program Attendance

Intensive Program dancers have a higher level of attendance responsibility due to the team-based nature of the program. Intensive dancers are expected to attend all required classes, rehearsals, competitions, festivals, performances, team-building activities, and recital events unless they are ill, injured, or have an unavoidable conflict.

Repeated absences may affect participation in competitions, festivals, performances, extras, or team routines at the discretion of the instructor, Artistic Director, or studio leadership.

If an Intensive dancer is injured but able to attend safely, they are encouraged to observe so they can continue learning and remain connected to the team.

10. Extras Attendance

Dancers participating in extras, including solos, duos, trios, and small groups, are expected to attend all scheduled rehearsals and assigned competitions or performances.

Because extras require additional choreography, preparation, and scheduling, excessive absences, missed rehearsals, lack of practice, or poor preparedness may result in removal from the routine or adjustment of participation.

11. Competitions, Festivals, and Performances

Attendance at scheduled competitions, festivals, dress rehearsals, recital events, and required performances is expected once a dancer has committed to participating.

Families are responsible for reviewing schedules, call times, locations, costume requirements, and communication from the studio.

If an emergency, illness, or unavoidable conflict affects attendance at a performance or competition, families must notify the studio as soon as possible.

12. School, Family, and Personal Conflicts

The studio recognizes that dancers and families may have school, family, medical, cultural, or personal commitments. Families are encouraged to communicate known conflicts as early as possible, especially for Intensive dancers, extras, competitions, and performance-related rehearsals.

The studio will make reasonable efforts to be understanding, but repeated or extended absences may still affect participation when choreography, safety, or team preparation is impacted.

13. Instructor and Studio Discretion

Instructors and studio leadership may consider attendance when making decisions about:

- Performance readiness
- Choreography placement
- Formations and spacing
- Competition participation
- Intensive Program participation

- Extras participation
- Class level recommendations
- Safety and dancer preparedness

Attendance concerns will be addressed respectfully and with the goal of supporting dancer success.

14. Family Responsibility

Families are responsible for:

- Monitoring the studio schedule.
- Helping dancers arrive on time and prepared.
- Reporting absences or lateness.
- Communicating known conflicts early.
- Reading studio emails and updates.
- Supporting attendance expectations for performances, competitions, and rehearsals.
- Understanding that absences may affect participation in group routines.

15. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer learning, safety, teamwork, and studio operations.

Dress Code Policy

1. Purpose

The purpose of this policy is to ensure dancers come to class dressed safely, comfortably, and appropriately for movement. A consistent dress code helps instructors see alignment, posture, technique, and body placement, while also helping dancers feel prepared, focused, and part of the studio community.

This policy is based on the Stoney Brook Dance dress code, which outlines class-specific clothing, footwear, and hair expectations.

2. General Expectations

Dancers are expected to arrive for class wearing the required or recommended dance attire for their class style. Clothing should allow dancers to move freely and safely while allowing instructors to provide appropriate technical feedback.

All dancers should:

- Wear clean, appropriate dancewear or movement clothing.
- Wear the correct footwear for their class.
- Avoid jeans, restrictive clothing, or outdoor shoes on the dance floor.
- Tie hair back according to class expectations.
- Label shoes, bags, water bottles, and dancewear where possible.
- Bring a water bottle to class.
- Avoid jewellery or accessories that may fall off, distract, or create a safety risk.

3. Class-Specific Dress Code

Movers & Shakers

Dancers should wear comfortable clothing that allows them to move easily. Jeans are not permitted. Dancers may wear socks or soft-soled shoes or slippers. Outdoor shoes are not permitted on the dance floor.

Song & Dance

Dancers should wear a bodysuit and tights in any colour. Dance skirts are acceptable but not required. Pink ballet shoes with elastics are required.

Rhythm & Steps

Dancers should wear a bodysuit and tights in any colour. Dance skirts are acceptable but not required. Pink ballet shoes with elastics and black tap shoes are required.

Ballet

Dancers should wear a black bodysuit, ballerina pink dance tights, and pink ballet shoes with elastics.

Jazz

Dancers should wear a black bodysuit with black, pink, or tan tights. Dance shorts are acceptable but not required. Black jazz shoes are required.

Tap

Dancers should wear a black bodysuit with black, pink, or tan tights. Dance shorts are acceptable but not required. Black tap shoes are required.

Hip Hop

Dancers should wear baggy, comfortable clothing. Jeans are not permitted. Clean indoor runners are required.

Musical Theatre

Dancers should wear a black bodysuit and tights. Dance shorts are optional. Dancers may wear black jazz shoes or may go barefoot in class if preferred and permitted by the instructor.

Lyrical

Dancers should wear a bodysuit or tank top with dance capris, dance shorts, or similar appropriate dancewear. Beige half shoes or jazz shoes are required unless otherwise directed by the instructor.

Acro

Dancers should wear longer jazz shorts with a bodysuit, or a bodysuit with convertible tights. Acro is done in bare feet unless otherwise directed.

Combination Classes

Dancers should wear a black bodysuit, ballerina pink dance tights, pink ballet shoes with elastics, and black tap shoes. For ages 6–8, dance skirts are acceptable but not required. For ages 8–11, skirts should not be worn; dance shorts may be worn during jazz and tap but are not required.

Boys' Dress Code

Dancers may wear shorts with a t-shirt or tank top. Jeans are not permitted. Dancers should wear black dance shoes that match the style of dance.

4. Hair Requirements

Hair must be secured away from the face for all classes so dancers can move safely and instructors can see posture and alignment.

For preschool, musical theatre, and lyrical classes, hair should be pulled off the face in a ponytail, braid, or bun. For ballet, jazz, tap, acro, and combination classes, hair must be in a classical bun.

5. Footwear

Proper footwear is important for dancer safety, technique, and protection of the studio floors.

Outdoor shoes are not permitted on dance floors. Hip hop dancers must have clean indoor runners. Ballet, jazz, tap, lyrical, and combination dancers must have the required dance shoes for their class style.

Families are encouraged to label all dance shoes with the dancer's name.

6. Safety, Comfort, and Accessibility

Stoney Brook Dance Nonprofit Association Inc. recognizes that dancers may have individual needs related to sensory comfort, mobility, modesty, cultural considerations, gender expression, body confidence, affordability, or medical needs.

Families are encouraged to contact the studio if a dancer needs a dress code adjustment. The studio will make reasonable efforts to support dancer comfort, dignity, safety, and inclusion while maintaining the purpose of the dress code.

7. Performances, Photos, and Recital

Dress code for regular classes may differ from requirements for photos, dress rehearsals, competitions, festivals, and recital. Families will be informed of any required tights, shoes, hair, makeup, costume pieces, undergarments, or accessories for performances.

Dancers may be unable to participate fully in photos or performances if required items are missing and no safe or appropriate solution is available.

8. Family Responsibility

Families are responsible for ensuring dancers arrive prepared for class with the correct attire, footwear, hair, and required items.

If a family is unsure what to purchase, they should contact the studio before buying items. This can help avoid unnecessary costs or incorrect shoes, tights, or dancewear.

9. Instructor and Studio Discretion

Instructors and studio leadership may provide reminders if a dancer is not dressed appropriately for class. If dress code concerns are ongoing or affect safety, participation, or class readiness, the studio may contact the parent/guardian.

Instructors may make reasonable adjustments for special activities, costume rehearsals, theme days, workshops, or other approved class needs.

10. Policy Review

This policy will be reviewed periodically and updated as needed to reflect studio programming, dancer safety, accessibility, and class requirements.

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Parent Observation Policy

1. Purpose

The purpose of this policy is to outline expectations for parent/guardian observation of dance classes, rehearsals, and studio activities. Stoney Brook Dance Nonprofit Association Inc. values family involvement while also protecting dancer focus, privacy, safety, confidence, and the learning environment.

2. General Approach

To support dancer independence, concentration, and positive class dynamics, regular classes are generally closed to parent/guardian observation unless otherwise invited by the instructor or studio.

The studio offers designated observation opportunities during the season so families can see dancer progress in an organized and respectful way.

3. Parent Observation Weeks

Stoney Brook Dance Nonprofit Association Inc. offers scheduled Parent Observation Weeks during the dance season. These weeks provide families with an opportunity to see dancer progress, understand the class environment, and celebrate the learning taking place in the studio.

Parent Observation Weeks are typically held during:

- The first week of classes in September
- The first week of December
- The first week of February

Families will be reminded of observation weeks through studio communication. Observation may still be adjusted or limited based on class needs, dancer focus, studio space, privacy, safety, illness, or other operational considerations.

During Parent Observation Weeks, all observation expectations in this policy apply, including respectful behaviour, no coaching from the sidelines, limited distractions, supervision of siblings, and following all photo/video and privacy rules.

4. Instructor Discretion

Instructors and studio leadership may allow limited observation when it supports a dancer's transition, confidence, accessibility needs, medical needs, or other special circumstances.

Observation may also be limited, paused, or denied if it disrupts the class, affects dancer focus, creates privacy concerns, or interferes with instruction.

Final decisions about class observation rest with the instructor, Artistic Director, or designated studio leadership.

5. Observation Expectations

When observing, parents/guardians are expected to:

- Remain quiet and respectful.
- Stay in the approved observation area.
- Avoid interrupting the instructor or dancers.
- Avoid coaching, correcting, gesturing to, or distracting dancers.
- Silence phones and devices.
- Supervise siblings and young children.
- Follow all studio privacy, photo, and video rules.
- Avoid discussing dancers, instructors, or class concerns during observation.
- Leave the studio space clean and tidy.

Observation is intended to support families in celebrating dancer growth, not to evaluate or compare dancers.

6. Photography and Video

Photography or video during class observation is not permitted unless approved by the studio.

This protects dancer privacy, especially where multiple children are present. Families must not take or post photos or videos of other dancers without appropriate consent.

Any studio-approved photos or videos must follow the Association's privacy, media, and social media policies.

7. Siblings and Additional Guests

Siblings and additional guests may attend observation opportunities only where space and safety allow.

Parents/guardians are responsible for supervising siblings and guests at all times. Running, loud play, climbing, or disruptive behaviour is not permitted.

The studio may limit the number of observers due to space, fire safety, class size, or dancer focus.

8. Communication During Observation

Observation time is not the appropriate time to raise concerns, ask detailed questions, or discuss a dancer's progress with the instructor.

Families with questions or concerns should contact the studio through the appropriate communication channel or request a meeting at a suitable time.

Instructors must be able to focus on teaching and supervising dancers during class.

9. Privacy and Respect

Families must respect the privacy and dignity of all dancers. Observers should avoid commenting on another dancer's ability, behaviour, body, appearance, placement, progress, or participation.

Any concerns about dancer safety or wellbeing should be brought privately to the studio.

10. Closed Rehearsals and Intensive Classes

Some classes, rehearsals, auditions, Intensive Program sessions, competition rehearsals, choreography sessions, or recital preparations may be closed to observers. This helps dancers focus, build confidence, take corrections, prepare choreography, and work as a team without distraction.

Families will be invited to observe or attend when appropriate.

11. Emergencies or Special Circumstances

The studio may ask a parent/guardian to remain nearby or observe in specific circumstances, such as a medical concern, transition need, behavioural support plan, accessibility accommodation, or emergency situation.

These arrangements will be handled respectfully and privately.

12. Accountability

If a parent/guardian or guest does not follow observation expectations, the studio may ask them to leave the observation area, restrict future observation, or address the concern through the appropriate studio process.

13. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer learning, family engagement, privacy, safety, and studio operations.

Communication Policy

1. Purpose

The purpose of this policy is to support clear, respectful, and timely communication between families, dancers, instructors, staff, studio leadership, and the Board of Directors. Good communication helps dancers feel supported, keeps families informed, and allows the studio to operate safely and effectively.

2. Communication Principles

All communication within the Stoney Brook Dance community should be:

- Respectful
- Clear
- Timely
- Constructive
- Confidential when needed
- Focused on dancer wellbeing and positive solutions

Families, dancers, staff, instructors, volunteers, and Board members are expected to communicate in a way that reflects the studio's values of inclusion, respect, community, and support for dancer growth.

3. Official Communication Channels

The studio may use several communication methods to share important information with families, including:

- Email
- Studio management software
- Text message, where appropriate
- Website updates
- Social media announcements
- Printed notices or handouts
- Parent meetings
- Direct communication from instructors, the Artistic Director, Executive Director, or Board

Email and studio management software are generally the primary communication methods for important studio information.

4. Family Responsibility

Families are responsible for reading studio communication and keeping their contact information up to date.

This includes reviewing messages about:

- Class schedules
- Cancellations
- Payment deadlines
- Costume information
- Recital and performance details
- Competition information
- Fundraising
- Policy updates
- Registration
- Studio events
- Emergency notices

Families should notify the studio promptly if their email address, phone number, emergency contact, medical information, or billing information changes.

5. Communication with Instructors

Families may communicate with instructors about general class questions, dancer progress, attendance, injuries, or concerns affecting participation.

However, instructors should not be interrupted during class time, rehearsal, recital preparation, competition hours, or while supervising dancers. If a longer conversation is needed, families should request a meeting or send a written message through the appropriate studio channel.

Instructors may refer certain matters to the Artistic Director, Executive Director, or Board, depending on the concern.

6. Who to Contact

To help questions reach the right person, families should use the following general guidance:

- Class questions, dancer progress, attendance, or minor class concerns: Instructor
- Class placement, programming, choreography, competitions, Intensive Program, or artistic decisions: Artistic Director

- Registration, payments, schedules, facility use, rentals, birthday parties, account questions, or administration: Executive Director or designated studio contact
- Costumes, fittings, alterations, costume concerns, or costume deadlines: Costume Director or designated costume contact
- Policy concerns, serious complaints, governance matters, financial oversight, or unresolved concerns: Board of Directors or designated Board contact

If a family is unsure who to contact, they may begin with the main studio email or designated studio contact.

7. Response Times

The studio will make reasonable efforts to respond to family communication in a timely manner. Response times may vary during busy periods such as registration, recital season, competitions, holidays, or major events.

Families are asked to allow reasonable time for a response and to avoid sending repeated messages to multiple people unless the matter is urgent.

Urgent safety, medical, or emergency matters should be clearly identified and communicated as soon as possible.

8. Respectful Communication

Families and dancers are expected to communicate respectfully with instructors, staff, volunteers, Board members, other families, and dancers.

The following are not acceptable:

- Yelling, threats, intimidation, or aggressive communication
- Harassment, bullying, discrimination, or personal attacks
- Gossip or negative comments about dancers, families, instructors, staff, or volunteers
- Public or online complaints about private concerns
- Repeated messages that become excessive or inappropriate
- Communication that undermines dancer wellbeing, team culture, or studio safety

The studio may set boundaries, pause communication, require communication in writing, or refer concerns to leadership if communication becomes disrespectful or unproductive.

9. Raising Concerns

Families are encouraged to raise concerns early, respectfully, and through the proper channel.

When raising a concern, families should:

- Communicate privately rather than in front of dancers or other families.
- Use respectful language.
- Provide relevant details.
- Focus on the issue and possible solutions.
- Allow time for the studio to review and respond.
- Avoid discussing concerns publicly or on social media.

Concerns should not be raised during class time, backstage, in dressing rooms, during performances, or during competitions unless there is an immediate safety issue.

10. Conflict Resolution

If a concern cannot be resolved through initial communication, it may be referred to the Artistic Director, Executive Director, or Board of Directors, depending on the nature of the concern.

The studio will make reasonable efforts to review concerns fairly, respectfully, and confidentially. Some matters may require additional time to gather information, speak with involved individuals, or review policy.

11. Communication with Dancers

Communication with dancers should be age-appropriate, respectful, and connected to dance programming. For younger dancers, communication should generally go through parents/guardians.

Families should ensure dancers understand that they can speak with a trusted instructor, parent/guardian, Artistic Director, Executive Director, or studio representative if they feel unsafe, overwhelmed, confused, injured, or concerned.

12. Privacy and Confidentiality

The studio will follow the association's Privacy Policy.

13. Social Media and Public Communication

Families are encouraged to support the studio community positively online. Public posts should be respectful and should not include private concerns, negative comments, or information about other dancers or families without consent.

Questions, complaints, or concerns should be brought directly to the studio rather than posted publicly.

14. Emergency Communication

In the event of an emergency, weather closure, facility issue, schedule change, or other urgent matter, the studio will communicate with families as soon as reasonably possible through the most appropriate available channel.

Families are responsible for ensuring emergency contact information is accurate and that they monitor studio communication during events, rehearsals, competitions, and poor weather.

15. Policy Review

This policy will be reviewed periodically and updated as needed to support clear communication, respectful relationships, dancer safety, and effective studio operations.

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Illness and Injury Policy

1. Purpose

The purpose of this policy is to support the health, safety, and wellbeing of dancers, families, instructors, staff, and volunteers. Stoney Brook Dance Nonprofit Association Inc. is committed to providing a safe studio environment and expects families to help prevent the spread of illness, reduce injury risk, and communicate health concerns that may affect a dancer's participation.

2. Illness

Dancers should not attend class, rehearsal, performance, competition, or studio events if they are unwell or may be contagious.

Families should keep dancers home if they have symptoms such as:

- Fever or chills
- Vomiting or diarrhea
- Persistent coughing or difficulty breathing
- Contagious illness or infection
- Unexplained rash
- Severe fatigue or dizziness
- Any symptoms that prevent safe participation

Dancers may return when they are well enough to participate safely and are no longer contagious. Families are expected to follow any public health guidance, school illness guidelines, or medical advice that applies.

3. Reporting Absences Due to Illness

Parents/guardians should notify the studio or instructor as soon as possible if a dancer will miss class, rehearsal, competition, or performance due to illness.

For Intensive dancers, timely communication is especially important because choreography, spacing, formations, and team preparation may be affected by absences.

Missed classes due to illness are not eligible for refunds or credits. Make-up classes may be offered when possible, but are not guaranteed.

4. Injuries

Families must inform the studio if a dancer has an injury or physical condition that may affect their ability to participate safely.

Dancers should not dance through pain or continue participating when doing so may worsen an injury. If a dancer is injured during class or a studio activity, the instructor or staff member may stop the dancer from participating and contact the parent/guardian.

If a dancer is injured but able to attend safely, they may be encouraged to observe class so they can continue learning choreography, corrections, and important information.

5. Injury Response

If an injury occurs during a studio activity, staff will take reasonable steps to respond appropriately. This may include:

- Stopping the activity if needed
- Checking on the dancer
- Providing basic first aid where appropriate
- Contacting the parent/guardian
- Calling emergency services if the injury appears serious
- Documenting the incident
- Notifying studio leadership

In an emergency, the studio will act in the best interests of the dancer and may contact emergency medical services before reaching a parent/guardian.

6. Return to Dance After Injury

Dancers recovering from injury should return to dance gradually and safely. The studio may require parent/guardian communication or medical clearance before the dancer resumes full participation, especially after a serious injury, concussion, surgery, fracture, or extended absence.

Modified participation may be allowed when appropriate. This may include observing class, marking choreography, avoiding certain skills, reducing intensity, or following limitations recommended by a healthcare professional.

The studio, instructors, Artistic Director, or Executive Director may limit participation if there are concerns about dancer safety.

7. Medical Information and Emergency Contacts

Parents/guardians are responsible for providing accurate and current medical information, allergy information, emergency contacts, and any relevant health or accessibility needs.

Families must update the studio promptly if a dancer's medical condition, medication, allergy, emergency contact, or participation limitations change.

Medical information will be shared only with those who need it to support dancer safety and participation.

8. Allergies and Medical Concerns

Families must notify the studio of serious allergies, asthma, diabetes, seizure conditions, or other medical concerns that may require attention during studio activities.

Where a dancer may need medication, an inhaler, EpiPen, or other emergency support, parents/guardians must ensure the studio has the necessary information and that the dancer has access to required items according to family and medical direction.

9. Dancer Responsibility

Dancers are expected to:

- Tell an instructor if they feel unwell, dizzy, faint, or in pain
- Follow teacher instructions for safe movement
- Warm up properly
- Wear appropriate dance attire and footwear
- Avoid unsafe behaviour
- Respect their body's limits
- Support a safe environment for others

Dancers should never feel pressured to dance through pain, illness, or injury.

10. Family Responsibility

Parents/guardians are expected to:

- Keep dancers home when they are ill or contagious
- Notify the studio of absences
- Communicate injuries or health concerns promptly
- Provide current emergency and medical information
- Seek medical advice when needed
- Support safe return-to-dance decisions
- Respect instructor or studio decisions made for dancer safety

11. Performances, Competitions, and Events

Illness or injury close to a performance, competition, recital, or event should be reported as soon as possible. The studio will make decisions based on dancer safety, team impact, choreography needs, and event requirements.

If a dancer cannot safely participate, the studio may adjust choreography, formations, routines, or participation expectations.

12. Confidentiality

Information will be handled per the association's Privacy policy.

13. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer wellbeing, safety, and responsible studio operations.

14. Additional Documents:

- Injury/ Incident Reporting Form

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Volunteer policy

1. Purpose

Volunteers are essential to the success of Stoney Brook Dance Nonprofit Association Inc. Volunteers help us keep costs affordable, create welcoming events, and build a supportive dance community. While integral, account credit will not be available for volunteering activities, such as operations of the board of directors, fundraising tasks, assistance at studio events, or other volunteer-based activities. In specific instances, account credit may be available to reimburse expenses related to studio-based activities (e.g., reimbursement of mileage, reimbursement of materials related to studio activities that will remain with the studio).

2. Guiding Principles

1. **Community Spirit** – Volunteering strengthens the Studio and fosters connection among families.
2. **Flexibility** – We recognize that not all families are able to contribute time; a financial contribution may be made instead.
3. **Equity and Inclusion** – Opportunities will be accessible to all families, and no dancer will be excluded due to family capacity to volunteer.

3. Volunteer Commitment

1. Each family is asked to contribute a minimum of 4 hours of volunteer time.
2. At registration, a **\$100 volunteer commitment deposit** will be applied to each family's account and included with registration fees. Upon successful completion of the required volunteer hours for the dance season, the \$100 deposit will be credited back to the family's account.
3. Volunteer opportunities may include (but are not limited to):
 - Assisting at performances and events (ushering, ticket sales, set-up/take-down, backstage supervision).
 - Serving on committees or the Board of Directors or Parent Advisory Committee.
 - Fundraising activities (both studio-wide and individual fundraisers)
 - Studio deep cleaning, repairs, maintenance, or improvements
 - Other opportunities as deemed by the board of directors

4. Opt-Out Fee Option

1. Families who prefer not to volunteer may pay a **Volunteer Support Fee of \$100** per year.

2. This fee directly supports the Studio's operations, programming, and ability to keep tuition affordable.

5. Recording and Accountability

1. Volunteer hours will be tracked through the Volunteer and Account Credit Hours Submission Form.
2. It is each family's responsibility to ensure their hours are recorded and submitted.
3. Opt-out fee payments must be made at the time of registration or by the first installment deadline.
4. Families who do not complete the full number of volunteer hours required (e.g., complete 2 hours of the required 4) will be invoiced the balance on their fees.

6. Recognition

1. The Studio values and recognizes and appreciates the contributions of all volunteers.
2. Volunteer appreciation events, acknowledgments, or small tokens of thanks may be provided annually.

7. Policy Review

This policy will be reviewed annually by the Board of Directors to ensure it remains fair, accessible, and supportive of the Studio's mission.

8. Additional Documents:

- Volunteer & Account Credit Hours Submission Form

Cancellation Policy – Programs & Classes

Purpose

This policy outlines how class and program cancellations are managed at Stoney Brook Dance Nonprofit Association Inc. to ensure transparency, safety, and responsible stewardship of nonprofit resources while minimizing disruption to dancers and families.

1. Studio-Initiated Cancellations

The studio may cancel classes or programs due to:

- Instructor illness or emergency when a substitute teacher cannot be identified
- Inclement weather or unsafe travel conditions
- Facility closures or utility outages
- Low enrollment
- Circumstances beyond the studio's control

When possible, families will be notified by email and/or studio communication platforms (e.g., email, text message) as early as practicable.

2. Make-Up Classes

Although additional classes are scheduled throughout the year, each dance class is guaranteed to receive 28 classes throughout the course of the dance season. If classes are cancelled within the guaranteed number of classes:

- The studio will make reasonable efforts to provide a **make-up class**, substitute instructor, or alternate class
- Make-up classes may differ in date, time, or instructor
- Attendance at make-up classes is encouraged but not guaranteed for all schedules

3. Credits & Refunds for Studio Cancellations

If a make-up option is not available:

- An account credit may be issued for the cancelled class(es) within specific circumstances, as identified by the Board of Directors.
- Refunds are considered only when a program is cancelled in full or extended cancellations occur, within 30 days of the first class.
- All credits and refunds are governed by the studio's Account Credit Policy and Refund Policy

4. Weather-Related Cancellations

- Weather closures follow local school board or municipal guidance when applicable

- Decisions prioritize dancer and staff safety
- No refunds are issued for weather-related closures when a make-up class is offered

5. Participant Absences

Classes missed by dancers due to illness, injury, vacations, scheduling conflicts, or personal circumstances:

- Are not considered cancellations
- Are not eligible for refunds or credits

6. Program Cancellation Due to Low Enrollment

If a class or program is cancelled by the studio before or shortly after the session begins due to low enrollment:

- Families may choose between:
 - A full refund of unused tuition
 - An account credit for future programs
 - Placement in an alternate class

7. Extended or Emergency Closures

In the event of prolonged closures (e.g., public health emergency, natural disaster):

- The studio will communicate updated plans promptly
- Options may include virtual classes, schedule adjustments, credits, or partial refunds
- Decisions will be guided by the studio's financial capacity and nonprofit obligations

8. Communication

Official cancellation notices will be sent via:

- Email and/ or text message
- Studio management software
- Website and/or social media (as secondary channels)

Families are responsible for ensuring contact information is up to date. Families are advised not to “opt out” of studio-based communications, so to ensure messages are received.

9. Policy Review

This policy is reviewed annually by the Board of Directors and may be updated to reflect operational needs and community considerations.

Intensive Dance Program Expectations

For Dancers and Parents/Guardians

Stoney Brook Dance Nonprofit Association's Intensive Program is designed for dancers who are ready for a higher level of training, commitment, performance, teamwork, and personal growth. This program provides dancers with additional opportunities to strengthen their technique, develop confidence, perform more often, and be part of a dedicated team environment.

Joining the Intensive Program is an exciting opportunity, but it also comes with additional responsibilities for both dancers and families. Please review the expectations below carefully before committing to the program.

Intensive Program Audition Process

Auditions help the teaching team determine appropriate placement and ensure dancers are ready for the expectations of the program. The audition process is intended to be fair, supportive, respectful, and focused on helping each dancer grow.

Stoney Brook Dance Nonprofit Association recognizes that dancers grow at different rates and bring different strengths, learning styles, experiences, and goals. Auditions are not meant to discourage dancers. They are one tool used to help determine where each dancer can be most successful and supported. Effort, attitude, commitment, teamwork, and potential are considered along with technical ability and performance skills.

During the audition or assessment, dancers may be asked to demonstrate technique, learn choreography, perform combinations, take corrections, work with others, and stay focused in a class setting. Dancers may be assessed on foundational skills, strength, flexibility, coordination, control, musicality, performance quality, ability to learn choreography, focus, work ethic, attitude, teamwork, respect for others, and readiness for the Intensive Program.

Placement decisions are made collaboratively by the teaching team. No single teacher makes placement decisions alone. The team will consider the dancer's audition, class history, work ethic, attitude, readiness, wellbeing, and overall fit for the program before final decisions are made.

Families will be notified of audition results after the audition process is complete. Results will be communicated respectfully. If a dancer is not placed in the Intensive Program, it does not mean they are not valued, talented, or capable of future growth. It means the teaching team feels another class path may be the best fit for their current stage of training. Where possible, constructive feedback may be provided to help dancers understand areas for continued growth and future opportunities.

Families and dancers are asked to respect the audition process, the teaching team's professional judgment, and the privacy of other dancers. Placement decisions are made

with care and with the goal of supporting each dancer's confidence, growth, wellbeing, and love of dance.

Program Commitment

The Intensive Program requires a greater level of commitment than regular season classes. Dancers are expected to attend all required classes, rehearsals, competitions, festivals, performances, and recital events.

Dancers in the Intensive Program should be prepared to work hard, take corrections respectfully, support their teammates, and consistently show a positive attitude in class and at events.

Competitions and Performance Opportunities

Dancers in the Intensive Program will participate in additional performance opportunities throughout the season. These may include:

- **2–3 local competitions** (Winnipeg)
- **1 out-of-province competition**
- Additional festival opportunities
- Studio performances or community events, where applicable
- Recital performances, including the year-end recital

Competition and festival participation gives dancers the opportunity to perform for adjudicators, receive feedback, build confidence, and grow as performers. These events are an important part of the Intensive Program experience and should be treated as required commitments.

Families should be prepared for the additional time, travel, scheduling, and costs associated with competitions and festivals.

Attendance Expectations

Consistent attendance is essential for Intensive dancers. Choreography, formations, spacing, partnering, and group timing rely on every dancer being present and prepared.

Dancers are expected to attend all scheduled classes and rehearsals unless they are ill, injured, or have an unavoidable conflict. If a dancer must miss class or rehearsal, parents/guardians should notify the teacher or studio as soon as possible.

Repeated absences may affect a dancer's ability to participate in competitions, festivals, or performances at the discretion of the instructor and Artistic Director.

If a dancer is injured but able to safely attend, they are encouraged to observe class so they can continue learning choreography, corrections, and important information.

Class and Training Expectations

Intensive dancers are expected to come to class ready to learn and work. This includes arriving on time, wearing appropriate dance attire, having the correct shoes, bringing water, and being mentally prepared to participate.

Dancers should demonstrate:

- Strong effort and focus
- Respect for teachers, assistants, and teammates
- A willingness to take and apply corrections
- Positive body language and attitude (e.g. Avoiding crossed arms, eye rolling, slouching, or turning away when corrected, demonstrating effort even when tired or frustrated, asking respectful questions when clarification is needed)
- Commitment to improving technique
- Responsibility for learning choreography
- Teamwork and encouragement toward others

The Intensive Program is not only about talent. Work ethic, attitude, consistency, and commitment are equally important.

Intensive Team-Building Camp

At the start of each dance season, all Intensive dancers are expected to attend the Intensive Team-Building Camp. This camp takes place before regular season classes begin, typically over Thursday and Friday evening and Saturday.

The purpose of this camp is to help dancers begin the season feeling connected, prepared, and supported. Intensive dancers train and perform as part of a team, and the relationships built at the beginning of the season help create a positive, respectful, and encouraging environment throughout the year.

During team-building camp, dancers may participate in activities that support:

- Team connection and trust
- Inclusion and friendship
- Communication and cooperation
- Leadership and mentorship
- Confidence and goal setting
- Positive team culture

- Preparation for the expectations of the Intensive Program

This camp also gives dancers the opportunity to get to know their teammates, teachers, and program expectations before the season begins. For new Intensive dancers, it can help ease nerves and build a sense of belonging. For returning dancers, it is an opportunity to welcome others, model leadership, and help set the tone for the year.

Because this camp is an important part of building a strong Intensive team, attendance is expected for all Intensive dancers. Families should plan ahead to ensure dancers are available for the Thursday evening, Friday evening, and Saturday sessions.

Behaviour and Team Expectations

Dancers are expected to represent Stoney Brook Dance Nonprofit Association in a respectful and positive way both inside and outside the studio.

This includes:

- Being kind and inclusive toward teammates
- Avoiding gossip, negative comments, or exclusion
- Supporting fellow dancers at competitions and performances
- Showing good sportsmanship
- Respecting other studios, dancers, teachers, adjudicators, and event staff
- Following studio rules and event expectations

The Intensive Program is a team environment. Every dancer's attitude and behaviour affects the group as a whole.

Parent/Guardian Expectations

Parents and guardians play an important role in supporting Intensive dancers. Families are expected to stay informed, read communication from the studio, meet deadlines, and help dancers arrive prepared and on time.

Parents/guardians are responsible for:

- Monitoring emails and studio communication
- Meeting payment and form deadlines
- Ensuring dancers attend required classes and events
- Supporting costume, hair, makeup, and shoe requirements
- Arranging transportation and travel for competitions
- Encouraging a positive and respectful attitude
- Communicating concerns directly with the studio in a respectful way

Families are asked to support the teaching team's decisions regarding choreography, placement, competitions, costumes, and performance expectations.

Financial Commitment

The Intensive Program includes additional costs beyond regular season tuition. These may include competition fees, festival fees, out-of-province travel costs, costumes, tights, shoes, accessories, extra rehearsals, choreography fees, convention or workshop fees, and recital-related expenses.

The studio will do its best to communicate expected costs and deadlines as clearly as possible. Families are encouraged to ask questions early if they need clarification about fees or payment options.

Fundraising or credit opportunities may be available throughout the season to help offset some dance-related costs.

Travel Expectations

The Intensive Program includes **one out-of-province competition**. Families should be prepared for travel arrangements, accommodations, transportation, meals, and any other expenses connected to attending this event.

Dancers are expected to attend the out-of-province competition as part of their commitment to the team. Details regarding dates, location, schedule, and expectations will be shared as soon as they are available.

Costumes, Hair, and Presentation

Dancers are expected to follow all costume, hair, makeup, tights, shoe, and accessory requirements for competitions, festivals, and performances. These details help create a polished and unified look for the group.

Families are responsible for ensuring dancers arrive at events fully prepared with all required items. Costumes should be cared for properly and brought to events in good condition.

Communication

Clear communication between families, dancers, teachers, and the studio is important for a successful season. Questions or concerns should be directed to the appropriate teacher, Artistic Director, or studio contact.

Families are encouraged to communicate early if there are scheduling conflicts, injuries, health concerns, financial concerns, or other circumstances that may affect a dancer's participation.

Dancer Wellbeing

The Intensive Program is designed to challenge dancers, but it should also support their confidence, growth, and love of dance. Dancers' mental and emotional wellbeing is important.

Teachers will work to provide constructive feedback, encouragement, and a positive team environment. Dancers are encouraged to speak with a trusted teacher, parent/guardian, or studio representative if they are feeling overwhelmed, discouraged, or in need of support.

Our goal is for dancers to grow as performers and people while feeling valued, supported, and proud of their progress.

Big Little Dance Buddies *New this year*

Big Little Dance Buddies is a mentorship and team-building program within the Intensive Program. Newer Intensive dancers may be paired with experienced Intensive dancers to help build connection, confidence, leadership, kindness, responsibility, and community. This program supports belonging and encouragement but does not replace staff supervision or parent/guardian responsibility.

Commitment Agreement

By joining the Intensive Program, dancers and families are committing to the expectations outlined above. This includes consistent attendance, participation in required competitions and performances, respectful behaviour, financial responsibility, and a positive team attitude.

The Intensive Program is a rewarding opportunity for dancers who are ready to work hard, grow their skills, and be part of a supportive and dedicated team. We look forward to helping each dancer challenge themselves, build confidence, and experience the excitement of performing throughout the season.

Intensive Dance Team – Parent Guidelines

1. Purpose

Dance can be a powerful activity that builds confidence, discipline, creativity, and resilience. Parents play an important role in shaping a dancer's experience and helping them develop a healthy relationship with dance.

These guidelines are designed to help families support their dancers in a way that promotes **confidence, wellbeing, and a positive learning environment**. Dancers and their families that cannot adhere to these guidelines will be approached by either the Artistic Director(s), Executive Director(s), or a designated Board Member to address concerns.

2. Focus on Effort, Not Perfection

Dance is a process of learning and growth. Progress happens gradually, and mistakes are a natural part of improvement.

Parents are encouraged to:

- Praise effort and hard work
- Celebrate progress and small achievements
- Encourage persistence when challenges arise

Avoid focusing only on performance results or comparisons with other dancers. Confidence grows when dancers feel supported for their effort.

3. Encourage a Positive Growth Mindset

Dancers benefit from learning that improvement takes time and practice.

Parents can support a healthy growth mindset by:

- Reminding dancers that everyone learns at their own pace
- Helping dancers view mistakes as learning opportunities
- Encouraging patience and perseverance

A positive mindset helps dancers stay motivated and enjoy their training.

4. Support Healthy Body Image

Dance should encourage respect for the body and appreciation for its strength and abilities.

Parents should:

- Avoid comments about body shape, size, or appearance
- Encourage dancers to appreciate what their bodies can do
- Support healthy habits such as proper nutrition, hydration, and rest

Every dancer's body is unique, and healthy training focuses on **strength, flexibility, and skill development** rather than appearance.

5. Manage Performance Pressure

Recitals, competitions, and exams can sometimes create pressure for young dancers.

Parents can help by:

- Emphasizing that performing is about sharing and celebrating dance
- Avoiding excessive pressure to be perfect
- Reminding dancers that nervousness is normal

When dancers feel supported rather than pressured, they are more likely to perform confidently and enjoy the experience.

6. Promote Balance

Dance is an important part of many students' lives, but balance is essential for long-term wellbeing.

Parents should help dancers:

- Maintain healthy schedules
- Get enough rest
- Participate in other activities and social experiences
- Balance school responsibilities with dance commitments

Balanced lifestyles support both physical and emotional health.

7. Encourage Respect and Teamwork

Dance is both an individual and team activity.

Parents can reinforce positive studio culture by encouraging dancers to:

- Support fellow dancers
- Celebrate others' successes
- Show kindness and respect toward peers
- Work collaboratively in group routines

A supportive studio environment benefits all dancers.

8. Communicate Positively About Dance

Children often mirror the attitudes of the adults around them.

Parents should:

- Speak positively about instructors and the studio
- Address concerns respectfully through appropriate channels

- Avoid discussing studio frustrations in front of dancers (please approach someone directly!)

Positive communication helps dancers maintain a healthy and supportive perspective on their dance training.

9. Support Healthy Responses to Challenges

All dancers experience challenges such as difficult techniques, missed corrections, or competition results.

Parents can help dancers build resilience by:

- Encouraging problem-solving
- Reinforcing that challenges are part of growth
- Helping dancers focus on what they learned from the experience

Resilience helps dancers develop confidence that extends beyond the dance studio.

10. Celebrate the Joy of Dance

The most important goal of dance education is for students to develop a lifelong appreciation for movement and the arts.

Parents can help maintain this joy by:

- Celebrating performances and milestones
- Encouraging creativity and self-expression
- Supporting dancers' personal goals

Dance should remain a positive and meaningful part of a child's life.

11. Working Together

The partnership between parents, teachers, and the studio is essential to creating a healthy and supportive environment for dancers.

By working together, we can help every dancer:

- Build confidence
- Develop resilience
- Maintain healthy training habits
- Experience the joy of dance

Thank you for helping support a positive dance community for all students!

Intensive Team Parent & Guardian Conduct Policy- Dance Competitions & Events

1. Purpose

This policy outlines expectations for parent/guardian behavior during competitions, travel, and related events. Our goal is to maintain a **positive, respectful, and safe environment** that supports all dancers.

2. Nonprofit values

As a nonprofit organization, we prioritize:

- Inclusivity and accessibility
- Community and teamwork
- Positive youth development

Parents/guardians are expected to uphold and model these values.

3. Dancer wellbeing

Parents/guardians are expected to:

- Encourage effort, growth, and enjoyment—not just winning
- Avoid placing excessive pressure on dancers
- Respect all results and adjudications
- Promote confidence, teamwork, and resilience

4. Expected conduct

Parents/guardians agree to:

- Demonstrate respect toward all dancers, instructors, adjudicators, staff, and other studios
- Support all team members—not just their own child
- Encourage good sportsmanship and positive attitudes
- Follow all studio policies, schedules, and instructions
- Represent the studio in a professional and respectful manner

5. Communication guidelines

To maintain a focused and supportive environment:

- All urgent questions or concerns must be directed to the Artistic Director, not instructors during competition hours
- Do not interrupt instructors backstage or during rehearsals
- Use approved communication channels (email, designated apps, etc.)
- Avoid negative discussions about dancers, staff, or results in public or online spaces

6. Backstage & dressing room policy

- Only authorized individuals are permitted backstage
- Parents must respect competition rules regarding dressing room access
- Do not enter restricted areas unless explicitly approved
- Allow instructors to manage dancers without interference

7. Social media & public conduct

Parents/guardians agree to:

- Post respectfully and positively about the studio and dancers
- Avoid sharing negative comments, results disputes, or complaints publicly
- Not post photos/videos of other dancers without consent
- Follow studio guidelines for sharing competition content

8. Competition etiquette

- Arrive on time for your designated call time and follow schedules
- Check-in with the schedule frequently, to ensure you do not miss your call time
- Ensure dancers are prepared with required costumes and items
- Respect quiet areas, performance spaces, and all venue and competitions rules (e.g., no photography during performances)
- Applaud all performers and maintain a supportive audience presence

9. Travel expectations (if applicable)

During travel competitions:

- Follow all studio travel policies and schedules
- Respect supervision boundaries and ensure that your child is adequately supervised, when not preparing for a performance
- Do not remove dancers from supervision without notifying staff

- Adhere to curfews and group expectations

10. Prohibited behavior

The following will not be tolerated:

- Disrespectful, aggressive, or confrontational behavior
- Coaching from the audience or undermining instructors
- Gossip, bullying, or negative comparisons of dancers
- Interfering with competition operations or staff decisions
- Use of alcohol or substances in a way that impacts conduct around dancers

11. Conflict resolution

If concerns arise:

1. Wait until after the competition event
2. Submit concerns in writing to either a member of the Nonprofit Board, or the Artistic Director
3. Allow time for review and response

Immediate confrontations at competitions are not permitted, and may result in the parent being asked to leave the competition.

12. Consequences

Failure to follow this policy may result in:

- Verbal or written warning
- Removal from competition venue
- Restrictions on future attendance
- Removal of dancer from competition team (in severe cases)

13. Acknowledgement

I acknowledge that I have read, understand, and agree to abide by this Parent & Guardian Conduct Policy.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Dancer Name: _____

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Big & Little Mentorship Program Policy

Purpose

The Big & Little Mentorship Program is designed to foster positive relationships among dancers, promote leadership development, encourage inclusion, and support newer competitive dancers as they become familiar with the competitive dance environment.

The program pairs experienced competitive dancers ("Bigs") with newer competitive dancers ("Littles") to provide encouragement, guidance, friendship, and positive role modeling throughout the dance season.

Program Objectives

The objectives of the Big & Little Mentorship Program are to:

- Promote a welcoming and inclusive dance community.
- Encourage leadership and responsibility among senior dancers.
- Support new competitive dancers in their transition into competitive dance.
- Foster positive communication and sportsmanship.
- Build relationships across age groups.
- Encourage personal growth, confidence, and teamwork.

Eligibility

Big Mentors

To be eligible as a Big, a dancer must:

- Be enrolled as a competitive dancer with Stoney Brook Dance.
- Be in Grades 9–12.
- Have participated in competitive dance for a minimum of two years.
- Demonstrate maturity, responsibility, and positive leadership.
- Be in good standing with studio policies and expectations.
- Complete the Big Mentor Application process.
- Receive approval from studio administration.

Littles

To be eligible as a Little, a dancer must:

- Be participating in their first or second competitive dance season; or
- Be identified by studio administration as a suitable participant.

Mentor Responsibilities

Big mentors are expected to:

- Communicate regularly with their Little.
- Participate in scheduled Big & Little activities and events.
- Offer encouragement and support.
- Demonstrate positive sportsmanship and studio values.
- Help Littles feel welcomed and included.
- Serve as positive role models both in and outside the studio.
- Respect confidentiality and privacy.
- Report concerns regarding participant safety or wellbeing to studio staff.

Big mentors are not responsible for:

- Providing transportation.
- Supervising participants outside approved activities.
- Acting as counsellors or addressing serious personal matters.
- Communicating privately through inappropriate or unapproved channels.

Program Activities

Activities may include:

- Monthly mentor meetups.
- Team-building activities.
- Studio events.
- Competition support and encouragement.
- Community service projects.
- Leadership development opportunities.

Participation in all activities is encouraged but may not be mandatory.

Expectations of Conduct

All participants must:

- Treat others with respect and kindness.
- Demonstrate positive sportsmanship.
- Follow all studio policies and codes of conduct.
- Refrain from bullying, harassment, exclusionary behaviour, or inappropriate communication.

Failure to uphold program expectations may result in removal from the program.

Matching Process

Big and Little pairings will be determined by studio administration based on factors such as:

- Age and maturity.
- Personality compatibility.
- Dance experience.
- Availability.
- Program needs.

Pairing decisions are final.

Removal from the Program

Studio administration reserves the right to remove a participant from the program for:

- Failure to meet program expectations.
- Repeated lack of participation.
- Conduct violations.
- Behaviour inconsistent with studio values.

Policy Review

This policy may be amended at any time by Stoney Brook Dance Nonprofit Association Incorporated.

Costume Policy

1. Purpose

The purpose of this policy is to help families understand how costumes are selected, ordered, fitted, altered, cared for, and used for performances. Costumes are an important part of the dance experience and help support choreography, music, stage presentation, and the overall look of each class or group.

Stoney Brook Dance Nonprofit Association Inc. is committed to choosing costumes that are age-appropriate, safe for movement, inclusive, affordable where possible, and supportive of dancer confidence.

2. Costume Selection

Costumes are selected by the instructor and/or Artistic Director based on the needs of the class, routine, music, choreography, performance setting, dancer age, and overall presentation.

When selecting costumes, the studio will consider:

- Age-appropriateness
- Comfort and safe movement
- Dance style and choreography needs
- Fit and stage presentation
- Cost and affordability for families
- Availability and ordering timelines
- Inclusivity and dancer confidence
- Practicality for quick changes, where applicable

Final costume decisions are made by the instructor and/or Artistic Director. Families are asked to respect these decisions, as costumes are chosen with the full class or group in mind.

3. Costume Fees and Payment

Costume fees are separate from tuition unless otherwise stated. Families will be informed of costume costs, payment deadlines, and ordering timelines as clearly as possible.

Costumes may not be ordered until required payments or payment arrangements are complete. Late payment may affect a dancer's ability to receive their costume in time for photos, competitions, festivals, dress rehearsal, or recital.

Costume fees may include the costume and required accessories such as hairpieces, gloves, hats, props, or other performance items.

Costume Cost Limits

Stoney Brook Dance Nonprofit Association Incorporated strives to provide high-quality costumes while maintaining reasonable and predictable costs for families.

For regular recreational classes, the maximum costume fee charged to a family will be **\$100 per costume**. For Intensive Program classes, the maximum costume fee charged to a family will be **\$150 per costume**. These maximum amounts include all related costume expenses, including but not limited to the costume itself, shipping, tariffs, duties, handling costs, and costume service fees.

In circumstances where the total anticipated cost of a costume is expected to exceed the applicable maximum amount, Stoney Brook Dance will seek approval from the affected families before the costume order is placed. Families will be provided with information regarding the estimated cost and will have the opportunity to approve or decline the additional expense prior to ordering.

The Association reserves the right to select alternative costume options if sufficient approval is not received or if the increased cost is deemed unreasonable.

4. Measuring and Sizing

The Costume Director or designated studio representative will measure dancers and help determine the most appropriate costume size using vendor size charts and professional judgment.

Costume sizing can vary by brand and style, so the studio cannot guarantee a perfect fit when costumes arrive. Families are responsible for ensuring dancers attend scheduled measuring times. Missed measurements may delay ordering or affect sizing accuracy.

5. Fittings and Alterations

Once costumes arrive, dancers may be asked to try them on during class or at a scheduled fitting. The Costume Director, instructor, or Artistic Director may determine whether alterations are needed for comfort, safety, modesty, mobility, or stage presentation.

Alterations may include hemming straps, adjusting waistbands, securing loose areas, adding snaps, tacking costume pieces, or making other minor adjustments.

Families should not alter costumes on their own unless approved by the Costume Director, instructor, or Artistic Director. This helps keep the class or group looking consistent and performance-ready.

6. Changes to Costume Appearance

Any change that affects the overall appearance of the costume must be approved before it is made. This includes changes to:

- Sleeves, straps, skirts, overlays, or costume pieces
- Length, colour, shape, or design
- Accessories or hairpieces
- Embellishments
- Any visible element that may make one dancer look different from the group

The studio will make reasonable efforts to address comfort, sensory, modesty, mobility, or confidence concerns while maintaining the overall performance look.

7. Dancer Comfort and Inclusion

The studio wants dancers to feel confident, comfortable, and respected in their costumes. Families are encouraged to communicate concerns early, especially related to fit, modesty, sensory needs, body confidence, cultural considerations, mobility, or medical needs.

The Costume Director, instructor, and/or Artistic Director will work with families where possible to find respectful solutions that support the dancer while preserving the performance requirements of the routine.

8. Tights, Shoes, Hair, Makeup, and Accessories

Families are responsible for purchasing required tights, shoes, undergarments, hair supplies, makeup, and other performance items unless otherwise stated.

The studio will provide information about required:

- Tights colour and style
- Dance shoes
- Hair expectations
- Makeup expectations, if applicable
- Accessories
- Undergarments
- Labelling and care instructions

All costume pieces, shoes, tights, and accessories should be clearly labelled with the dancer's name.

9. Costume Care

Once costumes are sent home, families are responsible for keeping them clean, safe, and performance-ready.

Costumes should be stored carefully and should not be worn for play, meals, outdoor activities, or non-studio events before performances. Food, drinks, makeup, markers, and pets should be kept away from costumes whenever possible.

Families should not wash, steam, iron, or alter costumes unless they have checked the care instructions or received direction from the Costume Director or studio.

10. Lost or Damaged Items

Families are responsible for replacing lost, damaged, or misplaced costume pieces, accessories, tights, shoes, props, or required performance items.

If an item is lost or damaged close to a performance, the studio will do its best to help find a solution, but replacement availability cannot be guaranteed.

11. Performance Readiness

Dancers are expected to arrive at photo days, dress rehearsals, competitions, festivals, recital, and performances with all required costume items.

This may include:

- Costume
- Tights
- Shoes
- Hair accessories
- Props
- Required undergarments
- Makeup, if applicable
- Any additional items listed by the studio

Missing or incomplete costume items may affect a dancer's ability to participate in photos or performances.

12. Final Approval

The Costume Director, instructor, and/or Artistic Director have final approval over costume presentation for performances. This includes fit, visible alterations, accessories, hair, tights, shoes, and overall appearance.

This helps ensure that each class appears polished, consistent, and stage-ready while allowing dancers to perform safely and confidently.

13. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer comfort, family communication, affordability, performance readiness, and studio operations.

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Recital Participation Policy

1. Purpose

The purpose of this policy is to outline expectations for dancer participation in the year-end recital and related recital activities. The recital is an important opportunity for dancers to celebrate their learning, build confidence, share their progress with family and friends, and experience the joy of performing.

This policy helps ensure that recital planning is organized, fair, safe, and respectful for dancers, families, instructors, volunteers, and staff.

2. Recital Participation

Most regular season classes are expected to participate in a year-end recital unless otherwise communicated by the studio.

Participation may include:

- Learning and rehearsing recital choreography during class.
- Attending scheduled photo days, dress rehearsals, and recital performances.
- Wearing the required costume, tights, shoes, hair, makeup, and accessories.
- Following recital schedules, arrival times, and backstage expectations.
- Demonstrating respectful behaviour before, during, and after the performance.

Families who do not wish for their dancer to participate in recital should notify the studio in writing as early as possible.

3. Recital Commitment

Recital preparation begins well before the performance. Once choreography, costume planning, and recital preparation have started, regular attendance becomes especially important.

Families are expected to understand that recital participation involves a commitment to the dancer's class or group. Absences during recital preparation can affect choreography, spacing, formations, timing, confidence, and the overall experience of the group.

4. Attendance Expectations

Dancers are expected to attend classes regularly throughout the season and especially during recital preparation.

Dancers may also be required to attend:

- Recital photo day
- Costume fittings

- Dress rehearsal
- Technical rehearsal, if applicable
- Assigned recital performance or performances
- Additional rehearsals, if scheduled

If a dancer must miss a class, rehearsal, photo day, or recital-related event, families should notify the studio as soon as possible.

Repeated absences or missed required rehearsals may affect a dancer's ability to participate fully in the recital or may require changes to choreography, spacing, or placement.

5. Recital Fees and Tickets

Recital-related fees may be charged to help cover costs such as venue rental, staffing, technical support, music licensing, programs, backstage needs, photography, videography, equipment, administration, or other recital expenses.

Families will be informed of recital fees, ticket information, payment deadlines, and performance details as clearly as possible.

Recital tickets may be sold separately and are subject to availability, venue capacity, and ticketing procedures.

6. Costumes and Presentation

Dancers must wear the required costume and arrive performance-ready according to studio instructions.

Families are responsible for ensuring dancers have:

- Complete costume
- Required tights
- Required shoes
- Hair done according to instructions
- Makeup, if applicable
- Required accessories or props
- Appropriate undergarments
- Labelled personal belongings

Costumes should be clean, safe, and performance-ready. Missing or incomplete costume items may affect a dancer's ability to participate.

Families should not alter costumes or change the dancer's recital presentation without approval from the Costume Director, instructor, or Artistic Director.

7. Dress Rehearsal

Dress rehearsal is an important part of recital preparation and may be required for participating dancers. Dress rehearsal allows dancers to increase comfort on stage, practise spacing, entrances, exits, costume changes, backstage flow, lighting, music cues, and performance expectations.

Families are expected to follow dress rehearsal schedules and arrival times. Dancers should arrive prepared with all required costume pieces and performance items.

8. Photo and Video

The studio may arrange official photo or video opportunities connected to recital. Families will be informed of available options, expectations, and any related fees.

Personal photography or videography may be limited or prohibited during recital performances depending on venue rules, privacy expectations, safety, copyright, and dancer protection considerations.

Families must not post photos or videos of other dancers without appropriate consent.

9. Backstage and Dressing Room Expectations

Backstage areas and dressing rooms are restricted spaces. Only authorized staff, instructors, volunteers, and approved helpers may enter backstage or dressing room areas.

Parents/guardians must follow all backstage, dressing room, drop-off, and pick-up procedures. These procedures help protect dancer safety, privacy, supervision, and performance flow.

Dancers are expected to behave respectfully backstage by staying with their group, listening to helpers, keeping costumes and belongings organized, using quiet voices, and supporting other dancers.

10. Volunteer Support

Recital will require parent/guardian or community volunteer support. Volunteers may assist with dancer supervision, backstage organization, costume checks, ticketing, programs, setup, cleanup, or other recital needs.

Volunteers must follow studio instructions, confidentiality expectations, privacy rules, and safety procedures. Volunteers may be required to complete screening or orientation depending on the role.

11. Dancer Conduct

Dancers are expected to represent Stoney Brook Dance Nonprofit Association Inc. respectfully during recital activities.

Dancers must:

- Arrive on time and prepared.
- Listen to instructors, staff, and volunteers.
- Treat other dancers kindly.
- Respect costumes, props, dressing rooms, and venue spaces.
- Stay in assigned areas.
- Avoid running, rough play, or unsafe behaviour.
- Support classmates and celebrate everyone's hard work.

12. Parent/Guardian Conduct

Families are expected to support a positive recital experience by:

- Reading recital communication carefully.
- Meeting payment, costume, ticket, and schedule deadlines.
- Arriving on time for drop-off, pick-up, rehearsals, and performances.
- Speaking respectfully to staff, instructors, volunteers, dancers, and other families.
- Following venue and studio rules.
- Supporting all performers.
- Raising concerns respectfully through appropriate communication channels.

Immediate confrontations during rehearsals or recital events are not appropriate, as staff and volunteers must focus on dancer safety and performance needs.

13. Illness, Injury, or Emergency

If a dancer becomes ill, injured, or unable to perform, families must notify the studio as soon as possible.

The studio will make decisions based on dancer safety, choreography needs, group impact, and recital logistics. Dancers should not perform if doing so would place their health or safety at risk.

14. Withdrawal from Recital

Families who wish to withdraw a dancer from recital participation must notify the studio in writing as early as possible.

Depending on the timing of the withdrawal, some recital-related fees, costume fees, ticket purchases, or other costs may be non-refundable if they have already been committed or paid by the studio.

15. Studio Discretion

The studio may make decisions regarding recital participation, choreography, placement, costumes, scheduling, performance order, backstage procedures, and safety expectations in order to support a successful recital experience.

The studio may adjust recital participation if attendance, preparedness, behaviour, illness, injury, safety, or other concerns affect a dancer's ability to participate safely and successfully.

16. Audience Recital Etiquette

To ensure a positive experience for all dancers, families, and guests, audience members are expected to demonstrate respectful recital etiquette at all times. Guests are encouraged to arrive on time and remain seated during performances whenever possible. Excessive talking, disruptive behavior, and the use of flash photography or video lighting are not permitted, as they may distract performers and impact the experience of others. Audience members are asked to show support and encouragement for all dancers by applauding appropriately and respecting the efforts of every performer. Any individual whose behavior is disruptive or unsafe may be asked to leave the venue at the discretion of recital staff or venue personnel.

17. Policy Review

This policy will be reviewed periodically and updated as needed to support safe, organized, inclusive, and positive recital experiences for dancers and families.

Lost and Found Policy

1. Purpose

The purpose of this policy is to provide clear expectations for managing lost, misplaced, or unclaimed personal belongings at Stoney Brook Dance Nonprofit Association Inc.

The studio encourages dancers and families to take responsibility for their belongings and to help keep the studio space clean, safe, and organized.

2. Personal Belongings

Dancers and families are responsible for keeping track of their personal items while at the studio, rehearsals, performances, competitions, camps, workshops, or events.

Personal belongings may include:

- Dance shoes
- Clothing and outerwear
- Water bottles
- Bags
- Hair accessories
- Costumes and costume pieces
- Props
- Electronics
- Jewelry
- School items
- Personal care items

Families are strongly encouraged to label all dance shoes, costumes, jackets, bags, water bottles, and other important items with the dancer's name.

3. Lost and Found Area

Items found at the studio may be placed in a designated lost and found area. Families and dancers are encouraged to check the lost and found regularly.

The studio is not responsible for lost, stolen, damaged, or misplaced personal belongings.

4. Valuable or Sensitive Items

Valuable or sensitive items, such as phones, wallets, keys, jewelry, medication, or important documents, should be given to a staff member, instructor, or studio representative if found.

These items may be held separately for safekeeping when possible. A parent/guardian or owner may be asked to describe the item before it is returned.

Dancers should avoid bringing unnecessary valuables to the studio.

5. Costumes and Performance Items

Costumes, shoes, tights, accessories, hairpieces, props, and performance items are the responsibility of the dancer and family once they have been distributed.

Families are responsible for replacing lost or damaged costume pieces, accessories, or required performance items. Replacement availability is not guaranteed, especially close to photo days, competitions, festivals, dress rehearsals, or recital.

All performance items should be clearly labelled if possible, without affecting the appearance of the item.

6. Unclaimed Items

Lost and found items will be kept for a reasonable period of time. The studio may periodically remind families to check the lost and found.

At the end of a term, recital season, or dance season, unclaimed items may be donated, discarded, or otherwise disposed of at the studio's discretion.

Items that are wet, dirty, damaged, unsafe, perishable, or unsanitary may be discarded sooner.

7. Food, Drink, and Perishable Items

Food, drinks, lunch containers with food, and other perishable items may be discarded at the end of the day or sooner if needed for cleanliness, allergy, or safety reasons.

Water bottles and lunch containers may be placed in lost and found if they are clean and safe to store.

8. Studio Events, Competitions, and Off-Site Activities

Families and dancers are responsible for personal belongings at off-site activities, including competitions, festivals, performances, community events, and rentals.

The studio will make reasonable efforts to help locate misplaced items, but cannot guarantee recovery of items lost at external venues.

9. Return of Items

When claiming an item, dancers or families may be asked to describe the item or confirm ownership.

Items should not be removed from lost and found unless they belong to the dancer or family claiming them.

10. Staff and Volunteer Responsibility

Staff and volunteers may help collect and organize lost and found items, but are not responsible for tracking individual belongings. Staff and volunteers are encouraged to check for name labels to assist in returning items as soon as possible when available.

Staff are not expected to search for missing items during class, rehearsal, performance preparation, or other times when they are supervising dancers or managing studio activities.

11. Policy Review

This policy will be reviewed periodically and updated as needed to support studio organization, safety, and family communication.

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Social Media Conduct Policy for Dancers and Families

1. Purpose

The purpose of this policy is to promote respectful, safe, and positive social media use by dancers and families connected to Stoney Brook Dance Nonprofit Association Inc. Social media can be a meaningful way to celebrate dancers, share achievements, promote events, and build community, but it must be used in a way that protects dancer privacy, supports team culture, and reflects the values of the Association.

2. Scope

This policy applies to dancers, parents/guardians, family members, and guests when posting, sharing, commenting, messaging, tagging, or otherwise engaging online in connection with the Association, its dancers, staff, volunteers, Board members, events, competitions, performances, classes, or studio activities.

This policy applies to social media platforms, messaging apps, group chats, websites, photo/video sharing platforms, and other online spaces.

3. Guiding Principles

Online conduct should reflect the same expectations as in-person conduct. Dancers and families are expected to be:

- Respectful
- Kind
- Inclusive
- Supportive
- Honest
- Safe
- Privacy-conscious
- Professional when representing the studio community

Posts or comments should not harm, embarrass, exclude, pressure, or target another dancer, family, instructor, volunteer, Board member, studio, competitor, adjudicator, or community member.

4. Positive Studio Representation

Dancers and families are encouraged to celebrate dance in a positive way. Appropriate social media use may include:

- Celebrating dancer progress and achievements
- Sharing studio-approved announcements

- Promoting performances, fundraisers, or events
- Thanking teachers, volunteers, and supporters
- Encouraging teammates
- Sharing respectful photos or videos when consent is in place
- Representing Stoney Brook Dance in a positive and community-minded way

Families and dancers should remember that online posts can affect the reputation of the dancer, family, team, and Association.

5. Privacy and Consent

Dancers and families must respect the privacy of others.

Families and dancers must not post, share, or tag photos or videos of other dancers without appropriate permission from that dancer's parent/guardian, especially when minors are involved.

Posts must not share private or identifying information about another dancer or family, including:

- Full names, where not already publicly approved
- Birthdates
- Home addresses
- School information
- Phone numbers or personal emails
- Medical or injury information
- Financial circumstances
- Family or custody information
- Private conversations or concerns
- ***Location details that could compromise safety***

Photos and videos taken in dressing rooms, washrooms, changing areas, or other private spaces are strictly prohibited.

6. Photos and Videos of Performances and Classes

Photos and videos may only be taken and shared when allowed by the studio, venue, competition, recital, or event rules.

Families and dancers must follow all instructions about photography and video recording. Some performances or competitions may prohibit recording due to privacy, copyright, safety, or event rules.

Full routines, choreography, or rehearsal footage should not be posted online without studio permission, especially before competitions, performances, or recital.

7. Choreography and Creative Work

Choreography, music edits, formations, and creative concepts are part of the studio's artistic work. Dancers and families must not share full routines, private rehearsal clips, competition choreography, or class combinations online without permission from the studio or instructor.

This helps protect choreography, respect instructors' creative work, and preserve the performance experience for the team.

8. Prohibited Online Conduct

The following online conduct is not permitted:

- Bullying, harassment, intimidation, or threats
- Gossip or negative comments about dancers, families, instructors, staff, volunteers, Board members, adjudicators, competitions, or other studios
- Posting complaints or disputes publicly instead of using the proper communication process
- Sharing private messages, emails, screenshots, or confidential information without permission
- Posting embarrassing, unsafe, inappropriate, or humiliating photos or videos
- Making comments about a dancer's body, appearance, weight, ability, placement, or performance in a harmful way
- Comparing dancers negatively
- Arguing online about competition results, judging, choreography, casting, fees, or studio decisions
- Tagging or identifying minors without consent
- Creating fake accounts or anonymous posts to criticize, harass, or spread misinformation
- Posting content that is discriminatory, hateful, sexually inappropriate, violent, or unsafe
- Misrepresenting personal opinions as official Association statements

9. Competition, Festival, and Event Conduct

At competitions, festivals, recitals, and performances, dancers and families are expected to use social media respectfully.

Families and dancers must not post negative comments about:

- Adjudicators or judging decisions
- Other dancers or teams
- Other studios
- Event staff or volunteers
- Teachers, choreography, costumes, or placements
- Competition results or scoring

Dancers and families are encouraged to celebrate achievements with humility and sportsmanship. All performers deserve respect.

10. Group Chats and Messaging Apps

Group chats, parent message threads, dancer chats, and team communication spaces must be used respectfully.

Group chats must not be used for:

- Gossip
- Complaints about individuals
- Excluding or targeting dancers
- Sharing private information
- Pressuring families
- Spreading rumours
- Discussing confidential studio matters
- Sending inappropriate images, jokes, or comments

Concerns should be brought directly to the appropriate studio contact rather than debated in group chats.

11. Official Studio Accounts

Only authorized individuals may post on or manage official Stoney Brook Dance Nonprofit Association Inc. social media accounts.

Official posts must follow the Association's privacy, media consent, branding, and communication expectations.

Dancers and families should not represent themselves as speaking on behalf of the Association unless they have been approved to do so.

12. Communication of Concerns

Social media is not the appropriate place to resolve concerns, complaints, conflicts, or private matters. Concerns and complaints shall be addressed in accordance with the Complaints Resolution Policy.

Public posts, comments, or online discussions about private concerns may make it harder to resolve the issue respectfully and may affect dancer wellbeing.

13. Dancer Responsibility

Dancers are expected to use social media in a way that reflects kindness, respect, teamwork, and good sportsmanship.

Dancers should not post or share content that hurts, excludes, embarrasses, mocks, or pressures another dancer. Dancers should speak with a trusted adult if they experience or witness online bullying, harassment, inappropriate messages, or unsafe online behaviour.

14. Parent/Guardian Responsibility

Parents/guardians are responsible for helping dancers understand safe and respectful online conduct.

Parents/guardians are encouraged to:

- Monitor age-appropriate social media use.
- Remind dancers not to post private or hurtful content.
- Encourage positive team support.
- Avoid posting concerns publicly.
- Get permission before posting other dancers.
- Help dancers report unsafe or harmful online behaviour.

15. Reporting Social Media Concerns

Concerns shall be addressed in accordance with the Complaints Resolution Policy.

16. Privacy, Safety, and Child Protection

If social media conduct creates a concern about child safety, harassment, exploitation, threats, or inappropriate adult-child communication, the Association may respond under its Child Protection Policy, Safe Adult-Child Interaction Policy, or other applicable policies.

Immediate safety concerns should be reported to police or emergency services where appropriate.

17. Policy Review

This policy will be reviewed periodically and updated as needed to reflect studio communication practices, privacy expectations, social media use, and dancer safety.

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4. Child Safety & Protection Policies

Stoney Brook Dance Nonprofit Association Inc. is committed to providing a safe, respectful, and supportive environment where every dancer is protected, valued, and able to participate with confidence. Because the Association works with children and youth, child safety is a shared responsibility of the Board, staff, instructors, volunteers, families, and all adults involved in studio activities.

This section outlines the policies and expectations that help prevent harm, support appropriate adult-child boundaries, guide safe supervision and communication, and ensure concerns are reported and addressed promptly. These policies are intended to protect dancer wellbeing while creating a studio culture built on trust, transparency, respect, and accountability.

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Child Protection Policy

1. Purpose

The purpose of this policy is to protect the safety, dignity, wellbeing, and rights of children and youth participating in programs, classes, rehearsals, performances, competitions, events, and activities connected to Stoney Brook Dance Nonprofit Association Inc.

The Association is committed to providing a safe, respectful, inclusive, and supportive environment where dancers can learn, grow, and participate free from abuse, neglect, exploitation, harassment, discrimination, and inappropriate conduct.

2. Scope

This policy applies to all individuals involved with the Association, including:

- Board members
- Artistic Director
- Executive Director
- Instructors and substitute instructors
- Assistant teachers
- Student helpers
- Volunteers
- Costume Director
- Birthday party hosts
- Chaperones
- Guest teachers and choreographers
- Contractors
- Committee members
- Renters and external instructors, where applicable
- Parents/guardians and families participating in Association activities

This policy applies at the studio, during off-site activities, competitions, performances, travel, online communication, fundraising events, camps, workshops, private lessons, birthday parties, and any other Association-related activity.

3. Commitment to Child Safety

Stoney Brook Dance Nonprofit Association Inc. will take reasonable steps to:

- Create a safe and welcoming environment for children and youth.
- Promote respectful and age-appropriate adult-child interactions.
- Screen staff, instructors, volunteers, and others where appropriate.
- Maintain clear boundaries for supervision, communication, physical contact, and private spaces.
- Respond promptly to safety concerns.
- Report child protection concerns as required.
- Protect children from retaliation, shame, or blame when concerns are raised.
- Review and improve child safety practices as needed.

4. Definition of a Child Protection Concern

A child protection concern may include any situation where a child is or may be at risk of harm, abuse, neglect, exploitation, or unsafe treatment.

Concerns may involve:

- Physical abuse
- Sexual abuse or exploitation
- Emotional abuse
- Neglect
- Exposure to family violence
- Inappropriate adult-child boundaries
- Unsafe supervision
- Harassment, bullying, or intimidation
- Grooming behaviour
- Online exploitation or inappropriate communication
- A child disclosing harm or fear
- Any situation where a child's life, health, emotional wellbeing, or safety may be endangered

A child in need of protection is one whose life, health, or emotional wellbeing is endangered by the actions or omissions of a person.

5. Mandatory Reporting

In Manitoba, child protection reporting is a legal responsibility, for all residents of the province. The Province of Manitoba provides guidance on reporting child abuse and children in need of protection, including how to recognize and report child abuse or child protection concerns.

Any person who has information that leads them to reasonably believe that a child is or might be in need of protection must report the concern to the appropriate child and family services agency or authority. A person should not wait for proof before reporting - reasonable suspicion of harm is sufficient for making a report for Child and Family Services (CFS)

If a child is in immediate danger, call 911 or local police.

If the concern is not an immediate emergency, the person with the concern should contact the appropriate child and family services intake agency. For those outside the city of Winnipeg, call 1-888-834-9767 when there is no immediate danger but a child protection concern needs to be reported.

6. Individual Duty to Report

The duty to report belongs to the person who has the concern or receives the disclosure. Reporting a concern to a supervisor, instructor, Board member, or studio representative does not replace the legal duty to report to the appropriate child protection authority where required.

Adults involved with the Association must not:

- Ignore a concern.
- Wait for someone else to report.
- Attempt to investigate before reporting.
- Promise a child that the information will be kept secret.
- Delay reporting while trying to gather proof.
- Discuss the concern widely with others who do not need to know.

The role of the adult is to listen, support the child, record basic facts, report to the appropriate authority where required, and notify the appropriate Association contact once it is safe and appropriate to do so.

7. Responding to a Disclosure

If a child discloses abuse, neglect, harm, or fear, the adult should respond calmly and supportively.

The adult should:

- Listen without shock, judgment, or blame.

- Reassure the child that they did the right thing by telling someone.
- Avoid asking leading or detailed investigative questions.
- Use the child's own words where possible.
- Tell the child that the information may need to be shared with people who can help keep them safe.
- Report the concern promptly to the appropriate authority if there is reason to believe the child is or may be in need of protection.
- Document the disclosure as soon as possible.

The adult should not investigate, confront the alleged person, contact other families about the concern, or make promises about the outcome.

8. Internal Notification

After making any required external report, the person should notify the Executive Director, Artistic Director, President, or designated Board representative, unless doing so could place the child at further risk or compromise the report. This information must remain confidential.

Internal notification allows the Association to take appropriate safety steps, such as:

- Removing or restricting an individual from duties.
- Adjusting supervision.
- Preserving records.
- Supporting the child and family.
- Cooperating with authorities.
- Reviewing risk to other dancers.
- Documenting the concern.
- Seeking legal, insurance, or professional advice where appropriate.

Internal notification does not replace mandatory reporting to child protection authorities.

9. Immediate Safety Steps

If there is an immediate safety concern, the Association may take steps to protect the child and others before an investigation is complete.

These steps may include:

- Calling 911 or police.
- Contacting child and family services, once safe to do so.

- Removing the child from immediate danger.
- Removing or restricting an adult, volunteer, instructor, contractor, or participant from contact with dancers.
- Ensuring the child is not left alone with the person of concern.
- Increasing supervision.
- Contacting a parent/guardian where appropriate and safe.
- Suspending a role, contract, volunteer assignment, or access pending review.

10. Screening and Prevention

The Association will use reasonable prevention practices to reduce risk to children and youth. Child safety is a shared responsibility across the Association.

These may include:

- Criminal Record Checks and Vulnerable Sector Checks for applicable roles.
- Child Abuse Registry Checks
- Volunteer screening based on role and level of access
- Clear role descriptions
- Codes of conduct
- Safe adult-child interaction expectations
- Physical contact and corrections guidelines
- Supervision procedures
- Privacy and media policies
- Training or orientation for staff and volunteers
- Clear reporting procedures

11. Safe Adult-Child Boundaries

All adults must maintain professional and appropriate boundaries with dancers.

Adults must not:

- Communicate privately with minor dancers outside approved channels.
- Use physical contact that is unnecessary, invasive, punitive, or unrelated to safety or instruction.

- Enter dressing rooms, washrooms, or changing areas without a legitimate approved reason.
- Take photos or videos of dancers in private spaces.
- Use gifts, special privileges, secrecy, or excessive attention to build inappropriate relationships.
- Make sexual, humiliating, appearance-based, or degrading comments.
- Use threats, intimidation, shame, or fear-based teaching methods.

12. Supervision

The Association will make reasonable efforts to ensure that children and youth are appropriately supervised during Association activities. Parents are expected to supervise children under the age of 12 when not actively engaged in Association activities. For example, when waiting for classes to start, parents should supervise their young children, or have a plan in place that includes supervision in their absence.

Supervision expectations may include:

- Using visible or open spaces for instruction and meetings.
- Limiting backstage, dressing room, and private-space access to authorized individuals.
- Ensuring volunteers and student helpers are supervised.
- Following drop-off and pick-up procedures.
- Using additional supervision for camps, birthday parties, competitions, and travel.
- Applying the “rule of two” where practical, to ensure communication is transparent and observable.

13. Dressing Rooms, Washrooms, and Private Spaces

Dressing rooms, washrooms, and changing areas must be treated as private spaces.

Adults must not enter these spaces unless:

- They are assigned to an approved supervision role;
- There is an urgent safety, medical, or emergency concern;
- A young child requires appropriate assistance, and parents have provided consent for assistance to be provided, where possible and practical.

When adult assistance is required, it must be brief, respectful, and limited to what is necessary. Another approved adult should be nearby or present where practical.

Photos and videos are never permitted in dressing rooms, washrooms, or changing areas.

14. Photography, Video, and Online Safety

The Association will take steps to ensure dancer privacy and online safety.

Photos, videos, livestreams, and social media posts involving dancers must follow the Association's privacy, media, and consent policies.

Adults, volunteers, parents/guardians, and dancers must not:

- Post images or videos of other dancers without consent.
- Share identifying personal information about minors.
- Take photos or videos in private spaces.
- Use dancer images for personal promotion without approval.
- Communicate with minor dancers through inappropriate private online channels.
- Share content that is humiliating, unsafe, exploitative, or disrespectful.

15. Transportation and Travel

Transportation is the responsibility of families.

Adults acting on behalf of the Association should not transport a dancer alone in a personal vehicle unless parent/guardian permission and studio approval are in place.

For competitions, travel, hotels, and off-site activities, supervision plans must protect dancer safety, privacy, and boundaries. Unrelated adults must not share rooms with dancers unless the dancer's parent/guardian has provided expressed consent.

16. Confidentiality

Child protection concerns must be handled confidentially. Information should only be shared with individuals who need to know to protect the child(ren), make a report, cooperate with authorities, manage risk, or meet legal obligations.

Confidentiality does not mean secrecy. If a child may be in need of protection, the concern must be reported to the appropriate authority.

Records must be stored securely and handled according to the Association's privacy and record-keeping policies.

17. Documentation

When a child protection concern arises, the person receiving the information or observing the concern should document basic facts as soon as possible.

Documentation may include:

- Date and time of concern or disclosure
- Name of child
- Name of person receiving the information
- What was observed or disclosed
- Exact words used by the child, where possible
- Any visible injuries or behaviours observed
- Action taken
- Time and date of report
- Agency or authority contacted
- Name of person spoken to, if available
- Internal notification provided, if appropriate

Documentation should be factual and should not include personal opinions, assumptions, or investigation notes. Documentation should be descriptive and avoid vague language that could be easily misinterpreted.

18. Allegations Involving Staff, Volunteers, Board Members, or Studio Representatives

If a concern involves a staff member, instructor, Board member, volunteer, contractor, or other Association representative, the Association will take immediate steps to protect dancers while the concern is addressed.

This may include:

- Removing the person from duties involving dancers.
- Suspending access to the studio, records, or communication channels.
- Notifying appropriate authorities.
- Preserving relevant records.
- Cooperating with child protection, police, legal, or insurance processes.
- Avoiding any internal investigation that could interfere with an external investigation.

A person who is the subject of a concern must not participate in decisions about the matter.

19. Retaliation Prohibited

No person may retaliate against a child, parent/guardian, staff member, volunteer, Board member, or any other person who raises a child protection concern in good faith.

Types of retaliation that are not acceptable include exclusion, reduced opportunities, gossip, intimidation, punishment, pressure to withdraw a concern, negative treatment, threats or harassment, or other behaviours that are considered to be unhelpful. Retaliation may result in disciplinary or corrective action.

20. Training and Awareness

The Association will make reasonable efforts to ensure that Board members, staff, instructors, and volunteers understand their child protection responsibilities.

Training or orientation may include:

- Recognizing possible signs of abuse or neglect.
- Mandatory reporting duties.
- Safe adult-child interaction.
- Boundaries and communication.
- Dressing room and private-space expectations.
- Physical contact and corrections.
- Privacy and social media safety.
- How to respond to a disclosure.
- How to document and report concerns.

21. Family and Dancer Awareness

Families and dancers should know that the studio takes child safety seriously. Dancers are encouraged to speak with a trusted adult if they feel unsafe, uncomfortable, pressured, harmed, or worried about someone else.

Families are encouraged to report safety concerns to the Executive Director, Artistic Director, President, or a designated Board representative. If a family believes a child is or may be in need of protection, they should report directly to child and family services or police.

22. Cooperation with Authorities

The Association will cooperate with child and family services, police, and other appropriate authorities when child protection concerns are reported.

The Association will not interfere with an official investigation and will not attempt to resolve child protection concerns privately when reporting is required.

23. Accountability

Failure to follow this policy may result in:

- Clarification of expectations
- Training or supervision requirements
- Restriction of duties
- Removal from volunteer or staff role
- Suspension or termination of contract or employment
- Removal from studio activities
- Referral to police, child protection authorities, or other appropriate agencies
- Other action deemed necessary by the Association

24. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect child safety practices, Manitoba reporting requirements, insurance expectations, and Association operations.

25. Additional Documents:

- Child Protection Concern Documentation Form

Safe Adult-Child Interaction Policy

1. Purpose

The purpose of this policy is to establish clear expectations for safe, respectful, and appropriate interactions between adults and children at Stoney Brook Dance Nonprofit Association Inc.

The Association is committed to protecting dancer safety, dignity, privacy, and wellbeing. All adults involved in studio activities are expected to maintain professional boundaries and act in the best interests of children and youth.

2. Scope

This policy applies to all adults acting on behalf of the Association, including:

- Board members
- Artistic Director
- Executive Director
- Instructors and substitute instructors
- Assistant teachers
- Student helpers, where applicable
- Volunteers
- Costume Director
- Birthday party hosts
- Chaperones
- Guest teachers and choreographers
- Contractors
- Committee members
- Renters or external instructors, where applicable

This policy applies during classes, rehearsals, competitions, performances, camps, workshops, private lessons, birthday parties, fundraising events, travel, online communication, and any other Association-related activity.

3. Guiding Principles

All adult-child interactions must be:

- Safe

- Respectful
- Professional
- Age-appropriate
- Observable where possible
- Connected to an approved studio purpose
- Consistent with the dancer's dignity, privacy, and personal boundaries

Adults must not use their role to create dependency, secrecy, favouritism, fear, isolation, or inappropriate personal relationships with dancers.

4. Rule of Two and Visibility

Whenever possible, adults should avoid being alone with a child in a private or isolated space. The studio will use the “rule of two” where practical, meaning that two approved adults are present or the interaction is observable by others.

When one-on-one interaction is necessary, it should occur:

- In a visible or open area
- In a studio with windows or an open door, where practical
- During approved studio hours
- With parent/guardian knowledge where appropriate
- For a clear studio-related purpose

Private or isolated one-on-one contact should be avoided unless necessary for immediate safety or an approved accommodation.

5. Professional Boundaries

Adults must maintain clear and appropriate boundaries with dancers.

Adults must not:

- Develop personal, secretive, or dependent relationships with dancers.
- Share adult personal problems with dancers.
- Ask dancers to keep secrets from parents/guardians or studio leadership.
- Give special gifts, privileges, or attention that could be seen as favouritism or grooming.
- Spend unnecessary private time with a dancer outside approved studio activities.
- Invite dancers to private homes, personal social events, or non-studio activities without parent/guardian involvement and studio approval.

- Use their role to pressure, intimidate, manipulate, or control a dancer.

6. Appropriate Communication

Communication with dancers must be professional, age-appropriate, and connected to dance programming.

For dancers under 18:

- Communication should generally go through parents/guardians or approved studio channels.
- Group communication is preferred over private one-on-one communication.
- Parents/guardians should be included in communication with younger dancers.
- Late-night or personal messaging is not appropriate.
- Messages should not include personal, romantic, sexual, secretive, or inappropriate content.

Adults must not communicate with minor dancers through private social media accounts, disappearing-message apps, or informal personal channels unless specifically approved by the studio and parent/guardian for a legitimate purpose.

7. Physical Contact

Physical contact must follow the Association's Physical Contact and Corrections Policy.

Any physical contact must be:

- Related to instruction, safety, spotting, or injury prevention
- Respectful and age-appropriate
- Explained before contact whenever possible
- Limited to what is necessary
- Stopped immediately if the dancer appears uncomfortable or asks for it to stop

Physical contact must never be sexual, punitive, humiliating, forceful, unnecessary, or unrelated to dance instruction or safety.

8. Dressing Rooms, Washrooms, and Changing Areas

Dressing rooms, washrooms, and changing areas are private spaces. Adults must respect dancer privacy at all times.

Adults must not enter dressing rooms, washrooms, or changing areas unless:

- They are assigned to an approved supervision role;
- There is an urgent safety or medical concern;

- A younger dancer requires assistance and it is appropriate for the assigned adult to help; or
- The Association has approved the adult's role in that space.

When adult assistance is required, privacy must be protected. Where possible, another approved adult should be nearby or present, and assistance should be brief, respectful, and limited to what is necessary.

Photos and videos are not permitted in dressing rooms, washrooms, or changing areas.

9. Transportation

Transportation related to dance activities is primarily not the responsibility of the Association. Adults acting on behalf of the Association should not transport dancers alone in a personal vehicle unless there is parent/guardian permission and studio approval.

Where transportation is necessary, the following safeguards should be used where possible:

- Parent/guardian written consent
- More than one dancer or adult in the vehicle
- Clear pick-up and drop-off details
- Communication with parent/guardian
- No unnecessary stops
- Appropriate seatbelts and safety requirements
- No private or personal detours

Transportation arrangements are the responsibility of families unless specifically approved by the Association.

10. Travel, Competitions, and Off-Site Events

During travel, competitions, festivals, performances, and off-site events, adults must maintain professional boundaries and follow all supervision expectations.

Adults must:

- Follow approved schedules and supervision plans.
- Avoid being alone with an unrelated dancer in hotel rooms or isolated areas.
- Respect dressing room and backstage boundaries.
- Avoid sharing rooms with unrelated dancers unless the dancer's parent/guardian or an approved arrangement has been made.
- Follow venue rules and studio expectations.

- Report concerns promptly.

Dancer safety, privacy, and supervision must take priority over convenience.

11. Favouritism, Gifts, and Personal Relationships

Adults must avoid conduct that could create a perception of favouritism, grooming, or special treatment.

Adults should not:

- Give personal gifts to individual dancers without approval.
- Offer special privileges not connected to studio programming.
- Single out dancers for excessive attention.
- Spend unnecessary one-on-one time with a dancer.
- Create private jokes, secrets, nicknames, or personal routines that exclude others.
- Use compliments or criticism in a way that creates dependency or emotional pressure.

Group recognition, awards, encouragement, and class-based celebrations are appropriate when handled fairly and professionally.

12. Social Media and Online Boundaries

Adults must maintain appropriate online boundaries with dancers.

Adults must not:

- Follow or add minor dancers on personal social media accounts unless there is a legitimate, approved reason and parent/guardian awareness.
- Send private direct messages to minor dancers for non-studio purposes.
- Comment on a dancer's appearance, body, personal life, or private posts in a way that could be inappropriate or misunderstood.
- Post photos or videos of dancers without proper consent.
- Share confidential information online.
- Use online communication to bypass parents/guardians or studio communication channels.

Official Association accounts should be used for studio-related communication and promotion that is lead by the Association.

13. Photography and Video

Photos and videos of dancers may only be taken or used for approved studio purposes and in accordance with the Association's privacy, media, and consent policies.

Adults must not take photos or videos of dancers for personal use. Photos or videos must never be taken in dressing rooms, washrooms, changing areas, or other private spaces.

Adults must not post or share photos or videos of dancers without proper consent and studio approval.

14. Language and Behaviour

Adults must use respectful, supportive, and age-appropriate language.

Adults must not use:

- Humiliation
- Shaming
- Threats
- Yelling intended to intimidate
- Sexual jokes or comments
- Comments about a dancer's body, weight, shape, or appearance
- Discriminatory language
- Insults, name-calling, or sarcasm directed at a dancer
- Fear-based or degrading teaching methods

Corrections should focus on technique, safety, effort, and growth.

15. Discipline and Behaviour Support

Adults may provide reasonable direction and correction to support safety, learning, and respectful behaviour.

Discipline must be:

- Calm
- Respectful
- Age-appropriate
- Related to the behaviour
- Focused on learning and safety
- Free from shame, intimidation, or physical punishment

Adults must not use physical discipline, threats, isolation, public humiliation, or emotional manipulation.

Parents of the child who is not being respectful in class must be notified as soon as possible after the disrespectful behaviour occurs.

16. Boundaries Outside the Studio

Adults connected to the Association should be mindful of potential dual relationships and conflicts of interest when interacting with dancers outside regular studio activities.

Adults must not use a studio relationship to develop inappropriate personal access to a dancer.

17. Reporting Concerns

Any concern about unsafe, inappropriate, boundary-crossing, or suspicious adult-child interaction must be reported promptly to the Executive Director, Artistic Director, President, or designated Board representative, as well as mandatory child safety reporting when circumstances warrant.

Reports will be handled respectfully, confidentially, and with dancer safety as the priority.

18. Duty to Report Child Protection Concerns

If any person has information that leads them to reasonably believe that a child is or might be in need of protection, the matter must be reported as required by Manitoba law. Manitoba's child protection guidance states that reporting child abuse and children in need of protection is mandatory, and the Province provides guidance on recognizing and reporting child protection concerns.

If a child is in immediate danger, emergency services or police should be contacted immediately.

Adults must not investigate suspected abuse themselves or promise a child that the information will be kept secret. The role of the adult is to listen, support, document basic information, and report to the appropriate authority or designated contact.

19. Retaliation Prohibited

No person may retaliate against a dancer, parent/guardian, staff member, volunteer, or Board member who raises a concern in good faith.

Retaliation may include exclusion, punishment, intimidation, gossip, reduced opportunities, negative treatment, or pressure to withdraw a concern.

20. Accountability

Failure to follow this policy may result in:

- Clarification of expectations
- Coaching or retraining
- Increased supervision
- Restriction from certain duties
- Removal from volunteer or staff roles
- Termination of contract or employment
- Removal from studio activities
- Referral to appropriate authorities, where required

The Association will respond based on the nature and seriousness of the concern.

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect child safety practices, legal requirements, insurance expectations, and studio operations.

Injury Policy

1. Purpose

The purpose of this policy is to promote a safe environment for all students, staff, volunteers, and visitors. The Association is committed to preventing injuries whenever possible and ensuring that appropriate action is taken if an injury occurs.

Safety and student wellbeing are a top priority in all classes, rehearsals, and performances and other studio-related activities.

2. Scope

This policy applies to:

- Students
- Dance instructors
- Staff and volunteers
- Guest teachers and choreographers
- Participants in studio events, rehearsals, and performances

The policy applies to activities that occur at all dance-related activities endorsed by the Association (e.g., at the studio, rehearsals, performances competitions and festivals)

3. General Safety Responsibilities

Studio Leadership

Studio leadership is responsible for:

- Maintaining a safe facility
- Ensuring dance spaces are clean and free from hazards
- Maintaining appropriate flooring and equipment
- Ensuring emergency procedures are in place
- Providing staff with safety guidelines

Teachers and Staff

Teachers and staff are responsible for:

- Supervising students during classes and rehearsals
- Ensuring safe use of studio space and equipment
- Reporting hazards or unsafe conditions
- Following injury response procedures

- Encouraging safe dance practices

Students

Students are expected to:

- Follow teacher instructions
- Wear appropriate dance attire and footwear
- Inform instructors if they are injured or feeling unwell
- Respect studio safety rules

4. Injury Prevention

Teachers should actively promote safe training practices.

Injury prevention includes:

- Proper warm-up and stretching before physical activity
- Age-appropriate technique and choreography
- Teaching proper alignment and technique
- Allowing adequate rest during physically demanding classes
- Avoiding excessive repetition that may lead to overuse injuries

Teachers should be attentive to signs of fatigue, pain, or discomfort in students.

5. Responding to Injuries

If a student is injured during class or a studio activity, the following steps should be taken:

1. **Stop the activity immediately** if necessary.
2. **Assess the injury** and ensure the student is safe and comfortable.
3. Provide **basic first aid** if appropriate.
4. Call **emergency services** if the injury is serious.
5. Contact the **parent or guardian** if the injured individual is a minor.
6. Notify **studio administration**.

Students who appear injured should **not continue dancing** until it is safe to do so.

6. Injury Reporting

All injuries occurring at the studio or during studio activities should be documented (see injury reporting form).

An **incident report** should include:

- Date and time of the injury
- Location of the incident
- Description of what occurred
- Actions taken
- Names of individuals involved or witnesses

Incident reports should be submitted to studio leadership as soon as possible after the event.

7. Returning to Dance After Injury

Students recovering from injuries should return to dance carefully.

The studio may require:

- Parent or guardian communication regarding recovery
- Medical clearance from a healthcare professional for serious injuries
- Modified participation or rest until the student has recovered

Teachers should support safe reintegration into training.

8. Emergency Preparedness

The studio will maintain procedures for emergencies, including:

- Access to a **first aid kit**
- Knowledge of emergency contact numbers
- Awareness of **emergency exits and evacuation procedures**

Staff should know how to respond to emergencies such as:

- Serious injuries
- Fire or evacuation
- Medical emergencies

9. Studio Environment Safety

To reduce risk, the studio will maintain a safe physical environment by:

- Keeping floors clean and dry
- Maintaining appropriate dance flooring
- Ensuring clear pathways and exits
- Inspecting equipment regularly

- Maintaining proper lighting and ventilation

Hazards should be reported immediately to studio leadership.

10. Policy Compliance

All staff and instructors are expected to follow this policy.

Failure to comply may result in:

- Review of safety procedures
- Additional training
- Disciplinary action when necessary

11. Policy Review

This policy will be reviewed periodically to ensure it reflects best practices for dance safety and supports the wellbeing of students and staff.

12. Additional Documents:

- Injury/Incident Reporting Form

Injury Modification Policy

1. Purpose

The purpose of this policy is to ensure that dancers who are injured, recovering, or managing physical limitations can continue to participate safely in classes and programming while minimizing the risk of further injury. This policy provides a structured approach to modifications that supports dancer well-being and long-term training sustainability.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to prioritizing dancer health and safety. Dancers with injuries or physical limitations will be supported through appropriate modifications wherever possible, while ensuring that participation remains safe for the individual and the broader class environment.

No dancer will be encouraged to train through pain or participate in movements that may worsen an injury.

3. Injury Disclosure Responsibility

It is the responsibility of the dancer and/or parent/guardian to:

- Inform the studio as soon as possible of any injury, pain, or medical limitation
- Provide relevant medical guidance or recommendations when available
- Update instructors on changes in condition or recovery status
- Communicate any restrictions provided by healthcare professionals to teaching staff

4. Assessment of Participation

Upon disclosure of an injury:

- Instructors will assess the dancer's ability to safely participate
- Participation may be modified or restricted based on severity
- In some cases, temporary removal from certain activities may be required
- Clearance from a medical professional may be requested before full return

The studio reserves the right to limit participation where safety is a concern.

5. Types of Modifications

Depending on the injury, modifications may include:

- Reduced range of motion or intensity
- Substitution of movements or exercises

- Focus on upper or lower body only
- Observation instead of participation
- Alternative conditioning or marking choreography
- Avoidance of jumps, turns, acro, or partnering work
- Use of supportive equipment or rest periods

Modifications will be tailored to the individual dancer's needs and class requirements.

6. Class Participation Expectations

While modified participation is encouraged where safe:

- Dancers are expected to remain engaged in class when able
- Observation should be active (listening, marking, mental retention)
- Dancers should not leave class without instructor awareness or approval
- Respect for modified roles and limitations is expected from all participants

7. Return to Full Participation

Return to full activity should be:

- Gradual and progressive
- Based on dancer readiness and comfort
- Informed by medical guidance when applicable
- Approved by instructors or Artistic Director where necessary

Rushing return to full participation is discouraged. All return to participation in dance-related activities must be clearly communicated with parents and instructors.

8. Instructor Responsibility

Instructors are responsible for:

- Identifying when modifications are needed
- Providing safe and appropriate alternatives
- Ensuring injured dancers are not pressured to perform unsafe movements
- Monitoring dancer condition during class
- Communicating concerns to studio leadership or parents when required

9. Safety Priority

At all times:

- Pain is not considered part of training
- Safety overrides choreography, performance, or attendance expectations
- No dancer will be required to perform movement that compromises recovery
- Emergency escalation will occur if an injury worsens during class

Dancers who do not adhere to the injury and illness policy (e.g., refusing participation in one class due to injury and then participating fully in a subsequent class within the same time-frame) will be subject to discipline (e.g., instructors notifying parents).

10. Policy Authority

This Injury Modification Policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect best practices in dance medicine and safety standards.

Concussion and Return to Dance Policy

1. Purpose

The purpose of this policy is to support the safety, health, and wellbeing of dancers who may sustain a concussion during dance classes, rehearsals, performances, competitions, camps, workshops, or other studio-related activities.

A concussion is a brain injury that must be taken seriously. This policy outlines how Stoney Brook Dance Nonprofit Association Inc. will recognize, respond to, document, and manage suspected concussions and safe return to dance.

2. Guiding Principles

Stoney Brook Dance Nonprofit Association Inc. will follow a cautious approach to suspected concussion. When in doubt, the dancer will be removed from activity and will not return until has been deemed it is safe to do so by an authorized individual (e.g., medical professional).

3. Recognizing a Possible Concussion

A concussion may occur from a blow to the head, face, neck, or body that causes the head or brain to move quickly. A dancer does not need to lose consciousness to have a concussion.

Possible signs or symptoms may include:

- Headache or pressure in the head
- Dizziness or balance problems
- Nausea or vomiting
- Blurred or double vision
- Sensitivity to light or noise
- Confusion or feeling “foggy”
- Trouble remembering instructions or choreography
- Difficulty concentrating
- Unusual tiredness or low energy
- Irritability, sadness, nervousness, or emotional changes
- Slowed reaction time
- Poor coordination
- Changes in behaviour noticed by instructors, staff, parents, or teammates

Any dancer showing possible signs of concussion must be treated as though a concussion may have occurred.

4. Immediate Removal from Dance Activity

If a concussion is suspected, the dancer must be removed from dance activity immediately. The dancer must not return to class, rehearsal, performance, competition, or physical activity on the same day.

Manitoba's Concussion in Youth Sport Act requires return-to-play protocols to include immediate removal from youth sport activity when concussion is suspected and states that the athlete must not resume the activity until medically cleared.

The instructor, Artistic Director, Executive Director, or designated studio representative may remove a dancer from activity if a concussion is suspected.

5. Parent/Guardian Notification

If a dancer is removed due to suspected concussion, the Association will contact the parent/guardian as soon as reasonably possible.

The parent/guardian will be informed of:

- What happened, if known
- What symptoms or signs were observed
- That the dancer was removed from activity
- That medical assessment is required before returning to dance
- Any documentation or forms required by the studio

If symptoms appear serious or worsen, emergency medical services may be contacted.

6. Medical Assessment

A dancer with a suspected concussion should be assessed by an appropriate healthcare professional, which may include seeking immediate medical attention. The dancer may not return to dance until the studio has received appropriate medical clearance.

Manitoba's legislation states that medical clearance must be provided by a signed and dated medical report from a licensed physician, physician assistant, nurse practitioner, or nurse in specified circumstances, confirming that the athlete has been evaluated and cleared to resume athletic activity.

7. Red Flag Symptoms

Emergency medical attention should be sought immediately if a dancer experiences serious or worsening symptoms, such as:

- Loss of consciousness

- Repeated vomiting
- Worsening headache
- Seizure or convulsion
- Increasing confusion or agitation
- Neck pain or tenderness
- Weakness, numbness, or tingling
- Slurred speech
- Unequal pupils
- Difficulty waking up
- Unusual behaviour change
- Any symptom that causes serious concern

When in doubt, emergency medical help should be contacted - call 911.

8. Return to School and Daily Activities

Before returning fully to dance, dancers should be able to manage school, daily activities, and normal routines without worsening symptoms.

9. Gradual Return to Dance

Return to dance must be gradual and symptom-limited. Dancers must not return to full dance activity immediately after a concussion.

Sport Manitoba's return-to-sport guidance recommends a step-by-step process, beginning with symptom-limited activity after an initial 24–48 hour rest period, followed by gradual increases in physical activity as long as symptoms do not worsen.

Following a concussion, all return to dance and dance-related activities must be approved by a medical professional. Return of symptoms or worsening of symptoms may result in removal from dance-related activities in order to prevent further injury.

10. No Same-Day Return

A dancer who is suspected of having a concussion may not return to dance on the same day, even if they begin to feel better.

This applies to classes, rehearsals, performances, competitions, workshops, camps, team-building events, and all other studio activities.

11. Written Clearance Required

Before returning to full dance activity, the studio may require written medical clearance. Clearance must confirm that the dancer has been assessed and is safe to return to physical activity.

12. Instructor and Studio Discretion

Even with medical clearance, the studio may limit or modify participation if there are concerns about dancer safety, fatigue, coordination, confidence, readiness, or symptom recurrence.

Instructors and studio leadership may require a dancer to:

- Observe class
- Mark choreography only (e.g., gently rehearse steps through minimal movement, or even sitting in a chair)
- Avoid jumping, turning, acro, lifts, inversions, or partnering
- Reduce intensity
- Take breaks
- Leave class early
- Delay performance or competition participation

These decisions are made to protect dancer wellbeing.

13. Family Responsibility

Parents/guardians are responsible for:

- Reporting any suspected concussion, head injury, fall, or relevant symptoms to the studio.
- Pause all dance-related activity until medically assessed.
- Following all medical advice.
- Providing medical clearance to the Association when required.
- Communicating any restrictions or return-to-activity instructions.
- Ensuring the dancer does not participate in physical activities that conflict with recovery guidance.
- Updating the studio if symptoms return.

Families must not send a dancer back to class, rehearsal, or performance before they are medically cleared and safe to participate. Dancers who return to class while still exhibiting symptoms of injury will be asked to observe the class, or be picked up by their parents.

14. Dancer Responsibility

Dancers are expected to tell an instructor, parent/guardian, or studio representative if they hit their head, fall, feel dizzy, develop a headache, feel confused, feel sick, or notice symptoms during or after dance.

Dancers are encouraged not to hide symptoms in order to keep dancing or performing. Safety and wellness are of the highest priority.

15. Documentation

The studio will document suspected concussion incidents where possible.

Documentation may include:

- Dancer name
- Date and time of incident
- Activity taking place
- What happened, if known
- Signs or symptoms observed
- Action taken
- Parent/guardian notification
- Medical clearance received
- Return-to-dance notes or restrictions as recommended by medical professionals

Records will be handled confidentially and stored according to the studio's record-keeping and privacy policies.

16. Competitions, Performances, and Events

If a concussion is suspected during a competition, recital, rehearsal, performance, workshop, or off-site event, the dancer will be removed from participation and will not return that day.

The studio may adjust choreography, formations, routines, entries, or performance participation if needed. Dancer safety will take priority over performance outcomes.

17. Education and Awareness

Stoney Brook Dance Nonprofit Association Inc. will make reasonable efforts to ensure instructors, staff, families, and dancers understand the importance of concussion recognition, removal from activity, medical assessment, and gradual return to dance.

18. Policy Review

This policy will be reviewed periodically and updated as needed to reflect current concussion guidance, Manitoba requirements, dancer safety needs, and studio operations.

19. Additional Documents:

- Injury/Incident Reporting Form

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First Aid Policy

1. Purpose

The purpose of this policy is to support the health, safety, and wellbeing of dancers, families, instructors, staff, volunteers, and visitors by ensuring that first aid supplies, procedures, and reporting expectations are in place at Stoney Brook Dance Nonprofit Association Inc. This policy is intended to guide basic first aid response and emergency decision-making. It does not replace professional medical care.

2. Scope

This policy applies to all studio-related activities, including:

- Regular classes
- Rehearsals
- Recitals and performances
- Competitions and festivals
- Camps, workshops, and intensives
- Birthday parties and rentals
- Team-building activities
- Studio events and off-site activities

3. First Aid Commitment

Stoney Brook Dance Nonprofit Association Inc. will make reasonable efforts to maintain a safe studio environment and respond appropriately when a dancer, staff member, volunteer, or visitor becomes injured or unwell.

The studio will maintain accessible first aid supplies and will encourage appropriate staff, instructors, and volunteers to complete first aid training where practical.

4. First Aid Kits

The Association will maintain first aid kits in accessible locations. First aid kits should be checked regularly and restocked as needed. First aid kits may include items such as bandages, gauze, gloves, antiseptic wipes, cold packs, tape, scissors, and other basic supplies. First aid supplies must be used appropriately and must not be removed from the studio except for approved studio activities.

5. First Aid Training

The studio may encourage or require first aid training for individuals in roles that involve dancer supervision, camps, birthday parties, competitions, performances, or higher-risk activities.

6. Responding to Injuries or Illness

If a dancer, staff member, volunteer, or visitor is injured or becomes unwell, the instructor, staff member, or designated adult will take reasonable steps to respond. The Injury Policy should be followed in the case of an injury.

In an emergency, the studio will act in the best interests of the injured or ill person and may call emergency services before contacting a parent/guardian.

7. Emergency Medical Situations

In case of an emergency medical situation, procedure should be conducted in accordance with the Association's Medical Emergency Policy.

When in doubt, staff should call emergency services.

8. Parent/Guardian Notification

Parents/guardians will be contacted as soon as reasonably possible when a dancer is injured, becomes ill, or requires more than minor first aid.

Parents/guardians may be asked to pick up a dancer if the dancer is unable to safely continue participating, appears unwell, has symptoms of contagious illness, or requires medical attention.

Families are responsible for keeping emergency contact information current.

9. Medication

Studio staff, instructors, and volunteers will not provide medication to dancers unless specific arrangements have been approved by the studio and parent/guardian in advance.

Medication includes both prescription and non-prescription medication, such as pain relievers, allergy medication, or cold medicine.

Dancers who require emergency medication, such as an inhaler or EpiPen, should have access to it as directed by their parent/guardian and healthcare provider. Families must inform the studio of any medical condition that may require emergency support.

10. Allergies and Medical Conditions

Parents/guardians are responsible for informing the studio of serious allergies, asthma, seizure disorders, diabetes, medical conditions, injuries, accessibility needs, or other health concerns that may affect participation.

This information should be provided at registration and updated whenever circumstances change.

Medical information will be shared only with individuals who need it to support dancer safety.

11. Blood and Bodily Fluids

Staff and volunteers should use caution when responding to blood or bodily fluids. Disposable gloves should be used where available.

Areas affected by blood, vomit, or bodily fluids should be cleaned and disinfected appropriately. Contaminated materials should be disposed of safely.

12. Off-Site Activities

For competitions, performances, festivals, workshops, camps, or other off-site activities, the studio will make reasonable efforts to ensure that emergency contact information and basic first aid supplies are available or that the venue has appropriate first aid resources.

Families remain responsible for ensuring dancers have required medical items, such as inhalers, EpiPens, braces, or other supports.

13. Family Responsibilities

Families are responsible for:

- Providing accurate medical and emergency contact information.
- Updating the studio when health information changes.
- Keeping dancers home when they are ill or contagious.
- Informing instructors of injuries or limitations.
- Providing required emergency medication or supports.
- Seeking medical care when needed.
- Following return-to-dance guidance after injury or illness.

14. Staff and Instructor Responsibilities

Staff and instructors are responsible for responding to incidents in accordance with the Association's injury, illness and emergency medical policies.

15. Confidentiality

Medical, illness, injury, and first aid information will be handled respectfully and confidentially. Information will only be shared with individuals who need it to support safety, emergency response, documentation, or required follow-up.

16. Policy Review

This policy will be reviewed periodically and updated as needed to reflect studio operations, safety needs, first aid guidance, and applicable Manitoba requirements.

20. Additional Documents:

- Injury/Incident Reporting Form

Emergency Contact Policy

1. Purpose

The purpose of this policy is to ensure that Stoney Brook Dance Nonprofit Association Inc. has accurate and current emergency contact information for every dancer. This information helps the studio respond quickly and appropriately if a dancer becomes ill, is injured, experiences a medical concern, or if an urgent situation occurs during studio programming.

2. Scope

This policy applies to all dancers registered in Stoney Brook Dance Nonprofit Association Inc. programs, including:

- Regular classes
- Intensive Program classes
- Camps and workshops
- Rehearsals
- Recitals and performances
- Competitions and festivals
- Birthday parties, where applicable
- Team-building activities
- Studio events and off-site activities

3. Required Emergency Contact Information

Families must provide emergency contact information at registration and keep it current throughout the season.

Required information may include:

- Dancer's full name
- Parent/guardian name and contact information
- At least one emergency contact other than the parent/guardian, where possible
- Phone numbers for each contact
- Relevant medical, allergy, or accessibility information
- Any medical conditions that may affect participation
- Information about required emergency medication, such as an inhaler or EpiPen

- Authorized pick-up information, where applicable

The studio may request updated information at any time during the season.

4. Family Responsibility

Parents/guardians are responsible for ensuring emergency contact information is accurate, complete, and up to date.

Families must notify the studio promptly if there are changes to:

- Phone numbers
- Email addresses
- Emergency contacts
- Authorized pick-up people
- Medical conditions and injuries
- Allergies
- Medications
- Custody or access information that affects dancer safety or pick-up
- Any other information needed in an emergency

If the studio cannot reach a parent/guardian during an emergency, staff may contact the emergency contacts listed on the dancer's account.

5. Use of Emergency Contact Information

Emergency contact information will be used only for authorized studio purposes, including:

- Contacting a parent/guardian if a dancer is injured or unwell
- Contacting emergency contacts if parents/guardians cannot be reached
- Supporting dancer safety during classes, rehearsals, performances, competitions, and events
- Responding to medical, safety, weather, facility, or other urgent situations
- Confirming pick-up arrangements where needed
- Providing emergency responders with relevant information when necessary

6. Medical Emergencies

In a medical emergency, the studio will act in the best interests of the dancer.

This may include:

- Providing basic first aid within the responder's training
- Contacting a parent/guardian
- Contacting an emergency contact
- Calling emergency services
- Providing emergency responders with relevant medical or contact information
- Documenting the incident
- Notifying studio leadership

Emergency services may be contacted before a parent/guardian if the situation appears urgent.

7. Emergency Medication

Families must notify the studio if a dancer requires emergency medication, such as an inhaler, EpiPen, seizure medication, or other emergency support.

Parents/guardians are responsible for ensuring that:

- The dancer has access to required medication or emergency supports
- Medication is current and not expired
- The studio has relevant instructions
- The dancer's instructor or appropriate studio contact is aware of the concern
- Information is updated if medical needs change

Studio staff and volunteers will not administer medication unless an approved arrangement is in place or emergency circumstances require immediate action.

8. Off-Site Activities

For competitions, festivals, performances, workshops, camps, team-building activities, or other off-site events, the studio may require emergency contact information to be available to designated staff, instructors, volunteers, or chaperones.

Families are responsible for ensuring emergency information is current before off-site activities.

Dancers attending off-site events should have any required medical items with them, such as inhalers, EpiPens, braces, or other supports.

9. Authorized Pick-Up

For younger dancers or specific programs, families may be asked to identify who is authorized to pick up the dancer.

The studio may refuse to release a dancer to an individual who is not authorized, cannot be identified, appears unsafe, or creates a concern for dancer wellbeing.

Families must inform the studio in writing if there are custody, access, or safety restrictions that affect who may pick up a dancer. The studio may request supporting documentation where appropriate.

10. Unable to Reach Parent/Guardian

If a parent/guardian cannot be reached in an emergency, the studio may:

- Contact listed emergency contacts
- Call emergency services
- Follow medical or emergency instructions provided at registration
- Take reasonable steps to protect the dancer's safety
- Continue attempting to reach the parent/guardian

The studio will use reasonable judgment based on the urgency of the situation.

11. Privacy and Confidentiality

Emergency contact and medical information will be handled confidentially and shared only with individuals who need it for an authorized studio purpose.

This may include instructors, staff, volunteers, chaperones, emergency responders, the Executive Director, Artistic Director, or Board-designated contacts.

Emergency information will be stored securely and retained according to the Association's privacy and record-keeping policies.

12. Incomplete or Outdated Information

If emergency contact information is incomplete, outdated, or missing, the studio may ask the family to update it before the dancer continues participating in classes, rehearsals, performances, competitions, or events.

The studio may restrict participation in off-site activities or higher-risk activities until required information is provided.

13. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer safety, emergency preparedness, privacy, and responsible studio operations.

Physical Contact and Corrections Policy

1. Purpose

The purpose of this policy is to ensure that all physical contact, hands-on corrections, spotting, and movement support used in dance instruction are respectful, appropriate, safe, and connected to dancer learning or injury prevention.

Stoney Brook Dance Nonprofit Association Inc. recognizes that dance instruction may sometimes involve physical guidance to help dancers understand alignment, posture, technique, spacing, partnering, acro skills, or safe movement. Any physical contact must be professional, limited, necessary, and respectful of the dancer's comfort, dignity, and personal boundaries.

2. Scope

This policy applies to all instructors, assistant teachers, substitute teachers, guest instructors, choreographers, volunteers, student helpers, Artistic Director, Executive Director, and anyone providing instruction or movement support on behalf of the Association.

It applies during classes, rehearsals, competitions, performances, workshops, camps, private lessons, auditions, team-building activities, and studio events.

3. Guiding Principles

Physical contact and corrections must always be:

- Related to dance instruction, safety, or injury prevention.
- Respectful, professional, and age-appropriate.
- Limited to what is necessary.
- Explained clearly whenever possible.
- Sensitive to dancer comfort, privacy, culture, body autonomy, and personal boundaries.
- Avoided when verbal instruction, demonstration, or visual correction would be sufficient.
- Stopped immediately if a dancer appears uncomfortable or asks for the contact to stop.

Dancers must never be shamed, pressured, embarrassed, or punished for not wanting hands-on correction.

4. Types of Appropriate Physical Contact

Appropriate physical contact may include:

- Lightly guiding arm, hand, shoulder, back, hip, foot, or leg placement to demonstrate alignment.
- Assisting with posture or turnout awareness.
- Spotting skills in acro, jumps, lifts, turns, partnering, or other movements where safety support is needed.
- Helping a dancer avoid falling or injury.
- Supporting safe spacing or positioning during choreography.
- Assisting younger dancers with basic class needs, such as lining up or finding their place, where appropriate.
- Helping with costume or shoe safety only when necessary and appropriate.

Physical contact must be brief, purposeful, and connected to the dancer's training or safety.

5. Consent and Communication

Instructors should use clear language before providing hands-on correction whenever possible. Examples may include:

- "May I adjust your arm placement?"
- "I'm going to help guide your shoulder so you can feel the alignment."
- "Can I spot you for this skill?"
- "Would you prefer I show you instead?"

For younger dancers, instructors should use simple, age-appropriate language and pay attention to body language, hesitation, or discomfort.

If a dancer says no, pulls away, freezes, appears uncomfortable, or asks not to be touched, the instructor must stop and use another teaching method.

6. Alternative Correction Methods

Instructors should use non-contact teaching methods whenever possible, including:

- Verbal corrections.
- Demonstration.
- Mirroring.
- Visual markers.
- Imagery or cues.
- Asking the dancer to self-adjust.

- Using props or floor markings.
- Providing group corrections.
- Showing the correction on themselves rather than the dancer.

Hands-on correction should be used only when it adds meaningful instructional or safety value.

7. Spotting and Safety Support

Spotting may be necessary for dancer safety, especially in acro, lifts, balances, partnering, turns, jumps, or skills where a dancer could fall or become injured.

Spotting must be:

- Appropriate to the dancer's age, skill level, and readiness.
- Provided only by someone trained or experienced enough to spot the skill safely.
- Limited to the support needed to reduce risk.
- Explained before the skill whenever possible.
- Discontinued if the dancer is uncomfortable or unsafe to continue.

Dancers should not be asked to attempt skills beyond their readiness, strength, training, or confidence.

8. Areas of the Body

Instructors must use careful judgment when providing hands-on corrections. Physical contact should avoid sensitive areas of the body.

Physical contact must never be sexual, invasive, punitive, or unnecessary.

If a correction involves an area that could feel sensitive or uncomfortable, the instructor should use verbal instruction, demonstration, or self-correction instead whenever possible.

9. Dancer Boundaries

Dancers have the right to personal boundaries. Dancers may tell an instructor that they do not want hands-on correction, spotting, or physical contact, except where immediate contact is necessary to prevent injury.

Families may also notify the studio if their dancer should not receive hands-on corrections, or if specific accommodations are needed due to trauma history, sensory needs, disability, cultural considerations, medical needs, body confidence, or personal comfort.

The studio will make reasonable efforts to respect these boundaries while maintaining dancer safety and appropriate instruction.

10. Parent/Guardian Communication

Parents/guardians are encouraged to contact the studio if they have questions or concerns about hands-on corrections or physical contact.

If a dancer has specific needs or restrictions, the family should communicate this to the studio in writing so instructors can plan appropriate teaching methods.

Where recurring or specialized physical support is required for safety, accessibility, or skill development, the instructor or Artistic Director may discuss the approach with the parent/guardian.

11. Student Helpers and Volunteers

Student helpers and volunteers must not provide hands-on corrections, spotting, lifts, adjustments, or physical support unless specifically trained, authorized, and supervised by an instructor.

Student helpers may demonstrate movement, assist with class organization, encourage dancers, or help with non-contact support as directed by the instructor.

12. Private Lessons and Small Group Settings

In private lessons or small group settings, instructors must continue to follow all boundaries, consent, and professional conduct expectations.

Where possible, private lessons involving minors should take place in visible, appropriate studio spaces. Doors should remain open or windows unobstructed when practical.

13. Prohibited Conduct

The following are not permitted:

- Physical contact that is unnecessary, invasive, rough, forceful, or punitive.
- Touching a dancer in a way that is sexual, humiliating, or unrelated to instruction.
- Continuing physical contact after a dancer says no or appears uncomfortable.
- Using physical contact to discipline or control a dancer.
- Adjusting clothing, costumes, or undergarments in a way that compromises privacy or dignity.
- Tickling, roughhousing, horseplay, or unnecessary hugging.
- Lifting, carrying, or restraining dancers except where necessary for immediate safety.
- Any contact that violates child safety, professional boundaries, or studio conduct expectations.

14. Costumes, Clothing, and Appearance Corrections

If a dancer's costume, clothing, hair, or shoe needs adjustment for safety or performance readiness, staff should first ask the dancer to adjust it themselves where age-appropriate.

If assistance is needed, it should be provided respectfully, preferably in view of others and with another adult present where practical. For younger dancers, parent/guardian or approved backstage volunteer assistance may be used where appropriate.

Instructors must avoid unnecessary contact with clothing or costume areas that may compromise dancer privacy.

15. Reporting Concerns

Any concern about inappropriate physical contact, boundary concerns, unsafe spotting, or dancer discomfort must be reported promptly to the Artistic Director, Executive Director, President, or designated Board representative.

Concerns will be handled respectfully, confidentially, and with dancer safety as the priority.

If there is concern that a child may have been harmed, abused, or placed at risk, the Association will follow applicable child safety and reporting procedures.

16. Staff Responsibility

All instructors and studio representatives are responsible for:

- Using professional judgment.
- Seeking consent where possible.
- Respecting dancer boundaries.
- Choosing non-contact correction methods when appropriate.
- Prioritizing safety and dignity.
- Reporting concerns.
- Following all studio child safety, conduct, and wellness policies.

17. Accountability

Failure to follow this policy may result in coaching, retraining, supervision requirements, restriction of duties, removal from teaching responsibilities, termination of contract or volunteer role, or further action as determined by the Association.

18. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer safety, professional instruction, child protection, accessibility, and respectful studio practice.

Criminal Record and Vulnerable Sector Check Policy

1. Purpose

The purpose of this policy is to help protect the safety and wellbeing of dancers, particularly children and youth, by ensuring that appropriate screening is completed for individuals who may work with, supervise, instruct, support, or have access to dancers through Stoney Brook Dance Nonprofit Association Inc.

This policy supports safe programming, responsible nonprofit governance, and public trust in the Association.

2. Scope

This policy applies to individuals who may have direct contact with dancers, access to dancer information, responsibility for supervision, or a position of trust within the Association, including:

- Board members
- Artistic Director
- Executive Director
- Instructors and substitute instructors
- Assistant teachers and student helpers
- Costume Director
- Staff, contractors, and paid workers
- Volunteers
- Birthday party hosts
- Chaperones
- Committee members with access to dancers or confidential information
- Any other individual identified by the Board or studio leadership

3. Required Checks

Depending on the role, the Association may require one or more of the following before an individual begins duties:

- Criminal Record Check
- Vulnerable Sector Check
- Child Abuse Registry Check
- Adult Abuse Registry Check, where relevant

- Any additional screening required by the Board, insurer, funder, venue, or applicable law

A Vulnerable Sector Check is an enhanced check used when a person will be in a position of trust or authority with vulnerable persons, including children. The RCMP explains that a vulnerable sector check includes checks of national RCMP databases and local police records where the applicant lives.

4. Positions Requiring a Vulnerable Sector Check

A Vulnerable Sector Check is required for any person whose role may involve:

- Working directly with dancers under 18
- Teaching, assisting, coaching, mentoring, or supervising dancers
- Being alone or potentially alone with dancers
- Attending overnight, travel, backstage, dressing room, or competition settings in a supervisory role
- Hosting birthday parties or camps
- Having regular access to children or vulnerable persons through Association activities
- Holding a leadership or governance role with access to sensitive child or family information

The Association will determine whether a role requires a Vulnerable Sector Check based on the duties, level of access, supervision, and risk connected to the position.

5. Child Abuse Registry Check

Because the Association works with children and youth, the Board may require a Child Abuse Registry Check for individuals who will care for, supervise, instruct, or have unsupervised access to children.

6. Timing of Checks

Required checks must be submitted before the individual begins their role, unless the Board or designated studio leadership approves a temporary arrangement with safeguards in place.

Safeguards may include:

- No unsupervised access to dancers
- Working only under direct supervision
- No dressing room or backstage supervision
- No access to confidential records

- No overnight, travel, or one-on-one responsibilities
- A deadline for submitting completed checks

The Association may delay, limit, or deny participation in a role until screening is complete.

7. Renewal of Checks

Criminal Record Checks, Vulnerable Sector Checks, and registry checks must be renewed at intervals set by the Board. Unless otherwise required, checks should generally be renewed every three years.

The Board may require updated checks sooner if:

- A person changes roles
- A role increases access to dancers or confidential information
- There is a gap in service
- A concern is raised
- Required by insurance, legislation, funders, venues, competitions, or partner organizations
- The Board determines that updated screening is appropriate

8. Responsibility for Obtaining Checks

Individuals are responsible for completing the required checks through the appropriate police service, RCMP detachment, registry office, or approved process.

The Association may provide support documentation confirming the role, volunteer status, or reason for the check when required.

9. Cost of Checks

The Board will determine whether the Association, the individual, or both will be responsible for the cost of required checks.

Where possible, the Association may reimburse or cover checks for key volunteer or staff roles, subject to budget approval and expense claim requirements.

If reimbursement is available, receipts must be submitted according to the Association's expense claim process.

10. Review of Results

Completed checks must be submitted to the designated Association contact, such as the President, Executive Director, Treasurer, or another Board-approved person.

The Association will review results confidentially. The presence of a record does not automatically disqualify a person from every role, unless the result creates an unacceptable safety, trust, legal, insurance, or reputational concern.

When reviewing results, the Association may consider:

- Nature of the offence, finding, or concern
- Relevance to the role
- Time elapsed
- Pattern or seriousness of behaviour
- Whether children, youth, vulnerable persons, violence, abuse, dishonesty, exploitation, or breach of trust were involved
- Legal or insurance requirements
- Whether reasonable safeguards are possible
- The best interests and safety of dancers

The Board may seek legal, insurance, or professional advice before making a final decision.

11. Results That May Affect Eligibility

A person may be denied, restricted, suspended, or removed from a role if a check reveals information that may create risk to dancers, families, staff, volunteers, the Association, or the public.

This may include, but is not limited to, concerns related to:

- Violence
- Sexual offences
- Child abuse or exploitation
- Abuse of vulnerable persons
- Harassment or stalking
- Fraud, theft, or financial misconduct
- Breach of trust
- Serious drug-related offences
- Any conduct that may affect the person's suitability for a child-focused nonprofit environment

The Association's priority will always be dancer safety and responsible risk management.

12. Duty to Disclose New Information

Individuals covered by this policy must promptly notify the Association if, after submitting a check, they are charged with, convicted of, investigated for, or become subject to any matter that may affect their suitability for their role.

This includes matters involving violence, abuse, harassment, exploitation, dishonesty, breach of trust, or risk to children or vulnerable persons.

Failure to disclose relevant information may result in suspension, removal from duties, termination of contract, or other action.

13. Recordkeeping

The Association may maintain a confidential screening record that confirms:

- Name of the individual
- Role
- Type of check completed
- Date completed
- Date reviewed
- Renewal date
- Whether the person was cleared, cleared with conditions, restricted, or not approved

The Association should avoid retaining detailed check results longer than necessary unless required for legal, insurance, employment, contract, or risk management reasons.

14. Student Helpers and Youth Volunteers

Student helpers and youth volunteers may be subject to age-appropriate screening and supervision expectations. Depending on age and local police service rules, youth may not be eligible for all types of checks. For example, the City of Winnipeg states that only Winnipeg residents over 18 may apply online for a Vulnerable Sector Check, while those under 18 are only eligible for a criminal record check.

Youth helpers must not be placed in roles requiring adult supervision authority unless approved by Association leadership. Youth helpers should work under the supervision of an approved adult instructor, staff member, or volunteer.

15. Visitors, Guests, and External Instructors

Guest teachers, workshop leaders, renters, outside instructors, contractors, chaperones, and other external adults may be required to provide proof of screening before participating in studio activities.

The Association may accept recent screening documentation from another organization only if the Board or the Association's leadership determines it is appropriate, current, sufficiently detailed, and relevant to the role. The Association may still require new checks at its discretion.

16. Refusal to Complete Checks

A person who refuses to complete required checks, refuses to provide results, provides incomplete information, or fails to renew checks by the required deadline may be denied, suspended, restricted, or removed from their role.

17. False or Misleading Information

Providing false, misleading, altered, incomplete, or fraudulent screening information is serious misconduct and may result in immediate removal from duties, termination of contract, loss of volunteer role, or other action.

18. No Guarantee of Safety

Screening checks are one part of a broader safety approach. A clear check does not guarantee that a person is safe or suitable in all circumstances.

The Association will also rely on:

- Reference checks, where appropriate
- Interviews and onboarding
- Codes of conduct
- Supervision practices
- Reporting procedures
- Child safety expectations
- Professional boundaries
- Ongoing observation and accountability

19. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect legal requirements, insurance expectations, child safety practices, and Association operations.

Volunteer Screening Policy

1. Purpose

The purpose of this policy is to ensure that volunteers who support Stoney Brook Dance Nonprofit Association Inc. are appropriately screened, selected, oriented, and supervised. Because the Association works with children and youth, volunteer screening is an important part of creating a safe, respectful, and trustworthy studio environment.

2. Scope

This policy applies to all volunteers acting on behalf of the Association, including but not limited to:

- Parent/guardian volunteers
- Board members
- Committee members
- Recital volunteers
- Competition or travel volunteers
- Backstage or dressing room volunteers
- Fundraising volunteers
- Event volunteers
- Birthday party helpers
- Student helpers
- Costume or alteration volunteers
- Studio maintenance or cleaning volunteers
- Any other person assisting with Association activities

3. Guiding Principles

Volunteer screening will be based on the level of responsibility, access, and risk connected to the role. Not every volunteer role requires the same level of screening.

Screening decisions will consider:

- Whether the volunteer will work directly with dancers.
- Whether the volunteer may be alone with children or youth.
- Whether the volunteer will supervise dancers.

- Whether the volunteer will have access to dressing rooms, backstage areas, travel settings, or private information.
- Whether the volunteer will handle money, records, keys, or confidential information.
- Whether the role is one-time, occasional, seasonal, or ongoing.

The Association's priority is dancer safety and responsible risk management.

4. Volunteer Role Categories

Volunteer roles may be grouped into risk levels for screening purposes.

Low-Risk Volunteer Roles

Low-risk roles generally involve limited contact with dancers and no unsupervised access. Examples may include helping with setup, cleanup, front-of-house duties, concession support, ticket sales, general fundraising, or studio maintenance when dancers are not present.

Screening may include:

- Volunteer sign-up or application
- Review of role expectations
- Agreement to follow Association policies
- Supervision by staff, Board members, or event leads

Moderate-Risk Volunteer Roles

Moderate-risk roles may involve regular contact with dancers, access to studio spaces, handling money, or supporting events where dancers are present. Examples may include costume support, recital helper roles, fundraising leads, event coordinators, or committee roles.

Screening may include:

- Volunteer application or approval
- Reference or experience review, where appropriate
- Orientation to role expectations
- Code of conduct agreement
- Criminal Record Check, where required
- Additional checks depending on the role

Higher-Risk Volunteer Roles

Higher-risk roles involve supervision of dancers, access to minors in dressing rooms or backstage areas, potential one-on-one contact, travel or overnight settings, regular mentoring, access to confidential records, or significant responsibility for dancer wellbeing.

Examples may include backstage supervision, competition chaperones, travel volunteers, student helper supervisors, camp volunteers, recurring assistant roles, and volunteers with unsupervised or semi-supervised access to dancers.

Screening may include:

- Volunteer application or approval
- Interview or discussion with studio leadership
- Reference checks, where appropriate
- Criminal Record Check
- Vulnerable Sector Check
- Child Abuse Registry Check
- Training or orientation
- Supervision plan
- Agreement to confidentiality, conduct, and child safety expectations

5. Required Checks

Depending on the role, volunteers may be required to provide:

- Criminal Record Check
- Vulnerable Sector Check
- Child Abuse Registry Check
- Adult Abuse Registry Check, where relevant
- References
- Proof of training, certification, or experience, where relevant

6. Screening Before Volunteering

Volunteers must complete any required screening before beginning duties, unless the Board or designated studio leadership approves a temporary arrangement with safeguards.

Safeguards may include:

- No unsupervised access to dancers.

- No dressing room or backstage access.
- Working only with another approved adult present.
- No handling of money.
- No access to confidential information.
- Limited duties until screening is complete.
- A deadline for providing required checks.

The Association may delay, limit, or deny volunteer participation until screening requirements are complete.

7. Volunteer Application and Approval

The Association may require volunteers to complete a volunteer application or sign-up form before being approved.

The form may ask for:

- Name and contact information
- Role or event being volunteered for
- Relevant experience
- Availability
- Emergency contact
- Agreement to follow policies
- Consent to screening, where required
- Disclosure of any concern that may affect suitability for the role

Approval for one volunteer role does not automatically approve a person for all volunteer roles.

8. Orientation and Training

Volunteers will receive information appropriate to their role before beginning duties.

Orientation may include:

- Role responsibilities
- Child safety expectations
- Privacy and confidentiality
- Emergency procedures (e.g., First aid and incident reporting expectations)
- Supervision boundaries

- Appropriate communication with dancers
- Dressing room, backstage, or travel expectations
- Cash handling or fundraising procedures
- Code of conduct expectations

Higher-risk volunteer roles may require more detailed orientation or training.

9. Volunteer Code of Conduct

All volunteers must behave respectfully, safely, and professionally while representing the Association.

Volunteers are expected to:

- Treat dancers, families, staff, instructors, Board members, and other volunteers with respect.
- Follow instructions from studio leadership or event leads.
- Use age-appropriate and respectful language.
- Maintain appropriate boundaries with dancers.
- Avoid favouritism, gossip, bullying, harassment, or discrimination.
- Protect dancer privacy.
- Avoid posting photos or videos without permission.
- Report safety or conduct concerns promptly.
- Act in the best interests of dancers and the Association.

Volunteers who do not follow expectations may be removed from their role.

10. Supervision of Volunteers

Volunteers will be supervised according to the nature of their role.

Supervision may be provided by:

- Executive Director
- Artistic Director
- Instructor
- Board member
- Committee lead
- Event coordinator

- Costume Director
- Approved staff or volunteer lead

Volunteers must follow the direction of the person responsible for the activity. Volunteers should not take on additional duties, access restricted areas, or make decisions beyond their assigned role without approval.

11. Working with Dancers

Volunteers working with dancers must maintain appropriate boundaries and prioritize safety.

Volunteers must not:

- Be alone with a dancer in a private or isolated space unless specifically approved and unavoidable for safety reasons.
- Communicate privately with minor dancers outside approved channels.
- Discipline dancers in a harsh, humiliating, threatening, or inappropriate way.
- Share personal information about dancers or families.
- Take photos or videos of dancers without approval.
- Provide transportation to dancers unless approved by the parent/guardian and studio leadership.
- Provide medication or medical care beyond approved first aid or emergency response.

12. Dressing Room, Backstage, and Travel Roles

Volunteers assigned to dressing room, backstage, competition, or travel roles must meet the screening and supervision expectations set by the Association.

These roles may require additional screening because they may involve access to children in sensitive settings, supervision responsibilities, or limited public visibility.

Volunteers in these roles must:

- Follow all privacy and supervision rules.
- Stay in assigned areas.
- Avoid unnecessary physical contact.
- Protect dancer modesty and dignity.
- Report concerns to studio leadership immediately.
- Follow venue and competition rules.

- Avoid sharing dressing room or backstage information publicly.

13. Student Helpers and Youth Volunteers

Student helpers and youth volunteers may support classes, camps, events, or younger dancers when approved by the studio.

Youth volunteers must be supervised by an approved adult and should not be placed in roles requiring adult authority, unsupervised responsibility, or private access to dancers.

14. Handling of Screening Results

Screening information is confidential. Results will be reviewed only by those authorized by the Board or studio leadership.

The presence of a record or concern does not automatically disqualify a volunteer from every role. The Association will consider the nature of the concern, the role, the level of access, the time elapsed, the seriousness of the issue, and the potential risk to dancers or the Association.

A volunteer may be approved, approved with conditions, assigned to a lower-risk role, or denied a role.

15. Renewal of Screening

Screening checks should be renewed at intervals determined by the Board. Unless otherwise required, checks should generally be renewed every **three years** for ongoing higher-risk volunteer roles.

Updated checks may be required sooner if:

- A volunteer changes roles.
- A role increases in responsibility or risk.
- There is a break in volunteering.
- A concern is raised.
- Insurance, venue, competition, legal, or funder requirements change.
- The Board or studio leadership determines that updated screening is needed.

16. Duty to Disclose

Volunteers must promptly inform the Association if anything changes that may affect their suitability to volunteer, including charges, convictions, investigations, child safety concerns, abuse registry listings, or other matters relevant to dancer safety, financial trust, or confidential information.

Failure to disclose relevant information may result in removal from volunteer duties.

17. Confidentiality

Volunteers may learn personal or confidential information about dancers, families, staff, volunteers, finances, schedules, injuries, medical needs, or studio matters. Volunteers must keep confidential information private and share it only with those who need to know for an authorized Association purpose. Confidentiality expectations continue after the volunteer role ends.

18. Refusal or Incomplete Screening

A person who refuses to complete required screening, does not provide required documentation, misses renewal deadlines, or provides incomplete information may be denied or removed from a volunteer role.

19. Concerns About a Volunteer

Concerns about a volunteer's behaviour, suitability, safety, boundaries, confidentiality, reliability, or conduct should be reported to the Executive Director, Artistic Director, President, Board representative, or designated event lead.

The Association may respond by:

- Speaking with the volunteer.
- Clarifying expectations.
- Providing additional supervision.
- Reassigning duties.
- Restricting access.
- Removing the volunteer from a role.
- Requesting updated screening.
- Taking further action where required.

20. Recordkeeping

The Association may keep a confidential record of volunteer screening, including:

- Volunteer name
- Role
- Screening required
- Date completed
- Date reviewed
- Renewal date
- Approval status

- Any conditions or restrictions

Detailed screening results should not be kept longer than necessary unless required for legal, insurance, employment, governance, or risk management purposes.

21. No Guarantee of Safety

Volunteer screening is one part of the Association's safety approach. A clear screening result does not guarantee that a person is safe or suitable in every situation.

The Association will also rely on supervision, training, codes of conduct, reporting procedures, professional boundaries, and ongoing accountability to help protect dancers and maintain a safe environment.

22. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Association needs, child safety practices, legal requirements, insurance expectations, and volunteer roles.

5. Inclusion, Accessibility & Respectful Conduct

Stoney Brook Dance Nonprofit Association Inc. is committed to creating a studio environment where every dancer, family, staff member, volunteer, and visitor is treated with dignity, kindness, and respect. Dance should be a place where individuals feel safe, included, supported, and able to participate meaningfully.

This section outlines the policies that support inclusion, accessibility, respectful communication, anti-bullying, harassment prevention, non-discrimination, accommodation, gender-inclusive practices, and positive studio culture. These policies help ensure that differences in ability, identity, background, learning style, body type, financial circumstances, and lived experience are respected, and that concerns are addressed fairly, confidentially, and constructively.

Everyone in the Stoney Brook Dance community shares responsibility for building a welcoming and respectful environment where dancers can grow with confidence, creativity, and a strong sense of belonging.

Student Wellness Policy

This wellness policy is to be followed by all teaching staff, including assistant teachers and helpers. This policy also applies to the Artistic Director(s), Executive Director(s), Costume Director(s), and all Board Members.

Student Wellness Policy for Dance Teachers

1. Purpose

The purpose of this policy is to ensure that all instructors foster a safe, supportive, and healthy environment where students can develop as dancers while prioritizing their physical, emotional, and mental wellbeing.

Our nonprofit studio values positive mentorship, injury prevention, inclusivity, and healthy body image as essential components of dance education.

2. Commitment to Student Wellbeing

Dance teachers are expected to:

- Prioritize the health and safety of every student over performance outcomes or competition results.
- Encourage age-appropriate training and expectations.
- Foster a positive, respectful studio environment.
- Support the mental and emotional wellbeing of all students.
- Promote a balanced and healthy approach to dance training.

3. Physical Health and Safety

Teachers must take reasonable steps to protect students' physical health.

Teachers will:

- Ensure proper warm-up and cool-down exercises in every class.
- Teach correct technique to prevent injury.
- Avoid choreography or training that is unsafe or developmentally inappropriate.
- Encourage students to rest when injured or fatigued.
- Never require a student to dance through pain or injury.
- Report injuries to studio leadership and parents/guardians when appropriate.

Teachers should also be attentive to signs of:

- Overtraining

- Physical exhaustion
- Repeated injuries

4. Positive Body Image and Language

Teachers play a significant role in shaping how students view their bodies.

Teachers must:

- Promote body positivity and respect for all body types.
- Avoid negative comments about a student's body, weight, or appearance.
- Use constructive and technique-focused feedback rather than appearance-based criticism.
- Encourage healthy habits rather than unrealistic physical expectations.

Comments related to dieting, weight loss, or body comparison are not appropriate within the studio, or larger Stoney Brook Dance community.

5. Emotional and Mental Wellbeing

Dance education can be emotionally demanding. Teachers are expected to support students' emotional health.

Teachers should:

- Create a supportive and encouraging atmosphere.
- Address mistakes with constructive guidance rather than humiliation or harsh criticism.
- Be attentive to signs of stress, anxiety, burnout, or bullying.
- Encourage resilience, confidence, and self-expression.

Teachers must not use:

- Public shaming
- Intimidation
- Verbal abuse
- Fear-based teaching methods

6. Inclusivity and Respect

The studio is committed to creating an inclusive environment for all students. Teachers must act in accordance with the Inclusion and Accessibility policy.

7. Safe Teacher–Student Boundaries

Teachers must maintain professional boundaries at all times.

Teachers will:

- Communicate with students in a professional and appropriate manner.
- Avoid favoritism or exclusionary behavior.
- Follow studio policies regarding communication with minors and parents.
- Ensure any necessary physical corrections are done appropriately and respectfully.

8. Communication with Parents and Guardians

Teachers should communicate openly with parents/guardians when wellness concerns arise.

Teachers should report concerns such as:

- Injuries
- Emotional distress
- Bullying
- Excessive fatigue or burnout

Communication should be **professional, respectful, and supportive**.

9. Reporting Concerns

If a teacher observes a situation that may affect a student's wellbeing, they should report it to:

- The **Artistic Director**, or
- **Board representative**, or
- The **Executive Director(s)**

All concerns will be handled respectfully and confidentially.

10. Accountability

All instructors are expected to follow this policy as part of their role within the nonprofit studio.

Failure to uphold these standards may result in:

- Coaching or professional development
- Formal warning
- Suspension or termination of teaching duties

11. Policy Review

This policy will be reviewed periodically by studio leadership to ensure it continues to support the wellbeing of students and the mission of the nonprofit organization.

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Inclusion and Accessibility Policy

1. Purpose

The purpose of this policy is to support an inclusive, accessible, respectful, and welcoming studio environment for all dancers, families, staff, instructors, volunteers, Board members, and visitors.

Stoney Brook Dance Nonprofit Association Inc. believes that dance should be a place where people feel valued, supported, and able to participate meaningfully. The Association is committed to reducing barriers where possible and creating a studio culture that respects individual differences, dignity, safety, and belonging.

2. Scope

This policy applies to all Association programs, spaces, services, and activities, including:

- Registration and family communication
- Recreational and Intensive Program classes
- Camps, workshops, and special events
- Recitals, performances, competitions, and festivals
- Birthday parties and rentals
- Fundraising and volunteer opportunities
- Studio, waiting areas, washrooms, and changing spaces
- Online communication, social media, and written materials

This policy applies to dancers, parents/guardians, families, staff, instructors, volunteers, Board members, contractors, renters, and visitors.

3. Commitment to Inclusion

The Association is committed to treating individuals fairly and respectfully, regardless of age, race, ancestry, culture, nationality, religion, disability, body type, gender identity, gender expression, sexual orientation, family status, financial circumstances, language, learning style, level of experience, or other personal characteristics.

Manitoba's Human Rights Code protects people from unreasonable discrimination in areas such as employment and services available to the public, including protection based on characteristics such as ancestry, nationality or ethnic background, religion, age, sex, gender identity, sexual orientation, family status, source of income, disability, and social disadvantage. Gender expression is also specifically listed as a protected characteristic in Manitoba as of June 2, 2025.

4. Commitment to Accessibility

The Association will make reasonable efforts to identify, prevent, and reduce barriers that may limit participation. The Accessibility for Manitobans Act is intended to provide a clear and proactive process for identifying, preventing, and removing barriers that prevent full participation.

Barriers may include physical, communication, financial, sensory, attitudinal, technological, systemic, or program-related barriers.

The Association recognizes that accessibility may look different for different people. Support may involve changes to communication, environment, instruction, routines, expectations, costumes, participation, or other aspects of studio life where reasonable and practical.

5. Respectful and Inclusive Environment

All members of the studio community are expected to help create an environment where people feel safe, included, and respected.

This includes:

- Using respectful and inclusive language.
- Respecting names, pronouns, identities, cultures, abilities, bodies, and personal boundaries.
- Avoiding stereotypes, assumptions, exclusion, or jokes at another person's expense.
- Supporting dancers of different skill levels, learning styles, and experience levels.
- Celebrating effort, progress, teamwork, creativity, and confidence.
- Addressing concerns through appropriate studio channels.

Bullying, harassment, discrimination, intimidation, exclusion, or retaliation will not be tolerated.

6. Reasonable Accommodation

The Association will consider reasonable accommodation requests in accordance with the Accommodation Request Policy.

7. Financial Accessibility

The Association recognizes that dance can create financial barriers for families and will support families in accordance with the Financial Accessibility Policy.

8. Physical Space and Facility Accessibility

The Association will make reasonable efforts to maintain a studio environment that is safe, welcoming, and accessible within the limits of the facility.

Families are encouraged to contact the studio if a dancer, family member, or visitor has mobility, sensory, seating, washroom, entry, or facility-related needs. The studio will review available options and communicate any limitations honestly.

9. Communication Accessibility

The Association will make reasonable efforts to communicate clearly and accessibly with families.

This may include:

- Using plain language where possible.
- Providing important information in writing.
- Allowing questions and clarification.
- Offering alternate communication methods where practical.
- Providing advance notice for important deadlines, schedules, or changes.
- Considering accessible formats when requested and reasonably available.

10. Privacy and Confidentiality

Information is handled per the association's Privacy Policy.

11. Concerns or Barriers

Families, dancers, staff, volunteers, or visitors who experience or notice a barrier to participation are encouraged to contact the Executive Director, Artistic Director, instructor, President, or designated studio contact.

The Association will review concerns respectfully and consider whether reasonable changes can be made. Concerns should not be addressed through gossip, confrontation, exclusion, or social media.

12. No Retaliation

No dancer, family, staff member, volunteer, or Board member may be treated negatively for requesting accommodation, identifying an accessibility barrier, raising an inclusion concern, or reporting discrimination in good faith.

Retaliation, exclusion, gossip, bullying, or reduced opportunities connected to a request or concern will not be tolerated.

13. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect studio needs, accessibility practices, inclusion commitments, human rights obligations, and responsible nonprofit operations.

DRAFT

Respectful Workplace and Studio Policy

1. Purpose

The purpose of this policy is to support a safe, respectful, inclusive, and professional environment for everyone involved with Stoney Brook Dance Nonprofit Association Inc. This includes the studio as a learning space, a workplace, a volunteer environment, and a community setting for dancers and families.

The Association is committed to preventing and addressing disrespectful conduct, harassment, bullying, discrimination, intimidation, and inappropriate behaviour. Manitoba workplace guidance recognizes that workers are entitled to protection from bullying and harassment, and employers must have harassment policies and procedures that meet workplace safety and health requirements.

2. Scope

This policy applies to all individuals involved in Association activities, including:

- Dancers
- Parents/guardians and family members
- Board members
- Artistic Director
- Executive Director
- Instructors and substitute instructors
- Assistant teachers and student helpers
- Staff and contractors
- Volunteers and committee members
- Costume Director
- Birthday party hosts
- Renters, external instructors, guests, and visitors

This policy applies in the studio, at events, competitions, performances, rehearsals, camps, workshops, fundraisers, meetings, rentals, online spaces, and any other Association-related setting.

3. Guiding Principles

All members of the Stoney Brook Dance community are expected to:

- Treat others with dignity, fairness, and respect.
- Support a safe and welcoming environment.

- Communicate respectfully and constructively.
- Avoid gossip, exclusion, intimidation, or public criticism.
- Respect personal boundaries and privacy.
- Follow Association policies and procedures.
- Address concerns through appropriate channels.
- Model positive behaviour for dancers and youth.

A respectful studio culture requires cooperation from everyone.

4. Respectful Conduct

Respectful conduct includes:

- Speaking kindly and professionally.
- Listening to others' perspectives.
- Giving feedback appropriately.
- Supporting dancers' effort, growth, and wellbeing.
- Encouraging teamwork and inclusion.
- Respecting instructor, staff, volunteer, and Board roles.
- Following schedules, rules, and communication processes.
- Resolving concerns privately and respectfully.

Disagreement is allowed, but it must be handled respectfully.

5. Harassment, Bullying, and Discrimination

Harassment, bullying, and discrimination are not tolerated and will be handled in accordance with the Anti-Bullying Policy and Harassment and Discrimination Policy.

6. Dancer Environment

Dancers must be treated with care, respect, and age-appropriate support.

Adults must not use shame, fear, humiliation, intimidation, threats, or inappropriate pressure as teaching or discipline methods. Corrections should focus on technique, safety, effort, growth, and learning.

Dancers are also expected to treat classmates, instructors, volunteers, and staff respectfully. Bullying, exclusion, gossip, teasing, or harmful behaviour between dancers will be addressed.

7. Workplace and Volunteer Environment

Staff, instructors, contractors, Board members, and volunteers are entitled to a respectful environment.

The following conduct is not acceptable:

- Undermining or disrespecting staff, instructors, volunteers, or Board members.
- Public criticism of workplace or studio decisions instead of using proper channels.
- Repeated unreasonable demands, hostile communication, or harassment.
- Retaliation for raising a concern.
- Interference with assigned duties.
- Creating an unsafe, hostile, or humiliating work or volunteer environment.

The Manitoba government's Respectful Workplace Policy describes a respectful workplace as one where individuals treat others with respect, dignity, and fairness and understand their responsibilities for reporting and addressing inappropriate behaviour.

8. Parent/Guardian and Family Conduct

Parents, guardians, and family members are expected to help create a positive studio culture.

Families must:

- Communicate respectfully with staff, instructors, volunteers, Board members, dancers, and other families.
- Avoid confronting instructors during class, rehearsals, competitions, or performances.
- Raise concerns privately through appropriate communication channels.
- Avoid gossip, public complaints, or social media criticism.
- Support all dancers, not only their own child.
- Respect studio decisions about class placement, choreography, costumes, performances, and programming.
- Model good sportsmanship at competitions and events.

9. Online and Social Media Conduct

Respectful conduct applies online as well as in person. Dancers, families, staff, volunteers, and Board members must not use social media, messaging apps, group chats, email, or online forums to harass, shame, gossip, threaten, exclude, or publicly criticize others. Concerns should be brought directly to the appropriate studio contact rather than posted publicly.

10. Reporting Concerns

Concerns shall be addressed in accordance with the Complaints Resolution Policy.

11. Confidentiality

Respectful workplace and studio concerns will be handled per the association's Privacy Policy. Confidentiality does not prevent the Association from taking action to protect safety, comply with legal obligations, or conduct an appropriate review.

12. Responsibilities

All individuals are responsible for helping maintain a respectful studio and workplace.

The Board is responsible for governance oversight and ensuring appropriate policies are in place.

Studio leadership is responsible for supporting implementation, responding to concerns, and helping maintain a safe environment.

Staff, instructors, volunteers, and contractors are responsible for modelling respectful conduct and reporting concerns.

Families and dancers are responsible for following expectations and communicating respectfully.

13. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect studio needs, workplace obligations, human rights expectations, and respectful community practices.

14. Additional Documents:

- Complaint Tracking & Resolution Form

Anti-Bullying Policy

1. Purpose

The purpose of this policy is to help ensure that Stoney Brook Dance Nonprofit Association Inc. provides a safe, respectful, inclusive, and supportive environment for all dancers, families, staff, instructors, volunteers, Board members, and visitors.

Bullying is not tolerated in the studio, at events, online, or in any activity connected to the Association.

2. Scope

This policy applies to all Association-related settings, including:

- Classes and rehearsals
- Recitals, competitions, festivals, and performances
- Camps, workshops, and intensives
- Birthday parties, rentals, and studio events
- Dressing rooms, washrooms, backstage areas, and waiting areas
- Fundraisers and community events
- Travel or off-site activities
- Social media, messaging apps, group chats, email, and online communication

This policy applies to dancers, parents/guardians, family members, staff, instructors, Board members, volunteers, contractors, renters, guests, and visitors.

3. What Is Bullying?

Bullying is behaviour that is intended to cause, or should reasonably be known to cause, fear, intimidation, humiliation, distress, or harm to another person's body, feelings, self-esteem, reputation, or property. Manitoba's Public Schools Act definition also includes behaviour intended to create, or that should reasonably be known to create, a negative environment for another person.

Bullying may be:

- **Physical:** hitting, pushing, tripping, blocking, damaging belongings, or unsafe physical intimidation.
- **Verbal:** name-calling, teasing, insults, threats, mocking, or repeated hurtful comments.
- **Social or relational:** exclusion, gossip, spreading rumours, public embarrassment, encouraging others to reject someone, or damaging friendships.

- **Cyberbullying:** hurtful, threatening, humiliating, or excluding behaviour through social media, texts, group chats, email, images, videos, or other electronic communication.
- **Discriminatory:** targeting someone because of race, culture, religion, disability, gender identity, gender expression, sexual orientation, body type, financial circumstances, family structure, age, ability, or any other personal characteristic.

Bullying may happen once or repeatedly. A single serious incident may still require action if it causes harm or creates safety concerns.

4. Cyberbullying and Online Conduct

Cyberbullying is bullying that happens through electronic communication, including social media, text messaging, instant messaging, websites, or email. Manitoba guidance recognizes cyberbullying as a form of bullying through electronic communication.

Dancers and families must not use online spaces to:

- Exclude, target, shame, or embarrass another dancer.
- Share private messages, screenshots, photos, or videos to hurt someone.
- Spread rumours or negative comments.
- Create anonymous or fake accounts to criticize or harass others.
- Pressure others to join in teasing, exclusion, or gossip.
- Post negative comments about dancers, families, instructors, volunteers, judges, other studios, or studio decisions.

Online behaviour that affects dancer wellbeing, studio safety, team culture, or participation may be addressed by the Association, even if it happens outside regular class time.

5. Studio Expectations

All dancers, families, staff, instructors, volunteers, and Board members are expected to:

- Treat others with kindness and respect.
- Include others and avoid exclusion.
- Speak respectfully in person and online.
- Avoid gossip, intimidation, teasing, or humiliation.
- Respect personal boundaries and differences.
- Report bullying concerns promptly.
- Support a positive team and studio environment.

- Help dancers feel safe, welcomed, and valued.

6. Dancer Responsibilities

Dancers are expected to:

- Treat teammates, classmates, instructors, volunteers, and families respectfully.
- Avoid hurtful words, actions, gestures, or online behaviour.
- Include others where possible.
- Tell a trusted adult if they are being bullied, see bullying, or feel unsafe.
- Avoid joining in, laughing at, sharing, or encouraging bullying behaviour.
- Apologize and repair harm when they have hurt someone.

Dancers will be supported in learning respectful communication, empathy, accountability, and positive conflict resolution.

7. Parent/Guardian Responsibilities

Parents and guardians are expected to:

- Encourage respectful behaviour and sportsmanship.
- Help dancers understand that bullying is not acceptable.
- Monitor age-appropriate online activity and group chats.
- Report concerns to the studio rather than addressing them through gossip, confrontation, or social media.
- Avoid speaking negatively about other dancers, families, instructors, volunteers, or studio decisions in front of dancers.
- Work with the studio to support resolution, accountability, and dancer wellbeing.

8. Staff, Instructor, Volunteer, and Board Responsibilities

Adults acting on behalf of the Association are expected to:

- Model respectful behaviour.
- Take bullying concerns seriously.
- Intervene when safe and appropriate.
- Support dancers who are targeted.
- Address inappropriate behaviour promptly.
- Document concerns where appropriate.
- Report serious or repeated concerns to studio leadership.

- Protect confidentiality.
- Follow child safety, harassment, discrimination, social media, and conduct policies where applicable.

Manitoba's Healthy Schools guidance states that bullying should not be ignored, that clear policies and procedures help address it, and that records of bullying incidents should be kept.

9. Reporting Bullying

Anyone who experiences or witnesses bullying is encouraged to report it. Concerns should be reported as soon as reasonably possible so they can be addressed effectively in accordance with the association's Complaint Resolution Policy.

10. Support for Dancers

A dancer who has been bullied may need support to feel safe and confident returning to class, rehearsals, performances, or events.

Support may include:

- Check-ins with a trusted instructor or studio leader.
- Adjusted supervision.
- Help with communication or boundaries.
- Class or team reminders about respect.
- Parent/guardian communication.
- Referral to outside supports where appropriate.

The studio will avoid placing responsibility on the targeted dancer to "fix" the situation.

11. Accountability and Consequences

Bullying behaviour may result in corrective action. The response will depend on the age of the dancer, seriousness of the behaviour, impact on others, whether the behaviour is repeated, and whether safety is affected.

Possible responses may include:

- Verbal reminder or coaching.
- Parent/guardian communication.
- Written warning.
- Behaviour agreement.
- Restorative conversation or apology, where appropriate.

- Removal from a class activity, group chat, event, rehearsal, or performance.
- Increased supervision.
- Temporary or permanent restriction from studio activities.
- Review of Intensive Program, extras, competition, or performance participation.
- Removal from a volunteer, staff, contractor, or Board role, where applicable.
- Referral to child protection, police, or another authority if safety concerns require it.

12. Privacy and Confidentiality

Bullying concerns will be handled as confidentially as possible in accordance with the association's Privacy Policy.

13. Connection to Other Policies

Bullying may also involve other policies, including:

- Harassment and Discrimination Policy
- Respectful Workplace and Studio Policy
- Social Media Conduct Policy
- Child Protection Policy
- Safe Adult-Child Interaction Policy
- Dancer and Parent/Guardian Code of Conduct
- Communication Policy
- Privacy and Media Policies

If bullying includes threats, abuse, discrimination, harassment, exploitation, or child safety concerns, the studio may respond under the most appropriate policy or legal reporting process.

14. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to support dancer safety, respectful conduct, inclusion, and a positive studio community.

15. Additional Documents:

- Complaint Tracking & Resolution Form

Harassment and Discrimination Policy

1. Purpose

The purpose of this policy is to help ensure that Stoney Brook Dance Nonprofit Association Inc. provides a safe, respectful, inclusive, and discrimination-free environment for dancers, families, staff, instructors, volunteers, Board members, contractors, renters, and visitors.

The Association does not tolerate harassment, bullying, discrimination, intimidation, retaliation, or disrespectful conduct. Everyone involved with the Association is expected to treat others with dignity, fairness, and respect.

2. Scope

This policy applies to all Association-related settings and activities, including:

- Classes, rehearsals, camps, workshops, and private lessons
- Recitals, performances, competitions, festivals, and off-site events
- Board, committee, volunteer, staff, and parent meetings
- Fundraising, rentals, birthday parties, and community events
- Dressing rooms, washrooms, backstage areas, and travel settings
- Emails, messages, group chats, social media, and other online communication

This policy applies to dancers, parents/guardians, family members, staff, instructors, Board members, volunteers, contractors, renters, guests, and visitors.

3. Guiding Principles

Stoney Brook Dance Nonprofit Association Inc. is committed to:

- Treating people based on their individual merit, not stereotypes or assumptions.
- Supporting equal opportunity and meaningful participation.
- Creating a studio culture where dancers and families feel safe, included, and respected.
- Preventing and addressing harmful behaviour promptly and fairly.
- Protecting children and youth from harassment, discrimination, bullying, and retaliation.
- Maintaining a respectful workplace for staff, instructors, contractors, volunteers, and Board members.

The Manitoba Human Rights Commission states that The Human Rights Code protects individuals and groups from discrimination, and that discrimination demeans a person's

worth and dignity and is prohibited in areas such as employment and services available to the public.

4. Harassment

Harassment is behaviour that is unwelcome, offensive, intimidating, humiliating, or harmful and that affects a person's dignity, safety, wellbeing, participation, or work environment.

Harassment may include written or verbal comments, physical actions, gestures, displays, online conduct, or a combination of behaviours. Manitoba workplace guidance states that harassment can include written or verbal comments, physical acts, gestures, displays, or any combination of these.

Examples of harassment may include:

- Yelling, threats, intimidation, or aggressive behaviour.
- Insults, name-calling, mocking, or humiliation.
- Repeated criticism intended to shame or belittle.
- Gossip, exclusion, spreading rumours, or social isolation.
- Unwelcome comments about a person's body, appearance, ability, identity, family, culture, finances, or background.
- Online harassment, public shaming, or harmful posts.
- Unwanted personal attention or contact.
- Behaviour that creates a hostile, unsafe, or uncomfortable environment.

Reasonable instruction, feedback, corrections, performance expectations, supervision, and respectful conflict resolution are not harassment when carried out appropriately.

5. Discrimination

Discrimination means treating a person differently, to their disadvantage, based on a protected personal characteristic where it is not reasonable to do so.

Protected characteristics under Manitoba human rights guidance include ancestry, nationality or national origin, ethnic background or origin, religion, age, sex including pregnancy, gender identity, sexual orientation, marital or family status, source of income, political belief, physical or mental disability, and social disadvantage. The Manitoba Human Rights Commission also states that gender expression became a specifically listed protected characteristic in Manitoba on June 2, 2025.

Discrimination may include:

- Refusing participation because of a protected characteristic.

- Applying a rule unfairly where it creates an unnecessary barrier.
- Making assumptions about what a dancer can or cannot do based on identity, disability, body type, gender, culture, finances, or background.
- Using discriminatory language, jokes, slurs, or stereotypes.
- Excluding someone from opportunities for discriminatory reasons.
- Failing to consider reasonable accommodation where required.

6. Sexual Harassment

Sexual harassment is prohibited.

Sexual harassment may include:

- Unwanted sexual comments, jokes, gestures, or messages.
- Comments about a person's body, clothing, appearance, or sexuality.
- Unwanted touching or personal attention.
- Sharing sexual images, messages, or content.
- Repeated requests for personal or romantic contact.
- Sexualized comments made around or toward dancers, staff, volunteers, or families.
- Any sexual conduct that creates discomfort, pressure, fear, intimidation, or an unsafe environment.

Sexual harassment involving children, youth, coercion, exploitation, or abuse must be treated as a serious safety concern and may require reporting to appropriate authorities.

7. Bullying and Intimidation

Bullying and intimidation will be handled in accordance with the association's Anti-Bullying Policy.

8. Retaliation

Retaliation is prohibited.

No person may punish, threaten, exclude, intimidate, gossip about, reduce opportunities for, or treat someone negatively because they:

- Raised a concern in good faith.
- Supported someone else raising a concern.
- Participated in a review or investigation.
- Requested an accommodation.

- Refused inappropriate conduct.
- Reported a child safety concern.

Retaliation may result in corrective action, even if the original concern is not substantiated.

9. Responsibilities of the Studio Community

All dancers, families, staff, instructors, volunteers, Board members, contractors, renters, and visitors are expected to:

- Treat others with dignity and respect.
- Avoid discriminatory, harassing, bullying, or intimidating conduct.
- Use respectful language in person and online.
- Respect personal boundaries, privacy, and identity.
- Raise concerns through appropriate channels.
- Cooperate with reviews or investigations when required.
- Support a safe and inclusive environment for children and youth.

Adults are expected to model respectful conduct for dancers.

10. Responsibilities of Staff, Instructors, Volunteers, and Board Members

Individuals acting on behalf of the Association have added responsibilities to:

- Model inclusive and respectful behaviour.
- Respond to concerns promptly and appropriately.
- Avoid favouritism, exclusion, intimidation, or misuse of authority.
- Protect dancer privacy and dignity.
- Support reasonable accommodation where appropriate.
- Report child protection or safety concerns where required.
- Maintain confidentiality.
- Follow all Association conduct, child safety, communication, and privacy policies.

11. Reporting a Concern

Anyone who experiences or witnesses harassment, discrimination, bullying, retaliation, or unsafe conduct is encouraged to report the concern per the association's Complaint Resolution Policy.

12. Informal Resolution

Where appropriate, a concern may be resolved informally through respectful communication, clarification, coaching, apology, education, boundary setting, or a facilitated conversation.

Informal resolution may not be appropriate where there are concerns involving child safety, threats, violence, repeated harassment, discrimination, abuse, retaliation, serious power imbalance, or significant risk.

13. Formal Review or Investigation

The Association may conduct a formal review when a concern is serious, repeated, unresolved, or requires documentation.

A formal review may include:

- Receiving the concern in writing.
- Speaking with the person who raised the concern.
- Speaking with the person whose conduct is being reviewed.
- Speaking with witnesses.
- Reviewing relevant documents, messages, or records.
- Considering applicable policies.
- Taking temporary safety or boundary measures.
- Determining whether policy expectations were breached.
- Communicating the outcome to those who need to know.

Manitoba workplace guidance states that harassment prevention policies must include how to make a complaint, how complaints will be investigated, and how the complainant and alleged harasser will be informed of the investigation results.

14. Temporary Safety Measures

While a concern is being reviewed, the Association may take temporary steps to protect safety, privacy, and wellbeing.

These may include:

- Increased supervision.
- Separating individuals.
- Limiting communication.
- Restricting access to certain spaces or activities.
- Pausing volunteer, staff, contractor, or participant duties.

- Adjusting class, rehearsal, or event arrangements.
- Referring the matter to appropriate external authorities.

Temporary measures are precautionary and do not determine whether misconduct occurred.

15. Confidentiality

Concerns will be handled as confidentially as possible.

Information will only be shared with individuals who need to know in order to review the concern, protect safety, provide support, take corrective action, meet legal obligations, or comply with policy requirements.

Manitoba workplace guidance states that employers should not disclose the name of a complainant, alleged harasser, or complaint circumstances except where necessary to investigate, take corrective action, or where required by law.

16. Child Safety Concerns

If harassment, discrimination, bullying, or inappropriate conduct involves a child safety concern, suspected abuse, exploitation, grooming, inappropriate adult-child interaction, or a child who may be in need of protection, the Association's Child Protection Policy and Safe Adult-Child Interaction Policy must be followed.

If a child is in immediate danger, call 911.

A person who reasonably believes a child is or may be in need of protection must report the concern to the appropriate child protection authority. Internal reporting does not replace any legal duty to report.

17. Outcomes and Corrective Action

If this policy is breached, the Association may take action based on the seriousness of the conduct, the impact on others, previous behaviour, safety concerns, and the role of the person involved.

Possible actions may include:

- Verbal reminder or coaching.
- Written warning.
- Apology or restorative step, where appropriate.
- Education or training.
- Behaviour agreement.
- Increased supervision.

- Removal from a class, rehearsal, event, group chat, committee, volunteer role, or studio activity.
- Restriction from premises or events.
- Suspension or termination of employment, contract, or volunteer role.
- Board action under governance policies.
- Referral to police, child protection authorities, legal counsel, or other external bodies where required.

18. False or Malicious Complaints

Concerns raised in good faith will be taken seriously, even if they are not substantiated.

Knowingly false, malicious, or intentionally misleading complaints may result in corrective action. This does not apply to concerns that are honestly reported but cannot be proven.

19. External Rights

This policy is not intended to prevent anyone from exercising legal rights or making a complaint to an external authority. Manitoba workplace guidance notes that harassment policies should not discourage or prevent a complainant from exercising other legal rights, and workers have a right to file a complaint with the Manitoba Human Rights Commission.

20. Recordkeeping

The Association will maintain records of harassment and discrimination concerns according to its privacy and record-keeping policies.

Records may include:

- Complaint or concern received
- Dates and people involved
- Steps taken
- Temporary measures
- Investigation notes
- Outcome
- Corrective action
- Follow-up required

Records will be stored securely and shared only with those who require access for an authorized purpose.

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect studio needs, workplace obligations, human rights expectations, child safety practices, and respectful community standards.

22. Additional Documents:

- Complaint Tracking & Resolution Form
- Child Protection Concern Documentation Form

DRAFT

Gender-Inclusive Language and Change Room Policy

1. Purpose

The purpose of this policy is to support a safe, respectful, inclusive, and privacy-conscious environment for all dancers, families, staff, instructors, volunteers, and visitors. Stoney Brook Dance Nonprofit Association Inc. is committed to ensuring that every dancer is treated with dignity and respect, including in relation to their name, pronouns, gender identity, gender expression, clothing, costumes, washroom use, and changing needs.

2. Scope

This policy applies to all Association activities, including classes, rehearsals, recitals, performances, competitions, festivals, camps, workshops, intensives, birthday parties, rentals, studio events, off-site activities, dressing or changing areas, washrooms, backstage areas, and travel settings.

This policy applies to dancers, families, instructors, staff, volunteers, Board members, renters, guest instructors, and visitors.

3. Respectful and Gender-Inclusive Language

All members of the studio community are expected to use respectful and inclusive language.

This includes:

- Using a dancer's chosen name.
- Using a dancer's correct pronouns.
- Avoiding assumptions about gender based on appearance, clothing, hairstyle, voice, or dance style.
- Avoiding gender stereotypes, such as assuming certain dance styles, roles, costumes, or colours are only for boys or girls.
- Using group language such as "dancers," "team," "class," "everyone," or "friends" where appropriate.
- Speaking respectfully about all dancers, families, staff, instructors, and volunteers.

Mistakes may happen. If someone uses the wrong name or pronoun, they should correct themselves briefly, apologize if appropriate, and move forward respectfully.

4. Names and Pronouns

Dancers may ask to be called by a name or pronoun that differs from registration records. The studio will make reasonable efforts to use the dancer's chosen name and pronouns in day-to-day communication, class settings, attendance, and internal communication where appropriate.

Legal names may still be required for certain records, invoices, waivers, insurance, competition registrations, travel documents, or official forms. Where a legal name is required, the studio will handle that information respectfully and confidentially.

Families are encouraged to communicate name or pronoun information directly to the studio so instructors and staff can support the dancer appropriately.

5. Privacy and Confidentiality

A dancer's gender identity, gender expression, chosen name, pronouns, or related personal information must be treated as private information.

Staff, instructors, volunteers, and Board members must not disclose this information to others unless:

- The dancer and/or parent/guardian has consented, where appropriate;
- The information is needed to support the dancer's safety, participation, or accommodation;
- Disclosure is required by law; or
- There is a serious safety concern.

Care should be taken not to share personal information unnecessarily.

6. Washrooms and Changing Areas

Stoney Brook Dance Nonprofit Association Inc. does not have gender-specific washrooms or change rooms. Washrooms and changing spaces are shared or gender-inclusive spaces and must be used respectfully by all dancers and visitors.

All dancers may use the available washroom or changing area in a way that supports their privacy, comfort, safety, and dignity.

Where additional privacy is needed, dancers or families may request support from the studio. When possible, the studio may help identify options such as:

- A private changing area.
- A scheduled changing time.
- Use of a washroom or alternate space for increased privacy.
- A plan for younger dancers who need assistance.
- A privacy arrangement for costume changes during performances or events.

Private options may be requested by any dancer for any reason, including comfort, modesty, sensory needs, disability, medical needs, religious or cultural reasons, gender identity, or personal preference.

7. Privacy for All Dancers

All dancers have the right to privacy and dignity while changing or using washrooms. Regardless of gender identity or expression, all dancers must respect the privacy and personal space of others.

Expectations include:

- No photos or videos in washrooms, changing areas, or any space where dancers may be changing.
- No staring, teasing, gossip, or comments about another person's body, clothing, or changing needs.
- No unnecessary nudity or inappropriate behaviour.
- No entering a washroom or changing area to socialize if not using the space for its intended purpose.
- Respecting personal space and privacy.
- Reporting concerns to a trusted adult or studio representative.

The goal is to support safety, privacy, and dignity for every dancer.

8. Costumes, Dress Code, and Performance Presentation

The studio will make reasonable efforts to support dancers in costume, dress code, hair, and presentation needs related to gender identity, gender expression, comfort, modesty, sensory needs, culture, religion, disability, or medical needs.

Families are encouraged to raise costume or dress code concerns as early as possible, especially before costumes are ordered or altered.

Any costume or presentation adjustment must be approved by the Costume Director, instructor, and/or Artistic Director to ensure that it is safe for movement, appropriate for the routine, and consistent with the performance needs of the group.

9. Parent/Guardian Communication

Families are encouraged to communicate with the studio if their dancer has needs related to name, pronouns, changing privacy, costumes, dress code, washroom use, or inclusion.

The studio will work with families respectfully and confidentially to support the dancer's participation and wellbeing.

Where a dancer shares information directly with an instructor or staff member, the studio will handle the information carefully, taking into account the dancer's age, safety, privacy, family involvement, and any applicable child safety obligations.

10. Harassment, Bullying, and Discrimination

Harassment, bullying, teasing, exclusion, intentional misgendering, name-calling, threats, intimidation, or discriminatory conduct related to gender identity, gender expression, clothing, body, privacy needs, or change room use will not be tolerated.

This includes conduct by dancers, parents/guardians, staff, instructors, volunteers, Board members, or visitors.

Concerns may be addressed through the applicable conduct, child safety, discipline, or complaint process.

11. Staff, Instructor, and Volunteer Responsibilities

Adults acting on behalf of the Association are expected to:

- Model respectful and inclusive language.
- Use chosen names and pronouns.
- Protect dancer privacy.
- Respond promptly to teasing, bullying, or discriminatory conduct.
- Avoid gender-based assumptions or stereotypes.
- Support reasonable accommodation or privacy requests.
- Maintain appropriate supervision in washroom, changing, backstage, and event settings.
- Report concerns to studio leadership where needed.

Staff and volunteers should ask for guidance if they are unsure how to support a dancer respectfully.

12. Supervision of Changing Areas

Supervision must balance dancer safety with privacy and dignity.

Only authorized adults may enter changing areas. Adults should enter only when necessary for supervision, safety, emergency response, approved assistance, or support for a younger dancer.

Where adult assistance is required, it should be brief, respectful, and limited to what is necessary. Another approved adult should be nearby or present where practical.

13. Concerns About Changing Privacy

If a dancer or family has a concern about privacy, comfort, supervision, or safety related to washrooms or changing areas, they should contact the Executive Director, Artistic Director, instructor, or designated studio contact.

The studio will review concerns respectfully and look for practical solutions that protect the dignity, privacy, and safety of all dancers.

Concerns must not be addressed through gossip, confrontation, exclusion, public comments, or social media.

14. Retaliation Prohibited

No dancer or family may be treated negatively for requesting respectful language, privacy, accommodation, or support related to gender identity, gender expression, changing needs, or washroom use.

Retaliation, exclusion, gossip, bullying, or reduced opportunities connected to a request or concern will not be tolerated.

15. Policy Review

This policy will be reviewed periodically and updated as needed to reflect the Association's inclusion commitments, dancer safety needs, privacy expectations, and applicable human rights obligations.

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Accommodation Request Policy

1. Purpose

The purpose of this policy is to provide a clear and respectful process for dancers and families to request accommodations that support safe, inclusive, and meaningful participation in Stoney Brook Dance Nonprofit Association Inc. programs.

The Association recognizes that dancers may have different physical, emotional, sensory, medical, cultural, religious, developmental, learning, communication, or accessibility needs. The goal of accommodation is to support participation while maintaining dancer safety, class integrity, reasonable program expectations, and the wellbeing of the full studio community.

2. Commitment to Inclusion

Stoney Brook Dance Nonprofit Association Inc. is committed to creating an inclusive and welcoming environment for dancers of different abilities, backgrounds, identities, learning styles, and support needs.

In Manitoba, reasonable accommodation means making changes to how something is typically done to meet a special need connected to a protected characteristic, such as disability, religion, or ethnic background. Accommodation may involve adjusting a rule, practice, program, or physical environment to support equal participation, up to the point of undue hardship.

3. Scope

This policy applies to accommodation requests related to:

- Registration and class participation
- Dance instruction and learning needs
- Physical accessibility or mobility needs
- Medical conditions, injuries, allergies, or fatigue
- Sensory needs
- Neurodiversity or developmental needs
- Mental health or emotional wellbeing
- Communication needs
- Cultural or religious considerations
- Dress code, hair, costume, or modesty needs
- Recitals, competitions, camps, workshops, and studio events
- Parent/guardian communication or support needs

4. Requesting an Accommodation

Families are encouraged to contact the studio as early as possible if a dancer may need an accommodation. Early communication allows the studio to consider options before classes, performances, competitions, or events begin.

Accommodation requests may be made to the Executive Director, Artistic Director, instructor, or another designated studio contact.

A request should include, where relevant:

- Dancer's name
- Class or program
- The barrier or need being experienced
- The accommodation being requested
- Any safety concerns
- Any medical, school, therapy, or professional recommendations the family wishes to share
- Whether the accommodation is temporary or ongoing

Families do not need to disclose more personal or medical information than necessary to help the studio understand the dancer's needs and possible supports.

5. Collaborative Process

Accommodation is a shared process. The studio, family, dancer where appropriate, instructors, and studio leadership may work together to identify reasonable options.

The process may include:

- Discussing the dancer's needs and goals
- Reviewing class requirements and safety considerations
- Identifying possible barriers
- Considering reasonable adjustments
- Trying an accommodation on a temporary basis
- Reviewing whether the accommodation is working
- Updating the plan as the dancer's needs change

The studio may ask for additional information if needed to understand the request or assess safety.

6. Examples of Possible Accommodations

Depending on the dancer's needs and the program requirements, accommodations may include:

- Modified participation during injury recovery
- Permission to observe or mark choreography
- Visual schedules or reminders
- Extra transition time
- Breaks during class
- Adjusted communication methods
- Sensory-friendly options where possible
- Dress code or costume modifications
- Placement near the instructor
- Reduced distractions
- Alternate ways to learn choreography
- Support for medical or allergy needs
- Modified expectations during a temporary health concern
- Assistance with accessibility planning for events or performances

Not every accommodation will be possible in every setting, but the studio will make reasonable efforts to find supportive solutions.

7. Safety and Program Requirements

Accommodations must be balanced with dancer safety, instructor capacity, class structure, supervision, choreography, performance requirements, competition rules, facility limits, and the safety of other dancers.

The studio may not be able to provide an accommodation that:

- Creates a serious safety risk
- Requires supervision or care beyond what the studio can reasonably provide
- Fundamentally changes the nature of the program or class
- Prevents instructors from safely supporting the full class
- Conflicts with venue, competition, insurance, or legal requirements
- Creates undue hardship for the Association

Where a requested accommodation cannot be provided exactly as requested, the studio may offer an alternative accommodation.

8. Medical Documentation

For some requests, the studio may ask for medical or professional documentation. This may be needed when the accommodation involves:

- Injury recovery or return to dance
- Concussion or head injury
- Serious allergies
- Medical restrictions
- Medication or emergency response planning
- Significant modification of dance activity
- Safety concerns for the dancer or others

Documentation should focus on functional needs, restrictions, and recommended supports, rather than unnecessary personal medical details.

9. Temporary Accommodations

Some accommodations may be temporary, such as those related to injury, illness, surgery recovery, anxiety, family circumstances, or short-term medical needs.

Temporary accommodations may be reviewed regularly and may be changed, extended, or ended as appropriate.

10. Dress Code, Costume, and Modesty Accommodations

The studio will make reasonable efforts to support dancers who need adjustments to dress code, hair, costume, makeup, or performance presentation due to comfort, modesty, sensory needs, disability, cultural considerations, religious belief, gender expression, or medical needs.

Families should communicate these needs early, especially before costumes are ordered or altered.

Costume or presentation changes must be approved by the Costume Director, instructor, and/or Artistic Director to ensure safety, consistency, and performance readiness.

11. Competitions, Recitals, and Events

Accommodation requests related to competitions, recitals, festivals, travel, camps, workshops, or events should be made as early as possible.

Some accommodations may depend on venue rules, competition regulations, staffing, scheduling, transportation, or physical space. The studio will make reasonable efforts to support participation while following external rules and safety requirements.

12. Confidentiality

Accommodation requests and related personal information will be handled respectfully and confidentially.

Information will only be shared with individuals who need it to support the dancer's participation, safety, instruction, emergency planning, or approved accommodation. This may include instructors, the Artistic Director, Executive Director, Costume Director, event staff, or designated volunteers where appropriate.

13. Family Responsibilities

Families are responsible for:

- Communicating accommodation needs as early as possible
- Providing relevant information needed to support the request
- Updating the studio if the dancer's needs change
- Supplying required medical items, supports, or equipment where applicable
- Following agreed accommodation plans
- Working respectfully with the studio to identify practical solutions

14. Studio Responsibilities

The studio is responsible for:

- Receiving accommodation requests respectfully
- Considering requests in good faith
- Maintaining confidentiality
- Consulting with families where appropriate
- Considering dancer safety and program requirements
- Communicating decisions clearly
- Reviewing accommodations when needed
- Making reasonable efforts to support inclusion and participation

15. Review of Accommodation Decisions

If a family has concerns about an accommodation decision, they may request a review by contacting the Executive Director, Artistic Director, or designated Board representative.

The review may consider the original request, safety concerns, program requirements, available alternatives, and any additional information provided by the family.

16. No Retaliation

No dancer or family will be treated negatively for requesting an accommodation or raising an accessibility concern in good faith.

Retaliation, exclusion, teasing, bullying, or negative treatment connected to an accommodation request will not be tolerated.

17. Policy Review

This policy will be reviewed periodically and updated as needed to support accessibility, inclusion, dancer safety, and responsible studio operations.

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6. Staff, Teacher & Volunteer Policies

Stoney Brook Dance Nonprofit Association Inc. relies on dedicated staff, teachers, contractors, volunteers, and studio representatives to provide safe, supportive, high-quality programming for dancers and families. These individuals play an important role in shaping the studio environment, supporting dancer development, maintaining professional standards, and representing the values of the Association.

This section outlines the expectations, responsibilities, and safeguards that apply to those working or volunteering on behalf of the Association. These policies help ensure that staff, teachers, and volunteers understand their roles, communicate respectfully, maintain appropriate professional boundaries, protect dancer safety and privacy, follow approved procedures, and act in the best interests of the studio community.

By following these policies, Stoney Brook Dance can create a consistent, respectful, and accountable environment where dancers are supported, families have confidence, and staff and volunteers are equipped to carry out their roles with care and professionalism.

Executive Director – Roles and Responsibilities

The Executive Director (ED) serves as the chief administrative officer of the dance studio, responsible for managing operations, finances, human resources, and strategic planning. The ED ensures the studio's financial health, operational efficiency, and alignment with its mission and values, as approved by the Nonprofit's Board of Directors. The ED works in close partnership with the Artistic Director (AD) of the studio, as well as the Nonprofit Board. This position can be shared among two individuals who also serve on the Nonprofit Board, if needed. Duties of the ED can be delegated to other members of the board, if needed. *Until operational funding can be secured, this position is primarily volunteer-based with no reimbursement for time aside from account credits. Therefore, this position can be shared.*

Throughout all activities, the Executive Director(s) must treat sensitive information confidentially (e.g., financial information, personal concerns).

1. Leadership & Strategic Management

- Lead and manage the day-to-day operations of the studio.
- Develop and execute short- and long-term strategic plans in collaboration with the Artistic Director and Nonprofit Board.
- Monitor industry trends, community needs, and studio performance to inform decision-making.
- Represent the studio's interests to funders, and the public.

2. Financial Oversight

- As developed by the Nonprofit Board, manage the annual budget, ensuring fiscal responsibility and transparency.
- Oversee all financial activities, including payroll, tuition collection, vendor payments, and reporting.
- Ensure timely and accurate bookkeeping and financial recordkeeping.
- Work with accountants and/or auditors for tax filings and financial compliance.
- In partnership with the Nonprofit Board, explore and secure funding opportunities: grants, sponsorships, donations, and partnerships.

3. Staff Management

- Alongside the Artistic Director and the Nonprofit Board, assist with recruitment, hiring, onboarding, and supervision of staff.
- Oversee contracts and employment agreements for instructors, and seasonal staff, alongside the Nonprofit Board.

- Manage performance reviews and conflict resolution, with support from the Nonprofit Board.
- Foster a positive and respectful workplace culture aligned with studio values.
- Effectively manage complaints, with assistance from the Board.

4. Program & Operational Support

- Collaborate with and support the Artistic Director on scheduling, class logistics, studio availability, and resource allocation.
- Ensure smooth operation of classes, rehearsals, and performances.
 - Address concerns from parents and families
 - Communicate schedules to parents and families
 - Book venues for recitals, showcases, and other performances
- Handle studio bookings, rentals, and third-party user agreements.
- Oversee the maintenance, safety, and cleanliness of studio facilities (e.g., scheduling of cleaning).
- Coordinate registration for Competitions for dancers who are part of the Intensive Program, alongside the Artistic Director.
 - Register all entries
 - Ensure timely payment
 - Support communication to dancers and dancers' families regarding competitions (e.g., call times, location)
 - Secure hotel blocks for competitions and studio-related activities that require travel, with support from the Parent Committee.

5. Communications & Marketing

- Assist the Nonprofit Board to develop and oversee all studio communications, including email, website, newsletters, and social media.
- Promote programs, performances, and events to increase visibility and enrollment.
- Build and maintain relationships with students, parents, donors, partners, and community organizations.
- Ensure consistent, mission-aligned branding and messaging.

6. Registration & Client Services

- Manage student registration processes, including tuition, class changes, waitlists, and withdrawals.

- Maintain student records, waivers, attendance logs, and consent forms.
- Respond to client inquiries, feedback, and concerns in a timely and professional manner.
- Ensure a high level of customer service and community engagement.

7. Board & Governance

- Serve as primary liaison to the Board of Directors.
- Prepare reports, updates, and proposals for board meetings.
- Ensure compliance with legal, regulatory, and policy obligations (e.g., CRA, nonprofit status with Manitoba Companies).

8. Risk Management & Policy

- Implement policies on health and safety, equity, harassment, and emergency procedures.
- Ensure compliance with local business licensing, insurance, and liability requirements.
- Update studio policies regularly in response to changes in law or industry best practices.

Teacher Code of Conduct

1. Purpose

The purpose of this Teacher Code of Conduct is to establish clear expectations for teachers, instructors, substitute teachers, assistant teachers, choreographers, guest instructors, and teaching contractors working with Stoney Brook Dance Nonprofit Association Inc.

Teachers play an important role in shaping dancer confidence, skill development, safety, discipline, creativity, teamwork, and love of dance. This Code of Conduct helps ensure that all instruction is provided in a safe, respectful, inclusive, professional, and age-appropriate manner.

2. Scope

This Code of Conduct applies to all teaching-related activities, including:

- Classes and rehearsals
- Private lessons
- Camps, workshops, and intensives
- Auditions and assessments
- Competitions, festivals, recitals, and performances
- Birthday parties and special events
- Team-building activities
- Online communication and social media
- Any activity where a teacher represents the Association

3. Professional Conduct

Teachers are expected to:

- Act with honesty, integrity, professionalism, and care.
- Be prepared, punctual, and organized.
- Provide safe, age-appropriate, and inclusive instruction.
- Treat dancers, families, staff, volunteers, and Board members respectfully.
- Follow Association policies, procedures, and approved communication channels.
- Maintain appropriate professional boundaries.
- Represent the Association positively in the studio, at events, and online.

- Raise concerns through appropriate internal channels.

Teachers must not act in a way that harms dancer wellbeing, family trust, team culture, workplace respect, or the reputation of the Association.

4. Dancer Safety and Wellbeing

Teachers must prioritize dancer safety and wellbeing at all times.

Teachers are expected to:

- Teach movement safely and progressively.
- Consider dancer age, skill level, physical readiness, confidence, and emotional wellbeing.
- Avoid asking dancers to perform skills beyond their readiness.
- Stop or modify activity if a dancer is injured, unwell, overwhelmed, or unsafe.
- Follow illness, injury, concussion, first aid, emergency, and incident reporting procedures.
- Encourage dancers to speak up if they are hurt, uncomfortable, confused, or concerned.
- Never pressure a dancer to dance through pain, illness, injury, or distress.

5. Respectful Instruction

Teachers must use respectful, constructive, and supportive teaching methods.

Corrections should focus on technique, safety, effort, musicality, artistry, confidence, teamwork, and dancers' growth.

Teachers must not use shame, fear, humiliation, threats, intimidation, sarcasm intended to hurt, body-shaming, comparison, favouritism, or emotional manipulation as teaching tools.

6. Inclusion and Accessibility

Teachers are expected to support an inclusive learning environment where all dancers feel welcome and valued.

Teachers must:

- Respect dancer identity, culture, body, ability, learning style, and background.
- Use inclusive and respectful language.
- Use dancers' chosen names and pronouns where shared.
- Support reasonable accommodations approved by the studio.

- Avoid stereotypes or assumptions about dancers.
- Address bullying, exclusion, or disrespectful conduct promptly.
- Encourage teamwork, kindness, and belonging.

7. Professional Boundaries

Teachers are in a position of trust and must maintain appropriate boundaries with dancers and families.

Teachers must not:

- Create secretive, overly personal, or dependent relationships with dancers.
- Share adult personal problems with dancers.
- Ask dancers to keep secrets from parents/guardians or studio leadership.
- Show favouritism or provide special treatment unrelated to studio programming.
- Spend unnecessary private time with a dancer.
- Use their role to pressure, control, intimidate, or influence dancers or families.

8. Physical Contact and Corrections

Physical contact may sometimes be necessary for safe dance instruction, spotting, alignment, or injury prevention. Any physical contact must be professional, respectful, limited, and connected to instruction or safety, and be consistent with the Association's policies.

Teachers must:

- Explain hands-on corrections whenever possible.
- Ask permission when appropriate.
- Stop immediately if a dancer appears uncomfortable or asks them to stop.
- Use verbal correction, demonstration, imagery, or self-correction where possible.
- Avoid unnecessary, invasive, rough, punitive, or inappropriate contact.
- Follow the Association's Physical Contact and Corrections Policy.

9. Communication with Dancers and Families

Teachers must communicate clearly, respectfully, and professionally.

Teachers should:

- Use approved studio communication channels.

- Keep communication focused on dance, safety, participation, and studio. Avoid discussing sensitive matters in public spaces, hallways, backstage, or in front of dancers.
- Respond to families with courtesy and appropriate boundaries.

Teachers must not gossip about dancers, families, staff, volunteers, or Board members.

- matters.
- Refer billing, registration, policy, governance, or complex concerns to the appropriate studio contact.
- Avoid private or informal communication with minor dancers outside approved channels.

10. Social Media and Online Conduct

Teachers must use social media responsibly and professionally.

Teachers must not:

- Privately message minor dancers for non-studio purposes.
- Post photos or videos of dancers without proper consent and studio approval.
- Share confidential studio, dancer, family, or staff information.
- Post negative comments about dancers, families, competitions, adjudicators, other studios, staff, volunteers, or Board members.
- Use studio images, choreography, branding, or dancer content for personal promotion without approval.
- Engage in online conflict about studio matters.

Teachers must follow the Staff Social Media Boundaries Policy.

11. Confidentiality

Teachers must follow the association's Privacy Policy.

12. Class Management and Supervision

Teachers are responsible for maintaining a safe and respectful class environment.

Teachers must:

- Take attendance.
- Supervise dancers during assigned class or rehearsal time.
- Set clear and age-appropriate expectations.
- Use respectful behaviour guidance.

- Keep dancers in approved studio areas.
- Avoid leaving dancers unsupervised.
- Ensure younger dancers are released according to studio expectations.
- Report safety, behaviour, or supervision concerns promptly.

13. Costumes, Choreography, and Artistic Integrity

Teachers must respect the artistic and operational processes of the Association.

Teachers are expected to:

- Respect the role of the Artistic Director and Costume Director.
- Avoid making unauthorized costume, music, choreography, or placement changes.
- Make artistic decisions in a way that supports dancer safety, age-appropriateness, and team success.

14. Conflicts of Interest

Teachers must disclose real, potential, or perceived conflicts of interest.

This may include situations involving:

- Teaching, evaluating, auditioning, or placing their own child or close family member or friend.
- Private lessons or outside choreography involving studio dancers.
- Financial relationships with dancers or families.
- Vendor, costume, or business relationships.
- Personal relationships that may affect fairness or appear to affect fairness.

Teachers must not use their studio role for personal financial gain or unfair advantage.

15. Attendance, Punctuality, and Preparedness

Teachers are expected to:

- Arrive on time and ready to teach.
- Give as much notice as possible if unable to teach.
- Follow the Substitute Teacher Policy when coverage is needed.
- Prepare appropriate class plans, music, choreography, and materials.
- Use class time responsibly.
- Communicate schedule conflicts promptly.

16. Mandatory Reporting and Child Protection

Teachers must take child safety concerns seriously.

If a teacher has reason to believe that a child may be in need of protection, the concern must be reported according to applicable child protection requirements and the Association's Child Protection Policy.

Teachers must not investigate suspected abuse themselves, confront the alleged person, or promise a dancer that information will be kept secret when safety is involved.

17. Reporting Concerns

Teachers must report concerns promptly when they involve:

- Dancer injury or illness
- Suspected concussion
- Bullying, harassment, or discrimination
- Unsafe behaviour
- Child protection concerns
- Parent or family conflict
- Staff or volunteer misconduct
- Facility or equipment hazards
- Breach of policy
- Any situation that may affect dancer safety or studio operations

Concerns should be reported to the Artistic Director, Executive Director, President, or designated studio contact, depending on the issue.

18. Use of Studio Property and Resources

Teachers must use studio property responsibly and only for approved purposes.

This includes all studio spaces, music systems, equipment, props, costumes, records and contact information, social media accounts, keys or access codes, teaching materials, and other studio-related resources.

Teachers must not use studio resources for personal business, private lessons, outside events, or unrelated purposes without approval from the Association.

19. Accountability

Failure to follow this Code of Conduct may result in:

- Clarification of expectations

- Coaching or retraining
- Written warning
- Increased supervision
- Restriction of duties
- Removal from teaching assignments
- Termination of contract, employment, or volunteer role
- Reporting to appropriate authorities where required

The response will depend on the nature and seriousness of the concern.

20. Acknowledgement

Teachers may be asked to review and sign this Code of Conduct before beginning or continuing their role with the Association.

Teacher Name: _____

Role/Position: _____

Signature: _____

Date: _____

Teaching Agreement and Expectations

DANCE INSTRUCTOR AGREEMENT

Stoney Brook Dance Nonprofit Association Inc (SBDC)

This Dance Instructor Agreement ("Agreement") is entered into on this ____ day of _____, 20__, between:

Studio Name: [Nonprofit Dance Studio Name]

Address: [Studio Address]

AND

Instructor Name: _____

Address: _____

Phone: _____

Email: _____

1. POSITION & STATUS

The Instructor is engaged as an **independent contractor**. The Instructor is responsible for their own taxes, insurance, and statutory obligations.

Dance instructors are hired by the Nonprofit Board of Directors, and report directly to the Artistic Director.

2. TERM OF AGREEMENT

This Agreement begins on _____ and will:

- Continue until _____, or
- Remain ongoing until terminated by either party with written notice.

3. DUTIES & RESPONSIBILITIES

The Instructor agrees to:

- Teach scheduled dance classes as assigned
- Arrive on time and prepared for all classes
- Take attendance at each class
- Promote and maintain dancers' focus on class-related activities
- Provide safe, inclusive, and age-appropriate instruction
- Avoid favouritism and promote inclusivity
- Choreograph routines for performances/recitals (if applicable)

- Maintain a positive and professional learning environment that is team-oriented
- Communicate effectively with students, parents, and staff, and leadership (e.g., the Artistic Director, the Executive Director(s), the Costume Director, the Board of Directors)
- Participate in studio events (recitals, showcases, outreach, etc.)
- Follow all nonprofit studio policies, including safety and child protection guidelines

4. COMPENSATION

The Instructor will be compensated as follows:

- **Hourly Rate Rate:** \$_____
- Payment schedule
 - Instructors will be paid on the last Friday of each month, for class time taught (e.g., if teaching four 1-hour classes per week, for 4 weeks per month, the instructor will be paid for 16 hours of instruction time that month).
 - Prep-time Hours: Should instructors have additional prep-time associated with teaching, these additional hours can be submitted for reimbursement, on a monthly basis, or within 30 days of the work. ***Hours not submitted within this timeframe will not be reimbursed.***

5. CLASS CANCELLATIONS

- The Studio may cancel, combine, or reschedule classes due to low enrollment
- The Studio may cancel classes due to weather or unforeseen circumstances.
- In each of these cases, the Instructor will be notified as early as possible.

6. CODE OF CONDUCT

The Instructor agrees to:

- Uphold the mission and values of the nonprofit
- Treat all participants with respect and inclusivity
- Maintain appropriate boundaries with students
- Refrain from discrimination, harassment, or inappropriate behavior

7. COMMUNICATION GUIDELINES

7.1 Professional Communication

The Instructor must:

- Use approved studio communication channels only (email, designated apps, etc.)

- As best as possible, respond to studio communications in a timely fashion (e.g., within 24 hours, outside of emergencies).
- Keep all communication respectful, clear, and professional

7.2 Communication with Minors

- No private or one-on-one communication with dancers under 18 outside approved platforms (e.g., email, whats app, texting)
- For those under the age of 12, group messages or parent-included communication only unless parent permission is received.

7.3 Parent Communication Boundaries

- Instructors should not engage in conflict or heated discussions with parents during class or events. Instead, direct parents' concerns to either the Artistic Director or the Board of Directors.

8. SOCIAL MEDIA GUIDELINES

8.1 Professional Representation

The Instructor agrees to:

- Represent the studio positively in all public and online spaces
- Avoid posting negative, critical, or confidential information about the studio, dancers, families, competitions, or staff

8.2 Posting Guidelines

- Do not post photos/videos of dancers without proper studio/parent consent
- Follow studio branding and media guidelines when sharing content
- Tag the studio appropriately when posting approved content

8.4 Confidentiality Online

- Do not share:
 - Choreography without permission
 - Competition results in a negative or controversial manner
 - Internal studio discussions or decisions

9. HEALTH & SAFETY

The Instructor must:

- Follow all safety protocols and emergency procedures
- Prioritize dancer safety and injury prevention

- Report injuries or incidents immediately
- Ensure choreography and instruction are safe for all participants
- Avoid overtraining, and promote rest and balance
- Support dancers' emotional wellbeing by providing feedback that is corrective while also promoting growth and acknowledging accomplishments

10. CONFIDENTIALITY

The Instructor must follow the association's Privacy Policy.

11. INTELLECTUAL PROPERTY

- Choreography created for the Association may be used by the Association for performances, promotions, and future programming. Choreography is instructor-owned with usage rights granted to the Association while the instructor is working with the studio.

12. INSURANCE & LIABILITY

- The Instructor may wish to carry personal liability insurance. Liability insurance is provided by the Association for teachers (e.g., professional liability insurance).
- The Studio maintains general liability insurance but is not responsible for personal injury outside its coverage.

13. NONPROFIT ALIGNMENT

The Instructor acknowledges that:

- The Association operates as a nonprofit organization
- Decisions may be influenced by funding, grants, and community needs
- Participation in community outreach may be requested

14. TERMINATION

Either party may terminate this Agreement with:

- ___ weeks written notice

Immediate termination may occur for:

- Breach of contract
- Misconduct or unsafe behavior
- Failure to perform duties

15. ENTIRE AGREEMENT

This document constitutes the full agreement between both parties and supersedes prior discussions.

16. SIGNATURES

Studio Representative:

Name: _____

Signature: _____

Date: _____

Instructor:

Name: _____

Signature: _____

Date: _____

DRAFT

Staff Hiring Policy

1. Purpose

The purpose of this policy is to establish fair, transparent, and consistent hiring practices for employees, contractors, instructors, and support staff engaged by Stoney Brook Dance Non-Profit Association. This policy supports the recruitment of qualified individuals who align with the organization's mission, values, safety standards, and commitment to positive youth development.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to hiring qualified, professional, and respectful individuals who contribute positively to the studio environment and support the organization's artistic, educational, and operational goals.

All hiring decisions will be based on qualifications, experience, suitability for the role, organizational needs, and alignment with the values and policies of the Association.

3. Scope

This policy applies to all positions within the organization, including:

- Dance instructors
- Choreographers
- Administrative staff
- Contractors and guest instructors
- Summer staff and program assistants
- Volunteers in designated leadership or supervisory roles where applicable

4. Equal Opportunity and Non-Discrimination

Stoney Brook Dance is committed to providing equal opportunity in hiring practices and does not discriminate based on protected characteristics as defined by applicable law.

Hiring decisions will be made based on:

- Qualifications and experience
- Professional conduct and references
- Suitability for working with children and youth
- Ability to fulfill role expectations safely and effectively
- Alignment with organizational culture and values

5. Recruitment Process

Hiring may include the following steps:

1. Identification of staffing needs
2. Development of position descriptions
3. Posting or advertising of opportunities where appropriate
4. Collection and review of applications and resumes
5. Interviews and/or teaching demonstrations
6. Reference checks
7. Screening requirements (where applicable)
8. Hiring approval and onboarding

The organization reserves the right to adjust hiring procedures based on operational needs and the nature of the role.

6. Qualifications and Selection Criteria

Candidates may be evaluated based on:

- Dance training, certifications, and teaching experience
- Technical knowledge and instructional ability
- Experience working with children and youth
- Communication and professionalism
- Safety awareness and classroom management skills
- Reliability and teamwork
- Alignment with studio philosophy and values

Certain roles may require specific certifications, syllabus training, or specialized experience.

7. Screening and Background Checks

To support a safe environment for children and youth:

- Criminal record checks and/or vulnerable sector checks may be required for staff, instructors, contractors, or volunteers working directly with minors
- The organization may request proof of certifications or qualifications
- References may be contacted prior to final hiring decisions
- Additional screening may be required depending on the nature of the role

Failure to complete required screening may disqualify a candidate from employment or engagement.

8. Hiring Approval

Final hiring decisions are made by:

- The Artistic Director and/or Executive Director, with approval of the Board of Directors

The organization reserves the right not to fill a position if a suitable candidate is not identified.

9. Onboarding and Orientation

New staff members will receive orientation regarding:

- Studio policies and procedures
- Safety and emergency protocols
- Child protection expectations
- Code of conduct requirements
- Operational responsibilities and expectations
- Communication procedures and reporting structure

Additional training may be provided based on the role.

10. Probationary Period

Where applicable, newly hired staff may be subject to a probationary or evaluation period during which:

- Performance and suitability will be assessed
- Additional support or feedback may be provided
- Continued employment or engagement will be evaluated

The Association reserves the right to discontinue employment or engagement during the probationary period in accordance with applicable law or agreements.

11. Confidentiality and Professional Conduct

All teachers are expected to:

- Maintain confidentiality regarding dancers, families, staff, and organizational matters
- Follow all organizational policies and procedures
- Conduct themselves professionally and respectfully

- Support a safe, inclusive, and positive environment

Failure to meet professional expectations may result in disciplinary action or termination of engagement.

12. Record Keeping

The Association will maintain appropriate hiring records, which may include:

- Applications and resumes
- Interview notes
- Reference and screening documentation
- Employment agreements or contracts
- Certifications and training records

All records will be stored securely and handled in accordance with privacy obligations.

13. Policy Authority

This policy is governed by the Board of Directors and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in legislation, organizational needs, or hiring best practices.

Training and Certification Expectations Policy

1. Purpose

The purpose of this policy is to outline training, certification, and professional development expectations for staff, teachers, instructors, assistants, volunteers, contractors, and others working with dancers at Stoney Brook Dance Nonprofit Association Inc.

Training helps ensure that dancers receive safe, age-appropriate, inclusive, and high-quality instruction in a respectful studio environment.

2. Scope

This policy applies to individuals acting on behalf of the Association, including:

- Artistic Director
- Executive Director
- Instructors and substitute instructors
- Assistant teachers
- Student helpers
- Choreographers and guest teachers
- Costume Director
- Birthday party hosts
- Camp, workshop, and event staff
- Volunteers and chaperones, where applicable
- Contractors working directly with dancers

Training requirements may vary depending on the role, level of responsibility, access to dancers, and type of work being performed.

3. General Expectations

All staff, teachers, instructors, assistants, and volunteers are expected to have the knowledge, skill, maturity, and judgment needed for their assigned role.

This may include:

- Appropriate dance knowledge or teaching experience.
- Understanding of safe movement and injury prevention.
- Ability to work respectfully with children and youth.
- Awareness of child safety and professional boundaries.

- Ability to follow studio policies and procedures.
- Commitment to inclusion, accessibility, and respectful conduct.
- Willingness to participate in training or orientation required by the Association.

4. Dance Training and Teaching Qualifications

Instructors should have appropriate dance training, teaching experience, certification, or demonstrated skill in the dance styles they teach.

The Association may consider:

- Dance education or training history.
- Teaching experience.
- Performance or choreography experience.
- Style-specific training.
- Certification through a recognized dance organization, where applicable.
- Experience working with children and youth.
- Ability to teach safely, respectfully, and age-appropriately.
- References or demonstrated suitability for the role.

Formal certification may not be required for every teaching role, but instructors must be qualified for the level and style they are assigned to teach.

5. First Aid and CPR

The Association encourages staff, instructors, and volunteers in supervisory roles to maintain current first aid and CPR training where possible.

The Board or studio leadership may identify which roles require current certification.

6. Child Safety and Protection Training

Individuals working with dancers, especially children and youth, may be required to review or complete training related to child safety and protection.

This may include:

- Child Protection Policy.
- Safe Adult-Child Interaction Policy.
- Professional Boundaries Policy.
- Physical Contact and Corrections Policy.
- Reporting concerns or disclosures.

- Appropriate supervision.
- Dressing room and privacy expectations.
- Social media and communication boundaries.

All adults working with dancers are expected to understand that child safety is a shared responsibility.

7. Concussion, Injury, and Emergency Awareness

Instructors, assistants, and staff should be familiar with studio procedures related to:

- Injury prevention.
- First aid response.
- Illness and injury reporting.
- Concussion recognition.
- Return-to-dance expectations.
- Emergency contacts.
- Emergency evacuation.
- Incident documentation.

Staff are not expected to diagnose medical conditions, but they are expected to respond cautiously, document concerns, and involve parents/guardians or emergency services when needed.

8. Inclusion, Accessibility, and Accommodation Training

The Association may provide or require training or orientation related to inclusive teaching practices and accessibility.

This may include:

- Supporting dancers with different learning styles.
- Understanding accommodation requests.
- Respectful language and gender-inclusive practices.
- Sensory, mobility, medical, emotional, or developmental needs.
- Anti-bullying and harassment prevention.
- Positive body image and dancer wellbeing.
- Creating a welcoming environment for all dancers.

Staff are expected to ask for support when they are unsure how to meet a dancer's needs safely and respectfully.

9. Privacy and Confidentiality Training

Individuals who handle dancer, family, staff, financial, medical, or organizational information are required to review privacy and confidentiality expectations per the association's Privacy Policy.

10. Role-Specific Training

Some roles may require additional training or orientation before duties begin.

Examples include:

- **Instructors:** teaching standards, class management, safety procedures, attendance, report cards, communication expectations.
- **Assistant teachers and student helpers:** boundaries, supervision limits, class support expectations, and when to ask for help.
- **Costume roles:** measuring, fittings, alterations, privacy, dancer comfort, and costume records.
- **Birthday party hosts:** supervision boundaries, emergency procedures, facility rules, food and drink expectations, and cleanup.
- **Competition or recital volunteers:** backstage expectations, dancer supervision, privacy, emergency procedures, and conduct expectations.
- **Fundraising volunteers:** cash handling, communication, privacy, and approved procedures.
- **Board members:** governance, confidentiality, financial oversight, conflict of interest, and child safety responsibilities.

11. Certification Records

The Association may maintain records of required training and certifications.

Records may include the individuals name, role, training or certification completed, date of completion, expiry date of certification (if applicable), renewable requirements (if applicable), copies of certificates (if needed).

Training records will be stored securely and handled according to the Association's record-keeping and privacy policies.

12. Renewal and Ongoing Professional Development

Staff, instructors, and volunteers may be required to renew certifications or repeat training at intervals set by the Association.

The Association encourages ongoing learning in areas such as dance pedagogy, safe technique, injury prevention, child development, mental health and dancer wellbeing, inclusive teaching practices, first aid, emergency response, leadership, communication, and where applicable, nonprofit governance.

Professional development helps maintain high-quality programming and a safe studio culture.

13. Responsibility for Training Costs

The Board will determine whether training or certification costs are paid by the Association, the individual, or shared.

The decision may depend on:

- Whether the training is required or optional.
- The role being performed.
- Budget availability.
- Whether the training benefits the Association.
- Whether the individual is staff, contractor, volunteer, or Board member.

Reimbursement, if approved, must follow the Association's expense claim process.

14. Failure to Complete Required Training

If an individual does not complete required training or certification, the Association may:

- Delay the start of duties.
- Limit the individual's responsibilities.
- Require supervision.
- Remove access to certain activities or spaces.
- Reassign duties.
- Suspend or end the role, contract, or volunteer assignment.

The Association will make reasonable efforts to communicate expectations and deadlines clearly.

15. Staff and Volunteer Responsibility

Staff, teachers, contractors, and volunteers are responsible for:

- Completing required training.

- Keeping certifications current, when required.
- Providing proof of certification when requested.
- Following Association policies and procedures.
- Asking questions when expectations are unclear.
- Applying training in daily practice.
- Reporting safety, conduct, or policy concerns.

16. Board and Leadership Responsibility

The Board and studio leadership are responsible for identifying training expectations, supporting access to required training where possible, and ensuring that training requirements are appropriate to each role.

The Board may review training needs annually or when there are changes to programming, staffing, legislation, insurance requirements, or identified risks.

17. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect studio operations, dancer safety needs, staff roles, certification requirements, and best practices in dance education and nonprofit governance.

Professional Boundaries Policy for Staff and Teachers

1. Purpose

The purpose of this policy is to establish clear professional boundaries for staff, teachers, instructors, assistants, substitutes, guest teachers, choreographers, contractors, and volunteers working with dancers at Stoney Brook Dance Nonprofit Association Inc.

Professional boundaries help protect dancer safety, trust, privacy, dignity, and wellbeing. They also protect staff and teachers by setting clear expectations for appropriate conduct, communication, supervision, physical contact, and relationships with dancers and families.

2. Scope

This policy applies to all individuals acting in a teaching, instructional, supervisory, leadership, volunteer, or staff role on behalf of the Association.

This includes conduct during:

- Classes and rehearsals
- Private lessons
- Camps, workshops, and intensives
- Auditions and assessments
- Recitals, competitions, festivals, and performances
- Birthday parties and rentals
- Team-building activities
- Travel and off-site events
- Online communication and social media
- Any other Association-related activity

3. Guiding Principles

Staff and teachers are expected to:

- Act in the best interests of dancers.
- Maintain respectful and professional relationships.
- Use their role appropriately and never for personal benefit or influence.
- Respect dancer privacy, dignity, identity, and boundaries.
- Avoid favouritism, secrecy, dependency, or inappropriate personal relationships.

- Communicate clearly, respectfully, and through appropriate channels.
- Follow all Association policies related to child safety, conduct, privacy, physical contact, and communication.

Staff and teachers are in positions of trust. This responsibility must be taken seriously at all times.

4. Appropriate Teacher-Dancer Relationships

Positive teacher-dancer relationships are encouraged and are an important part of dancer growth. Teachers may support dancers through encouragement, respectful correction, mentorship, goal-setting, and age-appropriate guidance.

However, relationships must remain professional. Teachers must not create relationships with dancers that are personal, secretive, overly dependent, exclusive, or emotionally inappropriate.

Teachers must avoid:

- Treating one dancer as a “favourite.”
- Giving special privileges not connected to studio programming.
- Creating private jokes, secrets, or exclusive relationships.
- Sharing adult personal problems with dancers.
- Relying on dancers for emotional support.
- Encouraging dancers to keep information from parents/guardians or studio leadership.
- Using praise, attention, roles, choreography, or opportunities to pressure or control dancers.

5. Communication with Dancers

Communication with dancers must be professional, age-appropriate, and connected to studio programming.

For dancers under 18:

- Communication should generally go through parents/guardians or approved studio channels.
- Group communication is preferred over private one-on-one communication.
- Messages should relate to schedules, classes, rehearsals, choreography, performances, competitions, or dancer support.
- Late-night, secretive, overly personal, romantic, sexual, or emotionally inappropriate communication is not permitted.

- Teachers should not use disappearing-message apps or private social media messaging for studio communication with minor dancers.

Where direct communication with older dancers is necessary for scheduling or team purposes, it should remain professional and, where practical, include parents/guardians or another appropriate studio representative.

6. Social Media Boundaries

Staff and teachers must maintain appropriate social media boundaries with dancers and families.

Staff and teachers must not:

- Send private direct messages to minor dancers for non-studio purposes.
- Follow or add minor dancers on personal social media accounts unless there is a legitimate studio-related reason and parent/guardian awareness.
- Comment on a dancer's body, appearance, personal life, or private posts in a way that could be misunderstood.
- Post photos or videos of dancers without proper consent.
- Share confidential studio, dancer, family, or Board information online.
- Engage in online arguments about studio matters, competitions, judging, families, dancers, or staff.

Official studio accounts and approved communication channels should be used whenever possible.

7. One-on-One Interactions

Staff and teachers should avoid being alone with a dancer in a private or isolated space whenever possible.

When one-on-one instruction, conversation, or support is necessary, it should occur:

- In a visible or open area.
- In a studio with a window, open door, or observable setting where practical.
- During approved studio hours or scheduled activities.
- For a clear instructional, safety, or support purpose.
- With parent/guardian awareness where appropriate.

Private meetings, private lessons, or individual support involving minors should not occur in closed, hidden, or isolated spaces.

8. Physical Contact and Corrections

Dance instruction may sometimes require physical guidance, spotting, or correction. Any physical contact must follow the Association's Physical Contact and Corrections Policy.

9. Dressing Rooms, Washrooms, and Changing Areas

Dressing rooms, washrooms, and changing areas are private spaces. Staff and teachers must respect dancer privacy at all times.

Staff and teachers should not enter these areas unless:

- There is an urgent safety or medical concern.
- They are assigned to an approved supervision role.
- A younger dancer requires appropriate assistance.
- There is a legitimate studio reason and privacy can be protected.

Photos and videos are never permitted in dressing rooms, washrooms, or changing areas.

Where assistance is required, it should be brief, respectful, and limited to what is necessary. Another approved adult should be nearby or present where practical.

10. Transportation

Staff and teachers should not transport dancers in a personal vehicle unless the arrangement has been approved by the parent/guardian and studio leadership.

Transportation is generally the responsibility of families unless otherwise approved.

11. Gifts, Favouritism, and Special Treatment

Staff and teachers must avoid conduct that could create the appearance of favouritism or inappropriate influence.

Staff and teachers should not:

- Give personal gifts to individual dancers without approval. Extravagant gifts are not permitted.
- Offer special privileges unrelated to studio programming.
- Spend unnecessary one-on-one time with a dancer.
- Give one dancer repeated special attention in a way that excludes others.
- Use roles, choreography placement, corrections, or opportunities to reward personal loyalty or punish disagreement.

Group recognition, class celebrations, awards, encouragement, and age-appropriate mentorship are acceptable when handled fairly and professionally.

12. Personal Relationships and Conflicts of Interest

Staff and teachers may have personal connections within the studio community, especially in a nonprofit and family-based environment. These relationships must be managed carefully.

Staff and teachers must disclose any relationship or situation that may create a real, potential, or perceived conflict of interest, including:

- Teaching their own child or close family member.
- Making placement, casting, audition, or award decisions involving a family member or close friend.
- Private coaching arrangements outside the studio.
- Financial relationships with dancers or families.
- Personal disputes with families or dancers.

The studio may adjust decision-making, supervision, or communication to protect fairness and transparency.

13. Private Lessons and Outside Teaching

Staff and teachers must not use their studio role to pressure families into private lessons, outside classes, paid choreography, or services that personally benefit the teacher.

Any outside teaching relationship must not conflict with studio policies, schedules, choreography ownership, competition commitments, or dancer wellbeing.

14. Communication with Families

Staff and teachers are expected to communicate with families respectfully and professionally.

Teachers should:

- Keep communication focused on dancer learning, safety, attendance, preparation, and wellbeing.
- Avoid gossip or negative comments about other dancers, families, staff, or Board members.
- Refer billing, registration, policy, or governance matters to the appropriate studio contact (e.g., a member of the Board of Directors)
- Avoid discussing sensitive concerns in public spaces, hallways, dressing areas, or in front of dancers.
- Request support from the Artistic Director, Executive Director, or Board of Directors when a concern becomes complex or difficult.

15. Confidentiality

Staff and teachers may learn personal or confidential information about dancers and families. This information must be protected per the association's Privacy Policy.

16. Professional Conduct and Language

Staff and teachers must use respectful, age-appropriate, and constructive language. The use of shame, intimidation, threats or fear-based teaching is prohibited. Teachers and staff should not comment about a dancer's body, weight, shape, or appearance in a judgemental or harmful manner.

Discriminatory, racist, sexist, homophobic, transphobic, abelist, or otherwise harmful language will not be tolerated.

Feedback should be provided with clear rationale, with the opportunity for discussion to enhance learning. Feedback should not undermine dancer's confidence or safety.

Corrections should focus on technique, effort, safety, artistry, teamwork, and growth.

17. Boundaries Outside Studio Activities

Staff and teachers must be cautious when interacting with dancers outside studio activities.

Staff and teachers should not arrange private social activities with dancers they know through the studio unless the relationship exists independently of the studio, such as a family friendship, and parent/guardian knowledge is clear.

Staff and teachers must not use studio relationships to develop inappropriate personal access to dancers.

18. Reporting Boundary Concerns

Concern about inappropriate boundaries, communication, physical contact, favouritism, private interaction, social media behaviour, or unsafe adult-child interaction must be reported promptly to the Artistic Director, Executive Director, President, or designated Board representative.

Concerns will be handled respectfully, confidentially, and with dancer safety as the priority.

If there is concern that a child may have been harmed, abused, exploited, groomed, or placed at risk, the Association's Child Protection Policy must be followed.

19. Staff and Teacher Responsibility

Staff and teachers are responsible for recognizing the power and trust connected to their role. They must take reasonable steps to avoid situations that could be unsafe, inappropriate, misunderstood, or harmful.

When unsure whether a boundary is appropriate, staff and teachers should seek guidance before acting.

20. Accountability

Failure to follow this policy may result in:

- Clarification of expectations
- Coaching or retraining
- Increased supervision
- Restriction of duties
- Removal from certain activities or roles
- Termination of contract or employment after at least 2 written warnings
- Reporting to appropriate authorities where required
- Other action determined by the Association

The response will depend on the nature and seriousness of the concern.

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to support dancer safety, staff professionalism, child protection, privacy, and respectful studio operations.

19. Additional Documents:

- Complaint Tracking & Resolution Form

Staff Communication Expectations Policy

1. Purpose

The purpose of this policy is to establish clear expectations for professional, respectful, timely, and confidential communication by staff, teachers, instructors, contractors, and studio representatives of Stoney Brook Dance Nonprofit Association Inc.

Clear communication supports dancer safety, family trust, effective studio operations, teamwork, and a positive workplace and studio culture.

2. Scope

This policy applies to all individuals communicating on behalf of the Association, including:

- Executive Director
- Artistic Director
- Instructors and substitute instructors
- Assistant teachers
- Student helpers, where applicable
- Choreographers and guest teachers
- Contractors
- Costume Director
- Birthday party hosts
- Administrative staff
- Volunteers acting in staff-like roles
- Board members when communicating about operational or studio matters

This policy applies to in-person communication, email, phone calls, text messages, studio software, social media, group chats, meetings, written notices, and all other studio-related communication.

3. General Communication Expectations

Staff are expected to communicate in a way that is:

- Respectful
- Clear
- Professional

- Timely
- Accurate
- Constructive
- Age-appropriate
- Confidential where required
- Consistent with studio policies and values

Staff should remember that their words, tone, timing, and delivery affect dancer confidence, family trust, workplace morale, and the reputation of the Association.

4. Communication with Dancers

Communication with dancers must be encouraging, respectful, age-appropriate, and focused on learning, safety, effort, growth, teamwork, and participation.

Staff must not use communication that is humiliating, threatening, intimidating, sarcastic in a harmful way, discriminatory, sexualized, overly personal, or emotionally inappropriate.

Corrections should focus on technique, safety, artistry, preparation, and progress. Dancers should be spoken to in a way that supports confidence and wellbeing.

5. Communication with Families

Staff should communicate with families respectfully and professionally. Communication with families may include information about attendance, class readiness, dancer progress, injury or illness concerns, behaviour, scheduling, costumes, recital, competitions, or other studio matters.

Staff should avoid discussing sensitive issues in public spaces, hallways, dressing areas, backstage areas, or in front of dancers. If a conversation requires more time or privacy, staff should arrange a meeting or direct the family to the appropriate studio contact.

Staff should not engage in gossip or negative conversations about dancers, families, instructors, volunteers, Board members, or studio decisions.

6. Who Handles What

To keep communication clear and consistent, staff should direct questions to the appropriate person:

- Class instruction, attendance, minor class concerns, and dancer progress: Instructor(s)
- Class placement, choreography, auditions, competitions, programming, and artistic decisions: Artistic Director

- Registration, payments, schedules, facility use, rentals, account questions, and administration: Executive Director or designated administrative contact
- Costumes, fittings, alterations, costume deadlines, and costume concerns: Costume Director or designated costume contact
- Policy concerns, serious complaints, governance matters, financial oversight, or unresolved concerns: Executive Director, President, or Board-designated contact

Staff should not answer questions outside their area of responsibility unless they are certain the information is accurate and approved.

7. Communication with Other Staff

Staff are expected to communicate cooperatively with one another. This includes sharing relevant information, responding to reasonable requests, respecting roles, and supporting smooth studio operations.

Staff should communicate promptly about:

- Absences or lateness
- Substitute teaching needs
- Class concerns
- Dancer safety concerns
- Injury or incident reports
- Behaviour or bullying concerns
- Costume or recital issues
- Schedule conflicts
- Facility concerns
- Parent/guardian concerns
- Policy or child safety concerns

Disagreements between staff should be handled privately, respectfully, and through the appropriate leadership channel when needed.

8. Response Times

Staff are expected to respond to studio-related communication within a reasonable timeframe, based on their role and schedule.

Urgent safety, medical, staffing, or operational matters should be addressed as soon as possible.

Non-urgent communication may be answered during regular working hours or at the staff member's next reasonable opportunity. **Staff are not expected to be available at all times unless their role specifically requires it.**

9. Approved Communication Channels

Staff should use approved studio communication channels whenever possible. These may include email, studio management software, approved staff messaging groups, phone calls and text messages, official studio social media accounts (where authorized), written forms or reports, scheduled meetings.

Personal social media accounts, disappearing-message apps, or private informal messaging should not be used for official communication with minor dancers or for confidential studio matters.

10. Confidentiality

Staff must follow the association's Privacy Policy.

11. Written Communication

Written communication should be clear, professional, and appropriate. Staff should assume that emails, texts, and messages may be saved or forwarded. Written communication must also follow all communication guidelines.

Sensitive matters should be handled carefully and may need to be referred to studio leadership.

12. Social Media and Group Chats

Staff must follow the Staff Social Media Boundaries Policy. Social media and group chats should not be used for gossip, complaints, confidential information, private communication with minor dancers, or public discussion of studio concerns.

Staff should not post, comment, or respond online in a way that could harm dancer safety, family trust, team culture, or the reputation of the Association.

13. Communication During Classes and Events

During classes, rehearsals, performances, competitions, recital, and events, staff must prioritize dancer supervision and safety.

Families should not expect lengthy conversations during class time, backstage, at competitions, during recital preparation, or while staff are supervising dancers. Staff may briefly acknowledge a concern and direct the family to follow up through the appropriate channel.

14. Raising Concerns Internally

Staff are expected to raise concerns early and appropriately. Concerns may involve dancer safety, family communication, staff conflict, policy concerns, facility issues, inappropriate conduct, bullying, harassment, discrimination, injury, or child protection.

Concerns should be reported to the appropriate leader, such as the Artistic Director, Executive Director, President, or designated Board representative.

Staff must not attempt to manage serious concerns alone if they involve safety, child protection, harassment, discrimination, financial issues, or significant conflict. In an emergency situation staff should seek assistance immediately, or call emergency services (e.g., call 911).

15. Communication About Board or Leadership Decisions

Staff should communicate Board, leadership, policy, or operational decisions accurately and consistently.

Staff must not present personal opinions as official studio decisions. If staff disagree with a decision, they should raise their concern through the appropriate internal process rather than discussing it negatively with dancers, families, or other staff.

16. Boundaries and Availability

Staff are expected to maintain healthy communication boundaries. Staff should not feel required to respond to non-urgent messages late at night, during personal time, or outside reasonable working hours unless their role requires it.

Families and dancers should be directed to official communication channels for studio matters. Staff should not create private communication habits that blur professional boundaries.

17. Documentation

Important communication should be documented when appropriate. This may include:

- Injury or incident communication (see injury policy and related forms)
- Parent/guardian concerns
- Behaviour or bullying concerns
- Accommodation requests
- Payment or registration concerns
- Costume concerns
- Recital-related concerns

- Staff concerns (see staff-related policies)
- Child safety concerns (see child protection policies)
- Decisions or approvals

Documentation should be factual, respectful, and stored according to Association record-keeping practices.

18. Breach of Communication Expectations

Failure to follow communication expectations may result in:

- Clarification of expectations
- Coaching or retraining
- Written reminder or warning
- Restriction of communication duties
- Increased supervision
- Removal from certain roles or responsibilities
- Termination of contract, employment, or volunteer role
- Further action where required

The response will depend on the seriousness and impact of the concern.

19. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to support effective studio operations, respectful workplace practices, child safety, privacy, and family communication.

Staff Conflict of Interest Policy

1. Purpose

The purpose of this policy is to ensure that staff, teachers, contractors, and other individuals working on behalf of Stoney Brook Dance Nonprofit Association Inc. act with honesty, fairness, transparency, and professionalism.

A conflict of interest may occur when a person's personal, family, financial, professional, or outside interests could influence, or appear to influence, their decisions or actions on behalf of the Association.

2. Scope

This policy applies to all individuals working for or on behalf of the Association, including:

- Executive Director
- Artistic Director
- Instructors and substitute instructors
- Assistant teachers
- Choreographers and guest teachers
- Contractors
- Costume Director
- Administrative staff
- Paid or unpaid program assistants
- Volunteers acting in staff-like roles

3. Guiding Principles

Staff and teachers are expected to:

- Act in the best interests of the Association and its dancers.
- Make decisions fairly and professionally.
- Avoid using their role for personal benefit or advantage.
- Disclose conflicts of interest promptly.
- Avoid favouritism or the appearance of favouritism.
- Protect confidential information.
- Follow Association policies, procedures, and approved decision-making processes.

A conflict of interest is not always wrongdoing. However, conflicts must be disclosed and managed properly.

4. Types of Conflicts of Interest

A conflict of interest may be real, potential, or perceived.

A **real conflict** exists when a staff member's personal interest directly affects their role or decision.

A **potential conflict** exists when a personal interest could affect future decisions.

A **perceived conflict** exists when others may reasonably believe the staff member's judgment could be influenced, even if the staff member believes they can remain fair.

All three types of conflicts must be taken seriously.

5. Examples of Conflicts

Conflicts of interest may include, but are not limited to:

- Teaching, placing, auditioning, judging, or evaluating one's own child, family member, or close friend.
- Making class placement, casting, solo/duo/trio, competition, award, scholarship, or opportunity decisions involving someone with whom the staff member has a close personal relationship.
- Receiving personal payment, gifts, discounts, commissions, or benefits from a vendor, family, dancer, sponsor, or contractor.
- Directing families to purchase goods or services from a business owned by the staff member, family member, or close associate.
- Offering private lessons, choreography, coaching, or outside services to studio dancers without Association approval.
- Using studio time, equipment, records, contact lists, music, choreography, costumes, or resources for personal gain or personal reasons.
- Hiring or recommending a family member, friend, or business connection without disclosure of the relationship.
- Participating in decisions about their own pay, contract, schedule, expense claim, reimbursement, or disciplinary matter.
- Sharing confidential information for personal advantage.
- Working for another studio, program, or organization in a way that conflicts with duties to the Association.

6. Duty to Disclose

Staff must disclose any real, potential, or perceived conflict of interest as soon as they become aware of it.

Disclosure should be made to the Executive Director, Artistic Director, President, Treasurer, or designated Board representative, depending on the nature of the conflict.

The disclosure should include:

- The nature of the conflict, or potential bias.
- The people or organizations involved.
- The staff member's role in the matter.
- Any financial or personal benefit involved.
- Any decision, activity, or responsibility that may be affected.

When unsure whether something is a conflict, staff should disclose the concerns to a member of the Board of Directors, and seek guidance.

7. Managing Conflicts

Once a conflict is disclosed, the Association will determine how it should be managed.

Possible steps may include:

- Allowing the person to continue with no restrictions if the risk is low.
- Requiring another staff member or Board representative to review or approve the matter.
- Removing the staff member from a decision-making role.
- Assigning placement, audition, casting, evaluation, or award decisions to another qualified person.
- Requiring written approval before outside work or private lessons.
- Prohibiting the transaction, arrangement, or activity.
- Adjusting supervision, reporting, or communication.
- Documenting the conflict and how it was managed.

In managing conflict of interests, the goal is to protect fairness, transparency, dancer trust, and the integrity of the Association.

8. Teaching Family Members or Close Connections

In a community dance setting, it may not always be possible to avoid teaching a family member, close friend, or dancer with whom the teacher has another relationship. In these situations, staff must take care to avoid favouritism or the appearance of favouritism. The rule of two can apply to these discussions.

Where possible, staff should not be the sole decision-maker for significant decisions involving a family member or close connection, including:

- Class placement
- Intensive Program placement and audition results
- Solos, duos, trios, or small groups
- Awards or scholarships
- Leadership opportunities
- Discipline or conduct decisions

Another qualified teacher, the Artistic Director, Executive Director, or Board-designated representative should be involved to support fairness, and to protect the staff member from the perception of bias or of conflict of interest.

9. Private Lessons and Outside Work

Staff and teachers must not use their position at the Association to pressure families into private lessons, outside choreography, coaching, workshops, or other paid services.

Private lessons, outside choreography, or other paid work involving Association dancers must be approved by the studio where required and must not:

- Interfere with regular studio programming.
- Create unfair access or advantage.
- Conflict with studio choreography, competition, or class placement decisions.
- Use studio space or resources without approval.
- Create pressure on families or dancers.
- Undermine team culture or fairness.

Any fees, scheduling, studio space use, and expectations must be clear and approved in advance.

10. Gifts, Benefits, and Favouritism

Staff must not accept extravagant gifts, money, favours, discounts, or benefits that could influence, or appear to influence, their professional judgment.

Small tokens of appreciation, such as thank-you cards or modest seasonal gifts, may be accepted if they are reasonable and do not create pressure or favouritism.

Staff must not give special treatment, opportunities, choreography placement, attention, or privileges in exchange for gifts, private payments, personal relationships, or outside benefits.

11. Use of Association Resources

Staff must use Association resources only for approved Association purposes.

This includes studio spaces, equipment, music systems, costumes and props, choreography, contact lists and registration records, social media accounts, logos and branding, funds and supplies, or staff and volunteer time.

Association resources must not be used for personal business (e.g., outside teaching, private events, or personal gain) unless approved in advance.

12. Confidential Information

Staff must not use confidential information for personal advantage or share it with unauthorized individuals. Confidential information may include placement decisions and audition results, family financial situations or payment information, medical information, teacher pay, board decisions, complaints, disciplinary actions, contact lists, fundraising or donor information, internal planning, or financial information. Confidentiality obligations continue after a staff member leaves their role.

13. Financial Conflicts

Staff must not approve their own pay, invoice, expense claim, reimbursement, account credit, private lesson arrangement, contract, or payment. This applies to volunteers, as well as members of the Board.

Any financial arrangement involving a staff member, their family member, their business, or a close associate must be disclosed and approved according to the Association's financial and signing authority policies.

14. Outside Employment or Competing Interests

Staff who work for or own another dance studio, arts program, fitness program, event business, costume business, or related organization must disclose this if it may create a conflict with their role at the Association.

Outside work must not:

- Interfere with scheduled Association duties.
- Use confidential Association information.
- Recruit dancers or families away from the Association.
- Create confusion about which organization the person is representing.
- Undermine Association programs, staff, or reputation.
- Conflict with contractual obligations.

15. Failure to Disclose

Failure to disclose a conflict of interest may result in corrective action.

Depending on the seriousness of the concern, consequences may include:

- Clarification of expectations
- Written warning
- Removal from a decision-making role
- Repayment or reversal of an unauthorized benefit
- Restriction of duties
- Termination of contract or employment
- Referral to the Board for review
- Other action deemed appropriate by the Association

16. Recordkeeping

Conflict disclosures and decisions about how conflicts are managed should be documented and stored confidentially.

Records may include:

- Date of disclosure
- Name and role of person disclosing
- Nature of the conflict
- Decision made
- Restrictions or safeguards applied
- Approval, denial, or follow-up required

17. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Association operations, staffing structure, nonprofit governance responsibilities, and best practices for fairness and transparency.

Teacher Observation & Evaluation Policy

1. Purpose

The purpose of this policy is to establish a consistent, fair, and constructive process for observing, supporting, and evaluating dance instructors and teaching staff. This ensures high-quality instruction, alignment with studio values, and ongoing professional development.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a high standard of dance education through ongoing instructor observation and evaluation. The goal of this process is to support professional growth, ensure consistency in teaching quality, and maintain a safe and positive learning environment for all dancers.

Evaluation is intended to be supportive and developmental, not punitive.

3. Scope

This policy applies to:

- Full-time and part-time instructors
- Contracted teachers and choreographers
- Guest and substitute instructors (where applicable)
- Teaching assistants in instructional roles

4. Observation Process

Instructor observation may occur through:

- Scheduled formal classroom observations
- Unannounced informal visits
- Rehearsal and performance observations
- Review of student progress and class outcomes
- Feedback from leadership, peers, or families (when applicable)

Observations will focus on teaching effectiveness and student learning environment.

5. Evaluation Criteria

Instructor performance may be evaluated based on:

- Technical knowledge and accuracy of instruction
- Class structure, pacing, and organization

- Ability to communicate corrections clearly and effectively
- Classroom management and student engagement
- Safety awareness and injury prevention practices
- Alignment with curriculum and studio philosophy
- Professionalism and conduct
- Ability to support diverse learning needs and abilities

6. Feedback and Communication

Following observations:

- Constructive feedback may be provided verbally or in writing
- Strengths and areas for improvement will be identified
- Instructors may be offered support, training, or mentorship
- Open dialogue between leadership and instructors is encouraged

Feedback is intended to support growth and consistency.

7. Development and Support

With the goal of continuous improvement and professional growth, when needed, the studio may provide:

- Mentorship from senior instructors or Artistic Director
- Professional development opportunities
- Additional training in curriculum, safety, or classroom management
- Resources for improvement in specific teaching areas

8. Performance Concerns

If concerns arise regarding instruction quality or conduct:

- The issue will be documented and reviewed by leadership
- A discussion will be held with the instructor to clarify expectations
- A plan for improvement may be implemented
- Follow-up evaluations may be scheduled

Serious or ongoing concerns may result in further action in accordance with hiring or contractor agreements.

9. Confidentiality

All evaluation and observation information will be treated as confidential and shared only with relevant leadership or directly with the instructor involved.

10. Policy Authority

This Teacher Observation & Evaluation Policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect organizational needs and best practices in dance education.

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Substitute Teacher Policy

1. Purpose

The purpose of this policy is to ensure that classes continue safely, consistently, and professionally when a regular instructor is unavailable. Substitute teachers play an important role in maintaining dancer learning, supervision, class routines, and studio expectations.

2. Scope

This policy applies to all substitute teachers, guest instructors, staff, contractors, assistant teachers, and approved individuals who teach or supervise a class on behalf of Stoney Brook Dance Nonprofit Association Inc.

This policy applies to regular classes, rehearsals, Intensive Program classes, camps, workshops, private lessons, birthday parties, and other studio-approved programming.

3. Approval of Substitute Teachers

All substitute teachers must be approved by the Artistic Director, the Board of Directors, the Executive Director, or another designated studio leader before teaching a class.

A substitute teacher should have appropriate experience, training, maturity, and judgment for the class style, dancer age, and level being taught.

Where applicable, substitute teachers may be required to complete screening, provide certifications, review studio policies, or sign a contract before teaching.

4. When a Substitute May Be Used

A substitute teacher may be arranged when a regular instructor is unavailable due to illness, injury, family emergency, travel, competition, professional development, scheduling conflict, or another approved reason.

The studio may also use a substitute teacher to support workshops, special programming, trial classes, auditions, or temporary coverage needs.

5. Responsibility to Arrange Coverage

Instructors must notify the Artistic Director, Executive Director, or designated studio contact as soon as possible if they are unable to teach.

Substitute instructors should be selected from the Association's list of approved substitute teachers. Instructors should not independently arrange a substitute unless they have approval from studio leadership.

Where possible, the regular instructor should provide enough notice to allow the studio to secure an appropriate substitute and communicate changes if needed.

6. Lesson Plans and Class Information

When possible, the regular instructor should provide the substitute teacher with class information (e.g., style of dance, age group & level, attendance list, current skill list, music information, choreography notes, dancer injuries or accommodations, safety concerns, activities to avoid, and any other pertinent information).

Substitute teachers are expected to follow the provided lesson plan or class direction as closely as practical, while using professional judgment to keep dancers safe and engaged.

7. Substitute Teacher Responsibilities

Substitute teachers must follow all applicable studio policies and guidelines.

8. Safety and Supervision

Substitute teachers must prioritize dancer safety at all times.

Substitutes should not introduce advanced skills, acro skills, lifts, partnering, tricks, or high-risk movement unless they are qualified to teach those skills and the dancers have been properly prepared.

If a substitute is unsure whether an activity is safe or appropriate, they should choose a lower-risk alternative.

9. Professional Boundaries

Substitute teachers must follow all Association policies related to professional boundaries, safe adult-child interaction, physical contact and corrections, communication, privacy, and child protection.

10. Communication with Families

Substitute teachers should be polite and professional when interacting with families. However, they should not make decisions or commitments about placement, billing, scheduling, costumes, competitions, discipline, or studio policy unless authorized.

Questions from families should be directed to the regular instructor, Artistic Director, Executive Director, or designated studio contact.

11. Attendance and Class Notes

Substitute teachers may be required to record attendance and provide a brief class update after teaching. Notes should be professional, and include information such as skills practiced, behaviour or participation concerns, choreography reviewed, or any other item that may require follow-up by the regular instructor. This helps ensure continuity when the regular instructor returns.

12. Music, Choreography, and Studio Materials

Substitute teachers may use music, choreography, class plans, props, and materials provided by the studio or regular instructor only for the approved class purpose.

Substitute teachers must not copy, distribute, post, or use studio choreography, music edits, class materials, or dancer information for outside purposes without approval.

13. Confidentiality

Substitute teachers must follow the association's Privacy Policy.

14. Compensation and Payment

Substitute teachers will be paid as contract teachers, according to the approved rate. Pay will be provided monthly, on the same schedule as the regular teachers.

Any additional time, rehearsals, planning, meetings, or expenses must be approved in advance unless otherwise authorized.

Substitute teachers must submit required timesheets, invoices, or documentation by the stated deadline.

15. Student Helpers and Assistant Teachers as Substitutes

Student helpers or assistant teachers may only lead a class if approved by studio leadership and if the class is appropriate for their age, experience, training, and supervision level.

In some cases, a student helper or assistant may support a substitute teacher but should not be left responsible for duties beyond their role or readiness.

16. Emergency Substitute Coverage

In unexpected situations, the studio may arrange emergency coverage to ensure dancer supervision and safety.

Emergency coverage may include a qualified instructor, approved staff member, Artistic Director, Executive Director, or another studio-approved adult. If appropriate instruction cannot be provided safely, the studio may modify the class, offer supervised practice, combine classes, or cancel the class.

17. Concerns About Substitute Teaching

Concerns about a substitute teacher's conduct, safety, communication, professionalism, or class delivery should be reported to the Artistic Director, Executive Director, or designated studio contact.

The studio will review concerns and may provide feedback, require training, limit future substitute opportunities, or remove the person from the substitute list.

18. Policy Compliance

Substitute teachers must follow all applicable Association policies, including:

- Staff Communication Expectations

- Professional Boundaries Policy
- Physical Contact and Corrections Policy
- Safe Adult-Child Interaction Policy
- Child Protection Policy
- First Aid Policy
- Injury/Incident Reporting Policy
- Privacy and Media Policies
- Respectful Workplace and Studio Policy
- Training and Certification Expectations

19. Policy Review

This policy will be reviewed periodically and updated as needed to support safe instruction, continuity of programming, staff accountability, and dancer wellbeing.

Birthday Party Host Policy- On hold

1. Purpose

The purpose of this policy is to outline expectations for staff, instructors, contractors, volunteers, or approved individuals who host birthday parties on behalf of Stoney Brook Dance Nonprofit Association Inc.

Birthday party hosts are responsible for helping create a fun, safe, welcoming, age-appropriate, and well-organized experience for children and families while protecting the studio space and following Association policies.

2. Scope

This policy applies to all individuals approved to host, assist with, supervise, or support birthday parties at the studio or at an approved Association location.

This may include:

- Instructors
- Staff
- Birthday party hosts
- Assistant hosts
- Student helpers
- Volunteers
- Contractors
- Approved studio representatives

3. Host Responsibilities

Birthday party hosts are responsible for:

- Welcoming the birthday child, guests, and family.
- Reviewing the party schedule and activities.
- Leading age-appropriate dance, movement, games, or activities.
- Maintaining a positive and inclusive environment.
- Supervising studio-led activities.
- Following safety, emergency, first aid, and child protection procedures.
- Protecting studio property and equipment.
- Ensuring guests use only approved areas of the facility.

- Communicating respectfully with families and guests.
- Reporting any injury, incident, damage, or concern to studio leadership.

4. Supervision

Birthday party hosts are responsible for supervising the dance/activity portion of the party. Parents/guardians remain responsible for general supervision of invited children during the party, especially during food, gifts, washroom use, arrival, pick-up, and any time outside the studio-led activity.

Hosts should not be left as the sole responsible adult for all party guests unless this has been clearly approved in advance by the studio.

At least one parent/guardian or responsible adult connected to the birthday child should remain on site for the duration of the party.

5. Safe Adult-Child Interaction

Birthday party hosts must follow all Association child safety and professional boundaries policies.

Hosts must:

- Avoid being alone with a child in a private or isolated space.
- Use respectful, age-appropriate language.
- Maintain appropriate physical boundaries.
- Use hands-on assistance only when necessary for safety or instruction.
- Protect dancer and guest privacy.
- Avoid entering washrooms or changing areas unless there is an urgent safety concern or approved assistance need.
- Report child safety or boundary concerns promptly.

6. Activities

Activities should be age-appropriate, inclusive, safe, and suitable for the group size, space, and abilities of the children attending.

Activities may include:

- Dance warm-ups
- Simple choreography
- Movement games
- Freeze dance

- Creative movement
- Theme-based activities
- Short performance for parents/guardians, if appropriate

Hosts must not include unsafe skills, acro tricks, lifts, rough play, games involving pushing or tackling, or activities beyond the ability or readiness of the children.

7. Arrival and Set-Up

Hosts should arrive with enough time to prepare the space, review the schedule, check equipment, and ensure the studio is ready before guests arrive.

Before the party begins, the host should confirm:

- Party start and end time
- Number of guests
- Approved studio areas
- Activity plan
- Music needs
- Food and drink area, if applicable
- Emergency contact or parent/guardian on site
- Any known allergies, medical needs, or accessibility concerns
- Cleanup expectations

8. Food, Drink, and Allergies

Food and drinks may only be used in approved areas. Food and drinks, other than water, are not permitted on dance floors.

Hosts should remind families and guests to clean up food, wrappers, drinks, and spills. Any known allergy concerns should be communicated to the host before the party begins.

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.

The studio does not provide medical care beyond basic first aid and emergency response. Parents/guardians are responsible for managing food, allergy, and medical needs unless another arrangement has been approved.

9. Facility Use

Birthday party guests may use only the areas approved for the booking. Restricted areas, offices, storage rooms, staff areas, and unused studio spaces are not to be accessed without permission.

Hosts should help ensure:

- Dance floors are protected.
- Outdoor shoes are not worn on dance floors unless approved.
- Equipment is used safely.
- Mirrors, barres, sound equipment, props, furniture, and decorations are respected.
- Guests do not run through hallways or unsafe areas.
- Noise is kept at a reasonable level where other activities may be taking place.

10. Equipment and Music

Hosts may use studio equipment only as approved. This may include speakers, music devices, props, mats, or basic activity supplies.

Equipment must be used safely and returned to its proper location after the party. Any broken, damaged, or missing equipment must be reported to studio leadership.

Music must be age-appropriate and suitable for children.

11. Decorations

Decorations must be approved and must not damage walls, mirrors, floors, barres, furniture, or equipment.

The following are generally not permitted unless approved:

- Confetti
- Glitter
- Open flames
- Candles, except where safely used and supervised
- Tape or adhesives that damage surfaces
- Decorations attached to mirrors, barres, or sound equipment
- Smoke, fog, or messy materials

Hosts should ensure decorations are removed during cleanup.

12. First Aid and Emergencies

If a child is injured or becomes unwell, the host must respond promptly and calmly.

This may include:

- Stopping the activity.
- Providing basic first aid within the host's training.
- Notifying the parent/guardian on site.
- Calling emergency services if needed.
- Completing an injury/incident report.
- Notifying studio leadership.

Emergency services should be called immediately if the situation appears serious or beyond basic first aid.

13. Behaviour Expectations

Hosts should set a positive tone and provide clear expectations for safe behaviour.

Children are expected to:

- Listen to the host.
- Use safe movement.
- Keep hands and feet to themselves.
- Treat others kindly.
- Stay in approved areas.
- Respect studio property.
- Follow instructions.

If a child's behaviour becomes unsafe or disruptive, the host should involve the parent/guardian on site.

14. Privacy, Photos, and Social Media

Hosts must follow the Association's privacy, photo, video, and social media policies.

Hosts must not post photos or videos of party guests on personal social media accounts. Any photos or videos taken for studio use must have appropriate consent.

Photos or videos are not permitted in washrooms, changing areas, or private spaces.

15. Cleanup

The host is responsible for ensuring the party space is left clean and ready for the next studio use, in cooperation with the booking family.

Cleanup may include:

- Removing decorations
- Collecting garbage and recycling
- Wiping spills
- Returning equipment
- Checking bathrooms and common areas
- Removing food and personal items
- Ensuring floors are clean and safe
- Reporting any damage or concerns

Additional cleaning requirements or charges may apply if the facility is left in poor condition.

16. Damage or Facility Concerns

Any damage to studio property, equipment, furniture, mirrors, floors, walls, washrooms, or common areas must be reported to studio leadership as soon as possible.

The booking family may be responsible for damage caused by party guests, depending on the Birthday Party Policy or Facility Use Agreement.

17. Payment and Compensation

Birthday party hosts will be paid according to the approved rate, contract, payroll process, or contractor payment arrangement.

Hosts must submit any required timesheet, invoice, or payment documentation by the stated deadline.

Additional time, cleanup, supplies, or expenses must be approved in advance unless there is an urgent safety or facility need.

18. Reporting Concerns

Hosts must report the following to studio leadership:

- Injury or illness
- Behaviour or supervision concerns
- Child safety concerns
- Damage or cleaning issues
- Parent/guardian complaints
- Missing items
- Payment or booking concerns

- Any incident that may require follow-up

Reports should be factual, respectful, and submitted promptly.

19. Policy Compliance

Birthday party hosts must follow all applicable Association policies, including:

- Birthday Party Policy
- Facility Use Policy
- First Aid Policy
- Injury/Incident Reporting Policy
- Child Protection Policy
- Safe Adult-Child Interaction Policy
- Professional Boundaries Policy
- Privacy and Media Policies
- Respectful Workplace and Studio Policy
- Cash Handling Policy, where applicable

20. Policy Review

This policy will be reviewed periodically and updated as needed to support safe, organized, respectful, and enjoyable birthday party programming.

21. Additional Documents:

- Birthday Party Host Opportunity
- Birthday Party Host Application Form
- Birthday Party Agreement

Payroll and Contractor Payment Policy

1. Purpose

The purpose of this policy is to ensure that payroll, contractor payments, honorariums, and related compensation are approved, documented, paid, and reported in a fair, accurate, timely, and accountable manner.

As a nonprofit organization, Stoney Brook Dance Nonprofit Association Inc. is responsible for managing compensation carefully, meeting applicable tax and employment obligations, protecting confidential information, and ensuring payments are made only for approved Association work.

2. Scope

This policy applies to all payments made to individuals or businesses for work performed for the Association, including:

- Employees
- Instructors
- Substitute instructors
- Choreographers
- Guest teachers
- Contractors
- Executive Director
- Artistic Director
- Costume Director
- Birthday party hosts (on hold)
- Administrative support
- Event staff
- Cleaners or maintenance workers
- Honorarium recipients
- Other approved paid roles

This policy does not apply to regular vendor invoices for goods or supplies, except where the vendor is providing services to the Association.

3. Guiding Principles

All contractor payments must be:

- Approved before work begins.
- Connected to Association business.
- Clearly documented.
- Paid according to agreed terms.
- Supported by timesheets, invoices, contracts, schedules, or other records.
- Reviewed by authorized persons, such as the Board of Directors.
- Recorded accurately in the Association's financial records.
- Handled confidentially.
- Consistent with the approved budget and signing authority policy.

No person may approve their own pay, invoice, timesheet, contractor payment, or honorarium.

4. Worker Classification

Before someone begins paid work, the Association will determine whether the person should be treated as an employee, contractor, or account credit recipient.

Classification must be based on the actual working relationship, not only the title used by the Association or the individual.

The Association may seek advice from an accountant, bookkeeper, payroll provider, legal advisor, or the Canada Revenue Agency if classification is unclear.

5. Contractor Payments

Contractors must be approved before work begins and should have a written agreement or written confirmation of terms.

Contractor agreements should identify:

- Contractor name or business name
- Service being provided
- Rate of pay or total fee
- Payment schedule
- Invoice requirements
- Dates or term of service
- Cancellation terms, where applicable
- Insurance or screening requirements, where applicable

- Confidentiality and child safety expectations
- Ownership or use of choreography, music edits, materials, or creative work, if applicable

Contractors are responsible for their own taxes, deductions, business expenses, and reporting unless otherwise required by law or agreement.

The Association may require a contractor to provide an invoice before payment is issued.

6. Honorariums

An honorarium is a modest payment provided as a gesture of appreciation for a service, contribution, workshop, guest teaching, performance support, volunteer support, or special role.

Honorariums must be approved in advance by the Board, Executive Director, Treasurer, or other authorized person.

Honorariums must be recorded in the financial records and may be subject to tax reporting requirements depending on the circumstances. The Association may seek accounting advice when needed.

7. Approval Before Work Begins

Paid work must be approved before the work begins. Approval may come from the Board, Executive Director, Artistic Director, Treasurer, or another person with delegated authority.

Approval should include:

- The role or service
- Expected duties
- Rate of pay or fee
- Expected hours or total cost
- Payment timeline
- Budget category
- Person responsible for supervision or review

Work that has not been approved may not be eligible for payment.

8. Timesheets and Work Records

Employees, instructors, staff, or approved hourly workers may be required to submit timesheets or work records.

Timesheets should include:

- Name

- Dates worked
- Class, event, or duty performed
- Start and end times
- Total hours
- Notes about substitutions, rehearsals, parties, meetings, or extra duties
- Signature or confirmation from the worker
- Approval from the supervisor or authorized reviewer

Timesheets must be submitted by the stated deadline. Late or incomplete timesheets may delay payment.

9. Payment Schedule

The Association will establish a payment schedule for employees, contractors, and honorarium recipients.

Payments may be made:

- Monthly
- At the end of a program
- After an event
- Upon receipt and approval of invoice
- According to a written agreement

The Association will make reasonable efforts to pay approved amounts on time. Payment may be delayed if documentation is missing, work has not been approved, an invoice is incomplete, or further review is required.

10. Payroll Deductions, Remittances, and Reporting

The Association will follow applicable payroll rules for employees, including payroll deductions, remittances, Records of Employment, T4 slips, and other required reporting.

The Association may use a payroll provider, bookkeeper, accountant, or other qualified support to help ensure payroll is processed correctly.

11. Expense Reimbursement

Payroll and contractor payments are separate from expense reimbursements.

If an employee, contractor, instructor, or volunteer purchases approved items for the Association, they must submit an expense claim with receipts according to the Expense Claim Policy.

Expenses should not be added informally to payroll or contractor payments unless approved by the Treasurer, Executive Director, bookkeeper, or Board-designated financial contact.

12. Substitution and Extra Work

Substitute teaching, additional rehearsals, birthday parties, workshops, camps, competitions, meetings, costume work, choreography, or other extra duties must be approved before payment is expected.

The approval should clarify:

- Who approved the work
- Rate or fee
- Number of hours or total amount
- Payment method
- Whether the work is included in an existing contract or paid separately

13. Conflicts of Interest

Any real, potential, or perceived conflict of interest must be disclosed before a payment is approved.

A conflict may include:

- Payment to a Board member
- Payment to a family member of a Board member, staff member, or contractor
- Hiring a business owned by someone connected to the Association
- A person approving their own pay or invoice
- A person influencing payment terms for personal benefit

A person with a conflict must not approve, influence, or vote on the payment unless the Board has reviewed and approved the arrangement according to the Conflict of Interest Policy.

14. Confidentiality

Payroll, contractor, honorarium, and compensation information is confidential.

Compensation information may only be shared with individuals who need it for an authorized Association purpose, such as payroll processing, financial oversight, accounting, budgeting, reporting, or legal compliance.

Board members, staff, volunteers, and contractors must not discuss another person's pay, contract terms, timesheets, invoices, or financial arrangements with unauthorized individuals.

15. Recordkeeping

The Association will maintain accurate payment records which may include employment agreements, pay statements, expense claims and records of employment:

Records must be stored securely and retained according to the Record-Keeping and Document Retention Policy. The Association may enlist the services of a bookkeeper to assist with these tasks.

16. Errors, Overpayments, or Underpayments

Any payroll or contractor payment error should be reported promptly to the Treasurer, Executive Director, bookkeeper, or Board-designated financial contact. The Association will review the issue and make reasonable efforts to correct errors.

If an overpayment occurs, the Association may arrange repayment or adjustment in a fair and documented manner, subject to applicable legal requirements and advice where needed.

20. Unapproved or Disputed Payments

Payments may be delayed, reduced, or denied if:

- Work was not approved.
- Required documentation is missing.
- Hours or services cannot be verified.
- The invoice does not match the agreement.
- The work was not completed as agreed.
- There is a conflict of interest concern.
- The payment exceeds approved authority.
- The payment requires Board review.

Disputed payments will be reviewed by the Treasurer, Executive Director, President, Board, or other appropriate person who is not in a conflict of interest.

21. Board Oversight

The Board is responsible for oversight of compensation practices and ensuring payments are financially responsible, properly approved, and aligned with the Association's nonprofit purpose.

The Board may approve:

- Compensation structures
- Annual budget amounts for payroll and contractors
- Leadership compensation
- Instructor rates
- Contractor agreements
- Honorarium guidelines
- Signing authority and payment limits
- Significant or unusual payment arrangements

The Board does not need to approve every routine payment if the payment is within the approved budget and delegated authority.

22. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Association practices, employment and tax obligations, financial controls, and nonprofit governance responsibilities.

23. Additional documents:

- Staff/Instructor Hours Submission Form
- Record of Payment for Teaching Duties

Student Helper Program Policy

Purpose

The Student Helper Program is designed to provide leadership, mentorship, and educational growth opportunities for dancers who demonstrate maturity, responsibility, positive attitude, and strong dance knowledge.

The program supports younger dancers within the studio environment while also helping experienced dancers develop confidence, teaching skills, teamwork, communication, and leadership abilities.

Participation in the Student Helper Program is considered a privilege and leadership opportunity, not an entitlement or guaranteed advancement path.

Program Philosophy

The Student Helper Program is intended to:

- Encourage leadership and mentorship within the studio community
- Provide positive role models for younger dancers
- Support instructors in maintaining safe and engaging classes
- Develop responsibility, professionalism, and confidence in senior dancers
- Help dancers explore teaching and leadership opportunities within dance

Student Helpers are expected to represent the values of the organization both inside and outside the studio.

Student Helper Levels

The program includes three levels of progression:

1. Demonstrator
2. Assistant
3. Student Teacher

Advancement through the program is based on:

- Age and maturity
- Dance experience and technical ability
- Leadership qualities

- Reliability and attendance
- Instructor recommendations
- Overall readiness as determined by studio leadership

Advancement is not automatic and may vary based on organizational needs and individual readiness.

1. Demonstrator

Eligibility Requirements

Demonstrators must:

- Be at least 12 years of age as of December 31 of the applicable dance season.
- Demonstrate appropriate maturity and responsibility
- Show reliability and positive behaviour in their own classes
- Demonstrate sufficient dance training and technique for the level assigned
- Be willing to assist in at least one class per week
- Receive approval from instructors and studio leadership

Role Expectations

Demonstrators are expected to:

- Assist instructors during class activities
- Demonstrate movements or combinations when asked
- Serve as positive role models for younger dancers
- Help younger students feel comfortable and included
- Support classroom organization and transitions
- Help maintain a respectful and encouraging class environment

Duties May Include

- Demonstrating class exercises or choreography
- Leading examples for younger students
- Assisting shy or nervous dancers

- Helping students stay focused and organized
- Assisting with line organization and transitions
- Helping during recital preparation and backstage supervision when assigned

2. Assistant

Eligibility Requirements

Assistants must:

- Be at least 14 years of age as of December 31 of the applicable dance season
- Successfully complete or demonstrate equivalent readiness beyond the Demonstrator level
- Demonstrate strong responsibility and reliability
- Be comfortable working independently and within a team
- Show strong dance knowledge and technique appropriate for assigned classes
- Be willing to assist in at least two classes per week
- Receive instructor and leadership approval

Role Expectations

Assistants take on increased responsibility within classes and events.

Assistants are expected to:

- Support classroom management
- Assist with organization and communication
- Help younger dancers safely and respectfully
- Work cooperatively with instructors
- Demonstrate professionalism and leadership

Duties May Include

- All Demonstrator responsibilities
- Helping organize class materials and activities
- Supporting attendance and transitions

- Assisting during performances, festivals, and recitals
- Helping during registration or studio events
- Supporting classroom supervision when appropriate
- Assisting instructors with younger dancers needing extra support

3. Student Teacher

Eligibility Requirements

Student Teachers must:

- Be at least 16 years of age as of December 31 of the applicable dance season
- Demonstrate advanced maturity and leadership
- Show strong technical dance understanding
- Have successfully progressed through the Assistant level or demonstrate equivalent readiness
- Show strong communication and professionalism
- Have a strong interest in teaching or leadership within dance
- Assist in at least two classes per week and actively student teach in at least one class
- Submit a resume or summary of relevant experience if requested
- Receive approval from instructors and studio leadership

Role Expectations

Student Teachers are expected to:

- Serve as strong role models within the organization
- Demonstrate leadership, professionalism, and accountability
- Support instruction in meaningful ways
- Gradually assist with teaching elements when appropriate
- Help create positive and inclusive class environments

Duties May Include

- All Assistant responsibilities

- Leading warmups or exercises
- Assisting with teaching choreography or combinations
- Helping explain technique or class material
- Supporting classroom management
- Helping mentor younger helpers
- Assisting during performances and studio events
- Taking on additional leadership responsibilities as assigned

Student Teachers always work under the supervision of instructors or studio leadership and are not considered independent instructors unless formally hired by the organization.

General Expectations for All Student Helpers

All Student Helpers must:

- Arrive on time and prepared
- Maintain respectful behaviour
- Follow studio policies and instructor direction
- Use appropriate language and conduct
- Maintain confidentiality and professionalism
- Demonstrate positive sportsmanship and teamwork
- Treat all dancers respectfully and inclusively
- Support a safe environment for children

Student Helpers are expected to maintain strong attendance and commitment within both their own classes and helper assignments.

Attendance & Reliability

Consistent attendance is essential.

Student Helpers must:

- Notify instructors in advance if unable to attend
- Be dependable and punctual
- Demonstrate commitment to assigned classes and events

Repeated absences, lateness, or lack of communication may result in reassignment or removal from the program.

Behaviour Expectations

Student Helpers are expected to model appropriate behaviour at all times.

Unacceptable behaviour may include:

- Disrespect toward students, instructors, or families
- Gossip or bullying
- Unsafe behaviour
- Inappropriate social media conduct
- Failure to follow instructor direction
- Chronic lateness or unreliability

The organization reserves the right to remove a participant from the program if behaviour expectations are not met.

Placement & Assignments

Placement within helper roles and class assignments are determined by:

- Instructor recommendations
- Leadership assessment
- Studio needs
- Availability
- Experience
- Compatibility with class age groups and styles

Requests and preferences may be considered but cannot be guaranteed.

Volunteer Nature of Program

Participation in the Student Helper Program is intended to provide leadership, mentorship, educational, and personal development opportunities for dancers within the organization.

While the program involves volunteer-style responsibilities and contributions to the studio community, participation in the Student Helper Program does not qualify toward family

volunteer hour requirements, mandatory volunteer commitments, or volunteer fee reductions unless otherwise specifically approved by the organization.

The Student Helper Program is considered part of the dancer's leadership and development experience rather than a family volunteer obligation.

Participation in the program may qualify toward high school volunteer or community involvement credit depending on individual school policies. Students and families should consult their school administration or guidance office for additional information and eligibility requirements.

Families remain responsible for completing any separate volunteer commitments, fundraising requirements, or assigned volunteer responsibilities established by the organization.

High School Volunteer Credit

Participation in the Student Helper Program may qualify for high school volunteer or community involvement credit depending on the policies and requirements of the participant's school or school division.

Students and families are responsible for:

- Confirming eligibility requirements with their school administration or guidance department
- Tracking and submitting any required documentation
- Ensuring all school procedures and deadlines are followed

Stoney Brook Dance Nonprofit Association Incorporated may provide reasonable confirmation of participation, hours, or responsibilities upon request; however, the organization cannot guarantee that volunteer credit will be approved by an individual school or educational institution.

Policy Review

This policy may be reviewed and updated periodically by Stoney Brook Dance Nonprofit Association Incorporated to reflect organizational needs, safety standards, and program development.

Additional documents:

- Student Helper Application Form
- Student Helper Program Dancer & Parent Expectations

DRAFT

Student Helper Program Dancer & Parent Expectations

Purpose of the Student Helper Program

The Student Helper Program is designed to provide dancers with leadership, mentorship, educational, and personal development opportunities within the studio environment.

Student Helpers serve as role models for younger dancers while developing:

- Leadership skills
- Responsibility
- Communication
- Teamwork
- Professionalism
- Confidence
- Teaching and mentorship experience

Participation in the program is considered a privilege and leadership opportunity and is intended to support both individual growth and the positive culture of the organization.

Student Helper Levels & Progression

The Student Helper Program consists of three levels: Demonstrator, Assistant, and Student Teacher. Each level carries increasing responsibility, leadership expectations, and opportunities for growth.

Advancement through the program is based on factors such as age, maturity, leadership, reliability, dance knowledge, instructor recommendations, and organizational needs. Progression through the levels is not automatic and is determined at the discretion of studio leadership.

Demonstrator

Minimum Age: 12 years

The Demonstrator level is designed for dancers who are beginning their leadership journey and are interested in supporting younger dancers and instructors.

Demonstrators primarily:

- Serve as positive role models

- Demonstrate exercises, steps, or choreography when requested
- Help younger dancers feel comfortable and included
- Assist with class organization and transitions
- Support instructors during class activities

Demonstrators are learning how to assist within a classroom environment while developing confidence, responsibility, and leadership skills.

Key Focus:

Learning to lead by example.

Assistant

Minimum Age: 14 years

The Assistant level is intended for dancers who have demonstrated increased maturity, responsibility, and leadership abilities.

In addition to Demonstrator responsibilities, Assistants may:

- Support classroom management
- Assist with attendance and organization
- Help younger dancers understand instructions
- Provide additional support to dancers who may require assistance
- Assist during performances, recitals, registration, and special events
- Take on greater responsibility within assigned classes

Assistants are expected to work more independently while continuing to support instructors and younger dancers in a positive and professional manner.

Key Focus:

Supporting instructors and helping manage the classroom environment.

Student Teacher

Minimum Age: 16 years

Student Teachers represent the highest level within the Student Helper Program and are intended for dancers who demonstrate advanced leadership, professionalism, communication skills, and technical understanding.

In addition to Assistant responsibilities, Student Teachers may:

- Lead warm-ups and exercises
- Assist with teaching choreography and technique
- Help explain concepts and class material
- Mentor younger Student Helpers
- Take on additional leadership responsibilities as assigned
- Gain practical teaching and instructional experience

Student Teachers work under the supervision of instructors and studio leadership and are not considered independent instructors unless formally hired by the organization.

Key Focus:

Developing teaching skills and preparing for future leadership opportunities within dance.

Understanding Progression

While many dancers may move through the program from Demonstrator to Assistant to Student Teacher, advancement is not guaranteed. Studio leadership will consider:

- Maturity and professionalism
- Reliability and attendance
- Dance knowledge and technical ability
- Communication skills
- Leadership qualities
- Willingness to learn
- Ability to work with children
- Organizational needs

The goal of the Student Helper Program is not simply to advance levels, but to develop strong leaders, role models, and mentors who contribute positively to the Stoney Brook Dance community.

This addition helps parents understand that the three levels are not simply titles, but represent a progression from demonstrating, to assisting, to teaching and mentoring, with increasing expectations and responsibilities at each stage.

General Expectations for Student Helpers

Student Helpers are expected to:

- Demonstrate maturity and professionalism
- Arrive on time and prepared
- Be respectful toward dancers, instructors, families, and fellow helpers
- Follow all studio policies and instructor direction
- Use positive and encouraging language
- Help create a safe, inclusive, and welcoming environment
- Model strong behaviour both inside and outside the studio
- Maintain confidentiality and professionalism when working with younger dancers

Student Helpers are representatives of the organization and are expected to uphold the values and standards of Stoney Brook Dance Nonprofit Association Incorporated at all times.

Attendance & Commitment Expectations

Student Helpers are expected to:

- Attend assigned helper classes consistently
- Arrive early and ready to assist
- Communicate absences as early as possible
- Demonstrate reliability and commitment
- Remain engaged and attentive during classes and events

Repeated lateness, absences, or lack of communication may result in reassignment or removal from the program.

Participation in the Student Helper Program should be treated as a serious commitment.

Behaviour Expectations

Student Helpers must:

- Demonstrate respectful and appropriate behaviour at all times
- Support younger dancers positively and patiently
- Follow instructor guidance and classroom expectations
- Avoid gossip, bullying, exclusion, or negative behaviour
- Maintain professionalism during classes, events, competitions, and performances
- Use appropriate language and conduct
- Respect studio property and equipment

The organization reserves the right to remove any participant from the Student Helper Program if behaviour expectations are not met.

Classroom Expectations

Student Helpers are expected to:

- Support instructors appropriately without disrupting instruction
- Stay attentive and actively engaged during assigned classes
- Help maintain organization and transitions
- Encourage younger dancers positively
- Avoid socializing excessively during classes
- Focus on assisting rather than participating as a student unless directed otherwise

Student Helpers should understand that instructors maintain full authority and responsibility within the classroom.

Social Media & Public Conduct

Student Helpers are expected to:

- Represent the organization respectfully online and in public
- Avoid inappropriate social media behaviour
- Avoid negative comments about dancers, families, instructors, judges, studios, or organizations
- Maintain respectful communication online

- Respect privacy and confidentiality

Inappropriate online behaviour may affect continued participation in the program.

Parent Expectations

Parents/Guardians are expected to:

- Support the goals and expectations of the program
- Encourage reliability, responsibility, and professionalism
- Support respectful communication with instructors and leadership
- Help ensure helpers arrive on time and prepared
- Respect organizational decisions regarding placements and assignments
- Understand that assignments may change based on studio needs and leadership discretion

Parents should recognize that the Student Helper Program is intended to support leadership development and studio growth rather than guaranteed advancement opportunities.

Placement & Assignments

Helper placements and assignments are based on:

- Age and maturity
- Dance experience and technical ability
- Leadership qualities
- Reliability and attendance
- Instructor recommendations
- Studio needs and class compatibility

Preferences may be considered but cannot be guaranteed.

Placement decisions are made in the best interests of both the Student Helper and the overall studio environment.

Communication Expectations

Questions or concerns regarding the Student Helper Program should be directed respectfully to studio leadership.

Parents and dancers are expected to:

- Communicate professionally
- Avoid gossip or social media complaints
- Follow appropriate communication channels
- Respect confidentiality regarding other dancers or helpers

Volunteer Hour & School Credit Information

Participation in the Student Helper Program:

- Does NOT qualify toward family volunteer hour requirements or volunteer fee reductions unless otherwise specifically approved by the organization
- May qualify toward high school volunteer or community involvement credit depending on school or school division policies

Students and families are responsible for:

- Confirming eligibility requirements with their school administration or guidance office
- Tracking and submitting required documentation
- Following school deadlines and procedures

The organization may provide reasonable confirmation of participation or hours upon request but cannot guarantee school approval of volunteer credit.

Safety & Child Protection Expectations

Student Helpers are expected to:

- Support a safe environment for all dancers
- Follow instructor and organizational safety procedures
- Avoid unsafe physical corrections or instruction unless directed by instructors
- Maintain appropriate boundaries with younger dancers
- Report concerns to instructors or leadership when necessary

Safety and child protection remain a top priority within all studio programs.

Acknowledgement & Agreement

We understand that participation in the Student Helper Program is a leadership opportunity that carries responsibilities and expectations.

We agree to:

- Follow all studio policies and expectations
- Maintain respectful and professional behaviour
- Support positive studio culture
- Communicate appropriately with staff and leadership
- Respect organizational decisions regarding placements and assignments

We understand that failure to meet program expectations may result in reassignment or removal from the Student Helper Program.

7. Privacy, Photos & Media Policies

Stoney Brook Dance Nonprofit Association Inc. is committed to protecting the privacy, dignity, and safety of dancers, families, staff, volunteers, and community members. Because the Association collects personal information and may use photos, videos, email, social media, and website content to support studio operations and celebrate dancer achievements, this information must be handled with care, consent, and respect.

This section outlines the policies that guide how personal information is collected, used, stored, shared, accessed, and retained. It also explains expectations for photo and video consent, website image use, social media and media communication, email communication, medical information, and access to records.

These policies help ensure that families understand how information and images may be used, that dancers' privacy is protected, and that the Association communicates in a way that is safe, transparent, respectful, and aligned with its responsibility as a child- and youth-serving nonprofit organization.

Privacy Policy

1. Purpose

The purpose of this policy is to explain how Stoney Brook Dance Nonprofit Association Inc. collects, uses, stores, shares, protects, retains, and disposes of personal information.

The Association collects personal information to operate dance programming, support dancer safety, communicate with families, manage registration and payments, organize performances and events, meet legal and financial obligations, and carry out its nonprofit activities responsibly.

Because the Association works with children and youth, privacy must be handled with particular care.

2. Privacy Commitment

Stoney Brook Dance Nonprofit Association Inc. is committed to protecting the privacy of dancers, families, staff, instructors, volunteers, Board members, donors, sponsors, renters, and community partners.

Canadian privacy guidance identifies key privacy principles such as accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, and challenging compliance. The Association will use these principles to guide its privacy practices.

3. Scope

This policy applies to all personal information collected, used, stored, shared, or retained by the Association in paper, electronic, verbal, photo, video, or digital form.

This policy applies to:

- Board members
- Staff and instructors
- Contractors
- Volunteers
- Committee members
- Parents/guardians
- Dancers
- Donors and sponsors
- Renters and birthday party clients
- Website and social media administrators

- Anyone acting on behalf of the Association

4. Privacy Law and Good Practice

The Personal Information Protection and Electronic Documents Act, or PIPEDA, sets out rules for organizations subject to the law when handling personal information in the course of commercial activities. The Office of the Privacy Commissioner of Canada notes that PIPEDA may apply to charitable or nonprofit organizations when they engage in commercial activities.

Whether or not a specific activity is legally covered by privacy legislation, the Association will make reasonable efforts to follow responsible privacy practices and protect personal information entrusted to it.

5. Personal Information Collected

The Association may collect personal information needed for registration, programming, safety, administration, communication, and operations.

This may include:

- Dancer name, age, date of birth, and class information
- Parent/guardian names and contact information
- Emergency contacts and authorized pick-up information
- Medical, allergy, injury, accessibility, or accommodation information
- Waivers, consents, releases, and policy acknowledgements
- Attendance records
- Class placement, audition, report card, and progress information
- Costume sizing and costume records
- Payment, billing, account, and fundraising information
- Photos, videos, media consent, and website/social media permissions
- Injury, incident, first aid, concussion, or safety records
- Volunteer, staff, contractor, and screening information
- Donor, sponsor, and community partner information
- Communication records, including emails or forms
- Records needed for governance, legal, insurance, or financial purposes

The Association will avoid collecting personal information that is not reasonably needed.

6. Purpose for Collecting Information

Personal information may be collected and used to:

- Register dancers in classes and programs
- Communicate with families
- Manage tuition, fees, payment plans, refunds, and account balances
- Support dancer safety, health, accessibility, and emergency response
- Plan classes, schedules, performances, competitions, and events
- Manage costumes, sizing, alterations, and distribution
- Support auditions, class placement, report cards, and program decisions
- Manage recital, competitions, camps, workshops, and Intensive Program activities
- Obtain consent for photos, videos, media, medical information, email, and participation
- Process donations, sponsorships, grants, and fundraising activities
- Manage volunteers, staff, contractors, and Board responsibilities
- Respond to questions, concerns, complaints, injuries, incidents, or safety matters
- Meet accounting, payroll, tax, insurance, legal, and nonprofit governance requirements
- Maintain accurate records and protect the Association's operations

7. Consent

The Association will seek consent to collect, use, or disclose personal information where required and appropriate. Consent may be collected through registration forms, waivers, consent forms, online systems, emails, signed documents, or written communication.

Canadian privacy guidance emphasizes that consent should be meaningful, clear, and understandable. People should understand what information is being collected, why it is being used, and what the consequences of collection, use, or disclosure may be.

For dancers under 18, consent will generally be provided by a parent/guardian.

8. Limiting Collection

The Association will collect only the personal information reasonably necessary for identified Association purposes.

For example, the studio may need emergency contact and allergy information for dancer safety, but should not collect detailed medical history that is not needed for participation, accommodation, or emergency response.

9. Use of Personal Information

Personal information will only be used for authorized Association purposes.

Staff, instructors, volunteers, and Board members may only use personal information when needed for their role. A person's position with the Association does not give them unlimited access to records or personal information.

Examples include:

- Instructors may need attendance, injury, allergy, or accommodation information.
- The Treasurer may need payment and account information.
- The Costume Director may need sizing and costume records.
- The Artistic Director may need placement, audition, or program information.
- Approved volunteers may need limited information for recital, competition, or emergency supervision.

10. Disclosure of Personal Information

The Association will not share personal information outside the organization unless consent has been provided, sharing is necessary for an approved purpose, or disclosure is required or permitted by law.

Personal information may be shared with:

- Parents/guardians or emergency contacts
- Emergency responders or medical personnel in an emergency
- Instructors, staff, or volunteers who need the information for safety or programming
- Accountants, bookkeepers, payroll providers, auditors, or legal advisors
- Insurance providers where needed for a claim or risk matter
- Registration, payment, email, website, or studio management service providers
- Competitions, venues, or event organizers where necessary
- Child protection authorities or police where required
- Funders, grant providers, or government bodies where required and appropriate

Only the information necessary for the purpose should be shared.

11. Photos, Videos, Website, and Social Media

Photos and videos of identifiable dancers may be personal information and must be handled carefully and in accordance with the association's Website Image Use Policy and Social Media and Media Use Policy.

12. Medical and Emergency Information

Medical and Emergency Information will be handled in accordance with the association's Medical Information Consent Policy.

13. Payment and Financial Information

Payment, billing, account balance, fundraising credit, donation, sponsorship, and financial assistance information is confidential.

This information may only be accessed by individuals who require it for authorized financial, administrative, accounting, or Board oversight purposes.

Family financial information must not be discussed publicly, shared with other families, or disclosed to unauthorized volunteers or staff.

14. Accuracy of Information

Families, staff, volunteers, and others are responsible for providing accurate and current information.

The Association may ask families to update registration, contact, medical, emergency, consent, or payment information each season or whenever circumstances change.

Families should notify the Association promptly if there are changes to:

- Contact information
- Emergency contacts
- Authorized pick-up people
- Medical conditions or allergies
- Accommodation needs
- Payment information
- Custody or access restrictions
- Media or consent preferences

15. Safeguards

The Association will use reasonable safeguards to protect personal information from unauthorized access, loss, misuse, disclosure, copying, modification, or destruction.

Safeguards may include:

- Password-protected systems
- Restricted-access files or folders
- Locked filing cabinets
- Limited access permissions

- Secure storage of paper and digital records
- Use of approved studio software and email systems
- Secure disposal of records
- Confidentiality expectations for staff, volunteers, and Board members
- Removing system access when someone leaves a role
- Limiting personal information shared by email, group chat, or social media

PIPEDA's fair information principles include safeguards, limiting collection, limiting use and retention, and individual access as core privacy expectations.

16. Access to Personal Information

Individuals may request access to personal information, requests will be handled in accordance with the association's Access to Records Policy.

17. Correction of Information

Families may request correction of inaccurate or outdated personal information.

The Association may correct the record, update the information, or add a note if the requested correction cannot be verified.

18. Retention of Personal Information

The Association will retain records in accordance with the association's Record Retention policy.

19. Secure Disposal

When records are no longer required, they must be disposed of securely in accordance with the association's Record Retention Policy.

20. Confidentiality

All Board members, staff, instructors, contractors, volunteers, and committee members must protect confidential information.

Confidential information must not be:

- Discussed in public areas
- Shared through informal group chats
- Forwarded to unauthorized people
- Posted online
- Stored on unsecured personal devices
- Used for personal reasons

- Shared out of curiosity
- Discussed with other families or dancers

Confidentiality obligations continue after a person leaves their role with the Association.

21. Email, Digital Platforms, and Third-Party Services

The Association may use email, studio management software, accounting tools, payment systems, website platforms, social media platforms, cloud storage, and other digital services to manage operations.

The Association will make reasonable efforts to use trusted services and limit access to personal information. Families should understand that some third-party platforms may store or process information according to their own terms and privacy practices.

Personal information should not be stored in personal email accounts, personal cloud drives, or personal devices unless approved and appropriately protected.

22. Privacy Breach or Unauthorized Disclosure

A privacy breach may include unauthorized access, loss, theft, accidental sharing, improper posting, misdirected email, or disclosure of personal information to someone who should not receive it.

Any suspected privacy breach must be reported promptly to the Executive Director, President, Secretary, designated privacy contact, or Board representative.

The Association will review the concern and may take steps such as:

- Containing the breach
- Recovering or deleting the information
- Restricting further access
- Notifying affected individuals where appropriate
- Documenting the incident
- Reviewing safeguards
- Seeking legal, insurance, or privacy advice where needed
- Taking corrective action where appropriate

PIPEDA includes breach of security safeguards provisions for organizations subject to the Act, reinforcing the importance of responding appropriately to privacy breaches.

23. Children and Youth

The Association will take extra care when handling information about children and youth.

This includes:

- Limiting what information is collected
- Sharing information only with those who need it
- Avoiding unnecessary public identification of minors
- Protecting medical, safety, family, and financial information
- Seeking parent/guardian consent where appropriate
- Respecting dancer dignity, privacy, and safety
- Avoiding images or posts that could embarrass, identify, or put a child at risk

24. Privacy Questions or Concerns

Anyone with privacy questions, access requests, correction requests, consent questions, or concerns about how personal information has been handled may contact the Executive Director, President, Secretary, or designated privacy contact.

Concerns will be reviewed respectfully and confidentially.

25. Accountability

The Board of Directors is responsible for oversight of the Association's privacy practices. The Board may designate a privacy contact or assign privacy-related responsibilities to the Executive Director, Secretary, President, Treasurer, or another approved person.

PIPEDA's accountability principle states that an organization is responsible for personal information under its control and should designate one or more individuals accountable for compliance with privacy principles.

26. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Association operations, privacy expectations, technology use, legal requirements, and best practices for protecting personal information.

27. Additional Documents:

- Photo/Video Release Form

Website Image Use Policy

1. Purpose

The purpose of this policy is to set clear expectations for the selection, approval, posting, storage, and removal of photos, videos, and images used on the Stoney Brook Dance Nonprofit Association Inc. website.

The Association recognizes that images help celebrate dancers, promote programs, share achievements, and build community. Because many images may include children and youth, website image use must be handled with care, consent, privacy, and respect.

2. Scope

This policy applies to all images used on the Association's website, including:

- Class photos
- Recital, competition, and performance photos
- Group photos
- Promotional images
- Event photos
- Fundraising or sponsorship images
- Staff, teacher, volunteer, or Board photos
- Videos, thumbnails, banners, galleries, and website graphics
- Images submitted by families, photographers, staff, volunteers, or third parties

This policy applies to Board members, staff, instructors, volunteers, contractors, photographers, website administrators, social media/marketing representatives, and anyone involved in selecting or posting website images.

3. Guiding Principles

Website image use must:

- Respect dancer and family privacy.
- Use images only with appropriate consent.
- Avoid identifying children unnecessarily.
- Present dancers respectfully and safely.
- Avoid embarrassing, inappropriate, or overly revealing images.
- Follow media release and privacy expectations.

- Use images only for approved Association purposes.
- Be reviewed carefully before posting.
- Be removed or updated when appropriate.

Canadian privacy guidance states that meaningful consent requires individuals to understand what personal information is being collected, used, or disclosed, and why. Photos and videos of identifiable individuals may be personal information, especially when children are involved.

4. Consent for Website Image Use

The Association will seek consent before using identifiable images of dancers on the website. Consent may be collected through registration forms, media release forms, photo/video release forms, event forms, or another approved consent process.

Consent should explain:

- That images may be used on the Association website.
- The general purpose of website image use.
- Whether the dancer may be identified by name.
- Whether group photos may be used.
- Whether photos or videos may remain online beyond the current season.
- How a parent/guardian may ask questions or withdraw consent for future use.

For dancers under 18, consent must generally be provided by a parent/guardian.

5. Meaningful and Clear Consent

Consent language must be clear and understandable. Families should not be expected to guess how images may be used.

The Association will make reasonable efforts to ensure families understand that website images may be publicly viewable, may be shared by others, and may be indexed or cached by search engines or third-party platforms. Canadian privacy guidance emphasizes that consent should remain meaningful and that organizations should clearly explain their privacy practices, including significant uses or disclosures.

6. Images of Children and Youth

The Association will use extra care when posting images of children and youth.

When selecting website images, the Association should consider:

- Whether consent is in place.
- Whether the image is respectful and age-appropriate.

- Whether the dancer is fully and appropriately dressed.
- Whether the image could embarrass, isolate, or put a child at risk.
- Whether names or identifying details are necessary.
- Whether the image shows a private or sensitive moment.
- Whether the image reflects the Association's values.

Privacy guidance related to children and youth emphasizes that organizations should consider children's understanding, expectations, and best interests when collecting, using, or disclosing their personal information.

7. Naming and Identifying Dancers

The Association will avoid posting full names of minor dancers with images unless there is a clear reason and appropriate consent has been obtained.

Where possible, website images should use:

- First names only, if names are needed.
- Group captions without identifying individual dancers.
- General descriptions such as "Intensive Program dancers" or "recital performance."
- No identifying details for younger dancers unless approved.

The Association must not post personal information such as a dancer's age, birthdate, school, address, phone number, personal email, medical information, family circumstances, or schedule details.

8. Images That Must Not Be Used

The following images must not be posted on the website:

- Images taken in washrooms, changing areas, dressing rooms, or private spaces.
- Images where a dancer is partially dressed or changing.
- Images that are embarrassing, humiliating, unsafe, or disrespectful.
- Images that reveal medical, disability, financial, family, or personal information without consent.
- Images that show injury, distress, discipline, or private conversations.
- Images that include another organization's copyrighted material in a way that may create legal concerns.
- Images of dancers without proper consent where the dancer is identifiable.

- Images that conflict with the Association’s child safety, privacy, inclusion, or respectful conduct policies.

9. Group Photos

Group photos may be used when appropriate consent is in place. The Association will make reasonable efforts to avoid posting a group image if a dancer in the photo does not have consent for website image use.

If a non-consenting dancer appears in an otherwise approved group image, the Association may:

- Choose another image.
- Crop the image.
- Blur the dancer, if appropriate and respectful.
- Obtain additional consent.
- Avoid posting the image.

10. Staff, Volunteer, Board, and Adult Images

Images of staff, teachers, volunteers, Board members, and adult participants may be used for approved Association purposes, such as website bios, event promotion, volunteer recognition, or governance transparency.

Adults should provide consent before their image is posted. Staff and volunteers should not be pressured to provide personal photos or agree to unnecessary image use.

11. Photographer and Third-Party Images

Images taken by professional photographers, event photographers, families, staff, volunteers, competition providers, or third parties may only be used if the Association has permission to use them.

The Association must consider both:

- Consent from identifiable individuals in the image; and
- Permission or licensing from the person or business that owns the image.

Photographer credits may be included where appropriate or required.

12. Website Administrator Responsibilities

Anyone responsible for posting images to the website must:

- Confirm image use is approved.
- Check that required consent is in place.
- Avoid unnecessary identifying information.

- Use respectful captions.
- Avoid posting sensitive or private images.
- Remove images when directed by authorized studio leadership.
- Protect login access to the website.
- Follow privacy, child safety, and media policies.

Website access should be limited to authorized individuals only.

13. Image Storage and Security

Website images and image files must be stored securely and accessed only by authorized individuals.

Images should not be stored indefinitely in personal devices, personal cloud accounts, or personal email accounts unless approved and protected. Association image files should be stored in approved systems wherever possible.

Images should be organized so consent status can be checked when needed.

14. Withdrawal of Consent

A parent/guardian or adult participant may withdraw consent for future website image use by contacting the Association in writing.

When consent is withdrawn, the Association will make reasonable efforts to:

- Stop future use of the image.
- Remove the image from the Association website within a reasonable timeframe.
- Update internal records where practical.
- Avoid using the image in future website updates.

The Association may not be able to remove images that have already been downloaded, cached, shared, printed, archived, reposted by others, or captured by search engines or third-party services.

15. Requests to Remove an Image

Families may ask the Association to remove a website image if they have a privacy, safety, consent, or comfort concern.

The Association will review the request respectfully and may remove the image even where consent was previously provided. Requests should be directed to the Executive Director, President, designated privacy contact, or website administrator.

16. Website Platforms and Third-Party Services

The Association's website may be hosted or supported by third-party platforms, plugins, analytics tools, image storage systems, or website service providers.

The Association should use reasonable care when selecting and managing these services and should limit access to website tools and image files. Families should understand that images posted publicly on a website may be accessible beyond the Association's direct control.

17. Use of Website Images for Other Purposes

Images approved for website use should not automatically be used for other purposes unless consent covers those purposes.

Separate or additional consent may be required for:

- Paid advertising
- Posters or print materials
- Social media campaigns
- Sponsor promotions
- News media
- Fundraising campaigns
- External partner websites
- Merchandise or commercial use

Consent should match the intended use.

18. Copyright and Ownership

The Association must respect copyright and image ownership.

The Association will not copy or use images from photographers, families, competitions, social media, websites, or external sources unless it has permission or a valid right to use them.

Images created by staff, volunteers, or contractors for Association purposes should be managed according to any applicable agreement, contract, or written permission.

19. Review and Updating of Website Images

The Association should review website images periodically to ensure they remain current, appropriate, and consistent with consent records.

Images may be removed or replaced if they are outdated, consent has changed, a family raises a concern, the dancer is no longer involved, the image no longer reflects the Association's values, or the image is no longer needed.

20. Breach or Unauthorized Image Use

Any suspected unauthorized posting, misuse, privacy breach, or inappropriate website image use must be reported promptly to the Executive Director, President, designated privacy contact, or Board representative.

The Association may respond by:

- Removing the image.
- Restricting website access.
- Contacting affected families.
- Documenting the concern.
- Reviewing consent records.
- Updating procedures.
- Seeking legal, privacy, or professional advice where appropriate.

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect privacy expectations, website practices, child safety standards, consent processes, and Association operations.

22. Additional Documents:

- Photo/Video Release Form

Social Media and Media Use Policy

1. Purpose

The purpose of this policy is to guide how Stoney Brook Dance Nonprofit Association Inc. uses social media, photos, videos, website content, newsletters, media coverage, and other public communication involving dancers, families, staff, volunteers, Board members, and studio activities.

The Association recognizes that social media and media can help celebrate dancers, promote programs, share achievements, support fundraising, and build community. Because many dancers are children and youth, all media use must protect privacy, safety, dignity, consent, and the reputation of the Association.

Canadian privacy guidance emphasizes that consent should be meaningful, and that individuals should understand what personal information is being collected, used, or disclosed and why. Photos and videos of identifiable people, especially minors, may be considered personal information.

2. Scope

This policy applies to all social media and media use connected to the Association, including:

- Official studio social media accounts
- Website images and videos
- Email newsletters and announcements
- Printed posters, programs, brochures, and promotional materials
- Fundraising and sponsorship materials
- News media or community media coverage
- Photos and videos taken at classes, rehearsals, competitions, recitals, camps, workshops, birthday parties, and events
- Posts, comments, captions, tags, shares, livestreams, and stories
- Photos or videos submitted by families, staff, volunteers, photographers, or third parties

This policy applies to Board members, staff, instructors, volunteers, contractors, families, dancers, media representatives, renters, and anyone acting on behalf of the Association.

3. Guiding Principles

Social media and media use must be:

- Respectful and age-appropriate.

- Consistent with dancer safety and privacy.
- Based on appropriate consent.
- Positive and aligned with the Association's values.
- Accurate and not misleading.
- Inclusive and non-discriminatory.
- Free from gossip, bullying, harassment, or public criticism.
- Protective of confidential information.
- Approved by authorized individuals where required.

The Association will use extra care when posting or sharing content involving children and youth.

4. Consent for Photos and Videos

The Association will seek parent/guardian consent before using identifiable photos or videos of minor dancers for public or promotional purposes.

Consent may be collected through registration forms, media release forms, photo/video release forms, event forms, or another approved process.

Consent should clearly explain where images may be used, such as:

- Studio website
- Official social media accounts
- Email newsletters
- Printed recital programs or posters
- Fundraising materials
- Sponsorship recognition
- Community or news media
- Promotional videos or slideshows

Consent should also explain whether dancers may be identified by name, whether group photos may be used, and how families may withdraw consent for future use.

5. Respect for Consent Choices

Families may choose not to provide media consent. Dancers will not be treated negatively or excluded from regular participation because a family does not consent to public image use.

The Association will make reasonable efforts to track media consent and avoid posting identifiable images of dancers where consent has not been provided.

If a non-consenting dancer appears in a group image, the Association may choose another image, crop or blur the image, seek additional consent, or avoid posting the image.

6. Withdrawal of Consent

A parent/guardian or adult participant may withdraw consent for future use of photos or videos by contacting the Association in writing.

When consent is withdrawn, the Association will make reasonable efforts to:

- Stop future use of the image or video.
- Remove the image or video from official Association platforms within a reasonable timeframe.
- Update internal consent records.
- Notify relevant staff or volunteers where needed.

The Association may not be able to remove images or videos that have already been printed, shared by others, cached, downloaded, archived, reposted, or published by third-party platforms.

7. Official Social Media Accounts

Only authorized individuals may create, access, manage, post on, or respond through official Association social media accounts.

Official accounts may be used to share:

- Studio announcements
- Registration information
- Class, recital, competition, and event updates
- Fundraising and sponsorship information
- Approved dancer photos or videos
- Staff, volunteer, donor, or sponsor recognition
- Community event information
- Positive studio achievements

Official accounts must not be used for personal opinions, private disputes, political commentary, gossip, or unauthorized announcements.

8. Approval Before Posting

Content posted on official Association platforms should be reviewed by an authorized person before posting, especially when it includes:

- Identifiable dancers
- Minors
- Competition or recital footage
- Sponsor or donor recognition
- Fundraising campaigns
- Sensitive announcements
- Media coverage
- Photos or videos submitted by third parties

The Association may designate a Social Media and Marketing Coordinator, Executive Director, President, Artistic Director, or another approved person to review and post content.

9. Naming and Tagging Dancers

The Association will avoid posting full names of minor dancers unless there is a clear purpose and appropriate consent.

Where possible, the Association may use:

- First names only
- Group captions
- General program descriptions
- Team or class names
- No individual identifying details

The Association will not post personal information such as a dancer's birthdate, home address, school, phone number, personal email, medical information, family circumstances, financial information, or private schedule details.

10. Images and Content That Must Not Be Shared

The following must not be posted, published, or shared by the Association:

- Photos or videos taken in washrooms, change areas, dressing rooms, or private spaces.
- Images of dancers changing or partially dressed.
- Content that is embarrassing, humiliating, unsafe, or disrespectful.

- Photos or videos showing injury, distress, discipline, or private conversations.
- Content that reveals medical, financial, family, custody, or accommodation information.
- Content that identifies a child protection, conduct, bullying, or complaint matter.
- Full choreography or rehearsal footage before competitions or performances unless approved.
- Content that violates copyright, venue rules, competition rules, or privacy expectations.
- Images of identifiable dancers without required consent.

11. Family and Dancer Social Media Expectations

Families and dancers are encouraged to celebrate dance in a positive and respectful way. However, families and dancers must respect the privacy and consent of others.

Families and dancers should not:

- Post photos or videos of other dancers without permission.
- Share images from washrooms, changing areas, dressing rooms, or backstage private spaces.
- Post negative comments about dancers, families, teachers, volunteers, Board members, adjudicators, competitors, or other studios.
- Share confidential studio information.
- Post private messages, emails, screenshots, or internal communication without permission.
- Use social media to raise complaints instead of using the proper communication process.
- Tag or identify minors without parent/guardian consent.

Concerns should be brought directly to the appropriate studio contact rather than posted publicly.

12. Classes, Rehearsals, and Choreography

Photos or videos during classes and rehearsals may only be taken with instructor or studio permission.

Families and dancers must not post full choreography, rehearsal footage, competition routines, class combinations, or music edits without studio approval. This protects choreography, respects instructors' creative work, and preserves performance preparation.

The Artistic Director or instructor may decide when choreography may be recorded or shared.

13. Recitals, Competitions, and Events

Families and dancers must follow all studio, venue, recital, festival, and competition rules about photography, video, livestreaming, and posting.

Some events may restrict recording because of privacy, copyright, music licensing, safety, child protection, or event rules.

At competitions and public events, dancers and families are expected to show good sportsmanship online. Public criticism of adjudicators, other studios, performers, event staff, volunteers, or results is not acceptable.

14. News Media and Public Media

Any request from news media, community media, photographers, bloggers, livestream providers, or external organizations must be referred to an authorized Association representative.

No staff member, volunteer, dancer, or family member may speak on behalf of the Association unless authorized.

Before participating in media coverage involving dancers, the Association will consider:

- Parent/guardian consent
- Dancer comfort
- Privacy and safety
- The purpose of the coverage
- Whether names or identifying details will be used
- Whether the content aligns with the Association's values
- Whether the media outlet or platform is appropriate

15. Donor, Sponsor, and Fundraising Media

Photos, videos, names, stories, or testimonials used for fundraising, sponsorship, or donor recognition must be approved and must follow consent and privacy requirements.

Dancers or families must not be identified as receiving financial assistance or support unless clear consent has been provided.

Sponsor recognition must not imply that a sponsor controls or influences studio programming, dancer placement, artistic decisions, policies, or Board decisions.

16. Commercial Electronic Messages

If the Association sends promotional, fundraising, sponsorship, registration, or marketing-related messages by email, text, or other electronic methods, it must follow applicable consent and unsubscribe requirements. Canada's Anti-Spam Legislation guidance states that commercial electronic messages generally require consent, identification information, and an unsubscribe mechanism.

Essential operational messages about active registration, safety, payment, scheduling, recital, competition, or required program information may be handled separately from optional promotional communications.

17. Third-Party Platforms and Sharing

Families should understand that social media and websites are public or semi-public spaces. Once content is posted online, it may be copied, downloaded, shared, cached, screenshotted, or stored by others outside the Association's control.

The Association will make reasonable efforts to use privacy settings, consent records, and careful posting practices, but cannot fully control how third-party platforms or other users handle content once it is publicly shared.

18. Copyright and Ownership

The Association will respect copyright and image ownership. Photos, videos, music, choreography, graphics, logos, or written content must not be copied or used unless the Association has permission or a valid right to use them.

Images taken by professional photographers, event photographers, families, competitions, or third parties may only be used if permission has been granted.

Photographer credit should be provided where required or appropriate.

19. Privacy and Confidentiality

Social media and media communication must follow the association's Privacy Policy.

20. Account Access and Security

Access to official Association social media accounts, website accounts, media storage, and communication platforms must be limited to authorized individuals.

The Association should:

- Use secure passwords.
- Update access when roles change.
- Remove access from former staff, volunteers, or Board members.
- Avoid sharing login information unnecessarily.
- Store media files securely.

- Review account access periodically.

Any suspected unauthorized access, hacking, inappropriate post, or accidental disclosure must be reported promptly.

21. Responding to Concerns

Families, dancers, staff, or volunteers may request review or removal of media content if they have a privacy, consent, safety, or dignity concern.

Concerns should be directed to the Executive Director, President, designated privacy contact, Social Media and Marketing Coordinator, or another authorized studio contact.

The Association may respond by:

- Removing or editing content
- Updating consent records
- Contacting affected individuals
- Restricting access to accounts
- Requesting removal by a third party, where possible
- Documenting the concern
- Reviewing procedures
- Taking corrective action if a policy was breached

22. Breach of Policy

A breach of this policy may result in corrective action depending on the seriousness of the concern.

Possible responses may include:

- Reminder of expectations
- Request to remove a post
- Parent/guardian meeting
- Written warning
- Loss of access to official accounts
- Restriction from posting studio-related content
- Removal from a volunteer, staff, contractor, or Board role
- Referral to the appropriate policy process

- Reporting to authorities where child safety, harassment, threats, or exploitation are involved

23. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect privacy expectations, consent practices, social media use, child safety standards, communication needs, and Association operations.

24. Additional Documents:

- Photo/Video Release Form

DRAFT

Email Communication Consent Policy

1. Purpose

The purpose of this policy is to explain how Stoney Brook Dance Nonprofit Association Inc. uses email to communicate with families, dancers, staff, volunteers, members, donors, sponsors, and community contacts.

Email is an important tool for sharing studio information, program updates, registration details, payment reminders, recital and competition information, policy updates, safety notices, fundraising opportunities, and other Association communications.

2. Scope

This policy applies to email communications sent by or on behalf of the Association, including emails to:

- Parents/guardians
- Dancers, where appropriate
- Staff and instructors
- Volunteers
- Board members
- Members
- Donors and sponsors
- Renters, birthday party clients, and community partners
- Prospective families or program participants

3. Types of Email Communication

The Association may send different types of emails, including:

Essential Studio Communications

These are emails needed to operate programs and communicate with registered families. Examples include:

- Registration confirmation
- Class schedules and schedule changes
- Attendance or absence information
- Tuition, invoice, and payment reminders
- Costume, recital, competition, and performance information

- Safety, illness, injury, weather, or emergency notices
- Policy updates
- Parent meetings or required program information
- Intensive Program, camp, workshop, or event details

Optional Promotional or Community Communications

These may include:

- Fundraising opportunities
- Special events
- Merchandise or apparel sales
- Community promotions
- Sponsorship announcements
- Donation campaigns
- Public performance invitations
- Future registration opportunities
- Newsletters or general studio updates

Canada's Anti-Spam Legislation requires organizations sending commercial electronic messages to have consent, identify themselves, and include an unsubscribe mechanism in each message.

4. Consent to Receive Emails

Families may be asked to provide consent to receive email communications during registration, membership, volunteer sign-up, donation, sponsorship, rental, or other Association processes.

By providing an email address to the Association, families and participants understand that the Association may use that email address for essential communications related to registration, participation, payment, safety, programming, and Association operations.

Where required, the Association will seek express consent for optional promotional, fundraising, marketing, or commercial electronic messages.

5. Meaningful Consent

The Association will make reasonable efforts to ensure email consent is clear, understandable, and connected to the purpose of communication.

Canadian privacy guidance emphasizes that meaningful consent requires individuals to understand what personal information is being collected, why it is being used, and how it may be disclosed.

Consent language should be simple and should explain:

- What types of emails may be sent.
- Why the email address is being collected.
- Who may send emails on behalf of the Association.
- How a person can update or withdraw consent.
- Whether some emails are essential to participation.

6. Essential Communications and Participation

Some email communications are necessary for safe and effective participation in Association programs. Families are responsible for ensuring that the studio has a current email address and that they review important studio messages.

If a family chooses not to receive essential studio emails, the Association may not be able to provide timely information about schedules, cancellations, safety notices, payment deadlines, costumes, recital, competitions, or program requirements.

In some cases, the Association may require an alternate communication plan before a dancer can participate safely or effectively.

7. Unsubscribing or Withdrawing Consent

Recipients may unsubscribe from optional promotional or fundraising emails where required by law. CASL guidance requires commercial electronic messages to include an unsubscribe mechanism.

Withdrawing consent from optional emails does not automatically stop essential communications related to active registration, payment obligations, safety, operations, or required program information.

Families who wish to update communication preferences should contact the Association or use the unsubscribe option provided, where applicable.

8. Updating Contact Information

Families are responsible for keeping email addresses current. The Association should be notified promptly if:

- A parent/guardian email address changes.
- A second parent/guardian should be added or removed.
- A family is not receiving emails.

- Communication should go to a specific contact.
- Custody, access, or communication restrictions affect who may receive information.

The Association may require written confirmation before changing account contact details.

9. Emailing Minors

For dancers under 18, important communication should generally be sent to parents/guardians.

Direct email communication with minor dancers should be limited to appropriate studio-related purposes, such as older Intensive Program communication, choreography reminders, schedules, or leadership opportunities, and should remain professional, age-appropriate, and consistent with the Association's professional boundaries and child safety policies.

Where practical, parents/guardians should be copied or included in communication with minor dancers.

10. Privacy and Confidentiality

Email may contain personal information and must be handled in accordance with the association's Privacy Policy.

11. Group Emails

When sending group emails, the Association will take reasonable steps to protect privacy. This may include using blind carbon copy, studio software, or email platforms that prevent unnecessary disclosure of recipient email addresses.

Group emails should not include confidential information about individual dancers, families, staff, volunteers, or Board members.

12. Email Attachments and Links

The Association may send attachments or links related to schedules, forms, policies, registration, invoices, costumes, recital, fundraising, or other studio matters.

Recipients are responsible for reviewing attachments and links carefully. The Association will make reasonable efforts to use trusted platforms and avoid unnecessary sensitive information in attachments.

13. Email Records

Email communications may be retained in accordance with the association's Record Retention Policy.

14. Unauthorized Use of Email Lists

Association email lists, family contact information, dancer information, sponsor lists, donor information, or staff email addresses must not be used for personal, political, commercial, or outside purposes without approval.

Staff, Board members, volunteers, and families must not copy, export, sell, share, or misuse Association email lists.

15. Communication Boundaries

Email should be used respectfully and professionally. The Association will not tolerate email communication that includes harassment, threats, intimidation, discrimination, bullying, gossip, or inappropriate personal attacks.

Concerns should be raised through the appropriate communication process and should not be copied widely to uninvolved parties.

16. Breach or Error

If an email is sent to the wrong person, includes unintended personal information, or is otherwise sent in error, the sender must notify the Executive Director, President, designated privacy contact, or Board representative as soon as possible.

The Association will review the situation and take appropriate steps, which may include requesting deletion, notifying affected individuals, documenting the incident, or improving safeguards.

17. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect Association communication practices, privacy expectations, consent requirements, and legal obligations.

Medical Information Consent Policy

1. Purpose

The purpose of this policy is to explain how Stoney Brook Dance Nonprofit Association Inc. collects, uses, stores, shares, and protects dancer medical information. The Association collects limited medical information so that instructors, staff, and approved volunteers can support dancer safety, respond appropriately to illness or injury, and make informed decisions during classes, rehearsals, performances, competitions, camps, workshops, and studio events.

Medical information is sensitive personal information and must be handled with care, confidentiality, and respect. Canadian privacy guidance emphasizes that consent should be meaningful, and that individuals should understand what personal information is being collected, why it is needed, how it will be used, and when it may be shared.

2. Scope

This policy applies to medical information collected from or about dancers participating in Association programs, including:

- Regular classes
- Intensive Program classes
- Camps, workshops, and intensives
- Recitals and performances
- Competitions and festivals
- Team-building activities
- Birthday parties, where applicable
- Off-site events and travel-related activities
- Any other Association-approved programming

This policy applies to Board members, staff, instructors, contractors, volunteers, chaperones, and any person who may access medical information for an authorized Association purpose.

3. Medical Information Collected

The Association may collect medical information that is reasonably needed to support dancer safety and participation.

This may include:

- Allergies
- Asthma or breathing concerns

- Diabetes
- Seizure disorders
- Heart conditions
- Concussion history or current concussion restrictions
- Injuries or physical limitations
- Medications needed in an emergency, such as an inhaler or EpiPen
- Mobility, sensory, developmental, or accessibility needs
- Emergency response instructions
- Medical restrictions or return-to-dance directions
- Parent/guardian notes about health or participation needs
- Emergency contact information

The Association will avoid collecting unnecessary medical details. Families should provide enough information to help the studio support safe participation, but are not required to share more personal medical information than is reasonably needed.

4. Consent to Collect and Use Medical Information

Parents/guardians will be asked to provide consent for the Association to collect and use relevant medical information for dancer safety and participation purposes.

By providing medical information, families consent to the Association using that information to:

- Support safe class participation.
- Inform instructors of relevant medical, allergy, injury, or accessibility needs.
- Respond to illness, injury, or emergency situations.
- Support return-to-dance decisions.
- Plan reasonable accommodations or modifications.
- Communicate with parents/guardians or emergency contacts.
- Provide relevant information to emergency medical responders if needed.
- Document incidents, injuries, or safety concerns.

Consent should be clear, understandable, and connected to the purpose for which the information is collected.

5. Family Responsibility

Parents/guardians are responsible for providing accurate and current medical information at registration and updating the studio promptly if information changes.

Families must notify the studio if a dancer:

- Develops a new medical condition or allergy.
- Has an injury or concussion.
- Requires emergency medication.
- Has activity restrictions.
- Needs modified participation.
- Requires an accommodation.
- Has a medical plan or emergency response plan.
- Is cleared to return to dance after an injury, illness, or concussion.

Failure to provide current medical information may affect the studio's ability to support the dancer safely.

6. Sharing Medical Information Internally

Medical information will only be shared with individuals who need the information to support dancer safety, instruction, supervision, emergency response, or accommodation.

This may include:

- Instructor or substitute instructor
- Artistic Director
- Executive Director
- Approved assistant teacher
- Camp or workshop leader
- Competition or recital chaperone
- First aid responder
- Designated Board or studio contact
- Approved volunteer, where the information is needed for supervision or emergency response

Information will be shared on a "need-to-know" basis only. For example, an instructor may need to know that a dancer has asthma and where the inhaler is kept, but may not need detailed medical history.

7. Sharing Medical Information Externally

The Association will not share dancer medical information outside the organization unless consent has been provided or disclosure is necessary for safety, emergency, legal, insurance, or authorized Association purposes.

Medical information may be shared with:

- Emergency medical responders
- Parent/guardian or emergency contact
- Medical professionals in an emergency
- Insurance providers, where required for a claim
- Legal or professional advisors, where needed
- Child protection or public authorities, where required by law
- Competition, venue, or event officials only where necessary for safety or accommodation

Manitoba's Personal Health Information Act applies to health information "trustees," such as health professionals, hospitals, medical clinics, ambulance services, laboratories, regional health authorities, and certain public bodies. While a dance studio may not be a health trustee, Manitoba guidance still reflects the importance of protecting personal health information and limiting access to those with a legitimate purpose.

8. Emergency Situations

In an emergency, the Association may use or disclose relevant medical information as needed to protect the dancer's health and safety.

This may include providing emergency responders with information about:

- Allergies
- Medical conditions
- Emergency medication
- Parent/guardian contact information
- Emergency contact information
- Known restrictions or instructions

Emergency services may be contacted before a parent/guardian if the situation appears urgent.

9. Emergency Medication

Parents/guardians must inform the studio if a dancer requires emergency medication, such as an inhaler, EpiPen, seizure medication, or other urgent medical support.

Families are responsible for ensuring that:

- Medication is current and not expired.
- The dancer has access to the medication when needed.
- The studio is informed of where the medication is kept.
- Written instructions are provided where appropriate.
- Medical information is updated if the dancer's needs change.

Staff and volunteers will not administer medication unless an approved arrangement is in place or emergency circumstances require immediate action.

10. Medical Restrictions and Return to Dance

If a dancer has a medical restriction, injury, concussion, surgery recovery, or other health concern that affects participation, the family must inform the studio.

The studio may require medical clearance before the dancer returns to full participation, especially after:

- Concussion or suspected concussion
- Serious injury
- Fracture
- Surgery
- Extended illness
- Fainting or collapse
- Emergency medical event
- Any condition where safe participation is uncertain

The studio may limit participation, require observation only, or modify activities if there are concerns about dancer safety.

11. Accommodation and Modified Participation

Medical information may be used to support reasonable accommodation or modified participation.

Possible supports may include:

- Reduced intensity
- Rest breaks
- Modified movement

- Observation instead of participation
- Avoidance of specific skills
- Alternate costume or dress code arrangements
- Allergy-aware planning
- Emergency medication access
- Communication with instructors about safe participation

The studio will make reasonable efforts to support dancers while considering safety, class structure, supervision, instructor capacity, facility limitations, and program requirements.

12. Confidentiality

Medical information is confidential. Staff, instructors, volunteers, Board members, and others acting on behalf of the Association must follow the association's Privacy Policy.

13. Storage and Security

Medical information must be stored securely and protected from unauthorized access, loss, misuse, or disclosure.

Medical information may be stored in:

- Studio management software
- Secure digital files
- Restricted-access emergency contact records
- Locked paper files
- Approved event or travel records

Access should be limited to individuals who require the information for an authorized Association purpose.

14. Off-Site Activities

For competitions, performances, festivals, camps, workshops, travel, or off-site events, relevant medical and emergency contact information may be made available to approved staff, instructors, chaperones, or event leads.

Information shared for off-site activities should be limited to what is necessary for safety and emergency response.

Families are responsible for ensuring that dancers bring required emergency medication, medical supports, braces, inhalers, EpiPens, or other items to off-site activities.

15. Consent Withdrawal or Limits

A parent/guardian may request to withdraw or limit consent for the use or sharing of medical information. The Association will review the request and explain any impact on dancer safety or participation.

In some cases, the studio may not be able to safely include a dancer in certain activities if essential medical or emergency information cannot be shared with the people responsible for supervision or emergency response.

16. Access and Correction

Parents/guardians may request to review or update medical information held by the Association for their minor dancer.

Families should contact the designated studio contact if medical information needs to be corrected, updated, or removed.

The Association may retain certain records where required for safety, insurance, incident documentation, legal, or record-keeping purposes.

17. Retention of Medical Information

Medical information will be retained only as long as reasonably required for the purpose it was collected, unless a longer period is needed for legal, insurance, safety, incident, child protection, or record-keeping reasons. Privacy guidance from the Office of the Privacy Commissioner of Canada recognizes limiting retention as an important privacy principle.

Routine medical and emergency contact information may be updated each season. Injury, incident, concussion, or safety-related medical records may be retained longer according to the Association's Record Retention Policy.

18. Privacy Breach or Unauthorized Disclosure

Any suspected unauthorized access, loss, sharing, or disclosure of medical information must be reported promptly to the Executive Director, President, designated privacy contact, or Board representative.

The Association will review the concern and may take steps such as:

- Limiting further access
- Recovering or deleting improperly shared information
- Notifying affected individuals where appropriate
- Documenting the concern
- Improving safeguards
- Seeking legal or professional advice if needed

19. Staff, Instructor, and Volunteer Responsibility

Anyone who receives medical information must:

- Use it only for approved Association purposes.
- Keep it confidential.
- Share it only with those who need to know.
- Store it securely.
- Avoid discussing it publicly.
- Report changes or concerns to studio leadership.
- Follow emergency, first aid, injury, concussion, and privacy policies.

20. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect privacy expectations, dancer safety needs, emergency procedures, legal obligations, and Association operations.

Record Retention Policy

1. Purpose

The purpose of this policy is to ensure that Stoney Brook Dance Nonprofit Association Inc. retains records for appropriate periods of time, protects confidential information, supports responsible nonprofit governance, and securely disposes of records when they are no longer required.

Records are retained to support legal, financial, operational, safety, insurance, privacy, employment, programming, and governance needs.

2. Scope

This policy applies to all Association records, whether paper or electronic, including records created, received, stored, or used by Board members, staff, instructors, contractors, volunteers, committees, or service providers acting on behalf of the Association.

This policy should be read together with the Association's Access to Records Policy, Privacy Policy, Financial Oversight Policy, and Child Protection Policy.

3. General Retention Principles

The Association will retain records only as long as reasonably required for the purpose they were collected, unless a longer period is required for legal, financial, insurance, employment, governance, child safety, or operational reasons.

Canadian privacy guidance includes "limiting use, disclosure, and retention" as a fair information principle, meaning organizations should not keep personal information indefinitely without a valid purpose.

Records must not be destroyed if they may be needed for an active or anticipated legal matter, insurance claim, audit, investigation, complaint, child protection concern, financial review, or Board dispute.

4. Responsibility for Retention

The Board of Directors is responsible for oversight of record retention practices.

Day-to-day responsibility may be assigned as follows:

- **Secretary:** governance records, minutes, bylaws, resolutions, Board records.
- **Treasurer:** financial records, budgets, bank records, invoices, receipts, expense claims, payroll or contractor records.
- **Executive Director:** registration, waivers, family records, administrative records, facility records, communication records.

- **Artistic Director:** class placement, programming, auditions, performance, competition, and report card records.
- **Costume Director:** costume sizing, orders, alterations, and distribution records.
- **Designated privacy or records contact:** privacy, consent, access requests, media permissions, and record disposal.

5. Retention Schedule

Unless a longer period is required by law, insurance, funding agreements, contracts, or Board decision, the Association will use the following retention schedule.

Record Type	Retention Period
Incorporation documents, constitution, bylaws, amendments	Permanent
Board minutes, AGM minutes, special meeting minutes, resolutions	Permanent
Approved policies and policy history	Permanent or until replaced, with key versions retained
Strategic plans and annual reports	Permanent or minimum 7 years
Annual financial statements and year-end reports	Permanent
General ledgers, accounting records, bank statements, invoices, receipts, deposits, expense claims	Minimum 7 years
Tax filings, payroll remittances, T4/T4A records, ROEs, CRA correspondence	Minimum 7 years
Grants, sponsorships, donation records, fundraising financial records	Minimum 7 years, or longer if required by funder
Official donation receipt records, if applicable	As required by CRA rules
Contracts, leases, service agreements, rental agreements	7 years after expiry or termination
Insurance policies	7 years after expiry
Insurance claims or incident-related insurance records	7 years after closure, or longer if serious

Record Type	Retention Period
Registration forms, waivers, releases, consent forms	7 years after last participation where practical
Medical, allergy, emergency contact, and accommodation records	Current season plus 2 years, unless linked to an incident or ongoing need
Injury, first aid, incident, concussion, or safety reports	Minimum 7 years; longer for serious incidents involving minors
Child protection concern records	Retain securely and indefinitely unless legal advice directs otherwise
Attendance records	Minimum 2 years
Class placement, audition, evaluation, and report card records	Minimum 3 years
Costume sizing, order, alteration, and distribution records	Current season plus 2 years, unless linked to financial records
Media releases, photo/video consent, website image consent	While image/media is in use, plus 2 years
Privacy requests, access-to-records requests, privacy complaints or breaches	Minimum 7 years
Staff, contractor, and volunteer records	7 years after end of role
Criminal record, vulnerable sector, and registry check confirmation records	7 years after end of role, or until replaced by renewed screening record
Training and certification records	7 years after end of role
Routine emails and day-to-day administrative messages	Retain only as long as needed
Complaint, discipline, harassment, bullying, or conduct records	Minimum 7 years after closure; longer if serious or involving minors
Facility maintenance, inspection, cleaning, and damage records	Minimum 3 years, or longer if linked to incident/insurance
Birthday party, rental, and facility use records	Minimum 3 years; 7 years if financial, incident, or insurance-related

CRA guidance for registered charities states that charities must keep adequate books and records for prescribed periods at a Canadian address on file with CRA. Even if the

Association is not a registered charity, these standards are useful guidance for nonprofit financial stewardship.

6. Financial and Tax Records

Financial records must be kept long enough to support accounting, audit, tax, grant, payroll, insurance, and governance needs.

The Association will generally retain financial and tax-related records for at least 7 years. This includes receipts, invoices, bank statements, expense claims, payroll records, contractor payment records, budgets, financial statements, grant records, sponsorship records, and fundraising records.

If CRA, an accountant, funder, auditor, insurer, or legal advisor requires a longer period, the longer period will apply.

7. Personal Information Records

Personal information must be retained only as long as reasonably necessary for the purpose it was collected, unless another valid reason requires longer retention.

Personal information may include dancer and family contact information, medical details, emergency contacts, payment information, images, consent forms, accommodation requests, injury records, and communication records.

The Office of the Privacy Commissioner of Canada identifies retention and disposal of personal information as an important privacy safeguard, including the need to avoid keeping personal information longer than necessary.

8. Records Involving Minors

Because the Association works with children and youth, records involving minors must be retained carefully.

Records involving injuries, incidents, child protection concerns, misconduct, bullying, harassment, discrimination, concussion, medical issues, or safety concerns should not be destroyed early. These records may need to be retained longer because a child may not be able to raise or pursue a concern until later.

When unsure, the Association should retain the record and seek legal, insurance, or professional advice before disposal.

9. Media and Consent Records

Photo, video, website image, and media consent records must be retained for as long as the related image, video, or media may be used, plus a reasonable period afterward.

If consent is withdrawn, the Association will make reasonable efforts to stop future use of the image or video. Previously printed, distributed, archived, or externally shared materials may not always be fully recoverable.

10. Secure Storage

Records must be stored securely and protected from unauthorized access, loss, damage, misuse, or disclosure.

Secure storage may include:

- Password-protected digital systems.
- Restricted-access shared drives.
- Approved studio management or accounting software.
- Locked filing cabinets.
- Secure backups.
- Limited access permissions.
- Association-controlled email accounts or cloud storage.

Personal devices, personal email accounts, and personal cloud storage should not be used for official Association records unless specifically authorized and protected.

11. Litigation, Investigation, Audit, or Insurance Hold

Records must not be destroyed if they may relate to:

- A legal claim or possible legal claim.
- A child protection concern.
- An insurance claim.
- An audit or financial review.
- A complaint, discipline matter, or investigation.
- A privacy breach.
- A workplace, volunteer, contractor, or Board dispute.
- A serious injury or incident.
- A request from CRA, an insurer, a funder, police, child protection services, or another authority.

When a record hold is required, the Board or designated records contact will identify which records must be preserved and who is responsible for securing them.

12. Disposal of Records

Records that have reached the end of their retention period and are not subject to a hold may be securely destroyed.

Secure disposal may include:

- Shredding paper records.
- Permanently deleting electronic files.
- Deleting duplicate or outdated copies.
- Removing access from shared drives.
- Securely deleting files from devices where practical.
- Destroying outdated USB drives, printed lists, or backup copies when appropriate.

Records containing personal, financial, medical, child safety, staff, volunteer, or confidential information must never be placed in regular garbage or recycling without secure destruction.

13. Annual Review

The Association should review records at least annually to identify:

- Records that must be retained.
- Records that can be securely destroyed.
- Records that need updated access permissions.
- Records held by former Board members, staff, contractors, or volunteers.
- Records stored in personal accounts or devices that should be transferred to Association systems.
- Records subject to legal, insurance, child safety, or financial holds.

14. Transition of Roles

When a Board member, staff member, contractor, volunteer, or committee lead leaves their role, they must return, transfer, or securely delete Association records as directed.

The Association should promptly update access to:

- Email accounts.
- Shared drives.
- Studio software.
- Accounting systems.
- Banking records.
- Social media accounts.
- Registration systems.

- Confidential files.

No former representative may keep Association records for personal use.

15. Unauthorized Retention or Destruction

No person may intentionally keep, delete, alter, hide, copy, destroy, or remove Association records without authorization.

Unauthorized retention or destruction of records may result in corrective action, removal from a role, termination of contract or employment, or further action where appropriate.

16. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect privacy expectations, CRA guidance, insurance requirements, legal obligations, nonprofit governance needs, and Association operations.

Access to Records Policy

1. Purpose

The purpose of this policy is to outline how Stoney Brook Dance Nonprofit Association Inc. manages requests to access, review, correct, or receive copies of Association records.

The Association collects and maintains records to support dancer safety, registration, programming, financial administration, nonprofit governance, staffing, volunteer management, fundraising, communication, and legal compliance. Because many records contain personal information about dancers, minors, families, staff, volunteers, finances, health, injuries, and private concerns, access must be handled carefully and consistently.

2. Scope

This policy applies to all records created, received, stored, or maintained by the Association, whether in paper or electronic form.

Records may include:

- Registration forms
- Waivers and consent forms
- Medical, allergy, injury, and emergency contact information
- Attendance records
- Class placement and report card information
- Costume records
- Incident, injury, first aid, and concussion records
- Family account and payment records
- Fundraising records
- Volunteer and staff records
- Board and committee records
- Meeting minutes and governance documents
- Policies and procedures
- Contracts and agreements
- Emails, forms, spreadsheets, and digital records
- Photos, videos, and media consent records

3. Guiding Principles

The Association will manage access to records based on the following principles:

- Personal and confidential information will be protected.
- Individuals may request access to their own personal information, subject to reasonable limits and legal exceptions.
- Parents/guardians may request access to information about their minor dancer, unless access is restricted for privacy, safety, legal, custody, or child protection reasons.
- Records will only be shared with individuals who have a legitimate need or right to access them.
- Access requests will be handled respectfully, fairly, and within a reasonable timeframe.
- Records may be redacted or withheld where disclosure would affect another person's privacy, safety, confidentiality, legal rights, or an active review or investigation.

Canadian privacy guidance recognizes individual access as one of the fair information principles under PIPEDA, and organizations subject to PIPEDA are expected to respond to access requests in accordance with the Act.

4. Designated Records Contact

The Board may designate one or more individuals to receive and manage access-to-records requests.

This may include:

- Executive Director
- President
- Secretary
- Treasurer
- Artistic Director, for programming-related records
- Privacy Officer or designated privacy contact, if appointed
- Another Board-approved representative

Requests should be directed to the designated contact rather than to individual instructors, volunteers, or Board members.

5. Types of Records That May Be Requested

Individuals may request access to records that relate to them or their minor dancer, such as:

- Registration information
- Emergency contact information
- Medical or allergy information submitted by the family
- Attendance information
- Payment history or invoices
- Signed waivers or consent forms
- Media consent records
- Injury or incident reports involving their dancer
- Class placement recommendations or year-end report cards
- Written communication directly involving the family

Access may be provided by allowing the person to review the record, providing a copy, providing a summary, or confirming information already on file.

6. Records That May Be Restricted or Withheld

The Association may restrict, redact, or refuse access to records where disclosure would be inappropriate, unsafe, or not permitted.

This may include records that contain:

- Personal information about another dancer, family, staff member, volunteer, donor, or Board member
- Confidential Board discussions or closed meeting records
- Staff, contractor, or volunteer employment or performance information
- Child protection concerns or reports
- Complaint, discipline, or investigation records
- Legal advice or privileged information
- Insurance, risk, or claim information
- Security, access, or safety information
- Donor or sponsor information provided in confidence
- Records that could compromise another person's safety or privacy
- Draft notes, personal working notes, or internal planning documents
- Information connected to an unresolved dispute, complaint, investigation, or legal matter

Where possible, the Association may provide partial access by removing or redacting confidential information.

7. Access by Parents or Guardians

Parents/guardians may request records related to their minor dancer.

The Association may ask for confirmation of identity, guardianship, custody, or authority to access the information, especially if:

- There is a custody or access concern.
- The request involves sensitive information.
- The request is made by someone not listed on the dancer's registration.
- The studio has been informed of legal restrictions.
- Disclosure may affect the dancer's safety, privacy, or wellbeing.

Families must provide the Association with current custody, court order, or access information where it affects communication, pick-up, or access to records.

8. Access by Dancers

Older dancers may request access to certain information about themselves where appropriate. The Association will consider the dancer's age, maturity, the nature of the record, parent/guardian involvement, privacy, safety, and any legal obligations.

Where the dancer is a minor, the Association may involve the parent/guardian unless doing so would create a safety or privacy concern.

9. Access by Board Members, Staff, Teachers, and Volunteers

Board members, staff, teachers, and volunteers may only access records needed to perform their authorized role.

Access is based on "need to know." A person's role with the Association does not give them unlimited access to records.

Examples include:

- Instructors may access attendance, medical alerts, injury restrictions, and accommodation information needed for safe instruction.
- The Treasurer or authorized finance contact may access payment and account records.
- The Secretary may access Board and governance records.
- The Costume Director may access costume sizing and related contact information needed for costume duties.

- Volunteers may access only the limited information required for their assigned role.

Unauthorized access, browsing, copying, sharing, or use of records is not permitted.

10. Access by Third Parties

The Association will not share records with third parties unless:

- The individual or parent/guardian has provided consent;
- Sharing is required by law;
- Sharing is required for emergency medical care or safety;
- Sharing is required for insurance, legal, accounting, payroll, or professional advice;
- Sharing is required by a funder, competition, venue, or regulator and is appropriate;
- Sharing is necessary for an approved Association purpose and privacy safeguards are in place.

Third parties may include accountants, bookkeepers, lawyers, insurers, payroll providers, software providers, child protection authorities, police, medical responders, venues, competitions, or approved service providers.

11. Making a Request

Access requests should be submitted in writing where possible.

A request should include:

- Name of the person making the request
- Relationship to the dancer or record
- Contact information
- Specific records requested
- Reason for the request, if the person wishes to provide it
- Preferred format, such as review, copy, or summary
- Any relevant deadlines

The Association may ask for clarification if the request is broad, unclear, or involves multiple records.

12. Identity Verification

Before providing access, the Association may verify the identity and authority of the person making the request.

Verification may include:

- Confirming contact information already on file
- Requesting identification
- Confirming parent/guardian status
- Reviewing custody or access documentation
- Confirming signing authority or Board authorization
- Verifying that the requester has a legitimate reason to access the record

Records will not be released if the Association cannot reasonably verify that the person is authorized to receive them.

13. Response Time

The Association will make reasonable efforts to respond to access requests promptly. Where a request involves personal information and privacy law applies, PIPEDA guidance says organizations generally must respond within 30 days, subject to limited extensions and exceptions.

For Association purposes, the studio will aim to respond within 30 calendar days where practical. More time may be needed if the request is complex, records are archived, third-party information must be reviewed, legal advice is needed, or the request involves a complaint, investigation, or safety concern.

14. Fees

The Association may charge a reasonable fee for copying, printing, mailing, or extensive administrative time, where permitted and appropriate.

The requester will be informed of any fee before the records are prepared. Fees should not be used to unreasonably prevent access to personal information.

15. Format of Access

The Association may provide access in one or more of the following ways:

- Electronic copy
- Paper copy
- In-person review
- Written summary
- Confirmation or correction of information
- Redacted copy where full disclosure is not appropriate

The Association will consider privacy, security, practicality, cost, and the nature of the records when deciding the format.

16. Corrections to Records

Individuals may ask the Association to correct inaccurate or incomplete personal information.

The Association may correct the record, update the information, or add a note of disagreement if the requested correction cannot be verified.

Examples of corrections may include:

- Contact information
- Emergency contact information
- Medical or allergy information
- Legal name or preferred name
- Pronouns
- Billing information
- Consent preferences
- Custody or authorized pick-up information

Families are responsible for keeping information current throughout the season.

17. Records Involving Complaints, Incidents, or Investigations

Access to records involving complaints, incidents, injuries, discipline, child protection, harassment, bullying, safety concerns, or investigations may be limited.

The Association may withhold or redact information where disclosure could:

- Identify another child or family
- Affect confidentiality
- Interfere with an investigation
- Create safety concerns
- Reveal legal advice
- Breach privacy obligations
- Affect insurance or legal processes
- Undermine child protection reporting

A summary may be provided where appropriate.

18. Board and Governance Records

Members may have access to certain governance records as permitted by the Association's bylaws, applicable law, and Board policy.

Governance records may include:

- Approved bylaws and constitution
- Approved policies
- AGM minutes
- Approved financial summaries presented to members
- Member-facing reports
- Other records required to be available to members

Access to Board records may be restricted where records contain confidential discussion, legal matters, staffing matters, financial details, complaints, child safety matters, personal information, or closed meeting content.

19. Confidentiality of Records Received

A person who receives access to records must use the information respectfully and only for the purpose for which it was requested.

Records must not be used to harass, embarrass, threaten, publicly criticize, or disclose private information about another person.

The Association may refuse future requests or take appropriate action if records are misused.

20. Privacy and Consent

Access to records must be handled consistently with the Association's privacy practices. Canadian privacy guidance emphasizes meaningful consent for the collection, use, and disclosure of personal information, and states that consent should allow individuals to understand what organizations are doing with their information.

The Association will only collect, use, disclose, and provide access to personal information for appropriate Association purposes, with consent where required or as otherwise permitted or required.

21. Denial of Access

If access is denied in whole or in part, the Association will provide a brief explanation where appropriate.

Reasons for denial may include:

- The requester is not authorized to access the record.
- The record contains personal information about another person.

- Disclosure would create a safety, privacy, legal, or child protection concern.
- The record is confidential, privileged, or part of an active review.
- The record does not exist or cannot reasonably be located.
- The request is excessive, repetitive, unclear, or made for an improper purpose.

Where appropriate, the Association may offer a redacted record or summary instead.

22. Recordkeeping of Requests

The Association may keep a record of access requests, including:

- Date request received
- Name of requester
- Records requested
- Identity verification completed
- Decision made
- Records provided or withheld
- Date of response
- Any fees charged
- Notes about redactions or restrictions

These records will be stored securely and retained according to the Record-Keeping and Document Retention Policy.

23. Breach or Unauthorized Access

Any suspected unauthorized access, disclosure, loss, theft, copying, or misuse of records must be reported promptly to the Executive Director, President, Secretary, Treasurer, or designated privacy contact.

The Association will review the concern and take appropriate steps, which may include limiting access, recovering records, notifying affected individuals, improving safeguards, seeking advice, or taking corrective action.

24. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's privacy practices, legal obligations, record-keeping needs, and nonprofit governance responsibilities.

8. Facility & Studio Use Policies

Stoney Brook Dance Non-Profit Association is committed to providing a safe, clean, respectful, and inclusive environment for all dancers, instructors, volunteers, families, and visitors. The use of our facilities and studio spaces is a privilege that carries the responsibility of care, respect, and adherence to all established policies and procedures.

All individuals and groups using the facility are expected to conduct themselves in a manner that upholds the integrity of the organization and ensures the ongoing maintenance and availability of shared spaces. This includes responsible use of equipment and property, adherence to safety guidelines, and cooperation with cleaning, scheduling, and operational requirements.

These policies are designed to protect the facility, support smooth operations, and ensure a positive experience for all users. Failure to comply with facility and studio use policies may result in restrictions, additional charges, or loss of facility privileges.

Facility Use Policy

The purpose of this policy is to establish guidelines and expectations for the safe, respectful, and appropriate use of facilities operated by Stoney Brook Dance Non-Profit Association (“Stoney Brook Dance”). This policy helps ensure that the facility remains safe, clean, accessible, and enjoyable for all participants, instructors, volunteers, renters, and guests.

Scope

This policy applies to:

- Members and participants
- Parents and guardians
- Instructors and staff
- Volunteers
- Contractors and service providers
- Renters and external user groups
- Visitors and guests

General Facility Expectations

All individuals using the facility are expected to:

- Conduct themselves respectfully and responsibly.
- Follow all facility rules, policies, and instructions from authorized representatives.
- Treat the facility, furnishings, and equipment with care.
- Maintain a safe and inclusive environment.
- Respect scheduled usage times and designated areas.
- Leave the facility clean and orderly after use.

Permitted Use

The facility may only be used for approved activities including:

- Dance classes and rehearsals
- Stoney Brook Dance Birthday Parties
- Meetings and educational programming
- Approved community or fundraising events
- Authorized rentals and private bookings

Any activity outside the approved purpose requires prior authorization from the Board or designated representative.

Prohibited Activities

The following activities are prohibited:

- Smoking or vaping inside the facility or near entrances
- Illegal drug use or possession
- Alcohol consumption
- Open flames, candles, or fireworks
- Dangerous or hazardous activities
- Unauthorized fundraising or sales
- Excessive noise or disruptive conduct
- Use of glitter, confetti, or materials difficult to clean
- Tampering with security, alarm, HVAC, sound, or electrical systems

Stoney Brook Dance reserves the right to immediately end facility use for violations of this policy.

Supervision of Minors

- Children and youth participants must be supervised appropriately at all times. Children under the age of 12 must have an adult present when present in the building outside of their scheduled class times.
- Parents or guardians are responsible for ensuring children are picked up promptly after activities.
- Unauthorized individuals are not permitted in restricted or staff-only areas such as the studio store and storage areas.

Safety and Emergency Procedures

All facility users must:

- Follow posted emergency procedures and evacuation routes.
- Keep exits, hallways, and fire lanes clear at all times.
- Report accidents, injuries, hazards, or unsafe conditions immediately.
- Use equipment only for its intended purpose.

Emergency equipment must not be blocked, moved, or misused.

Cleaning and Care of the Facility

Users are responsible for basic cleanup following use of the facility, in accordance with the association's Cleaning and Damage Policy.

Damage to Property

Any person or group responsible for damage to the facility or equipment may be held financially responsible for repair or replacement costs.

Damage or maintenance concerns must be reported promptly to a Board member or designated representative.

Access and Security

Only authorized individuals may access the facility outside scheduled programming and in accordance with the association's Key and Access Policy.

Rentals and External Use

External groups or renters using the facility must act in accordance with the association's Facility Rental Policy.

Policy Review

This policy shall be reviewed periodically by the Board of Directors and updated as needed to ensure the ongoing safety, maintenance, and effective use of Stoney Brook Dance facilities.

Additional Documents:

- Dance Studio Rental Agreement
- Birthday Party Agreement

Cleaning and Damage Policy

Purpose

The purpose of this policy is to ensure that all facilities, equipment, and property used by Stoney Brook Dance are maintained in a clean, safe, and respectful condition for all members, instructors, volunteers, and guests.

General Expectations

All members, participants, parents/guardians, instructors, volunteers, and renters using Stoney Brook Dance facilities are expected to:

- Treat the facility, equipment, furnishings, and property with care and respect.
- Clean up after themselves following classes, rehearsals, meetings, events, or rentals.
- Dispose of garbage and recycling in designated containers.
- Report any damage, spills, safety concerns, or maintenance issues promptly to the Board or designated facility representative.
- Follow all posted cleaning procedures and facility rules.

Cleaning Responsibilities

Users of the facility are responsible for leaving the space in the same condition, or better, than it was found. This includes:

- Removing all personal belongings, costumes, props, decorations, and food items.
- Sweeping floors if excessive dirt, glitter, confetti, or debris is left behind.
- Wiping down tables, counters, mirrors, and other surfaces when used.
- Returning chairs, tables, sound equipment, and studio materials to their proper locations.
- Ensuring washrooms, dressing areas, and common spaces are left tidy.
- Turning off lights, sound systems, and other equipment when appropriate.

Additional cleaning requirements may apply for special events, rentals, competitions, or fundraisers.

Food and Drink

In accordance with the association's Food and Drink Policy.

Damage to Property

Any individual or group responsible for damage to Stoney Brook Dance property will be subject to the association's Cleaning and Damage Policy.

Security Deposits and Fees

For rentals, special events, or external groups, Stoney Brook Dance may require:

- A refundable cleaning and damage deposit
- Signed facility use agreements
- Additional cleaning fees if the facility is not left in acceptable condition

Deposit amounts and conditions will be determined by the Board of Directors.

Non-Compliance

Failure to comply with this policy may result in:

- Verbal or written warnings
- Suspension of facility privileges
- Additional cleaning or repair charges
- Loss of rental privileges
- Further disciplinary action as determined by the Board

Policy Review

This policy shall be reviewed periodically by the Board of Directors and updated as necessary to ensure the ongoing care and sustainability of Stoney Brook Dance facilities and property.

Cleaning Expectations for Facility Cleaners

Purpose

The purpose of this document is to outline the cleaning standards and expectations for individuals or companies responsible for cleaning the Stoney Brook Dance facility. Maintaining a clean, sanitary, and welcoming environment is essential for the safety, health, and experience of dancers, families, instructors, volunteers, and guests.

General Expectations

Cleaners are expected to:

- Maintain a professional and respectful attitude while on site.
- Ensure all assigned areas are cleaned thoroughly and consistently.
- Notify the designated Stoney Brook Dance representative of any damage, maintenance concerns, supply shortages, or safety hazards.
- Use cleaning products and equipment safely and according to manufacturer guidelines.
- Secure the facility when leaving, including locking doors and turning off lights if required.
- Respect the confidentiality and privacy of members and instructors.

Facility Cleaning Standards

The facility should consistently present a clean, organized, and professional appearance. Particular attention should be paid to high-traffic and high-touch areas.

Dance Studios

Cleaners are expected to:

- Sweep and/or vacuum all studio floors.
- Damp mop floors using approved floor-cleaning products suitable for dance surfaces.
- Remove dust, dirt, hair, and debris from corners and edges.
- Clean mirrors to remove fingerprints, smudges, and marks.
- Wipe barres, doors, handles, and light switches.
- Empty garbage bins and replace liners as needed.
- Ensure studios are tidy and free of clutter.

Washrooms

Washrooms must be cleaned and sanitized thoroughly during each scheduled cleaning.

Responsibilities include:

- Cleaning and disinfecting toilets, sinks, counters, and fixtures.
- Restocking toilet paper, paper towels, and soap supplies.
- Cleaning mirrors and partitions.
- Sweeping and mopping floors.
- Emptying garbage bins and sanitary disposal containers.
- Reporting plumbing issues or supply shortages immediately.

Lobby and Common Areas

Cleaners are expected to:

- Vacuum or sweep floors and entrance mats.
- Mop hard-surface flooring as needed.
- Dust furniture, shelves, ledges, and reception areas.
- Clean windows and glass doors where fingerprints or marks are visible.
- Empty garbage and recycling containers.
- Ensure seating areas remain neat and presentable.

Change Rooms and Hallways

Responsibilities include:

- Sweeping and mopping floors.
- Removing garbage and debris.
- Wiping benches, hooks, and high-touch surfaces.
- Keeping walkways clear and safe.

Garbage and Recycling

- All garbage must be removed from interior bins and placed in designated disposal areas.
- Recycling must be separated appropriately according to local requirements.
- Overflowing garbage or recycling containers should never be left unattended.

Cleaning Supplies and Equipment

Cleaners are responsible for:

- Using only approved cleaning products suitable for the facility surfaces.
- Maintaining cleaning equipment in good working condition.
- Reporting low inventory of supplies in a timely manner.
- Storing supplies safely and neatly in designated areas.

Damage and Incident Reporting

Any of the following must be reported promptly:

- Facility damage
- Water leaks or spills
- Broken fixtures or equipment
- Safety hazards
- Vandalism or suspicious activity
- Supply shortages

Where possible, photos and written descriptions should be provided.

Quality Expectations

Cleaning work is expected to meet professional standards, including:

- No visible dirt, dust, debris, or garbage left behind.
- No strong lingering odors from garbage or washrooms.
- Floors cleaned without streaking or excessive residue.
- Cleaning completed consistently according to schedule.

Repeated failure to meet cleaning expectations may result in corrective action or termination of cleaning services.

Access and Security

Cleaners entrusted with facility access must:

- Keep keys, alarm codes, and access information confidential.
- Ensure doors are locked after cleaning.
- Activate alarms if required upon departure.
- Report any unauthorized access or security concerns immediately.

Schedule and Communication

Cleaning schedules and special requests will be coordinated through the designated Stoney Brook Dance representative. Any inability to complete scheduled cleaning must be communicated as early as possible.

Acknowledgement

All cleaners and cleaning service providers are expected to review and follow these expectations to help maintain a safe, clean, and welcoming environment for the Stoney Brook Dance community.

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Key and Access Policy

1. Purpose

The purpose of this policy is to ensure that access to Stoney Brook Dance Nonprofit Association Inc. facilities, keys, access codes, security information, and restricted areas is controlled, documented, and used responsibly.

This policy helps protect dancer safety, confidential information, studio property, equipment, financial records, and the overall security of the Association.

2. Scope

This policy applies to all individuals who may receive or use keys, fobs, access codes, alarm codes, passwords, or other access permissions, including:

- Board members
- Executive Director
- Artistic Director
- Instructors and substitute instructors
- Staff and contractors
- Volunteers
- Costume Director
- Birthday party hosts
- Renters and external instructors
- Cleaning or maintenance personnel
- Any other person approved by the Association

This policy applies to studio entrances, offices, storage rooms, costume areas, equipment areas, staff areas, digital systems, security systems, and any other restricted area or access point.

3. Guiding Principles

Access to the studio and restricted areas will be granted only when needed for an approved Association purpose. Access should be limited, documented, and reviewed regularly.

All individuals with access are expected to:

- Use access only for approved purposes.
- Protect keys, codes, and security information.

- Keep the facility secure.
- Respect restricted areas.
- Report lost keys, shared codes, security concerns, or unauthorized access promptly.
- Return keys or access permissions when no longer needed.

4. Authorized Access

Keys, codes, fobs, alarm access, and restricted-area permissions may only be issued by the Board, Executive Director, Artistic Director, or another designated authority.

Access may be granted based on role, responsibilities, schedule, rental agreement, supervision needs, emergency needs, or facility duties.

Approval for one type of access does not automatically approve access to all areas or systems.

5. Access Records

The Association will maintain a record of individuals who are issued keys, fobs, codes, alarm access, or digital access.

The access record may include:

- Name of individual
- Role or reason for access
- Type of access provided
- Key/fob number, if applicable
- Date issued
- Person who approved access
- Date returned or removed
- Any access restrictions
- Notes about lost keys, changed codes, or concerns

Access records should be reviewed periodically.

6. Key and Code Security

Individuals with access must protect keys, fobs, codes, and security information.

They must not:

- Share keys, fobs, alarm codes, access codes, or passwords with anyone else.

- Copy keys or duplicate access devices.
- Post or store codes in visible or unsecured locations.
- Send access codes through unsecured group chats or public messages.
- Allow unauthorized people into restricted areas.
- Use another person's access credentials.
- Keep access after their role ends.

Access must not be used for personal reasons or outside approved hours unless authorized.

7. Restricted Areas

Certain areas may be restricted to authorized individuals only.

Restricted areas may include:

- Office areas
- Storage rooms
- Costume storage areas
- Equipment rooms
- Staff areas
- Financial or record storage areas
- Mechanical or maintenance areas
- Technology, music, or security system areas
- Any area marked or identified as restricted

Dancers, families, visitors, renters, and volunteers may not enter restricted areas unless authorized and supervised.

8. Opening and Closing Responsibilities

Individuals responsible for opening or closing the studio must follow approved procedures.

Opening responsibilities may include:

- Unlocking only approved entrances.
- Checking that the space is safe before dancers enter.
- Turning on lights and required equipment.
- Checking for hazards, damage, or security concerns.

- Ensuring emergency exits are accessible.

Closing responsibilities may include:

- Ensuring all dancers, families, renters, and visitors have left.
- Checking washrooms, studios, waiting areas, and common spaces.
- Turning off lights, music equipment, and approved devices.
- Securing windows and doors.
- Returning equipment to proper locations.
- Setting alarms, where applicable.
- Reporting concerns, damage, or unusual activity.

9. Access Outside Regular Hours

Access outside regular studio hours must be approved by the Executive Director, Artistic Director, Board, or designated studio contact.

After-hours access may be approved for:

- Staff preparation or cleanup
- Approved rehearsals
- Facility maintenance
- Board or committee work
- Costume or administrative duties
- Approved rentals
- Emergency access
- Other approved Association purposes

Individuals using the studio after hours must ensure the space is secure when they leave.

10. Renters and External Instructors

Renters and external instructors may receive temporary access only as approved in the rental or facility use agreement.

Renters must:

- Use access only during approved rental times.
- Keep codes or keys confidential.
- Not share access with participants, guests, assistants, or other renters.

- Use only approved areas.
- Ensure the facility is secure after use.
- Report security concerns immediately.
- Return keys or access devices by the required deadline.

The Association may deny or revoke rental access if access rules are not followed.

11. Volunteers and Temporary Access

Volunteers may receive temporary access only when necessary for approved duties.

Temporary access may be provided for:

- Recital or event preparation
- Fundraising activities
- Costume work
- Cleaning or setup
- Maintenance
- Board or committee tasks
- Approved studio activities

Temporary access should be limited in time and scope and removed once the duty is complete.

12. Lost Keys, Fobs, or Access Codes

Lost keys, fobs, or access information must be reported immediately to the Executive Director, President, Artistic Director, or designated access contact.

The Association may take steps such as:

- Deactivating a fob or code
- Changing access codes
- Re-keying locks
- Notifying building management
- Reviewing access records
- Charging replacement, re-keying, or security costs where appropriate
- Restricting future access

Failure to report a lost key or code promptly may result in removal of access privileges.

13. Code Changes and Access Removal

Access codes, alarm codes, passwords, and digital access should be changed or removed when:

- A person leaves their role
- A rental term ends
- A volunteer duty is complete
- A key or code is lost or shared
- Unauthorized access is suspected
- There is a security concern
- The Board or studio leadership determines a change is needed

Former staff, volunteers, Board members, contractors, renters, or external instructors must not retain access after their role or rental ends.

14. Digital Access

This policy also applies to digital access connected to facility operations or confidential studio information, including:

- Studio management software
- Email accounts
- Shared drives
- Financial systems
- Registration systems
- Website and social media accounts
- Security camera systems, if applicable
- Scheduling or booking systems
- Payment systems

Digital access must be limited to authorized users and removed promptly when no longer needed.

15. Security Cameras or Monitoring

If the facility uses security cameras or monitoring systems, access to footage or systems must be restricted to authorized individuals only.

Camera footage, if any, must be used only for safety, security, incident review, legal, insurance, or authorized operational purposes.

Security footage must not be accessed out of curiosity, shared casually, posted online, or used for gossip or personal purposes.

16. Emergency Access

In an emergency, authorized individuals may use keys, codes, or access permissions as needed to protect safety, respond to facility concerns, assist emergency responders, or prevent damage.

Emergency access must be reported to studio leadership as soon as reasonably possible.

17. Personal Use Prohibited

Keys, codes, fobs, and studio access must not be used for personal purposes, including:

- Personal practice without approval
- Private lessons not approved by the studio
- Personal events
- Storing personal items
- Allowing friends or family into the studio
- Using equipment for outside business
- Accessing records or restricted areas without authorization

18. Reporting Security Concerns

Any security concern must be reported promptly.

Security concerns may include:

- Lost keys or fobs
- Shared or exposed access codes
- Doors left unlocked
- Unauthorized individuals in the studio
- Suspicious activity
- Damage to locks or doors
- Alarm issues
- Break-ins or attempted break-ins
- Missing equipment or records
- Access used outside approved purposes
- Former users retaining access

19. Breach of Policy

Failure to follow this policy may result in:

- Reminder of expectations
- Removal or restriction of access
- Requirement to return keys or fobs
- Requirement to pay replacement, re-keying, or security costs
- Cancellation of rental privileges
- Staff, contractor, volunteer, or Board corrective action
- Termination of role or agreement
- Reporting to police or authorities where appropriate

20. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect facility needs, security risks, lease obligations, insurance requirements, and Association operations.

Food and Drink Policy

1. Purpose

The purpose of this policy is to help keep the studio clean, safe, welcoming, and respectful for all dancers, families, staff, volunteers, renters, and visitors. Food and drink expectations help protect dance floors and equipment, reduce allergy risks, prevent pests, and support dancer health and safety.

2. Scope

This policy applies to all dancers, families, staff, instructors, volunteers, renters, external instructors, guests, and visitors using Stoney Brook Dance Nonprofit Association Inc. spaces.

This policy applies during classes, rehearsals, camps, workshops, birthday parties, rentals, fundraisers, events, meetings, and other studio-related activities.

3. General Expectations

Food and drinks must be managed responsibly while in the studio. All studio users are expected to:

- Eat only in approved areas.
- Keep food and drinks away from dance floors.
- Clean up after themselves.
- Dispose of garbage and recycling properly.
- Report spills promptly.
- Respect allergy and safety instructions.
- Avoid bringing messy, sticky, or strongly scented foods where possible.

4. Water Bottles

Dancers are encouraged to bring a labelled water bottle to class. Water is permitted in dance spaces when kept in a secure, non-spill container.

Water bottles should be kept off the dance floor surface where they may create a tripping or slipping hazard. Dancers should place water bottles in the area directed by the instructor.

5. Food and Drinks on Dance Floors

Food, gum, candy, sticky drinks, coffee, juice, pop, sports drinks, and other beverages are not permitted on dance floors.

Only water is permitted in dance spaces unless otherwise approved by the instructor or studio leadership.

This helps prevent spills, slipping hazards, floor damage, ants or pests, and unnecessary cleaning.

6. Approved Eating Areas

Food may only be eaten in approved areas, such as a designated lobby, waiting area, lounge, party area, or other space identified by the studio.

Dancers and families must not eat in restricted areas, offices, storage rooms, costume areas, washrooms, or on dance floors.

The studio may limit food during busy class times, special events, or when cleanliness, allergies, supervision, or space are concerns.

7. Allergies

Families must inform the studio of any serious allergies or medical concerns that may affect dancer safety.

The studio will make reasonable efforts to communicate and manage allergy concerns where appropriate. However, unless specifically stated, the studio cannot guarantee an allergen-free environment.

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.

Families and dancers are expected to be respectful of allergy-related instructions, including avoiding certain foods if requested for safety reasons.

8. Sharing Food

Dancers should not share food or drinks without parent/guardian permission. This is especially important because of allergies, dietary restrictions, medical needs, family preferences, and cultural or religious considerations.

Staff and volunteers should avoid giving food or treats to dancers unless approved by the studio and appropriate consent or allergy information has been considered.

9. Gum

Gum is not permitted during classes, rehearsals, performances, competitions, camps, workshops, or studio activities.

Chewing gum while dancing creates a choking risk and may damage floors, furniture, or costumes.

10. Spills and Cleanup

All spills must be cleaned up immediately and reported to an instructor, staff member, or studio representative if additional cleaning is needed.

Food wrappers, containers, cups, crumbs, and garbage must be placed in the proper bins. Families, dancers, renters, and guests are responsible for leaving eating areas clean.

If a spill creates a slipping hazard, the area should not be used until it is cleaned and safe.

11. Birthday Parties and Rentals

Food and drinks may be permitted during birthday parties, rentals, and approved events only in designated areas.

Renters and party families are responsible for:

- Providing and supervising food and drinks.
- Managing allergy concerns for their guests.
- Keeping food away from dance floors.
- Cleaning up all food, drinks, decorations, garbage, and spills.
- Removing leftover food at the end of the event.
- Reporting any damage or cleaning concerns.

Additional cleaning fees may apply if the space is not left clean and ready for the next user.

12. Camps, Workshops, and Extended Activities

For camps, workshops, intensives, or longer studio activities, dancers may be allowed to bring snacks or meals. The studio will communicate any specific expectations about food, drink, allergies, storage, and cleanup.

Dancers should bring food that is easy to manage, does not require significant preparation, and can be eaten in the designated area.

13. Costumes and Food

Food and drinks should be kept away from costumes, recital clothing, performance accessories, props, and costume storage areas.

Dancers should not eat while wearing costumes unless approved or unavoidable during long events. Families are responsible for keeping costumes clean and performance-ready.

14. Staff, Volunteers, and Instructors

Staff, instructors, and volunteers are expected to model appropriate food and drink practices. Food and drinks should not interfere with supervision, teaching, safety, cleanliness, or professional conduct.

Staff-only food or beverages should be stored safely and kept away from dancers where allergy, safety, or privacy concerns may exist.

15. Alcohol, Cannabis, Smoking, and Vaping

Alcohol, cannabis, smoking, and vaping are not permitted inside the studio or during child and youth programming.

These items are not permitted at dancer activities, birthday parties, rentals, rehearsals, performances, or events.

16. Personal Responsibility

The studio is not responsible for lost, spoiled, spilled, or discarded food or drink items.

Unlabelled, perishable, leaking, or unsafe food and drink items may be discarded at the studio's discretion.

17. Policy Compliance

Failure to follow this policy may result in:

- Reminder of expectations
- Parent/guardian communication
- Requirement to clean the affected area
- Restriction of food or drink privileges
- Cleaning or damage fees where applicable
- Rental or event follow-up
- Further action where safety, allergy, or property concerns arise

18. Policy Review

This policy will be reviewed periodically and updated as needed to support cleanliness, dancer safety, allergy awareness, facility care, and responsible studio use.

Footwear Policy

1. Purpose

The purpose of this policy is to support dancer safety, protect studio flooring, and ensure dancers are properly prepared for class, rehearsal, performance, and studio activities. Appropriate footwear helps dancers move safely, receive proper instruction, and participate fully in their dance style.

2. Scope

This policy applies to all dancers, families, staff, instructors, volunteers, renters, external instructors, guests, and visitors using Stoney Brook Dance Nonprofit Association Inc. spaces.

This policy applies during:

- Classes and rehearsals
- Camps, workshops, and intensives
- Recitals, performances, and events
- Birthday parties and rentals
- Fundraisers and community activities
- External instructor or renter use
- Any other activity held in the studio

3. General Footwear Expectations

All dancers must wear appropriate footwear for their class, activity, or dance style. Footwear should be clean, safe, properly fitted, and suitable for the studio flooring.

Dancers and families are responsible for ensuring dancers arrive with the required shoes for each class.

Footwear must not:

- Mark, scratch, damage, or dirty the floor.
- Create a slipping or tripping hazard.
- Be worn outdoors and then used on the dance floor.
- Be unsafe, broken, poorly fitted, or inappropriate for the activity.
- Interfere with safe movement or instruction.

4. Outdoor Shoes

Outdoor shoes are not permitted on dance floors unless specifically approved by the studio.

This helps protect the floors from dirt, salt, gravel, moisture, and damage. Dancers, families, visitors, and renters should remove outdoor shoes before entering dance spaces, placing outdoor footwear neatly on the footwear shelving in the entrance of the studio and follow the studio's posted footwear instructions.

5. Clean Indoor Shoes

Where shoes are required for a class, dancers must wear clean indoor dance shoes or clean indoor runners as directed by the dress code.

Hip hop dancers must wear clean indoor runners that are not worn outside. Shoes with dirt, stones, salt, moisture, or marking soles may not be used on the dance floor.

6. Dance-Specific Footwear

Dancers must wear the footwear required for their class or program. This may include:

- Ballet shoes
- Jazz shoes
- Tap shoes
- Half shoes
- Acro bare feet
- Indoor runners for hip hop
- Other footwear approved by the instructor or studio

Class-specific footwear requirements will be communicated through the dress code, registration information, or instructor direction.

7. Bare Feet, Socks, and Safety

Some classes may be done in bare feet, such as acro or other styles approved by the instructor. Bare feet are only permitted where safe and appropriate for the class.

Socks may create a slipping hazard and should only be worn if permitted by the instructor or appropriate for the activity.

The instructor may require a dancer to change footwear, remove unsafe footwear, or observe class if footwear creates a safety concern.

8. Tap Shoes

Tap shoes must be clean and in good repair before being used on studio floors. Loose screws, sharp edges, damaged taps, or rough surfaces may damage floors or create a safety concern.

Families are responsible for checking tap shoes regularly and repairing or replacing them when needed.

9. Footwear for Performances and Events

Performance, recital, competition, festival, and photo day footwear may differ from regular class footwear. Families are responsible for ensuring dancers have the required shoes in the correct style, colour, and condition by the stated deadline. The studio will communicate any performance footwear needs and may include the purchase of new performance footwear as part of the required costume, particularly as part of intensive program participation.

Missing or incorrect performance footwear may affect a dancer's ability to participate fully in photos, rehearsals, competitions, or performances.

10. Labelling and Storage

Families are encouraged to clearly label all dance shoes with the dancer's name.

Dance shoes should be stored neatly in a dance bag or designated area and should not block entrances, exits, hallways, or dance spaces.

The studio is not responsible for lost, stolen, damaged, or misplaced footwear.

11. Visitors, Families, and Volunteers

Visitors, families, and volunteers should avoid walking on dance floors unless invited or approved by staff.

If entry onto the dance floor is needed, individuals may be asked to remove outdoor shoes or wear clean indoor footwear.

12. Renters and External Instructors

Renters and external instructors must ensure that participants use appropriate footwear for the approved activity and that footwear does not damage the studio floors.

Renters may be responsible for cleaning, repair, or replacement costs if footwear causes damage, marks, or excessive cleaning needs.

13. Damage Caused by Footwear

Any floor damage, marks, scratches, residue, or safety concerns caused by footwear must be reported promptly to the studio.

Families, renters, external instructors, or users may be responsible for costs related to cleaning, repair, or damage caused by improper or unsafe footwear.

14. Accommodations

The studio will consider reasonable accommodation requests related to footwear where needed for medical, disability, sensory, cultural, religious, or accessibility reasons.

Families should contact the studio as early as possible if a dancer requires a footwear adjustment. Any accommodation must still support dancer safety and protect the studio flooring.

15. Policy Compliance

Failure to follow footwear expectations may result in:

- Reminder of expectations
- Parent/guardian communication
- Request to change footwear
- Dancer observing class if participation is unsafe
- Restriction from using certain studio areas
- Cleaning or damage charges where applicable
- Renter or external instructor follow-up

16. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer safety, studio floor protection, accessibility, and responsible facility use.

Stoney Brook Dance Nonprofit Association Birthday Party Policy

Overview

Stoney Brook Dance Nonprofit Association is excited to offer dance birthday parties as a fun and memorable way to celebrate your child's special day. Birthday parties include a dance class led by a Stoney Brook Dance Nonprofit Association Birthday Party Host, followed by time in the party room for food, cake, gifts, and celebration.

Birthday parties are designed to be beginner-friendly, age-appropriate, and fun for all guests. No previous dance experience is required.

Party Package Includes

Each birthday party includes:

- A **45-minute dance class** in the style of the birthday child's choice
- Use of the party room for food, cake, gifts, and celebration
- A short dance sharing opportunity for parents/guardians at the end of the party
- A Birthday Party Host to lead the dance portion and assist with setup and cleanup

Dance style options may include:

- Ballet
- Jazz
- Lyrical
- Musical Theatre

Availability of styles may depend on host availability and experience.

Party Schedule

Each party booking includes **2 hours of guest party time**.

Dance Class — 45 minutes

The dance portion will include a 5-minute warm-up, 10 minutes of basic dance elements or across-the-floor movement, and 30 minutes to learn a short dance combination.

Party Room — 1 hour

Families may use this time for food, snacks, cake, presents, and celebrating.

Dance Sharing — 15 minutes

At the end of the party, dancers will have the opportunity to perform their short dance combination for parents/guardians.

The Birthday Party Host will also have **30 minutes before the party** for setup and **30 minutes after the party** for cleanup.

Birthday Party Rates

Base Party Package: \$250

Includes up to **12 children**, 2 hours of party time, dance instruction, party room use, and host setup/cleanup time.

Additional Children: \$10 per child

Applies to each guest over the included 12 children.

Suggested Maximum: 18–20 children

Larger parties may require approval and may require an additional host.

Additional Host Fee, if required: \$50

Recommended for larger parties or younger age groups where extra support may be needed.

Extra Party Time, if available: \$50 per additional 30 minutes

Extra time must be arranged in advance and is subject to studio availability.

Deposit: \$75 non-refundable deposit due at booking

The remaining balance is due before or on the day of the party.

Late Pickup or Extra Time Fee: \$25 per 15 minutes

Applies if the party runs past the scheduled end time without prior approval.

Damage or Excessive Cleaning Fee: Charged as needed

Families may be responsible for damage to studio property or cleaning beyond normal party use.

These rates can be adjusted by the studio as needed based on staffing, studio costs, party size, and available resources.

Host Payment

Birthday Party Hosts will be paid for **3 hours** of work, including setup, the party, and cleanup.

Dancer hosts ages 15+ will be paid at the current Manitoba minimum wage. Manitoba's current minimum wage is **\$16.00 per hour**, effective October 1, 2025, and is scheduled to increase to **\$16.40 per hour** on October 1, 2026.

Current Stoney Brook Dance Nonprofit Association teachers who host birthday parties will be paid at their regular contract wage.

Booking and Payment

A birthday party booking is not confirmed until the deposit has been received and the party date has been approved by Stoney Brook Dance Nonprofit Association.

The booking family must provide the following information before the party is confirmed:

- Birthday child's name and age
- Parent/guardian contact information
- Requested party date and time
- Estimated number of guests
- Preferred dance style
- Any allergies, medical concerns, or accessibility needs

Final guest numbers should be confirmed prior to the party date.

Cancellation Policy

The deposit is non-refundable once the party is booked.

If a family needs to cancel or reschedule, they should contact Stoney Brook Dance Nonprofit Association as soon as possible. Rescheduling may be possible depending on studio and host availability.

Suggested cancellation terms:

- **14+ days' notice:** Deposit may be transferred to a new available party date
- **Less than 14 days' notice:** Deposit may be forfeited
- **Less than 48 hours' notice:** Full party fee may be required, unless cancellation is due to illness or emergency

Stoney Brook Dance Nonprofit Association will do its best to work with families in the case of illness, weather, or unexpected circumstances.

Food, Cake, and Decorations

Families are welcome to bring food, snacks, drinks, cake, and gifts for the party room portion of the event.

Families are responsible for providing:

- Food and beverages

- Cake or cupcakes
- Plates, cups, napkins, utensils, and serving items
- Candles, if needed
- Decorations, if desired
- Loot bags or party favours, if desired

Decorations must be easy to set up and remove, and must not damage walls, mirrors, floors, furniture, or studio property.

The following are not permitted:

- Confetti
- Glitter
- Open flames, other than birthday candles
- Wall-mounted decorations that may cause damage
- Messy craft materials

Allergies and Food Safety

The booking family is responsible for managing all food brought into the studio and for being aware of any allergies or dietary restrictions among party guests.

Please notify Stoney Brook Dance Nonprofit Association in advance of any serious allergies or medical concerns.

Food and drinks must remain in the designated party room area and are not permitted on the dance floors. Birthday Parties must only contain nut-free food and drink.

Clothing and Footwear

Party guests should wear comfortable clothing that allows them to move safely.

Dance shoes are not required. Guests may dance in clean indoor shoes or bare feet, depending on the dance style and studio requirements.

Outdoor shoes are not permitted on the dance floors.

Parent/Guardian Supervision

The Birthday Party Host will lead the dance class and help guide the schedule, but the booking parent/guardian is responsible for supervising party guests throughout the event.

At least one parent/guardian of the birthday child must remain on site for the full party.

Parents/guardians are also responsible for assisting with food, cake, gifts, and guest behaviour during the party room portion.

Studio Expectations

All guests are expected to:

- Respect the studio space, staff, host, and other guests
- Follow instructions from the Birthday Party Host
- Use safe and respectful behaviour
- Keep food and drinks in the party room
- Avoid running in hallways or unsafe play
- Treat mirrors, floors, equipment, and property with care

The booking family may be responsible for any damage caused by party guests.

Photos and Videos

Families may take personal photos and videos during the party, as long as they are respectful of other guests.

Any photos or videos taken by Stoney Brook Dance Nonprofit Association for promotional purposes will require appropriate consent.

Final Note

Birthday parties at Stoney Brook Dance Nonprofit Association are intended to be fun, welcoming, and memorable. We are excited to help families celebrate in a creative way while sharing the joy of dance with children and their friends.

Additional Documents

- Birthday Party Agreement

Equipment Use Policy

1. Purpose

The purpose of this policy is to ensure that all studio equipment is used safely, respectfully, and appropriately. Proper equipment use helps protect dancers, families, staff, volunteers, renters, instructors, and the studio facility from injury, damage, loss, or unnecessary expense.

2. Scope

This policy applies to all equipment owned, leased, borrowed, rented, or used by Stoney Brook Dance Nonprofit Association Inc., including equipment used during:

- Classes and rehearsals
- Recitals, performances, and competitions
- Camps, workshops, and intensives
- Birthday parties and rentals
- Fundraisers and studio events
- Off-site activities
- External instructor or renter use

This policy applies to dancers, families, staff, instructors, volunteers, Board members, renters, external instructors, contractors, guests, and visitors.

3. Equipment Covered by This Policy

Studio equipment may include, but is not limited to:

- Sound systems, speakers, microphones, tablets, cords, and music devices
- Ballet barres
- Acro mats, yoga mats, blocks, wedges, or conditioning equipment
- Props used for classes, recital, competition, or performances
- Costumes, costume racks, garment bags, and accessories
- Tables, chairs, storage units, and furniture
- Cleaning supplies and maintenance tools
- Office equipment, printers, computers, and payment devices
- Lighting, staging, or event equipment
- First aid kits and emergency supplies

- Any other items owned or used by the Association

4. General Expectations

All equipment must be used carefully, safely, and only for its intended purpose.

Users must:

- Follow instructor, staff, or studio directions.
- Use equipment only when authorized.
- Treat equipment with care.
- Report broken, damaged, missing, or unsafe equipment promptly.
- Return equipment to its proper location after use.
- Keep equipment clean and organized.
- Avoid using equipment in a way that may cause injury, damage, or unnecessary wear.

Equipment must not be used for horseplay, roughhousing, climbing, throwing, or any activity not approved by the instructor or studio.

5. Authorized Use

Some equipment may only be used by authorized staff, instructors, volunteers, or approved renters.

Dancers, siblings, families, and guests must not use studio equipment unless invited or supervised by an instructor or studio representative.

Restricted equipment may include:

- Sound systems
- Acro mats or skill-training equipment
- Barres
- Props
- Office equipment
- Cleaning or maintenance supplies
- Costume equipment
- First aid and emergency supplies
- Keys, access codes, or security-related items

6. Safety

Safety must be the first priority when using equipment.

Equipment should not be used if it appears damaged, unstable, unsafe, wet, dirty, or inappropriate for the activity.

Instructors and staff may stop equipment use if there are concerns about:

- Dancer readiness
- Improper use
- Unsafe behaviour
- Overcrowding
- Damage risk
- Lack of supervision
- Facility limitations
- Injury risk

Dancers should not attempt acro skills, lifts, tricks, or equipment-based activities unless instructed and supervised by a qualified instructor.

7. Set-Up and Take-Down

Equipment must be set up and taken down safely. Only approved individuals should move heavy, awkward, fragile, or technical equipment.

When setting up or taking down equipment, users must:

- Keep exits and walkways clear.
- Avoid blocking fire safety equipment.
- Use proper lifting and carrying techniques.
- Ask for help when needed.
- Ensure equipment is stable before use.
- Store equipment securely after use.

Children and youth should not move heavy or potentially unsafe equipment unless approved and supervised.

8. Sound and Technology Equipment

Sound systems, speakers, tablets, cords, microphones, and related technology must be used carefully and only by approved individuals.

Users must:

- Keep cords organized and away from walking or dancing areas.
- Avoid placing drinks near technology.
- Use reasonable volume levels.
- Turn equipment off when finished.
- Report technical issues promptly.
- Not change settings, passwords, pairings, or connections unless authorized.

Personal devices may only be connected to studio equipment with permission.

9. Acro, Mats, and Conditioning Equipment

Acro mats, wedges, blocks, and conditioning equipment may only be used with instructor permission and appropriate supervision.

Users must:

- Use equipment only for approved skills or exercises.
- Ensure mats are placed safely and securely.
- Keep the surrounding area clear.
- Avoid using damaged or slippery mats.
- Clean or wipe equipment if required.
- Store mats and equipment properly after use.

Dancers must not use acro or conditioning equipment before or after class without permission.

10. Props and Performance Equipment

Props must be used only as directed by the instructor, Artistic Director, or designated studio representative.

Props should be handled carefully and stored properly. Dancers and families may be responsible for damage or loss caused by careless use.

Performance props must not be taken home, altered, painted, repaired, or modified unless approved.

11. Costumes and Costume Equipment

Costumes, costume racks, garment bags, accessories, and costume storage areas must be handled with care.

Only authorized staff, the Costume Director, instructors, approved volunteers, or assigned dancers may access costume areas or costume equipment.

Costumes and accessories must not be used for play, personal photoshoots, dress-up, or non-studio purposes without approval.

12. Office and Administrative Equipment

Office equipment, computers, printers, payment devices, files, and administrative supplies may only be used by authorized individuals.

Dancers, families, renters, guests, and volunteers may not access office equipment, records, or supplies unless specifically approved.

Administrative equipment may contain confidential information and must be protected.

13. First Aid and Emergency Equipment

First aid kits and emergency supplies must be accessible and used only for legitimate first aid, safety, or emergency purposes.

Items removed from first aid kits must be reported so supplies can be restocked.

Emergency equipment must not be moved, blocked, damaged, or used for non-emergency purposes.

14. Cleaning and Maintenance Supplies

Cleaning and maintenance supplies must be used only by approved individuals and according to instructions.

Children and dancers must not access cleaning products, chemicals, tools, or maintenance equipment unless specifically approved and supervised.

Spills, broken items, or unsafe conditions should be reported promptly.

15. Borrowing or Removing Equipment

Studio equipment must not be removed from the facility unless approved by the Executive Director, Artistic Director, Board, or designated studio representative.

Approval may be required for:

- Off-site performances
- Competitions
- Community events
- Recital preparation
- Repairs or maintenance
- Temporary storage
- Approved studio activities

A sign-out record may be required for borrowed equipment. The person borrowing the equipment is responsible for returning it on time and in good condition.

16. External Instructors and Renters

External instructors, renters, and community users may only use equipment identified in their rental agreement or approved by the Association.

Renters must not move, alter, borrow, remove, or use equipment beyond what has been approved.

Renters are responsible for damage, loss, or extra cleaning caused by their use, participants, guests, assistants, or volunteers.

17. Damage, Loss, or Misuse

Any damage, loss, theft, malfunction, unsafe condition, or misuse of equipment must be reported as soon as possible to the Executive Director, Artistic Director, instructor, Board representative, or designated studio contact.

Families, renters, staff, volunteers, or users may be responsible for repair or replacement costs if equipment is damaged through careless, unauthorized, unsafe, or inappropriate use.

18. Personal Equipment

Dancers and families are responsible for their own personal equipment and belongings, including dance shoes, water bottles, bags, props, training tools, braces, and personal devices.

Personal equipment must not create a safety hazard or damage studio property.

The studio is not responsible for lost, stolen, damaged, or misplaced personal items.

19. Storage

Equipment must be stored safely and neatly in designated areas.

Storage areas should not be overcrowded, blocked, or used for unauthorized personal items. Equipment must not block exits, walkways, fire safety equipment, washrooms, or studio entrances.

Only authorized individuals may access storage rooms or restricted storage areas.

20. Inventory and Maintenance

The Association may maintain an inventory of significant equipment and may conduct periodic checks to identify missing, damaged, outdated, or unsafe items.

Equipment may be repaired, replaced, removed from service, or disposed of at the discretion of the Association.

21. Prohibited Conduct

The following are not permitted:

- Using equipment without permission.
- Using equipment for unsafe or inappropriate activities.
- Standing, climbing, swinging, or hanging on equipment not intended for that use.
- Moving heavy or technical equipment without approval.
- Removing equipment from the studio without authorization.
- Altering, repairing, painting, or modifying equipment without approval.
- Using broken or unsafe equipment.
- Blocking exits, walkways, or fire safety equipment with equipment.
- Using studio equipment for personal business or outside activities without approval.

22. Policy Compliance

Failure to follow this policy may result in:

- Verbal reminder
- Parent/guardian communication
- Restriction from equipment use
- Requirement to pay for damage, cleaning, repair, or replacement
- Loss of rental privileges
- Removal from an activity or event
- Staff, volunteer, or contractor discipline where applicable
- Further action where safety or serious damage is involved

23. Policy Review

This policy will be reviewed periodically and updated as needed to support dancer safety, responsible facility use, equipment care, and studio operations.

Facility Rental Policy

Purpose

The purpose of this policy is to establish clear guidelines, expectations, and procedures for the rental and use of facilities operated by Stoney Brook Dance Non-Profit Association (“Stoney Brook Dance”). This policy is intended to ensure the facility is used safely, responsibly, and in a manner consistent with the organization’s mission and values.

Eligibility for Rental

Facility rentals may be available to:

- Community organizations
- Non-profit groups
- Educational or recreational programs
- Individuals hosting approved activities or events
- Businesses or organizations aligned with appropriate community standards

Stoney Brook Dance reserves the right to approve or deny any rental request at its sole discretion.

Priority of Use

Priority for facility use shall be given in the following order:

1. Stoney Brook Dance programming and events
2. Approved Stoney Brook Dance activities and rehearsals
3. Community and non-profit groups
4. External rentals and private events

Facility availability may change based on operational requirements.

Rental Request Process

All rental requests must:

- Be submitted through the designated application or booking process
- Include complete event and contact information
- Be approved prior to use of the facility

- Include signed agreements and required deposits before confirmation

Submitting a request does not guarantee approval or reservation.

Rental Agreement Requirement

All renters must sign a Facility Use Agreement prior to using the facility. The agreement will outline:

- Approved use of the facility
 - Rental dates and times
 - Fees and deposits
 - Responsibilities and expectations
 - Liability and indemnification terms
-

Rental Fees and Deposits

Rental fees and deposits may include:

- Hourly or daily rental charges
- Damage deposits
- Cleaning deposits
- Security or staffing fees
- Additional charges for specialized equipment or extended access

All fees must be paid according to the timelines established by Stoney Brook Dance.

Deposits may be withheld partially or fully for:

- Damage to the facility or equipment
 - Excessive cleaning requirements
 - Overtime use
 - Policy violations
 - Unpaid balances
-

Permitted Uses

Approved rentals may include activities such as:

- Dance instruction or rehearsals
- Fitness or wellness programs
- Educational workshops
- Meetings or training sessions
- Community events
- Small performances or presentations

All activities must comply with applicable laws, safety regulations, and Stoney Brook Dance policies.

Prohibited Activities

The following are prohibited:

- Smoking or vaping inside the facility
 - Alcohol or illegal substances
 - Open flames or candles
 - Hazardous materials or dangerous activities
 - Excessive noise or disruptive behavior
 - Gambling or unlawful activities
 - Use of glitter, confetti, or difficult-to-clean materials
 - Unauthorized subleasing or transfer of rental privileges
-

Responsibilities of Renters

Renters are responsible for:

- Supervising all participants and guests
- Ensuring activities remain within approved rental areas and times
- Maintaining orderly conduct
- Following occupancy limits and fire regulations
- Leaving the facility clean and undamaged
- Reporting accidents, incidents, or damage immediately

Renters are financially responsible for any damage caused during their rental period.

Cleaning Expectations

Renters must:

- Remove all garbage, decorations, and personal items
- Return tables, chairs, and equipment to original locations
- Clean spills immediately
- Leave the facility in a reasonably clean condition

Additional cleaning charges may apply if expectations are not met.

Access and Security

Only authorized individuals may access the facility.

Renters provided with access credentials, alarm codes, or keys must:

- Keep access information confidential
- Ensure the facility is secured upon departure
- Report lost keys or security concerns immediately

Unauthorized access or sharing of credentials may result in loss of rental privileges.

Insurance Requirements

Stoney Brook Dance may require renters to provide proof of liability insurance for certain events or activities.

Where required, proof of insurance must be submitted prior to the rental date.

Cancellations and Refunds

Cancellation requests should be submitted as early as possible.

Refund eligibility, including deposits and rental fees, will be determined according to the cancellation terms established by Stoney Brook Dance Nonprofit Association Inc.

Stoney Brook Dance reserves the right to cancel rentals due to:

- Safety concerns
- Emergencies

- Facility issues
- Weather conditions
- Operational conflicts
- Policy violations

In such cases, refunds or rescheduling options may be provided at the discretion of the organization.

Liability

Stoney Brook Dance is not responsible for:

- Lost, stolen, or damaged personal property
- Injuries arising from renter activities
- Equipment or materials brought into the facility by renters

Renters agree to indemnify and hold harmless Stoney Brook Dance, its Board members, volunteers, instructors, employees, and representatives from claims or liabilities arising from the rental activity.

Non-Compliance

Failure to comply with this policy or related agreements may result in:

- Immediate termination of the rental
- Loss of deposits
- Additional fees or charges
- Denial of future rental requests
- Further action as determined appropriate by the Board

Policy Review

This policy shall be reviewed periodically by the Board of Directors and updated as necessary to support the safe and effective operation of Stoney Brook Dance facilities.

Additional Documents:

- Dance Studio Rental Agreement

Insurance Requirements for Renters Policy

1. Purpose

The purpose of this policy is to protect Stoney Brook Dance Nonprofit Association Inc., its dancers, families, staff, volunteers, Board members, facility, and community by ensuring that renters and external users have appropriate insurance coverage for activities held in or connected to the studio.

Insurance requirements help ensure that risk is managed responsibly and that renters are accountable for the activities, participants, guests, staff, volunteers, and property under their control.

2. Scope

This policy applies to all external renters and facility users, including:

- External instructors
- Guest teachers or choreographers
- Workshop leaders
- Fitness or movement instructors
- Birthday party renters
- Community groups
- Private event renters
- Contractors or service providers
- Organizations using studio space
- Any person or group approved to use the facility for non-studio activities

This policy applies whether the rental is one-time, short-term, recurring, paid, unpaid, sponsored, partnered, or community-based.

3. General Insurance Requirement

Renters may be required to provide proof of insurance before using the studio. The required insurance will depend on the type of activity, level of risk, number and age of participants, whether children or youth are involved, whether instruction or physical activity is taking place, and whether the event is open to the public.

Nonprofit risk-management guidance commonly recommends that outside groups using a facility provide a Certificate of Insurance and name the facility owner or host organization as an additional insured for the rental activity.

4. Minimum Liability Coverage

Unless otherwise approved by the Board or designated studio representative, renters should provide proof of **commercial general liability insurance** with a minimum limit of **\$2,000,000 per occurrence**.

The Association may require a higher limit for activities involving increased risk, larger groups, children or youth, physical instruction, public events, food service, specialized equipment, contractors, or other risk factors.

Some Canadian facility rental examples require renters to provide a Certificate of Insurance with a \$2 million minimum and to add the facility as an additional insured.

5. Additional Insured Requirement

Where required, the renter's insurance certificate must name:

Stoney Brook Dance Nonprofit Association Inc.
as an **Additional Insured** for the rental activity.

Being named as an additional insured helps extend limited liability protection to the Association for claims connected to the renter's activities, although the exact protection depends on the policy and endorsement wording.

6. Certificate of Insurance

Renters who are required to carry insurance must provide a current Certificate of Insurance before the rental begins.

The certificate should include:

- Legal name of the renter, instructor, business, or organization
- Policy number
- Insurance company
- Policy period
- Type of coverage
- Liability limit
- Description of the covered activity
- Confirmation that Stoney Brook Dance Nonprofit Association Inc. is named as additional insured, where required
- Date and location of the rental, where applicable
- Any exclusions or limitations relevant to the activity
- Broker or insurer contact information

The Association may refuse access to the facility if insurance documentation is missing, incomplete, expired, inaccurate, or insufficient.

7. Activities Requiring Insurance

Insurance will generally be required for renters or external users who:

- Teach or instruct participants
- Run dance, fitness, acro, movement, sport, or physical activity
- Host birthday parties or events with children
- Run workshops, camps, intensives, or clinics
- Use equipment, props, mats, or specialized materials
- Invite the public or a large group
- Charge participants or collect fees
- Operate as a business or organization
- Bring contractors, assistants, volunteers, or staff
- Serve food or refreshments
- Use the space repeatedly or on an ongoing basis
- Create risk beyond ordinary low-risk room use

8. Low-Risk or Internal Uses

The Association may waive or reduce insurance requirements for low-risk uses, such as internal studio meetings, Board meetings, staff meetings, approved family meetings, or small non-physical activities, where the Association determines that additional renter insurance is not necessary.

A waiver of insurance for one rental does not guarantee waiver for future rentals.

9. Insurance for Birthday Parties

Birthday party renters may be required to provide insurance depending on the structure of the party, number of guests, whether an external host is used, and whether the activity is supervised by the Association or by the renter.

If the birthday party is hosted by Stoney Brook Dance staff as an Association-approved program, the Association will review whether its own insurance applies. If the party is privately organized or externally led, renter insurance may be required.

10. External Instructors and Contractors

External instructors, guest teachers, workshop leaders, choreographers, fitness instructors, and contractors may be required to provide:

- Commercial general liability insurance
- Professional liability insurance, where appropriate
- Abuse liability or misconduct coverage, where available and appropriate
- Proof of workers compensation coverage, if applicable
- Proof of qualifications or certifications
- Criminal record, vulnerable sector, or child abuse registry checks, where required

The Association may require additional insurance or documentation for activities involving minors, acro, tumbling, fitness, physical contact, specialized instruction, or higher-risk movement.

11. Renter Responsibility

Renters are responsible for their own activities, participants, guests, staff, volunteers, assistants, equipment, supplies, and conduct.

Renters are responsible for:

- Ensuring their insurance covers the approved activity
- Confirming that their policy covers the facility rental location
- Providing accurate insurance documentation
- Maintaining coverage for the full rental period
- Ensuring participants are appropriately supervised
- Following all facility use and safety requirements
- Reporting injuries, incidents, damage, or concerns
- Paying for damage, loss, cleaning, or costs caused by the rental
- Meeting any legal, licensing, screening, or safety obligations connected to their activity

12. No Assumption of Coverage

Approval to rent the facility does not mean the renter is covered under the Association's insurance.

Renters should not assume that the Association's insurance covers their activity, participants, property, negligence, staff, volunteers, instructors, or business operations.

Renters are encouraged to speak with their insurance broker or provider to confirm appropriate coverage.

13. Special Events and Short-Term Coverage

If a renter does not have existing insurance, the Association may require the renter to obtain short-term event or facility-user insurance before the rental begins.

Short-term rental insurance is typically tied to the specific insured rental period and the activity described in the application, so renters should ensure the coverage matches the actual event or activity.

14. Excluded or High-Risk Activities

The Association may refuse rentals or require additional insurance for activities that create increased risk.

Examples may include:

- Acro, tumbling, gymnastics, lifts, or stunts
- High-impact fitness or athletic activity
- Activities involving physical contact
- Large public events
- Events involving minors without adequate supervision
- Activities involving alcohol, cannabis, smoking, or vaping
- Open flames, candles, fog machines, glitter, confetti, or messy materials
- Animals, except service animals
- Use of equipment not approved by the Association
- Activities not permitted by the Association's lease, insurance, bylaws, or policies

The Association may decline any rental if the risk is not acceptable or cannot be appropriately insured.

15. Proof of Insurance Deadline

Insurance documentation must be provided by the deadline set by the Association. Unless otherwise approved, proof of insurance should be submitted before keys, access codes, or final rental confirmation are provided.

Failure to provide proof of insurance may result in:

- Delay of rental approval
- Cancellation of the rental
- Loss of deposit, where permitted by the rental agreement
- Refusal of facility access
- Requirement to purchase short-term insurance

- Refusal of future rental requests

16. Changes to Rental Activity

Renters must notify the Association in advance if the rental activity changes.

Changes may include:

- Different type of activity
- Larger number of participants
- Use of additional rooms or equipment
- Addition of children or youth participants
- Addition of food, vendors, contractors, or assistants
- Change from private event to public event
- Change in instructor, host, or organization
- Higher-risk activities than originally approved

The Association may require updated insurance documentation or may cancel approval if the new activity is not acceptable.

17. Damage, Injury, or Incident Claims

Renters must report any injury, incident, property damage, theft, safety concern, or emergency to the Association as soon as possible.

The Association may request:

- Incident report
- Witness information
- Photos of damage
- Insurance claim information
- Renter's insurer or broker contact
- Follow-up documentation

Renters may be responsible for deductibles, repairs, cleaning, legal costs, claims, or other expenses connected to their rental, depending on the agreement and circumstances.

18. Indemnity and Hold Harmless

Rental agreements will require renters to indemnify and hold harmless Stoney Brook Dance Nonprofit Association Inc., its Board, staff, volunteers, and representatives from claims, costs, losses, damages, injuries, or liabilities arising from the renter's activity, participants, guests, negligence, or breach of agreement.

19. Review by Insurance Broker or Legal Advisor

The Association may consult its insurance broker, legal advisor, accountant, or risk-management advisor before approving a rental, especially if the rental involves unusual risk, minors, public participation, external instructors, repeated use, or higher-risk physical activity.

The Insurance Council of Manitoba regulates insurance agents, brokers, and adjusters in Manitoba, and renters or the Association may wish to work with a properly licensed insurance professional for coverage questions.

20. No Waiver of Other Requirements

Providing insurance does not remove the renter's responsibility to follow all other Association policies and agreements, including:

- Studio Rental Policy
- Facility Use Agreement
- External Instructor/Renter Code of Conduct
- Cleaning and Damage Policy
- Emergency Evacuation Policy
- Fire Safety Policy
- Food and Drink Policy
- Footwear Policy
- Equipment Use Policy
- Child Safety and Privacy Policies, where applicable

21. Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as needed to reflect the Association's insurance coverage, broker recommendations, rental practices, facility risks, legal obligations, and nonprofit risk-management needs.

External Instructor/Renter Code of Conduct

1. Purpose

The purpose of this Code of Conduct is to ensure that external instructors, renters, guest teachers, workshop leaders, and outside organizations using Stoney Brook Dance Nonprofit Association Inc. facilities understand and follow expectations for safe, respectful, responsible, and appropriate use of the studio.

External instructors and renters are expected to protect the safety and wellbeing of participants, respect the studio space, and represent themselves in a professional manner while using the facility.

2. Scope

This Code of Conduct applies to all external individuals or groups who rent, use, teach, host, or lead activities in the studio, including:

- External dance instructors
- Guest teachers or choreographers
- Workshop leaders
- Fitness or movement instructors
- Birthday party renters or hosts
- Community groups
- Private rental groups
- Event organizers
- Contractors or service providers
- Any assistant, volunteer, guest, participant, parent/guardian, or representative connected to the rental or activity

3. General Conduct Expectations

External instructors and renters must:

- Treat all dancers, families, staff, volunteers, visitors, and other renters with respect.
- Use the studio only for the approved purpose.
- Follow all facility use, safety, cleaning, and access expectations.
- Maintain appropriate supervision of participants.
- Use respectful and age-appropriate language.
- Avoid harassment, bullying, discrimination, intimidation, or inappropriate conduct.

- Protect the privacy and dignity of children, youth, and families.
- Report injuries, incidents, damage, or concerns promptly.
- Leave the studio clean, safe, and ready for the next user.

4. Approved Use of Space

Renters may only use the spaces, rooms, equipment, entrances, washrooms, and common areas approved in the rental agreement or facility use agreement.

Restricted areas, offices, storage rooms, staff areas, costume areas, and unused studios may not be accessed without permission.

The renter is responsible for ensuring that all participants and guests stay within approved areas.

5. Supervision of Participants

External instructors and renters are responsible for supervising their own participants, guests, assistants, and volunteers.

This includes supervision during:

- Arrival and departure
- Classes or activities
- Breaks
- Washroom use, where appropriate
- Food or snack time
- Waiting areas
- Pick-up and dismissal
- Emergency situations

Children and youth must not be left unsupervised in the studio, hallways, waiting areas, washrooms, parking areas, or outside the facility.

6. Child Safety and Appropriate Boundaries

External instructors and renters working with children or youth must maintain appropriate adult-child boundaries at all times.

They must not:

- Be alone with a child in a private or isolated space where avoidable.
- Communicate privately with minor participants for non-program purposes.
- Use physical contact that is unnecessary, invasive, punitive, or inappropriate.

- Take photos or videos of children without appropriate consent.
- Enter washrooms or changing areas unless there is an urgent safety need or approved supervision responsibility.
- Use shame, intimidation, threats, humiliation, or fear-based instruction.
- Ask a child to keep secrets from a parent/guardian or responsible adult.

Any child safety concern must be reported immediately to the appropriate authority and to the Association contact where appropriate.

7. Respectful and Inclusive Environment

External instructors and renters must provide an environment that is respectful, inclusive, and free from harassment, bullying, discrimination, and unsafe behaviour.

Disrespectful comments or conduct related to a person's race, culture, religion, disability, body, gender identity, gender expression, sexual orientation, family status, financial circumstances, age, ability, or background will not be tolerated.

8. Physical Contact and Instruction

If physical contact is used for instruction, correction, spotting, or safety, it must be professional, limited, respectful, and connected to the activity being taught.

External instructors must:

- Explain hands-on corrections whenever possible.
- Ask permission where appropriate.
- Stop immediately if a participant appears uncomfortable or asks them to stop.
- Avoid unnecessary or sensitive physical contact.
- Use verbal instruction or demonstration where possible.
- Ensure spotting or physical support is provided only by someone qualified to do so safely.

9. Health, Safety, and First Aid

External instructors and renters are responsible for the safety of their activity and participants.

They must:

- Use safe, age-appropriate activities.
- Avoid unsafe skills or activities beyond participant readiness.
- Ensure participants wear appropriate attire and footwear.

- Keep walkways and exits clear.
- Follow emergency evacuation procedures.
- Have access to emergency contact information for participants, where applicable.
- Provide or arrange appropriate first aid support for their activity.
- Contact emergency services when needed.

Any injury, incident, emergency, or safety concern occurring during the rental must be reported to the Association as soon as possible.

10. Insurance and Legal Requirements

External instructors and renters may be required to provide proof of insurance before using the facility. Insurance requirements will depend on the type of activity, participants, risk level, and rental arrangement.

The Association may also require proof of qualifications, certifications, screening checks, permits, licences, or other documentation where appropriate.

Renters are responsible for ensuring their activity complies with applicable laws, safety requirements, and professional standards.

11. Facility Care and Cleanliness

External instructors and renters must treat the studio space with care.

Renters are responsible for:

- Cleaning up after their activity.
- Removing garbage, decorations, supplies, and personal items.
- Wiping spills immediately.
- Returning furniture or equipment to its original location.
- Ensuring washrooms and common areas are left tidy.
- Reporting damage or maintenance concerns.
- Leaving the studio ready for the next class, renter, or event.

Additional cleaning or damage fees may apply if the facility is left dirty, damaged, or unsafe.

12. Food, Drink, and Allergies

Food and drinks are only permitted in approved areas. Water may be allowed in studio spaces, but food, sticky drinks, gum, and messy items are not permitted on dance floors.

External instructors and renters are responsible for managing food, allergies, and cleanup for their own group.

The Association may restrict certain foods or activities due to allergies, cleanliness, or safety concerns. Available rental spaces at the studio are all nut-free spaces.

13. Footwear and Dance Floors

Outdoor shoes are not permitted on dance floors. Participants must wear appropriate clean indoor footwear, dance shoes, socks, or bare feet depending on the activity.

Footwear that marks, scratches, damages, or dirties the floor is not permitted.

14. Equipment Use

Studio equipment may only be used with permission. This may include sound systems, mats, props, barres, mirrors, chairs, tables, or other equipment.

External instructors and renters must not move, alter, borrow, remove, or misuse studio equipment without approval.

Any broken, damaged, missing, or unsafe equipment must be reported immediately.

15. Photos, Videos, and Media

External instructors and renters may not use the Association's name, logo, studio images, dancer images, or facility photos for promotion without approval.

Photos or videos of children or youth may only be taken with appropriate consent from parents/guardians and must never be taken in washrooms, changing areas, or private spaces.

Renters must not imply that their activity is operated, endorsed, or supervised by the Association unless this has been approved in writing.

16. Noise and Shared Space

External instructors and renters must be respectful of other studio users, neighbours, classes, staff, and families.

Music and noise must be kept at a reasonable level. Activities must not interfere with other classes, rentals, meetings, or facility users.

17. Prohibited Activities

The following are not permitted:

- Alcohol, smoking, vaping, cannabis, or illegal substances
- Open flames or candles
- Glitter, confetti, smoke machines, or messy materials

- Animals, except service animals
- Unsafe equipment or props
- Activities involving excessive risk
- Overnight use
- Unauthorized sales or fundraising
- Unapproved advertising or signage
- Use of restricted areas
- Subletting or transferring the rental to another person or group

18. Damage, Loss, or Theft

External instructors and renters are responsible for damage, loss, theft, excessive cleaning, or misuse caused by themselves, their participants, guests, assistants, volunteers, or representatives.

The Association may charge for repairs, replacement, cleaning, or other costs connected to the rental.

19. Emergencies and Evacuation

External instructors and renters must follow emergency procedures and ensure participants exit safely during fire alarms, weather emergencies, facility issues, or other urgent situations.

Renters should know the location of exits, first aid supplies, emergency contact information, and any instructions provided by the Association.

20. Reporting Concerns

External instructors and renters must promptly report:

- Injuries or medical incidents
- Child safety concerns
- Behaviour or supervision concerns
- Facility damage
- Equipment damage
- Cleaning issues
- Emergency events
- Privacy or media concerns
- Unsafe conditions

- Complaints from participants or families

Reports should be made to the Association contact identified in the rental agreement or facility use agreement.

21. Compliance with Association Policies

External instructors and renters may be required to follow applicable Association policies, including:

- Facility Use Policy
- Studio Rental Policy
- Cleaning and Damage Policy
- Emergency Evacuation Policy
- Fire Safety Policy
- Food and Drink Policy
- Footwear Policy
- Equipment Use Policy
- Privacy, Photos and Media Policies
- Child Protection Policy
- Safe Adult-Child Interaction Policy
- Respectful Workplace and Studio Policy

The Association may provide relevant policies or expectations before the rental begins.

22. Breach of Code of Conduct

If an external instructor, renter, guest, assistant, or participant breaches this Code of Conduct, the Association may take action.

Possible responses include:

- Verbal reminder
- Written warning
- Requirement to correct the issue
- Additional cleaning or damage charges
- Restriction of access to certain areas or equipment
- Cancellation of the rental
- Refusal of future rentals

- Removal from the facility
- Reporting to appropriate authorities where safety, child protection, criminal, or legal concerns arise

23. Acknowledgement

External instructors and renters may be required to sign this Code of Conduct before using the facility.

Name of External Instructor/Renter: _____

Organization/Group, if applicable: _____

Activity/Rental Date(s): _____

Signature: _____

Date: _____

9. Programming & Artistic Policies

Stoney Brook Dance Non-Profit Association is committed to delivering high-quality dance education and programming that reflects our values of inclusivity, artistic growth, safety, and community engagement. The Programming & Artistic Policies establish the framework for how classes, curriculum, performances, choreography, and artistic direction are developed and delivered within the organization.

These policies ensure that all programming aligns with the studio's educational goals, supports dancer development across all ages and levels, and maintains a consistent artistic standard. They provide guidance for instructors and staff in curriculum planning, class structure, performance preparation, and creative direction while respecting the developmental needs of dancers.

The Association maintains the right to determine programming offerings, class levels, scheduling, instructor assignments, and artistic direction. All programming decisions are made with consideration for dancer safety, skill progression, resource availability, and the long-term sustainability of the organization.

These policies also support a positive and respectful creative environment where dancers are encouraged to grow technically and artistically. Any programming decisions are made in alignment with the mission of fostering confidence, discipline, teamwork, and a lifelong appreciation for dance.

All staff, instructors, and volunteers involved in programming are expected to follow these policies to ensure consistency, fairness, and excellence across all studio offerings.

Artistic Director – Duties and Responsibilities

The Artistic Director (AD) is the creative and strategic leader of the studio's artistic vision, approved by the Nonprofit's Board of Directors. They oversee the development of dance programming, ensure high standards of training and performance, and foster a positive and inclusive environment for dancers and staff, as approved by the board. They will work closely with the studio's Executive Director(s), and the Costume Director, and also meet regularly with the Nonprofit Board of Directors. When needed, the AD can delegate some duties to members of the Nonprofit Board, for assistance and to manage workload.

Throughout all activities, the Artistic Director must treat sensitive information confidentially (e.g., financial information, personal concerns).

1. Artistic Leadership

- Lead and implement the studio's artistic vision and goals.
- Assist with selection of themes, repertoire, and choreographers for performances and recitals.
- Curate and approve music, choreography, costuming, and staging concepts.
- Ensure alignment between studio programs and the organization's mission and values, as approved by the Nonprofit Board of Directors.
- Assist in the cultivation of a supportive and welcoming studio environment.

2. Program Development

- Create and oversee class schedules, workshops, and seasonal intensives.
- Ensure age- and level-appropriate curriculum for each program track (recreational, competitive).
- Innovate new classes or programs based on community interest and trends in the dance world.
- Collaborate with instructors to maintain consistency and quality in teaching standards.

3. Supervision & Staff Management

- Along with the Executive director(s), mentor, and evaluate instructors, choreographers and student teachers (e.g., Student assistants, helpers).
- Lead regular staff meetings to discuss artistic goals, training, and performance feedback.
- Provide artistic feedback to teachers and students.
- Resolve artistic or instructional conflicts professionally and constructively.

- Bring concerns regarding instructors and teachers to a member of the Board and/or the Executive Director(s) as soon as possible.
- Advise the Board regarding hiring of all staff and participate in hiring interviews.

4. Student Development

- Monitor student progress across classes and levels.
- Assist in placement and promotion decisions.
- Offer mentorship or coaching to students seeking professional, competitive, or post-secondary dance opportunities.
- Attend and contribute to parent meetings or conferences when necessary.

5. Production Oversight

- Communicate with families regarding scheduling, call times, and other important information of recitals, showcases and competitions.
- Lead the artistic direction of all performances, showcases, and competitions.
- Coordinate recital and rehearsal schedules
- Approve all performance-related visuals, including set design, lighting, costuming, and promotional materials.
- Work with the Executive Director(s) and Nonprofit Board to stay within budgets and timelines.
- The Artistic Director can request assistance with these activities from members of the Board, or the Executive Director(s).

6. Outreach & Community Engagement

- If needed, represent the studio at public events, competitions, and community collaborations.
- If needed, foster relationships with other artists, studios, and arts organizations.
- If needed, promote the studio's artistic achievements via social media, newsletters, and press outreach (e.g., provide interviews for promotional materials).
- Support grant writing and sponsorship efforts made by the Nonprofit Board with artistic insights or materials.

7. Safety, Equity & Inclusion

- Ensure that the artistic environment is inclusive, respectful, and free from discrimination or harassment.
- Promote positive body image, diverse representation, and student well-being.

- Address any safety concerns in choreography or rehearsal practices.

8. Administrative Collaboration

- Work closely with the Executive Director(s) and Nonprofit Board with regards to budgeting, marketing, scheduling, and staffing.
- Provide content for programs, websites, and promotional campaigns if/when needed.
- Participate in strategic planning and evaluation processes. For example, provide feedback to the board regarding new programming and areas of growth (e.g., offering contemporary classes, offering classes in French). Following implementation of new programming, provide feedback to the Board and Executive Director(s) regarding the outcome of the new initiative, including areas of improvement.

9. Intensive Program

- Provide oversight and leadership to the Intensive program, including teaching staff and students.
- Ensure that the inclusive approach, values, and studio culture is promoted and maintained throughout the competition season.
- Identify which Competitions the studio will enter.
- With assistance from the Executive Director(s), execute all activities necessary for successful competition engagement (e.g., pay deposits and competition fees, submit music, enter classes).
- As with all duties, the AD is encouraged to delegate select tasks to other members of the leadership team (e.g., Board Members, Executive Directors), where this is feasible.

Optional: Performance or Teaching Component

- If interested, teach regular classes, workshops, or choreography rehearsals, adhering to teaching-related policies.
- If interested, serve as lead choreographer for selected pieces or performances, such as performances from the Intensive Program (e.g., solos, duos, trios, teams, or production numbers).

Stretching & Conditioning Safety Guidelines

Purpose

The purpose of these guidelines is to ensure that all stretching and conditioning activities at Stoney Brook Dance Non-Profit Association are performed safely, progressively, and in a manner that supports dancer health, injury prevention, and long-term technical development.

Policy Statement

The Association recognizes that flexibility, strength, and conditioning are essential components of dance training. However, improper or excessive training can increase the risk of injury. All stretching and conditioning must be supervised, age-appropriate, and based on safe, progressive training principles.

Safety and proper technique must always take priority over range of motion, intensity, or aesthetic outcome.

General Safety Principles

All dancers and instructors must adhere to the following principles:

- Warm muscles before engaging in deep stretching
- Avoid forcing or bouncing in stretches (no ballistic stretching unless explicitly directed and controlled)
- Respect individual anatomical limitations
- Progress flexibility gradually over time
- Stop any movement that causes sharp pain or discomfort
- Maintain proper alignment during all exercises
- Prioritize control over intensity or depth

Pain is a warning sign and should never be ignored.

Warm-Up Requirements

Before stretching or conditioning:

- A full body warm-up must be completed (light cardio, mobility, dynamic movement)
- Muscles should be warm and slightly elevated in heart rate before static stretching
- Cold stretching is not permitted for deep or advanced flexibility work

Types of Stretching Guidelines

Dynamic Stretching

- Used at the beginning of class or conditioning
- Controlled movement through range of motion
- Should not be forced or overly fast

Static Stretching

- Used after muscles are warm
- Should be held in a controlled position without pain
- Duration should be appropriate to age and level

Active Flexibility

- Strength-based flexibility training is encouraged
- Must be performed with control and alignment
- Should be prioritized over passive overstretching

Passive Stretching

- May be used carefully under instructor supervision
- Must never involve excessive force or partner pressure beyond comfort

Partner Stretching Safety

When partner stretching is used:

- Consent must be clear between partners
- Pressure must be gradual, controlled, and communicated
- No pushing beyond a partner's verbal limit or discomfort level
- Instructors must supervise all partner-based flexibility work
- Partner stretching is not permitted without instructional oversight

Conditioning Guidelines

Conditioning exercises must:

- Be appropriate for age, developmental stage, and training level
- Focus on core strength, stability, balance, and alignment
- Avoid excessive repetitions that lead to fatigue-related injury
- Include rest and recovery periods when needed
- Be modified for injured or recovering dancers

Unsafe fatigue levels should be avoided.

Flexibility Progression Expectations

- Flexibility development must be gradual and long-term
- Fast gains through forced stretching are discouraged and unsafe
- Each dancer's anatomy will affect safe range of motion
- Overstretching joints (especially hips, knees, and back) is not permitted

Instructor Responsibilities

Instructors are responsible for:

- Ensuring all conditioning and stretching is properly supervised
- Modifying exercises for safety and individual needs
- Stopping unsafe or excessive practices immediately
- Teaching correct technique and alignment principles
- Avoiding “one-size-fits-all” flexibility expectations

Dancer Responsibilities

Dancers must:

- Communicate pain, discomfort, or limitations immediately
- Follow instructor direction during all conditioning activities
- Avoid pushing beyond safe personal limits
- Respect body differences and individual progress
- Never attempt unsafe flexibility training outside of class instruction

Injury Prevention & Modifications

- Dancers with injuries must be provided with safe alternatives
- No dancer should be encouraged to “push through pain”
- Conditioning may be reduced or adapted based on recovery needs
- Return to full flexibility training should be gradual and supervised

Prohibited Practices

The following practices are not permitted:

- Forced stretching or excessive external pressure

- Hyperextension training without supervision
- Unsanctioned “pain-based” flexibility methods
- Unsafe backbending or shoulder manipulation techniques
- Competitive stretching challenges among dancers

Policy Authority

These Stretching & Conditioning Safety Guidelines are governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect best practices in dance science, injury prevention, and safe training standards.

Choreography Policy & Guidelines

Purpose

The purpose of this policy is to establish clear expectations and standards for the creation, rehearsal, and presentation of choreography within Stoney Brook Dance Non-Profit Association. This ensures that all choreography is age-appropriate, safe, educationally sound, and aligned with the artistic values of the organization.

Policy Statement

Stoney Brook Dance Non-Profit Association is committed to providing high-quality, developmentally appropriate choreography that supports dancer growth, creativity, and technical progression. All choreography must prioritize dancer safety, inclusivity, and appropriate artistic expression.

Choreographers are expected to create work that reflects professionalism, respects dancer abilities, and aligns with the mission and values of the studio.

Choreography Approval

All choreography created for classes, recitals, competitive teams, exams, or performances must be:

- Approved by the Artistic Director or designated leadership
- Appropriate for the age, maturity, and technical level of dancers
- Safe and feasible for execution within rehearsal and performance settings
- Consistent with studio programming goals and curriculum expectations

The studio reserves the right to modify, adapt, or remove choreography that does not meet these standards.

Age-Appropriateness & Content Standards

Choreography must reflect appropriate content for the age group, including:

- Movement vocabulary suitable for physical development stage
- Music selection aligned with studio Music Selection Policy
- Costuming concepts appropriate for age and context, that are also safe to wear while dancing
- Themes and storytelling that are respectful and non-exploitative
- No sexually suggestive movement or inappropriate emotional portrayal for minors

The studio maintains full discretion over final artistic interpretation.

Safety in Choreography

All choreography must prioritize dancer safety by:

- Avoiding unsafe or uncontrolled movements
- Ensuring proper progression for jumps, turns, lifts, and acro skills
- Respecting technical readiness and conditioning levels
- Incorporating safe spacing and spatial awareness
- Ensuring partnering and lifts follow the Safe Lift Policy
- Avoiding repetitive strain or excessive physical load

Choreographers must adjust choreography when safety concerns are identified.

Technical Development Guidelines

Choreography should support dancer development by:

- Reinforcing correct technique and alignment
- Encouraging progressive skill development
- Balancing challenge with achievable success
- Integrating foundational technique appropriate to class level
- Supporting long-term growth rather than short-term performance effect

Choreography should never require skills beyond safe training level.

Rehearsal Responsibility

Choreographers and instructors are responsible for:

- Teaching choreography in a clear, structured manner
- Allowing sufficient time for learning and repetition
- Adjusting choreography based on rehearsal progress
- Ensuring dancers understand counts, musicality, and spacing
- Maintaining productive and respectful rehearsal environments

Dancers are expected to arrive prepared and actively engage in the learning process.

Adaptation & Modification

The studio reserves the right to modify choreography when necessary due to:

- Safety concerns

- Dancer injury or limitations
- Casting changes or absences
- Space or staging requirements
- Technical feasibility

Modifications will always prioritize dancer safety and performance integrity.

Artistic Integrity

While collaboration is encouraged, final artistic decisions rest with the Artistic Director or designated leadership. This includes:

- Final choreography approval
- Music interpretation and editing
- Staging and formation decisions
- Costuming alignment with choreography intent

Choreography must support the overall artistic vision of the organization.

Intellectual Property & Ownership

See Choreography Ownership Policy (Joint Ownership Model)

Professional Conduct

Choreographers, instructors, and assistants are expected to:

- Demonstrate professionalism and respect in all creative environments
- Provide constructive and supportive feedback
- Foster a positive and inclusive learning atmosphere
- Avoid negative, harmful, or discouraging communication
- Support dancer confidence and well-being

Policy Authority

This Choreography Policy & Guidelines document is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect evolving artistic standards, safety requirements, and educational goals.

Choreography Ownership Policy (Joint Ownership Model)

1. Purpose

The purpose of this policy is to define clear expectations for ownership, usage rights, and permissions for choreography created within Stoney Brook Dance Non-Profit Association. This policy is designed to recognize and respect the creative contributions of choreographers while also ensuring the organization can responsibly use, preserve, and present works created for its programming.

2. Policy Statement

Stoney Brook Dance Non-Profit Association recognizes choreography as a creative work that carries both artistic and intellectual value. Choreography created for Stoney Brook Dance will be considered **jointly owned** by the choreographer and Stoney Brook Dance Non-Profit Association, unless otherwise agreed in writing.

This joint ownership structure reflects the shared investment in the creation, development, rehearsal, and presentation of choreographic works.

3. Definition of Joint Ownership

Under this policy:

- The **choreographer** retains moral and creative authorship of the work
- Stoney Brook Dance retains rights related to **use, presentation, archiving, and educational programming** within the organization
- Both parties share ownership rights unless a separate written agreement states otherwise

Joint ownership applies to choreography created for:

- Classes and curriculum work
- Rehearsals and staged works
- Competitive routines
- Performance and showcase pieces
- Promotional or demonstration works created for the organization

4. Usage Within Stoney Brook Dance

Stoney Brook Dance has the ongoing right to:

- Teach, rehearse, and present choreography within its programs
- Adapt staging or spacing as required for venue or casting changes

- Use choreography for internal education, training, or archival purposes
- Record works for documentation, evaluation, and promotional use (as appropriate)

All use will be done with respect for the original choreographer's artistic intent.

5. External Use of Choreography

Because choreography is jointly owned:

- The choreographer may use or adapt their work externally with appropriate credit to Stoney Brook Dance where applicable
- Stoney Brook Dance may present or archive works in external settings (performances, competitions, promotional materials) with acknowledgement of the choreographer
- Neither party may license, sell, or commercially exploit the work independently without written consent from the other party

Any external commercial use must be mutually agreed upon in writing.

6. Guest Choreographers and Contractors

Guest choreographers and external collaborators are engaged under the same joint ownership model unless otherwise specified in a written contract.

Prior to commencing work, agreements will outline:

- Ownership structure (default: joint ownership)
- Credit requirements
- External usage permissions (if any restrictions apply)
- Any exceptions to this policy

Where a separate contract conflicts with this policy, the signed agreement shall prevail.

7. Credit and Attribution

Stoney Brook Dance is committed to appropriate recognition of creative contributors.

- Choreographers will be credited in programs, marketing materials, or digital media where feasible
- Internal documentation will maintain accurate records of choreographic authorship
- Collaborative works will reflect shared credit where multiple creators are involved

8. Archiving and Recording

Stoney Brook Dance reserves the right to:

- Record rehearsals, classes, and performances for educational, archival, and promotional purposes
- Maintain a secure archive of choreography created within the organization
- Use recordings internally for training, reference, and historical documentation

Choreographers will retain reasonable access to archival materials upon request, where available.

9. Respect for Artistic Integrity

Both Stoney Brook Dance and choreographers agree to:

- Respect the original artistic intent of choreography
- Avoid unauthorized alteration for external use that misrepresents the original work
- Maintain professional integrity in all public representations of shared works

Significant artistic changes for staging, casting, or venue adaptation will be made in consultation where practical.

10. Disputes and Resolution

In the event of a disagreement regarding usage, credit, or interpretation of ownership:

- The matter will first be reviewed collaboratively between the choreographer and Artistic Director
- If unresolved, the issue will be referred to the Board of Directors for final determination
- All parties agree to act in good faith to resolve disputes in a professional and respectful manner

11. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and applies to all staff, instructors, guest choreographers, contractors, and affiliated creative contributors.

Substitute Choreography & Rehearsal Policy

1. Purpose

The purpose of this policy is to ensure continuity, consistency, and quality of instruction and choreography when regular instructors are absent from classes, rehearsals, or performance preparation. This policy outlines expectations for substitute teaching and rehearsal management to support dancer progress and maintain artistic standards.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining consistent programming and high-quality artistic development, even in the absence of regular instructors. Substitute teachers and rehearsal leaders may be assigned at the discretion of the Artistic Director or administrative team to ensure that classes and rehearsals continue in a safe and structured manner.

All substitute instruction and rehearsal management must align with studio curriculum, choreography direction, and established teaching standards.

3. Substitute Instructor Assignment

Substitute instructors may be assigned when a regular instructor is unavailable due to illness, scheduling conflicts, performance commitments, or other approved absences.

Substitutes may include:

- Qualified faculty members
- Assistant instructors or senior students (where appropriate and approved)
- Guest instructors or external professionals (pre-approved)

All substitutes must be authorized by the Artistic Director or designate.

4. Class Continuity Expectations

Substitute instructors are expected to:

- Follow provided lesson plans or class outlines where available
- Maintain the structure and discipline of the class
- Reinforce previously taught material rather than introducing major new concepts unless instructed
- Ensure safe practice of all technical material
- Provide clear and supportive instruction appropriate to the class level
- Communicate any issues, progress notes, or concerns following the class

Where no formal plan is provided, substitutes will use professional judgment consistent with Stoney Brook Dance curriculum standards.

5. Choreography Rehearsal Coverage

When covering rehearsals, substitute instructors or rehearsal directors will:

- Follow existing choreography exactly as set by the original choreographer
- Avoid making changes to choreography without prior approval
- Maintain spacing, formations, and staging integrity
- Ensure dancers remain performance-ready and rehearsals remain productive
- Focus on cleaning, clarification, and repetition of existing material

Any required changes to choreography must be approved by the Artistic Director or original choreographer.

6. Performance Preparation Standards

During performance seasons, substitutes and rehearsal leaders are responsible for:

- Maintaining consistency in choreography and staging
- Supporting performance quality through correction and refinement
- Reinforcing musical timing, spacing, and transitions
- Ensuring rehearsal time is used efficiently and productively
- Upholding performance expectations and professionalism

7. Limitations of Substitute Instruction

Substitute instructors are not expected to:

- Re-choreograph works or introduce major structural changes
- Advance students beyond planned curriculum progression
- Override established artistic direction
- Make casting changes unless explicitly authorized
- Implement disciplinary actions beyond immediate classroom management needs (without reporting concerns)

8. Communication Requirements

Substitutes must document and communicate the following where applicable:

- Class progress and material covered
- Student participation and engagement

- Any injuries, incidents, or behavioural concerns
- Choreography or rehearsal issues requiring follow-up
- Recommendations for future instruction

This information should be provided to the regular instructor or Artistic Director as soon as possible following the class or rehearsal.

9. Accountability and Standards

All substitute instruction and rehearsal coverage must reflect the professional standards of Stoney Brook Dance Non-Profit Association. Consistency, respect for choreography, and student safety are required at all times.

Repeated failure to meet these expectations may result in removal from substitute rotation or further corrective action.

10. Policy Authority

This policy is governed by the Artistic Director and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in programming needs, staffing structure, or artistic direction.

Music Selection Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the selection and use of music in all Stoney Brook Dance classes, rehearsals, and performances. This policy ensures that music choices are appropriate, age-sensitive, legally compliant, and aligned with the artistic values and educational goals of the organization.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to providing a positive, inclusive, and age-appropriate environment for all dancers. Music used in all programming must support safe, respectful, and developmentally appropriate learning while enhancing artistic expression and performance quality.

All music selection is subject to approval by instructors and/or the Artistic Director.

3. General Music Guidelines

All music used within Stoney Brook Dance must meet the following criteria:

- Appropriate for the age and maturity level of the dancers
- Free from explicit language, sexually explicit content, or discriminatory messaging
- Suitable in tone and theme for a youth and family-oriented environment
- Supportive of the technical and artistic goals of the class or choreography
- Respectful of cultural and community standards

Where edited versions of songs are used, they must be appropriately clean and verified for suitability.

4. Age Appropriateness

Music must be selected with careful consideration of age groups:

- **Children's programs:** Music must be clean, positive, and simple in theme and language
- **Junior and intermediate levels:** Music may include more complex rhythms and themes but must remain clean and appropriate
- **Senior levels:** Mature artistic themes may be explored, but explicit content is not permitted

Final determination of appropriateness rests with faculty and the Artistic Director.

5. Choreography and Performance Music

For rehearsals and performances:

- Music must be approved prior to choreography being set or finalized
- Changes to music after choreography is set require approval and may impact staging or timing
- Music must be legally obtained or licensed for use in studio and performance settings
- Sound edits, cuts, or mixes must be reviewed for quality and suitability

Instructors are responsible for ensuring music aligns with the intended artistic concept and age group.

6. Class Music Selection

In regular classes:

- Instructors are responsible for selecting appropriate music that supports curriculum goals
- Music should reinforce rhythm, musicality, and stylistic training
- Repetitive or overly distracting music choices should be avoided
- Volume levels must always be controlled to ensure a safe auditory environment

7. Prohibited Content

The following types of music are not permitted in any Stoney Brook Dance programming:

- Explicit language or profanity
- Sexualized or suggestive lyrical content inappropriate for minors
- Violence, hate speech, or discriminatory content
- Promotion of illegal activity or substance use
- Any material deemed inappropriate by the Artistic Director or Board

8. Cultural Sensitivity and Inclusion

Music selection should reflect respect for cultural diversity and avoid appropriation or misuse of culturally significant music. Where culturally inspired works are used, they should be approached thoughtfully and respectfully within an educational context.

9. Copyright and Licensing

All music used for performances, recordings, or public presentations must comply with applicable copyright laws and licensing requirements. Instructors and staff must ensure that:

- Music is legally obtained for studio and performance use

- Licensing requirements are met for public events when applicable
- Unauthorized distribution or use of copyrighted material is avoided

10. Review and Oversight

The Artistic Director or designated leadership team reserves final approval authority over all music selections. This policy may be updated periodically to reflect changes in programming needs, community standards, and legal requirements.

11. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and applies to all instructors, staff, volunteers, and affiliated choreographers.

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Class Placement Policy

1. Purpose

The purpose of this policy is to ensure that all students are placed in appropriate classes that support their technical development, safety, confidence, and long-term growth as dancers. Proper class placement helps maintain a positive learning environment where students are both challenged and supported at an appropriate level.

2. Policy Statement

Stoney Brook Dance Non-Profit Association uses a structured and instructor-led placement process to determine appropriate class placement for all dancers. Placement is based on professional assessment of technical ability, physical readiness, experience, and classroom readiness rather than age alone or personal preference.

Final placement decisions are made by qualified faculty and/or the Artistic Director (or designate) to ensure consistency, safety, and alignment with the studio's curriculum framework.

3. Placement Principles

Class placement is guided by the following principles:

- Safety and physical readiness are the highest priority
- Technical ability and skill mastery determine level suitability
- Emotional maturity and classroom behaviour are considered
- Dancers should be appropriately challenged without being overwhelmed
- Consistency of training supports progression and development
- Class balance and group learning dynamics may be considered

4. Placement Process

Class placement may be determined through one or more of the following:

- Observation during regular classes
- Structured placement or assessment classes
- Instructor recommendation based on ongoing evaluation
- Review of prior training history (when available)
- Trial participation in a class when appropriate

Placement may occur prior to the start of a season or be adjusted during the year as needed.

5. Age vs. Ability Placement

While age may be used as an initial guideline, it is not the sole determining factor for placement.

- Younger dancers may be placed in higher levels if readiness is demonstrated
- Older dancers may be placed in foundational levels to support technical development
- Mixed-age placement may occur where appropriate for training consistency

The priority is always correct technical development and safe progression.

6. Class Levels and Progression

Stoney Brook Dance may organize classes into progressive levels based on curriculum standards. Advancement between levels is based on:

- Demonstrated technical proficiency
- Consistency in execution of required skills
- Strength, flexibility, coordination, and control
- Ability to retain corrections and apply feedback
- Readiness for increased complexity and pace

Promotion is determined by faculty evaluation and is not automatic based on time spent in a level.

7. Placement Adjustments

The studio reserves the right to adjust class placement at any time to ensure appropriate fit. Adjustments may be made when:

- A student is consistently under- or over-challenged
- Safety concerns arise
- Instructor recommendation supports a change
- Scheduling or program changes require restructuring

Placement adjustments are made in the best interest of the dancer and the class as a whole.

8. Trial Period

New or newly placed students may be placed on a trial basis in a class. During this time:

- Instructors will evaluate suitability and progress
- Adjustments may be recommended if needed
- Final placement will be confirmed after assessment

9. Communication with Families

Stoney Brook Dance is committed to clear communication regarding placement decisions.

- Placement recommendations will be communicated through the season-end report card, at registration or during the season
- Instructors may provide feedback supporting placement decisions
- Families may request a review of placement, which will be considered by faculty

Final decisions remain at the discretion of the studio.

10. Policy Authority

This policy is governed by the Artistic Director and faculty of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in curriculum structure, training methodology, or organizational needs.

Class Placement Assessment Policy

1. Purpose

The purpose of this policy is to ensure that all students are appropriately placed in classes that match their technical ability, experience, physical readiness, and artistic development. Proper placement supports dancer safety, progression, confidence, and a positive learning environment for all students.

This policy applies to:

- New students joining the studio
- Current students adding a new dance style or discipline
- Students transitioning between levels within a discipline
- Evaluation for placement in newly introduced programs or classes

2. Policy Statement

Stoney Brook Dance Non-Profit Association uses a structured placement assessment process to determine appropriate class placement for all dancers. Placement decisions are based on instructor evaluation and professional judgment rather than age, grade level, or student preference alone.

Final placement decisions are made by qualified faculty and the Artistic Director (or designate) to ensure consistency, safety, and alignment with the studio's curriculum standards.

3. Assessment Principles

Placement decisions are guided by the following principles:

- Safety and physical readiness are the highest priority
- Technical ability and skill mastery are key placement factors
- Consistent training history is considered where applicable
- Emotional readiness and class maturity are taken into account
- Dancers should be appropriately challenged without being overwhelmed
- Class cohesion and group learning dynamics are considered

4. When Placement Assessments Are Required

A placement assessment may be required in the following situations:

- New student registration at Stoney Brook Dance
- Returning dancers after an extended break (as determined by staff)

- Adding a new discipline (e.g., ballet, jazz, acro, lyrical, tap, contemporary, etc.)
- Moving between levels within a program
- Introduction of new class levels or program structures
- Instructor or administrative recommendation for reassessment

5. Assessment Process

Placement assessments may include one or more of the following:

- Observation in a trial or existing class
- Structured technique evaluation class or session
- Review of previous training history (where available)
- Skill demonstration based on syllabus or level expectations
- Instructor evaluation and discussion

Assessments are conducted by qualified instructors and may be scheduled or ongoing depending on the situation.

6. Placement Criteria

Placement decisions may be based on:

- Technical proficiency in foundational skills
- Strength, flexibility, coordination, and control
- Musicality and rhythm comprehension
- Ability to retain and apply corrections
- Focus, discipline, and classroom readiness
- Age-appropriate social and emotional development (when relevant)
- Experience level in the specific dance discipline

7. Placement Outcomes

Following assessment, students may be placed in:

- A recommended class level or program
- A modified or transitional level class
- A foundational or introductory class for skill development
- A waitlisted or alternative placement (if applicable)

Stoney Brook Dance reserves the right to adjust placements after the start of classes if necessary to ensure proper fit and safety.

8. Trial Period and Reassessment

In some cases, students may undergo a trial period in their assigned class. During this time:

- Instructors will continue to evaluate suitability
- Placement may be adjusted if needed
- Additional support or modifications may be provided

Reassessment may occur at any time if concerns arise regarding safety, progress, or class suitability.

9. Parental and Student Input

While student and parent input is welcomed and valued, final placement decisions are made by Stoney Brook Dance faculty based on professional assessment and program requirements.

Requests for placement changes will be reviewed and considered, but may not always be approved if they are not aligned with technical readiness or class structure.

10. Communication of Placement

Placement decisions will be communicated clearly to families and students. Where appropriate, instructors may provide:

- Explanation of placement rationale
- Recommendations for future progression
- Suggestions for additional training or conditioning

11. Policy Authority

This policy is governed by the Artistic Director and faculty of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in programming structure, curriculum standards, and best practices in dance education.

Recital Casting & Placement Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the casting and placement of dancers in recital performances. This ensures that all recital choreography is thoughtfully structured, safely executed, and artistically aligned while providing meaningful performance opportunities for all students.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to providing inclusive and developmentally appropriate performance opportunities for all enrolled dancers. Recital casting is determined by faculty and the Artistic Director based on technical readiness, class participation, age appropriateness, rehearsal commitment, and overall artistic vision.

Casting decisions are made in the best interest of the performance quality, dancer development, and overall production integrity.

3. Casting Principles

Recital placement is guided by the following principles:

- Every dancer is given a meaningful and appropriate performance opportunity
- Casting reflects technical ability, training level, and readiness
- Artistic integrity and choreography requirements are maintained
- Safety and spacing considerations are prioritized
- Group balance and stage composition are considered
- Dancers are placed where they can succeed and grow

4. Casting Process

Casting decisions are made by instructors and/or the Artistic Director and may involve:

- Ongoing class observation and assessment
- Rehearsal participation and engagement
- Technical skill evaluation within class material
- Consideration of attendance and reliability
- Choreographic needs and group structure requirements

Preliminary casting decisions may be adjusted during rehearsals as needed.

5. Placement Criteria

Dancer placement in recital pieces may be based on:

- Technical proficiency appropriate to the choreography level
- Ability to retain and execute choreography accurately
- Musicality, performance quality, and stage presence
- Strength, coordination, and spatial awareness
- Behaviour, focus, and rehearsal participation
- Age appropriateness and class grouping structure

6. Multiple Groupings and Role Assignments

Within recital pieces, dancers may be placed in:

- Full group performances
- Sub-groups or formations
- Featured sections or highlighted moments
- Solo, duet, or small group opportunities (where applicable)

Featured roles are assigned based on readiness, reliability, and artistic suitability.

7. Rehearsal Expectations

Once cast, dancers are expected to:

- Attend all scheduled rehearsals consistently
- Demonstrate focus, effort, and respect during rehearsals
- Learn and retain choreography in a timely manner
- Respond positively to corrections and adjustments
- Support team cohesion and rehearsal efficiency

Failure to meet rehearsal expectations may result in casting adjustments.

8. Casting Adjustments

Stoney Brook Dance reserves the right to adjust casting at any time during the rehearsal process. Adjustments may occur due to:

- Attendance concerns
- Technical or readiness considerations
- Behavioural or focus issues
- Injury or health-related limitations

- Choreographic or staging requirements

All adjustments are made in the best interest of the overall production.

9. Inclusion and Participation

The studio is committed to inclusive recital participation. All enrolled dancers will be given appropriate opportunities to perform, provided they meet basic participation and safety requirements.

Where necessary, modifications or simplified roles may be provided to ensure safe and successful participation.

10. Communication with Families

Families may receive information regarding:

- General casting timelines and expectations
- Rehearsal schedules and commitments
- Any changes impacting participation
- Supportive feedback regarding dancer placement

Individual casting decisions are not subject to negotiation, as they are based on overall artistic and instructional considerations.

11. Policy Authority

This policy is governed by the Artistic Director and faculty of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in programming structure, production needs, or organizational priorities.

Intensive Program Team Policy

1. Purpose

The purpose of this policy is to outline the structure, expectations, and responsibilities of dancers participating in the Stoney Brook Dance Intensive Program Team. This policy ensures that all intensive programming is delivered in a disciplined, safe, and consistent manner that supports dancer development, teamwork, and artistic excellence.

2. Policy Statement

The Stoney Brook Dance Intensive Team is a selective performance stream designed for dancers demonstrating a higher level of technical ability, commitment, and readiness. Participation on the intensive team is a privilege, not a right, and is based on faculty assessment and studio approval.

All intensive team members are expected to represent Stoney Brook Dance with professionalism, respect, and strong work ethic at all times.

3. Team Placement and Selection

Placement on the intensive team is determined by the Artistic Director and faculty through an audition or evaluation process. Selection is based on:

- Technical proficiency and readiness
- Strength, flexibility, coordination, and control
- Performance quality and stage presence
- Work ethic, focus, and ability to take correction
- Commitment to attendance and training expectations
- Team compatibility and group dynamics

The studio reserves the right to place dancers in specific routines, levels, or roles based on overall team balance and artistic needs.

4. Commitment Expectations

Intensive program team members are expected to demonstrate a high level of commitment, including:

- Full participation in scheduled team classes, rehearsals, and intensives
- Attendance at all competitions, performances, and required events
- Consistent attendance in required technique classes (ballet and other supporting styles)
- Completion of assigned conditioning or practice work outside of class

- Prioritization of team obligations over optional activities when scheduling conflicts arise

Repeated absences or lack of commitment may result in review of team placement.

5. Training Requirements

Intensive dancers are required to participate in designated training programs, which may include:

- Ballet technique classes (mandatory foundation training)
- Additional genre classes relevant to routines (jazz, lyrical, acro, etc.)
- Strength, flexibility, and conditioning training
- Team rehearsals and choreography sessions
- Mandatory pre-competition rehearsals and intensives

Training requirements may vary by age, level, and team placement.

6. Behaviour and Professional Conduct

All intensive team members are expected to uphold high standards of conduct, including:

- Respect for instructors, choreographers, teammates, and competitors
- Positive attitude and willingness to take correction
- Professional behaviour at rehearsals, performances, and competitions
- Appropriate use of social media when representing the studio
- Supportive and inclusive team culture

Behaviour that negatively impacts the team environment may result in disciplinary action or removal from the team.

7. Attendance and Punctuality

Attendance is critical to team success.

- Dancers must attend all scheduled rehearsals unless excused in advance
- Late arrivals or early departures may impact casting or participation opportunities
- Absences during choreography or spacing periods may result in changes to routines or roles
- Consistent attendance in supporting technique classes is mandatory

The studio reserves the right to adjust participation based on attendance patterns.

8. Injury, Health, and Safety

Dancers are expected to prioritize safe training practices.

- Injuries must be reported immediately to instructors
- Modifications may be provided where appropriate
- Dancers may be restricted from participation if safety is a concern
- Return to full participation may require clearance from instructors or medical professionals

The health and safety of dancers takes priority over performance obligations.

9. Costs and Financial Commitment

Participation on the intensive team may include additional costs, such as:

- Competition entry fees
- Costume and alteration costs
- Team fees or rehearsal fees
- Travel and accommodation expenses
- Optional team events or workshops

Families are responsible for understanding and meeting financial commitments associated with competitive participation.

10. Casting and Choreography Decisions

All casting decisions are made by the Artistic Director and choreographers and are based on:

- Technical readiness and skill level
- Performance quality and reliability
- Team balance and artistic vision
- Commitment and attendance

Casting decisions are final and made in the best interest of the choreography and team as a whole.

11. Withdrawal or Removal from Team

Stoney Brook Dance reserves the right to remove a dancer from the intensive team if:

- Commitment expectations are not met
- Behaviour is not aligned with studio values
- Attendance is insufficient

- Safety concerns arise
- Financial obligations are not maintained

Any removal decisions will be made with consideration for the dancer's overall development and well-being.

12. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in programming structure, competitive requirements, or organizational priorities.

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Intensive Program Audition Policy

Purpose

The Intensive Program is designed for dancers who are ready for a higher level of commitment, focus, training, and performance opportunity. Auditions help the studio determine appropriate placement and ensure dancers are prepared for the expectations of the program.

Our goal is to create a process that is fair, respectful, supportive, and focused on helping each dancer grow.

Commitment to Inclusion

Stoney Brook Dance Nonprofit Association is committed to creating an inclusive and welcoming environment for all dancers. We recognize that dancers grow at different rates and bring different strengths, experiences, learning styles, and goals into the studio.

Auditions are not intended to discourage dancers, but to help determine where each dancer can be most successful. We value effort, attitude, commitment, teamwork, and potential, in addition to technical ability and performance skills.

Audition Process

Dancers interested in the Intensive Program will be invited to participate in an audition or assessment process. During the audition, dancers may be asked to demonstrate technique, learn choreography, perform combinations, and show their ability to take corrections, work with others, and stay focused in a class setting.

Dancers may be assessed on areas such as:

- Technique and foundational skills
- Strength, flexibility, coordination, and control
- Musicality and performance quality
- Ability to learn and retain choreography
- Focus, effort, and work ethic
- Attitude, teamwork, and respect for others
- Readiness for the expectations of the Intensive Program

Audition Fee

As a nonprofit organization, Stoney Brook Dance strives to balance program accessibility with the operational costs associated with hosting auditions. To help offset expenses such as facility use, adjudication, administration, and scheduling, a nominal audition fee of \$5 per dancer, per style will be charged. A maximum cap of \$20 per dancer will apply regardless of the number of styles auditioned for. These fees are intended solely to assist

with covering audition-related expenses and supporting the continued operation of quality dance programming within our organization.

Placement Decisions

Placement decisions are made collaboratively by the teaching team. No single teacher makes placement decisions alone. Teachers will discuss each dancer's audition, class history, work ethic, readiness, and overall fit for the program before final decisions are made.

This collaborative approach helps ensure that placements are thoughtful, fair, and based on a well-rounded understanding of each dancer.

Dancer Wellbeing

The mental and emotional wellbeing of each dancer is an important part of the audition and placement process. While technical ability, work ethic, commitment, and readiness are all considered, the teaching team also recognizes that dancers need to be placed in an environment where they can feel supported, confident, motivated, and emotionally ready for the expectations of the Intensive Program.

The Intensive Program can involve increased training, performance pressure, feedback, competition preparation, and a higher level of commitment. For this reason, placement decisions will consider not only a dancer's current skill level, but also their overall readiness to manage the demands of the program in a healthy and positive way.

Our goal is to place dancers where they can grow, feel encouraged, and experience success while maintaining their love of dance. We want each dancer to feel valued and supported, whether they are placed in the Intensive Program, recommended for continued regular training, or encouraged to work toward future opportunities.

Results and Communication

Families will be notified of audition results in a timely manner after the audition process is complete. The studio will do its best to communicate results clearly and respectfully.

If a dancer is not placed in the Intensive Program, this does not mean they are not valued, talented, or capable of future growth. It simply means the teaching team feels that another class path may be the best fit for their current stage of training.

Constructive Feedback

When a dancer is not successful in receiving an Intensive Program placement, the studio will provide timely, constructive feedback where possible. Feedback will be shared in a supportive way and may include areas for continued growth, such as strengthening technique, building confidence, improving focus, developing consistency, or gaining more experience in regular classes.

Our goal is for dancers and families to understand the decision and feel encouraged about next steps.

Future Opportunities

Dancers who are not placed in the Intensive Program are encouraged to continue training, growing, and trying again in the future. Many dancers develop significantly over time with consistent attendance, effort, and a positive attitude.

Teachers may recommend specific classes, styles, or goals to help dancers prepare for future opportunities.

Respect for the Process

We ask families and dancers to respect the audition and placement process, the teaching team's professional judgment, and the privacy of other dancers. Placement decisions are made with care and with the best interests of each dancer and the program in mind.

The Intensive Program is intended to be a positive, challenging, and rewarding opportunity. Our audition process is designed to support dancers while maintaining fairness, inclusion, and strong training standards.

Additional Documents:

- Intensive Dance Program Audition Application Form

EXTRAs Information Policy (i.e., Solos, Duos, Trios, and Small Groups)

Purpose

The purpose of this policy is to provide clear expectations and guidelines regarding solos, duos, trios, and small groups – hereby referred to as extras, within the Intensive Dance Team program. These opportunities are designed to support dancer growth, performance experience, confidence, teamwork, and artistic development while maintaining fairness, inclusion, and the overall priorities of the studio and team.

1. Eligibility

Participation in solos, duos, trios, and small groups is considered an additional Intensive opportunity beyond group team commitments.

To be eligible, dancers must:

- Be registered as a current member of the Intensive Dance Team
- Maintain consistent attendance and positive commitment in all required classes
- Demonstrate respectful behaviour, teamwork, and professionalism
- Be in good financial standing with the studio
- Meet technical readiness and maturity expectations determined by instructors and directors

Participation is not automatic and is subject to instructor approval.

2. Priority of Team Commitments

Group routines and team responsibilities are always the priority.

Dancers participating in Extras are expected to:

- Continue full participation in all team classes and rehearsals
- Arrive prepared and on time
- Maintain strong attendance
- Demonstrate positive sportsmanship and teamwork

If a dancer's Extras commitments begin affecting their required team responsibilities, the studio reserves the right to reduce or remove participation in additional routines.

3. Selection & Placement

Extra opportunities may be:

- Requested by families

- Recommended by instructors
- Offered based on readiness, commitment, and available scheduling

Final decisions regarding dancer pairings, choreography assignments, music, themes, and routine placement remain at the discretion of the studio and coaching staff to ensure appropriate skill matching, age appropriateness, and team balance.

4. Commitment Expectations

Participation in Extras requires additional commitment outside of regular team training.

Dancers and families are expected to:

- Attend all scheduled rehearsals
- Practice independently between lessons
- Arrive prepared and focused
- Respect all choreography and rehearsal time
- Communicate absences in advance
- Support teammates with professionalism and positivity

Excessive absences may result in removal from routines or competitions.

5. Choreography & Rehearsal Policies

- Choreography remains the intellectual property of the choreographer and studio.
- Routines may not be taught, shared, posted, or altered without permission.
- Rehearsal schedules are determined based on studio availability and instructor schedules.
- Additional rehearsal fees may apply for extra practice sessions (each intensive extra is offered 3 hours of instructor time).
- Dancers must wear appropriate dance attire and footwear during rehearsals.

6. Competition Attendance

All dancers participating in Extras are expected to:

- Attend all scheduled competitions assigned to their routine(s)
- Demonstrate respectful behaviour backstage, in dressing rooms, and at venues
- Follow all studio competition policies and codes of conduct

Families are responsible for transportation, accommodations, meals, and related competition expenses unless otherwise stated.

7. Cost & Financial Responsibility

Participation in Extras involves additional fees that may include:

- Choreography fees
- Rehearsal/private lesson fees
- Competition entry fees
- Costume costs
- Music editing fees
- Additional coaching or cleaning sessions
- Travel expenses

All fees must be paid by studio deadlines. Failure to remain in good financial standing may result in routines being withheld from competition participation.

8. Music, Costumes & Creative Decisions

Dancers are encouraged to actively participate in their Extras regarding music selection and creative ideas. However, the studio and instructors reserve the right to approve:

- Music selections
- Costume choices
- Themes and concepts
- Choreography style
- Competition categories

All creative decisions will prioritize:

- Age appropriateness
- Inclusivity
- Respectful representation
- Studio values and standards

9. Social Media & Media Use

Families and dancers are expected to:

- Respect choreography privacy prior to competition performances
- Avoid posting full routines online without studio permission
- Represent the studio respectfully on social media

- Refrain from negative comments regarding judges, competitors, instructors, or teammates

Photos and videos may be used by the studio for promotional and educational purposes in accordance with studio media policies.

10. Withdrawal Policy

If a dancer withdraws from an Extra after choreography has begun:

- Fees already paid are non-refundable
- Families may remain responsible for outstanding balances or competition fees already submitted
- Costume and music fees remain the responsibility of the family
- The studio will determine whether routines may continue with replacement dancers

11. Sportsmanship & Team Culture

Intensive opportunities are intended to build confidence, leadership, discipline, and personal growth.

All dancers and families are expected to:

- Support one another positively and celebrate individual and team achievements respectfully
- Maintain kindness and professionalism at all events
- Uphold the values of inclusion, encouragement, and respect

Unsportsmanlike conduct, bullying, gossip, or disrespectful behaviour may result in disciplinary action or removal from routines.

12. Studio Discretion

The studio reserves the right to:

- Approve or deny participation
- Reassign choreography or routines
- Adjust rehearsal schedules
- Remove dancers from routines due to attendance, behaviour, preparedness, or financial concerns
- Make decisions that best support the overall wellbeing and success of the team

Parent/Guardian Acknowledgement

By participating in solos, duos, or trios, dancers and families acknowledge that they have read, understood, and agreed to follow this policy and all additional Intensive team policies established by the studio.

Additional Documents:

- Extras (Solos, Duos, Trios and small groups) Application Form

DRAFT

Costume Director – Duties and responsibilities

The Costume Director oversees the planning, ordering, coordination, and distribution of costumes for all performances, as approved by the Nonprofit's Board of Directors. This role ensures costumes align with artistic vision, fit dancers appropriately, remain within budget, and are delivered on schedule for rehearsals and performances. The Costume Director plays a key role in supporting a smooth, organized, and positive recital and performance experience for dancers and families.

This position qualifies for account credits that can be applied to dancers' accounts.

Key Responsibilities

Costume Planning & Coordination

- Collaborate with Artistic Director and teaching staff to select costumes that support choreography, age appropriateness, and artistic vision
- With assistance from the Executive Director(s), and the Nonprofit Board, create and manage an annual costume plan and timeline that will work for all programs and performances
- Research costume vendors and maintain vendor relationships
- Collect costume plans and requests from teaching staff (e.g., Teaching staff will select the costumes and the Costume Director will ensure the correct items are ordered).

Budget & Ordering

- Develop and manage the costume budget in alignment with studio financial policies (e.g., recreational costume budget, Intensive program costume budget)
- Place costume orders accurately and on schedule
- With assistance from the Executive Director(s), track invoices, payments, and costume-related expenses
- Ensure cost transparency for families where applicable, with assistance from the Executive Director(s) and the Board

Sizing, Alterations & Quality Control

- Coordinate costume sizing, measurements, and fittings
- Organize volunteers for alterations when needed
- Inspect costumes upon arrival for accuracy, quality, and completeness
- Promptly address issues such as missing items, defects, or incorrect sizing
- If necessary, assist with repairs if requested by families

Inventory & Distribution

- Maintain an organized costume inventory system
- Label, sort, and distribute costumes to dancers according to studio procedures
- Track costume returns, where applicable
- Ensure costumes are performance-ready (assembled, accessories included)

Communication & Support

- Work closely with the Artistic Director and Executive Director(s) to clearly communicate information regarding costumes
- Communicate costume information clearly to families (timelines, care instructions, expectations)
- Respond to costume-related questions in a professional and timely manner
- Provide on-site support during dress rehearsals and performances as required
- Communicate costume-related complaints and concerns to a member of the Board, and/or the Artistic Director and/or the Executive Director(s)

Policy & Compliance

- Follow all studio policies regarding refunds, credits, and financial accountability
- Support the studio's nonprofit mission by promoting equitable and cost-conscious practices

Costume Selection and Alteration Policy

Purpose

Costumes are an important part of the performance experience. They help support the theme, choreography, music, and overall presentation of each dance while creating a polished and unified look for the class or group.

This policy outlines how costumes are selected, measured, fitted, altered, and cared for throughout the dance season.

Costume Selection

Costumes are selected by the instructor and/or Artistic Director based on the age of the dancers, dance style, music, choreography, performance setting, and overall appropriateness for the class.

When choosing costumes, the studio will consider:

- Age-appropriateness
- Comfort and ability to move safely
- Fit
- Dance style and choreography needs
- Stage presentation
- Cost and affordability for families
- Availability and ordering timelines
- Inclusivity and dancer confidence
- Practicality for quick changes, when applicable

Final costume decisions are made by the instructor and/or Artistic Director. Families are asked to respect these decisions, as costumes are chosen with the full class, choreography, and performance requirements in mind.

Costume Fees and Payment

Costume fees are separate from tuition unless otherwise stated. Families will be informed of costume costs, payment deadlines, and ordering timelines in advance.

Costumes will not be ordered until payment arrangements have been completed according to studio deadlines. Late payments may affect a dancer's ability to receive their costume in time for photos, competitions, festivals, or recital.

Costume fees may include the costume itself as well as required accessories such as hairpieces, gloves, hats, tights, performance shoes, or other items needed for the

performance and costume service fees (measuring, ordering, sizing, alterations) and expenses related to shipping and tariffs if applicable.

Costume Cost Limits

Stoney Brook Dance Nonprofit Association Incorporated strives to provide high-quality costumes while maintaining reasonable and predictable costs for families.

For regular recreational classes, the maximum costume fee charged to a family will be **\$100 per costume**. For Intensive Program classes, the maximum costume fee charged to a family will be **\$150 per costume**. These maximum amounts include all related costume expenses, including but not limited to the costume itself, shipping, tariffs, duties, handling costs, and costume service fees.

In circumstances where the total anticipated cost of a costume is expected to exceed the applicable maximum amount, Stoney Brook Dance will seek approval from the affected families before the costume order is placed. Families will be provided with information regarding the estimated cost and will have the opportunity to approve or decline the additional expense prior to ordering.

The Association reserves the right to select alternative costume options if sufficient approval is not received or if the increased cost is deemed unreasonable.

Costume Measuring and Sizing

The **Costume Director** will be responsible for measuring dancers and helping determine the most appropriate costume size based on the size charts provided by costume companies.

Because costume sizing can vary by brand and style, the studio cannot guarantee a perfect fit when costumes arrive. The Costume Director will use measurements, sizing guidelines, and professional judgment to select the best available size for each dancer.

Families are asked to ensure dancers are present for scheduled measuring times. If a dancer misses measurements, it may delay costume ordering or affect sizing accuracy.

Costume Fittings

Once costumes arrive, dancers may be asked to try them on during class or at a scheduled fitting time. The Costume Director will review the fit of each costume and determine whether alterations are needed for comfort, safety, or stage presentation.

Dancers should not wear costumes outside of approved fittings, photos, dress rehearsals, competitions, festivals, or recital unless instructed by the studio.

Costume Alterations

The **Costume Director will take care of costume alterations as needed** to help ensure costumes fit properly, remain secure while dancing, and maintain a consistent look for the class or group.

Alterations may include adjustments such as hemming straps, securing loose areas, adjusting waistbands, tacking pieces in place, adding snaps, or making other minor changes required for fit, safety, and presentation.

Families should not alter costumes on their own unless they have been specifically asked or given approval by the Costume Director, instructor, or Artistic Director. This helps ensure that all costumes remain consistent and performance-ready.

If a family notices a fit issue or has a concern about comfort, sensory needs, modesty, or mobility, they should contact the Costume Director as soon as possible so it can be addressed.

Changes to Costume Appearance

Any alteration that changes the overall appearance, style, design, colour, length, shape, or presentation of the costume must receive approval from both the **instructor** and the **Artistic Director** before changes are made.

This includes, but is not limited to:

- Removing or adding sleeves, straps, skirts, overlays, or costume pieces
- Changing the length or shape of the costume
- Adding or removing embellishments
- Changing accessories or hairpieces
- Altering colours or visible design elements
- Making changes that cause one dancer's costume to look different from the rest of the group

This approval process helps ensure that all costumes remain consistent with the choreography, class presentation, and overall artistic vision while still supporting dancer comfort, safety, and confidence.

Inclusivity and Dancer Comfort

Stoney Brook Dance Company wants dancers to feel confident, comfortable, and respected in their costumes. The studio will make reasonable efforts to consider age, body confidence, modesty, sensory needs, cultural considerations, mobility needs, and individual comfort when selecting and adjusting costumes.

Families are encouraged to communicate concerns early. The Costume Director, instructor, and/or Artistic Director will work with families where possible to find respectful solutions while maintaining the overall performance look and requirements of the group.

Tights, Shoes, Hair, and Accessories

Families are responsible for purchasing required tights, shoes, undergarments, hair supplies, makeup, or other items needed for performances unless otherwise stated.

The studio will provide instructions regarding:

- Required tights colour and style
- Required dance shoes
- Hair expectations
- Makeup expectations, if applicable
- Costume accessories
- Undergarment requirements
- Labeling and care instructions

All costume pieces, shoes, tights, and accessories should be clearly labelled with the dancer's name.

Costume Care

Families are responsible for keeping costumes clean, safe, and performance-ready once they are sent home.

Costumes should be stored carefully and should not be worn for play, meals, outdoor activities, or non-studio events before performances. Food, drinks, makeup, and markers should be kept away from costumes whenever possible.

Costumes should not be washed, steamed, ironed, or altered without checking the care instructions or receiving direction from the Costume Director, as some fabrics and embellishments may be delicate.

Lost or Damaged Costume Pieces

Families are responsible for replacing lost, damaged, or misplaced costume pieces, accessories, tights, or required performance items.

If an item is lost or damaged close to a performance, the studio will do its best to help find a solution, but replacement availability cannot be guaranteed.

Competition, Festival, Photo, and Recital Readiness

Dancers are expected to arrive at all competitions, festivals, photo days, dress rehearsals, and recital performances with their complete costume and required items.

This includes:

- Costume

- Tights
- Shoes
- Hair accessories
- Props, if applicable
- Required undergarments
- Any additional items listed by the studio

Missing or incomplete costume items may affect a dancer's ability to perform.

Final Approval

The Costume Director, instructor, and/or Artistic Director have final approval over costume presentation for performances. This includes fit, accessories, hair, tights, shoes, and any visible alterations.

This helps ensure that each class appears polished, consistent, and stage-ready while allowing dancers to perform safely and confidently.

Acro Safety & Progression Policy

1. Purpose

The purpose of this policy is to ensure that all AcroDance training at Stoney Brook Dance is delivered in a safe, progressive, and technically sound manner. This policy is based on established Acrobatic Arts principles, which emphasize safe progressions, proper technique, strength development, and controlled skill acquisition to reduce the risk of injury.

2. Policy Statement

Stoney Brook Dance follows a structured AcroDance syllabus approach consistent with Acrobatic Arts methodology, where all skills are taught through progressive development rather than isolated tricks. Dancers must demonstrate mastery of prerequisite skills before advancing to higher-level acro elements.

All acro skills will be taught with an emphasis on safety, control, strength, flexibility, and proper alignment.

3. Core Safety Principles

All AcroDance instruction at Stoney Brook Dance will follow these key principles:

- Proper warm-up and conditioning are required in every class
- Progressions must be completed before attempting new skills
- Skills are taught from foundational shapes to advanced movements
- Spotting and instructor supervision are required for higher-risk skills
- No skill will be taught beyond a dancer's demonstrated readiness
- Safe surfaces and appropriate studio conditions must be maintained at all times

4. Skill Progression Model

Stoney Brook Dance uses a structured progression system consistent with Acrobatic Arts methodology, which may include the following stages:

1. Foundational Strength & Flexibility

- Core stability, shoulder strength, and body alignment
- Active flexibility (not passive stretching only)
- Basic locomotor movement and coordination

2. Shaping & Pre-Acro Skills

- Rolls, balances, bridges, and controlled inversions
- Introduction to hand support and weight bearing

- Safe body awareness and spatial control

3. Progressive Acro Skills

- Walkovers, cartwheel variations, controlled backbends
- Handstands and controlled inversions with support
- Transition skills linking acro to dance movement

4. Advanced Acro Skills (where appropriate)

- Aerial progressions (only when prerequisites are met)
- Advanced walkover variations and combinations
- Complex transitions requiring strength and control

Progression is always dependent on individual readiness and cannot be accelerated without instructor approval.

5. Readiness and Advancement

Dancers must demonstrate the following before progressing to new skills:

- Consistent strength in core, shoulders, and supporting muscles
- Proper alignment in foundational movements
- Ability to safely execute prerequisite skills
- Controlled flexibility (active range rather than passive flexibility alone)
- Focus, discipline, and ability to follow instruction
- Safe landing and impact control techniques

Advancement decisions are made by qualified instructors and are based on ongoing assessment, not age or desire alone.

6. Safety Restrictions

For safety reasons:

- No dancer may attempt unapproved skills independently in class
- No tumbling or acro skills may be performed without instructor supervision
- Skills requiring spotting must always be spotted appropriately
- Overtraining or repeated unsafe attempts will not be permitted
- Acro skills must not be practiced unsupervised at home unless explicitly approved

7. Flooring and Environment Requirements

All AcroDance training must occur in a controlled studio environment:

- Appropriate sprung or cushioned flooring must be used
- Mats must be used where required for safety
- Space must be clear of hazards before any acro activity
- Equipment must be inspected and used properly

8. Injury Prevention

Stoney Brook Dance prioritizes injury prevention through:

- Progressive conditioning and strength development
- Proper technique correction and reinforcement
- Monitoring fatigue and physical strain
- Modification of skills when necessary
- Immediate response to pain or discomfort reported by dancers

Dancers are expected to report any pain, injury, or discomfort immediately.

9. Instructor Responsibility

Instructors are responsible for:

- Ensuring safe progressions are followed at all times
- Providing appropriate spotting and supervision
- Maintaining Acrobatic Arts-aligned progression standards
- Evaluating readiness before introducing new skills
- Adjusting curriculum based on class ability and safety

10. Policy Authority

This policy is governed by the Artistic Director and teaching staff of Stoney Brook Dance Non-Profit Association and is informed by Acrobatic Arts curriculum standards and best practices in AcroDance instruction.

This policy may be updated periodically to reflect evolving safety standards and training methodologies.

Partnering & Safe Lift Policy

1. Purpose

The purpose of this policy is to establish clear safety standards and progressive training guidelines for all partnering work, lifts, and supported movement within Stoney Brook Dance Non-Profit Association. This policy is designed to ensure dancer safety, promote proper technique, and support age-appropriate and developmentally appropriate progression in partnering skills.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to ensuring that all partnering and lift work is taught in a safe, structured, and progressive manner. All partnering activities must be appropriate to the technical level, physical readiness, and emotional maturity of the dancers involved.

Safety is the highest priority and must never be compromised for artistic or performance purposes.

3. Definition of Partnering & Lifts

Partnering may include, but is not limited to:

- Weight sharing between dancers
- Supported turns, balances, or transitions
- Assisted jumps or movements
- Counterbalance work
- Floor-to-standing or standing-to-floor transitions with support

Lifts are defined as any movement in which:

- One dancer is fully or partially lifted off the ground by another dancer
- The lifting dancer bears full or partial weight of another dancer

4. Eligibility & Readiness

Dancers may only participate in partnering or lift work if they demonstrate:

- Adequate core strength and body control
- Proper alignment and safe technique in foundational movements
- Awareness of spatial safety and control
- Emotional readiness and trust in a partner setting
- Consistent attendance and rehearsal reliability

- Instructor approval based on observation and assessment

Final eligibility decisions rest with the instructor or Artistic Director.

5. Progressive Training Approach

Partnering and lifts will be introduced progressively based on age and level:

- **Foundational Levels:**
Focus on spatial awareness, mirroring, basic weight sharing, and counterbalance concepts without full lifts
- **Intermediate Levels:**
Introduction of assisted movements, supported balances, and controlled weight transfers
- **Advanced Levels:**
Structured lift work, including overhead lifts, counterbalances, and complex partnering sequences

No dancer will be placed into lift work beyond their assessed readiness level.

6. Safety Requirements

All partnering and lift work must follow these safety rules:

- Proper warm-up and conditioning must be completed prior to partnering work
- Lifts must be taught and rehearsed under direct instructor supervision
- Spotting must be used where required
- Movements must be practiced at reduced speed before full execution
- Clear communication between partners must be established and maintained
- No new lifts may be performed in performance without prior rehearsal approval

Any unsafe execution will result in immediate correction or removal from partnering work.

7. Instructor Responsibility

Instructors are responsible for:

- Assessing dancer readiness for partnering work
- Teaching safe technique and proper progressions
- Ensuring appropriate pairings based on strength, size, and skill
- Supervising all lift and partnering rehearsal activity
- Stopping any movement that appears unsafe or uncontrolled
- Making final decisions regarding choreography involving lifts

8. Dancer Responsibility

Dancers participating in partnering work must:

- Follow all instructor directions precisely
- Communicate clearly with their partner during movement
- Never attempt unapproved lifts or variations
- Report discomfort, instability, or safety concerns immediately
- Respect physical boundaries and ensure mutual consent in partnering work
- Prioritize control and safety over appearance or performance effect

9. Partner Selection

Partner assignments are determined by instructors and may consider:

- Strength and physical compatibility
- Height and body mechanics
- Technical level and experience
- Trust, communication, and reliability
- Choreographic and artistic requirements

Partnering assignments may be adjusted at any time for safety or artistic reasons.

10. Injury Prevention & Modification

- Dancers with injuries or physical limitations may be removed or modified from partnering work
- Alternative choreography or roles may be provided where necessary
- Any injury occurring during partnering must be reported immediately
- Return to partnering work may require instructor approval

11. Performance Approval

No lift or partnering sequence may be performed publicly unless:

- It has been fully rehearsed and approved by the instructor or Artistic Director
- It can be executed safely and consistently
- Appropriate spacing and stage conditions are confirmed
- Backup or simplified options are in place if required

12. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect evolving safety standards, training methodologies, or organizational needs.

Pointe Readiness Policy

1. Purpose

The purpose of this policy is to ensure that all dancers progressing to pointe work do so safely, appropriately, and with sufficient physical, technical, and artistic readiness. Pointe work is a specialized and advanced component of classical ballet training that requires careful assessment to reduce the risk of injury and support long-term dancer development.

2. Policy Statement

Stoney Brook Dance Non-Profit Association requires that all dancers be formally assessed and approved by qualified faculty prior to beginning pointe work. Approval is based on a combination of technical proficiency, physical readiness, strength, alignment, coordination, and consistent training history.

Pointe work will only be introduced when the instructor determines that the dancer can safely support the increased demands of dancing en pointe.

3. General Readiness Guidelines

While individual assessment is required, dancers are generally expected to meet the following minimum guidelines prior to consideration for pointe work:

- Minimum age of approximately 11–12 years (developmental readiness considered equally important)
- Minimum of 2–3 years of consistent classical ballet training
- Regular attendance of at least 2–3 ballet classes per week (or equivalent training load)
- No unresolved injuries affecting feet, ankles, knees, or hips
- Demonstrated understanding of ballet technique fundamentals

These guidelines are consistent with widely used pre-pointe standards emphasizing both training history and physical maturity.

4. Technical Requirements

Dancers must demonstrate consistent ability in the following areas:

- Proper alignment in pli  , relev  , and tendu in both barre and centre work
- Controlled single-leg relev   with correct ankle alignment and stability

- Ability to maintain turnout from the hip without collapse through knees or feet
- Strong core control and postural stability in movement transitions
- Correct articulation of the foot through demi-pointe without sickling or rolling
- Coordination of arms, head, and torso while maintaining lower body alignment
- Ability to execute basic adage and balancing exercises with control

5. Physical Readiness Criteria

Dancers must demonstrate adequate physical capacity to safely begin pointe work, including:

- Sufficient ankle plantar flexion range for safe pointe alignment
- Strength in intrinsic foot muscles and lower leg (calf and stabilizers)
- Ability to sustain balance on one leg with correct alignment
- Controlled eccentric and concentric strength through the ankle and foot
- No pain, instability, or compensatory movement patterns in foundational technique

Assessment may include both static and dynamic evaluations.

6. Assessment Process

Pointe readiness is determined through:

- Ongoing evaluation in regular ballet classes
- Dedicated pre-pointe or strengthening exercises (where applicable)
- Formal teacher assessment and recommendation
- Individual readiness check completed by qualified faculty

Dancers may be reassessed multiple times prior to approval. Readiness is not based on age or desire alone.

7. Progression to Pointe

When a dancer is approved for pointe work:

- The dancer may be required to participate in a supervised pointe preparation class
- Pointe work will initially be introduced at the barre only
- Progression to centre work en pointe will occur gradually and at the discretion of the instructor
- Pointe work may be delayed or paused if strength or technique does not remain consistent

8. Safety Considerations

Stoney Brook Dance prioritizes dancer safety above all other considerations. Pointe work places significant stress on the bones, joints, and soft tissue structures of the foot and ankle. Introducing pointe work prematurely may increase the risk of injury, including long-term structural damage.

For this reason, final approval is strictly at the discretion of qualified instructors.

9. Ongoing Evaluation

Pointe readiness is not permanent upon initial approval. Dancers will continue to be monitored to ensure:

- Maintenance of strength and alignment
- Safe execution of pointe exercises
- Continued technical development in ballet technique

If necessary, pointe work may be modified, delayed, or discontinued for safety reasons.

10. Policy Authority

This policy is governed by the Artistic Director and teaching faculty of Stoney Brook Dance Non-Profit Association and may be updated to reflect best practices in dance education and injury prevention.

Exam Participation Policy

1. Purpose

The purpose of this policy is to outline expectations, eligibility requirements, and procedures for student participation in dance examinations. Exams provide a structured benchmark for technical development, progress tracking, and skill achievement within the studio's curriculum framework.

2. Policy Statement

Stoney Brook Dance Non-Profit Association may offer students the opportunity to participate in formal dance examinations through recognized syllabi or assessment systems. Exam participation is a privilege and not mandatory. Eligibility is determined by instructor recommendation based on technical readiness, attendance, and overall preparedness.

Final approval for exam entry rests with the Artistic Director and/or designated faculty.

3. Eligibility for Exam Participation

Students may be considered for exam participation based on the following criteria:

- Demonstrated mastery of required syllabus or level material
- Consistent attendance and participation in class
- Appropriate technical strength, flexibility, and control
- Ability to retain corrections and apply feedback
- Emotional readiness and focus under assessment conditions
- Recommendation from the instructor or faculty team

Meeting minimum requirements does not guarantee exam entry.

4. Instructor Recommendation and Approval

Exam candidates are selected through a structured evaluation process led by instructors and approved by the Artistic Director (or designate).

- Instructors will assess readiness during regular classes and rehearsals
- Students may be required to attend additional exam preparation classes
- Final exam entry decisions are made by studio leadership

The studio reserves the right to limit or decline exam participation if readiness standards are not met.

5. Exam Preparation Requirements

Students selected for exams are expected to:

- Attend all scheduled exam preparation classes and rehearsals
- Demonstrate consistent effort and focus
- Practice material outside of class as assigned
- Maintain appropriate conditioning and technique standards
- Follow instructor corrections and guidance

Failure to meet preparation expectations may result in removal from the exam process.

6. Attendance Requirements

Consistent attendance is required for exam candidates.

- Excessive absences may impact eligibility or readiness
- Missed material may need to be completed in private or make-up sessions
- Final exam readiness is dependent on full syllabus coverage

The studio may withdraw a student from exams if attendance does not support safe or effective preparation.

7. Exam Fees and Registration

Where applicable:

- Exam registration fees are the responsibility of the family/student
- Fees are non-refundable once registration is submitted to the examining body
- Additional costs (e.g., additional practices, coaching sessions, exam attire, or administrative fees) may apply

Deadlines must be strictly adhered to as required by the examining organization.

8. Student Conduct and Expectations

Students participating in exams are expected to:

- Demonstrate professionalism, respect, and discipline
- Follow all instructor directions during preparation and examination
- Wear appropriate exam attire and maintain required grooming standards
- Represent Stoney Brook Dance in a positive and respectful manner

Behavioural concerns may result in removal from the exam process.

9. Withdrawal from Exams

Stoney Brook Dance reserves the right to withdraw a student from exam participation at any time if:

- The student is deemed not ready technically or physically
- Attendance requirements are not met
- Safety concerns arise
- Preparation standards are not maintained

Withdrawals are made in the best interest of the student's development and safety.

10. Results and Feedback

Exam results and examiner feedback will be communicated to students and families when received. Faculty may:

- Review results with students
- Provide guidance for continued development
- Recommend future training adjustments based on outcomes

11. Policy Authority

This policy is governed by the Artistic Director and faculty of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in syllabus requirements, examination systems, or organizational practices.

Exam Preparation Policy

1. Purpose

The purpose of this policy is to outline the structure, expectations, and responsibilities associated with preparing students for formal dance examinations while ensuring a balanced and positive learning environment for all students within the class setting. This includes those participating in exams and those who are not.

2. Policy Statement

Stoney Brook Dance Non-Profit Association provides structured exam preparation to support students selected for examination participation. Exam preparation is delivered within regular classes and/or designated rehearsal sessions in alignment with the studio's curriculum and the requirements of the applicable examination syllabus.

While exam candidates may receive additional focus and refinement of syllabus work during certain periods, the studio is committed to maintaining a high-quality learning experience for all students in the class, including those not participating in exams.

Participation in exam preparation does not guarantee exam entry or certification. Final exam eligibility is determined by faculty based on ongoing assessment of readiness.

3. Integrated Class Environment

In many cases, exam preparation will take place within mixed classes that include both exam candidates and non-candidates. In these situations:

- Classes will continue to follow structured curriculum goals appropriate to the level
- Exam material will be integrated into regular training where appropriate
- Non-exam students will continue to receive full technical development aligned with their level
- Additional refinement or repetition of exam work may occur for candidates as needed

Instructors are responsible for ensuring that all students remain engaged, challenged, and progressing regardless of exam participation.

4. Balance of Learning Needs

Stoney Brook Dance recognizes the importance of balancing the needs of both exam and non-exam students. Instructors will ensure that:

- Non-exam students are not sidelined or disadvantaged during exam preparation periods
- Exam candidates receive focused corrections and refinement without disrupting overall class flow

- Alternative exercises or progressions are provided where necessary to support non-exam students
- Class time remains productive and inclusive for all participants

Where appropriate, instructors may divide class focus temporarily to meet differing needs, while maintaining equal instructional value for all students.

5. Exam Preparation Structure

Exam preparation may include:

- Regular technique classes incorporating syllabus material
- Targeted exam-focused corrections and refinements
- Mock exams or in-class assessments for candidates
- Repetition and polishing of required exercises and dances
- Conditioning and technical development supporting exam readiness

All preparation is delivered in a way that respects the overall class structure and learning objectives.

6. Student Expectations

All students, whether participating in exams or not, are expected to:

- Attend class consistently and participate fully
- Demonstrate focus, discipline, and respect for instruction
- Engage positively in all class activities
- Support a respectful and encouraging classroom environment

Exam candidates are additionally expected to practice syllabus work outside of class as assigned and take responsibility for preparation requirements.

7. Instructor Responsibilities

Instructors are responsible for:

- Delivering balanced instruction that meets the needs of all students in the class
- Ensuring exam preparation does not compromise general class progression
- Providing clear corrections and appropriate challenges for all dancers
- Managing time effectively between exam and non-exam content
- Monitoring student engagement and adjusting instruction as needed
- Communicating any concerns regarding readiness or participation

8. Attendance and Commitment

Consistent attendance is essential for both exam and non-exam students.

- Absences may impact exam readiness and overall technical development
- Make-up expectations or additional support may be provided where possible
- Excessive absences may result in reassessment of exam eligibility

9. Readiness and Participation

Exam readiness is determined through ongoing assessment of:

- Technical accuracy and consistency
- Ability to retain and perform syllabus material
- Strength, control, and musicality appropriate to level
- Confidence and emotional readiness for assessment environments

Students may be added to or removed from exam participation based on faculty evaluation.

10. Communication with Families

Stoney Brook Dance will communicate:

- Expectations for exam participation and preparation
- Updates on student readiness and progress
- Any concerns impacting exam eligibility or class placement
- Recommendations for continued training for both exam and non-exam pathways

11. Policy Authority

This policy is governed by the Artistic Director and faculty of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in syllabus requirements, instructional needs, or organizational priorities.

10. Risk Management & Emergency Policies

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe, secure, and well-prepared environment for all dancers, instructors, volunteers, families, and visitors. The Risk Management & Emergency Policies outline the procedures, responsibilities, and preventative measures required to minimize risk and ensure an effective response to emergencies or unexpected incidents.

These policies are designed to proactively identify and manage potential hazards within the studio environment, including those related to facility use, equipment, participant behaviour, and general operations. All users of the facility are expected to follow established safety protocols and exercise appropriate care and judgment at all times.

In the event of an emergency, clear procedures are in place to ensure the safety and well-being of all individuals present. This includes evacuation procedures, communication protocols, incident reporting requirements, and coordination with emergency services where necessary.

Stoney Brook Dance prioritizes the physical and emotional safety of all participants and requires all staff, instructors, volunteers, and renters to understand and comply with these policies. Regular review and updates to risk management procedures will be conducted to ensure alignment with best practices and applicable regulations.

Compliance with these policies is mandatory, and failure to adhere to established safety and emergency procedures may result in corrective action or loss of facility privileges.

Emergency Response Plan

1. Purpose

The purpose of this Emergency Response Plan is to provide clear, coordinated procedures for responding to emergencies that may affect the safety of dancers, staff, volunteers, and visitors at Stoney Brook Dance Non-Profit Association. This plan is designed to ensure rapid response, effective communication, and protection of all individuals on site.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe environment and responding appropriately to all emergency situations. All staff, instructors, and volunteers are expected to understand their roles and act promptly in accordance with this plan.

In all cases, the safety of individuals takes priority over property, equipment, or program continuity.

3. Scope of Emergencies

This plan applies to, but is not limited to, the following emergency situations:

- Medical emergencies
- Fire or smoke conditions
- Severe weather events
- Security threats or unauthorized access
- Missing child incidents
- Facility hazards (gas leaks, structural issues, power failures)
- Any situation requiring immediate evacuation or emergency intervention

4. Chain of Command

During any emergency, the following roles apply:

- **Artistic Director / Designated Leader:** Overall coordination and decision-making
- **Staff and Instructors:** Immediate execution of safety procedures and supervision of students
- **Administrative Staff (if present):** Communication support and emergency services liaison
- **All Personnel:** Compliance with instructions and support of safety procedures

Only designated leadership may communicate official updates externally.

5. General Emergency Procedures

In the event of an emergency:

1. Remain calm and assess the situation
2. Ensure immediate safety of all individuals in the area
3. Alert appropriate emergency services (911) when required
4. Notify the Artistic Director or designated leader immediately
5. Follow the specific response procedure for the type of emergency
6. Account for all students and staff
7. Do not re-enter affected areas until cleared by authorities

6. Evacuation Procedures

If evacuation is required:

- Instructors will lead students to the nearest safe exit
- Attendance will be taken at the designated assembly area
- Personal belongings are to be left behind
- No one may re-enter the building until authorized by emergency personnel

(Refer also to Fire Evacuation Policy for detailed procedures.)

7. Shelter-in-Place Procedures

If evacuation is not safe:

- Individuals will remain inside designated safe areas
- Doors will be secured where appropriate
- Staff will maintain supervision of all students
- Communication will be maintained with leadership and emergency services
- Updates will be provided as soon as safe and possible

8. Communication Protocol

During an emergency:

- Internal communication will be directed through leadership
- Emergency services will be contacted when required
- Parents/guardians will be notified once accurate information is confirmed
- Official updates will be shared through approved communication channels only

- Staff and families must avoid spreading unverified information

9. Staff Responsibilities

All staff and instructors must:

- Prioritize safety of students at all times
- Follow emergency instructions immediately
- Assist with evacuation, supervision, or containment as required
- Ensure no student is left unattended
- Support accountability and headcounts
- Remain with assigned groups until cleared by leadership or emergency responders

10. Student Accountability

During any emergency:

- Instructors are responsible for their assigned classes
- Attendance records will be used for headcounts where possible
- Missing individuals must be reported immediately
- Students must remain with their instructor or group at all times

11. Emergency Equipment and Resources

Stoney Brook Dance will maintain:

- First aid kits in designated locations
- Emergency contact lists for students and staff
- Accessible evacuation routes and posted exit signage
- Updated attendance records for accountability purposes

12. Post-Emergency Procedures

After an emergency:

- Full accountability of all individuals will be confirmed
- Incident reports will be completed
- Facilities will be assessed for safety before reopening
- A debrief may be conducted to review response effectiveness
- Updates or improvements to procedures may be implemented

13. Training and Review

To ensure preparedness:

- Staff will be oriented to emergency procedures upon hire
- Emergency plans will be reviewed periodically
- Drills (fire, evacuation, shelter-in-place) may be conducted
- Procedures will be updated as needed to reflect best practices

14. Policy Authority

This Emergency Response Plan is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in facility requirements, safety standards, or regulatory guidance.

Emergency Evacuation Policy

1. Purpose

The purpose of this policy is to ensure that dancers, families, staff, instructors, volunteers, renters, and visitors know how to respond safely during an emergency evacuation. Stoney Brook Dance Nonprofit Association Inc. is committed to maintaining clear evacuation procedures that protect the safety and wellbeing of everyone in the studio.

2. Scope

This policy applies to all studio-related activities, including:

- Classes and rehearsals
- Camps, workshops, and intensives
- Birthday parties and rentals
- Recitals, performances, and events
- Board, staff, volunteer, and parent meetings
- Fundraisers and community events
- External instructor or renter use
- Any other activity taking place in the studio or approved facility space

3. Situations Requiring Evacuation

An evacuation may be required due to:

- Fire alarm
- Smoke or fire
- Gas smell
- Carbon monoxide concern
- Building safety concern
- Flooding or water leak
- Power outage affecting safety
- Severe weather or structural concern
- Hazardous material concern
- Security threat
- Direction from emergency services, building management, or studio leadership

If there is uncertainty about whether the building is safe, staff should take a cautious approach and evacuate.

4. General Evacuation Procedure

When an evacuation is required:

1. Stop all activity immediately.
2. Instructors, staff, or designated adults calmly direct dancers and participants to the nearest safe exit.
3. Everyone leaves the building promptly and calmly.
4. Belongings should be left behind unless they are immediately accessible and do not delay evacuation.
5. Staff or instructors take attendance or account for dancers where safely possible.
6. Everyone proceeds to the designated outdoor meeting area.
7. Dancers remain with their class, instructor, or assigned adult until released to a parent/guardian or until it is safe to return.
8. No one may re-enter the building until emergency responders, building management, or authorized studio leadership confirms it is safe.

5. Designated Meeting Area

The Association will identify a designated outdoor meeting area for evacuations. Staff, instructors, volunteers, renters, and families should be informed of the meeting area where appropriate.

The meeting area should be:

- A safe distance from the building
- Away from emergency vehicles
- Away from smoke, fire, falling debris, or other hazards
- Easy for instructors and staff to supervise dancers
- Accessible for emergency responders if needed

If the designated meeting area is unsafe, staff will move dancers to another safe location.

6. Instructor and Staff Responsibilities

During an evacuation, instructors and staff are responsible for:

- Remaining calm and giving clear directions
- Leading dancers to the nearest safe exit

- Ensuring dancers do not stop for belongings
- Bringing attendance records or class lists if immediately available
- Accounting for dancers at the meeting area
- Reporting missing persons or concerns to emergency responders or studio leadership
- Supervising dancers until they are released or the situation is resolved
- Completing incident documentation after the emergency, where required

Instructors should not leave dancers unsupervised during an evacuation.

7. Dancer Expectations

Dancers are expected to:

- Stop dancing or activity immediately when directed
- Listen to instructors, staff, or emergency responders
- Leave belongings behind unless told otherwise
- Walk calmly and quickly to the exit
- Stay with their class or assigned adult
- Remain at the meeting area until released
- Avoid running, pushing, yelling, or returning to the building

Dancers should never re-enter the building to retrieve shoes, phones, bags, costumes, or personal items.

8. Parent/Guardian Responsibilities

Parents/guardians who are present during an evacuation are expected to:

- Follow staff and emergency responder instructions
- Avoid blocking exits, entrances, or emergency vehicle access
- Proceed to the designated meeting area
- Help keep dancers calm where appropriate
- Wait for instructions before taking a dancer from the group
- Check out with the instructor or studio representative before leaving with a dancer

Parents/guardians should not enter or re-enter the building during an evacuation.

9. Accounting for Dancers

Once outside, instructors or designated adults should account for dancers using attendance lists, class rosters, sign-in sheets, or other available information.

If a dancer, staff member, volunteer, renter, or visitor is unaccounted for, staff must notify emergency responders or studio leadership immediately. Staff should not re-enter the building to search.

10. Assistance for Individuals Requiring Support

The Association will make reasonable efforts to support individuals who may need assistance during an evacuation, including young children, injured dancers, individuals with disabilities, medical needs, mobility needs, sensory needs, anxiety, or other support requirements.

Families are encouraged to notify the studio if a dancer may need evacuation assistance. Where appropriate, the studio may develop an individualized emergency support plan.

11. Emergency Contact Information

Emergency contact information should be available to staff or studio leadership during classes, events, camps, workshops, competitions, birthday parties, and other activities.

Parents/guardians are responsible for keeping emergency contact and medical information current.

12. Renters and External Instructors

Renters and external instructors are responsible for supervising their own participants during an evacuation and must follow all studio emergency procedures.

Renters must:

- Know the exits and meeting area
- Keep exits and walkways clear
- Ensure participants evacuate safely
- Account for their participants after evacuation
- Report missing persons, injuries, or concerns immediately
- Follow directions from emergency responders and studio leadership

Failure to follow evacuation procedures may result in cancellation or refusal of future rentals.

13. Birthday Parties and Events

For birthday parties or events, the birthday party host, renter, or event lead must ensure that children and guests evacuate safely.

At least one parent/guardian or responsible adult connected to the party should remain on site and assist with guest supervision as needed.

The host or event lead should report any missing child, injury, or parent/guardian concern immediately.

14. Severe Weather or Shelter-in-Place

Some emergencies may require remaining inside rather than evacuating, such as severe weather, unsafe outdoor conditions, or a security concern.

In these situations, staff may direct dancers and visitors to shelter in a safer interior area of the building. Staff should follow emergency responder instructions and avoid sending dancers outside if it is unsafe to do so.

The Association may communicate with families as soon as reasonably possible once dancer safety is secured.

15. Medical or Injury Concerns During Evacuation

If someone is injured or becomes unwell during an evacuation, staff should:

- Move the person to safety if possible
- Provide basic first aid within their training
- Contact emergency services if needed
- Notify a parent/guardian or emergency contact
- Document the incident after the emergency

Emergency services should be contacted immediately for serious injuries or medical concerns.

16. Communication During an Emergency

During an emergency, studio leadership may communicate with families using the most appropriate available method, such as email, phone, text, studio software, or in-person instructions.

Families are asked to avoid calling instructors during an active evacuation unless necessary, as staff must focus on dancer supervision and safety.

Emergency communication should be clear, calm, factual, and timely.

17. Re-Entry to the Building

No one may re-enter the building until it has been declared safe by emergency responders, building management, or authorized studio leadership.

Even if the alarm stops, re-entry is not permitted until clearance is given.

18. Evacuation Drills and Review

The Association may conduct or participate in evacuation drills or procedure reviews. Staff, instructors, volunteers, and renters may be required to review evacuation procedures periodically.

Drills and reviews help dancers and adults understand expectations and respond calmly in an emergency.

19. Keeping Exits Clear

All exits, hallways, doorways, stairways, and evacuation routes must remain clear at all times.

The following must not block exit routes:

- Dance bags
- Shoes
- Costumes
- Props
- Chairs or tables
- Decorations
- Cleaning supplies
- Equipment
- Garbage or recycling
- Personal belongings

Blocked exits or evacuation routes must be corrected immediately.

20. Documentation After an Evacuation

An incident or evacuation report should be completed after any emergency evacuation, fire alarm, shelter-in-place event, or significant safety concern.

The report may include:

- Date and time
- Reason for evacuation
- Activity taking place
- People involved
- Attendance or accountability concerns

- Injuries or medical concerns
- Emergency services contacted
- Parent/guardian communication
- Property damage
- Follow-up required
- Person completing the report

21. Policy Compliance

Failure to follow evacuation procedures may result in:

- Reminder of expectations
- Parent/guardian communication
- Restriction from certain activities
- Staff, volunteer, or contractor corrective action
- Cancellation of rental or event privileges
- Further action where safety is placed at risk

22. Policy Review

This policy will be reviewed periodically and updated as needed to reflect facility layout, fire safety requirements, emergency planning needs, insurance expectations, and Association operations.

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Fire Safety Policy

1. Purpose

The purpose of this policy is to support fire prevention, emergency preparedness, and safe evacuation at Stoney Brook Dance Nonprofit Association Inc. Fire safety is a shared responsibility of the Association, staff, instructors, volunteers, renters, dancers, families, and visitors.

This policy helps ensure that fire hazards are reduced, exits remain clear, emergency procedures are understood, and all studio users know how to respond in the event of a fire alarm, smoke, fire, gas smell, or other fire-related emergency.

2. Scope

This policy applies to all studio-related activities, including:

- Classes and rehearsals
- Recitals, performances, and events
- Camps, workshops, and intensives
- Birthday parties and rentals
- Board, staff, and volunteer meetings
- Fundraisers and community events
- External instructor or renter use
- Any other activity taking place in the studio or approved facility space

This policy applies to dancers, families, staff, instructors, volunteers, Board members, renters, external instructors, contractors, guests, and visitors.

3. Compliance with Fire Safety Requirements

The Association will make reasonable efforts to comply with applicable fire safety requirements, including the Manitoba Fire Code, local fire authority requirements, lease obligations, insurance requirements, and facility rules.

The Manitoba Office of the Fire Commissioner explains that fire safety in Manitoba is regulated by The Fires Prevention and Emergency Response Act, The Planning Act, and local municipal bylaws. The Office of the Fire Commissioner also states that Manitoba adopts the National Fire Code through Manitoba's fire safety framework.

4. Fire Safety Responsibility

The Board of Directors has overall responsibility for ensuring that appropriate fire safety policies and procedures are in place.

Day-to-day fire safety responsibilities may be assigned to the Executive Director, Artistic Director, facility lead, instructors, event leads, or other approved individuals.

All studio users are responsible for following fire safety expectations and reporting hazards promptly.

5. Fire Safety Plan

Where required, the Association will maintain or follow a fire safety plan for the facility. A fire safety plan may include evacuation procedures, emergency contacts, staff responsibilities, fire protection systems, occupancy information, assembly areas, and procedures for assisting children or individuals needing support.

The City of Steinbach notes that the Manitoba Fire Code requires fire safety plans for certain types of buildings and occupancies, including assembly occupancies and buildings with fire alarm systems, and that supervisory staff must be trained in the emergency procedures described in the fire safety plan.

6. Exits and Evacuation Routes

All exits, hallways, stairways, doors, and evacuation routes must remain clear and accessible at all times.

The following are not permitted:

- Blocking exits with bags, shoes, costumes, furniture, props, equipment, decorations, or garbage
- Locking or obstructing exit doors while the studio is occupied
- Propping open fire doors unless permitted
- Storing items in exit paths
- Blocking access to emergency lighting, exit signs, fire alarms, fire extinguishers, electrical panels, or fire safety equipment

Fire Department access must also remain unobstructed. Steinbach Fire Department's fire plan guideline notes that the Manitoba Fire Code requires Fire Department access to be maintained and unobstructed at all times.

7. Occupancy Limits

The Association will respect occupancy limits set by the building, fire authority, lease, insurance provider, or applicable regulations.

Classes, parties, rentals, events, and gatherings must not exceed safe occupancy. The Association may limit the number of dancers, guests, observers, volunteers, or renters in a space to support safety and fire code compliance.

8. Fire Alarms

If a fire alarm sounds, everyone must treat it as a real emergency and evacuate immediately unless instructed otherwise by emergency responders or authorized building personnel.

Staff, instructors, renters, and volunteers must not ignore, silence, reset, or interfere with a fire alarm unless specifically authorized and safe to do so.

Dancers and guests must follow instructor, staff, or emergency responder instructions calmly and quickly.

9. Evacuation Procedure

In the event of a fire alarm, smoke, fire, gas smell, or other fire-related emergency:

1. Stop all activity immediately.
2. Instructors or supervisors gather dancers and direct them to the nearest safe exit.
3. Leave belongings behind unless they are immediately accessible and do not delay evacuation.
4. Close doors where safe to do so.
5. Evacuate calmly and quickly.
6. Move to the designated meeting area.
7. Take attendance or account for dancers and participants where possible.
8. Do not re-enter the building until emergency responders or authorized personnel confirm it is safe.

Dancers must not leave the meeting area without permission from an instructor, parent/guardian, or designated adult.

10. Designated Meeting Area

The Association will identify a safe outdoor meeting area for evacuations. Families, staff, instructors, volunteers, and renters should be informed of the meeting area where appropriate.

The meeting area should be far enough from the building to avoid smoke, fire, emergency vehicles, and building hazards.

11. Supervision of Dancers During Evacuation

Instructors, staff, volunteers, birthday party hosts, and renters are responsible for helping supervise the dancers, children, or participants under their care during an evacuation.

Younger dancers must be escorted out of the building by an instructor, staff member, volunteer, parent/guardian, or approved adult.

Staff should take attendance or otherwise account for dancers as soon as safely possible.

12. Assistance for Individuals Requiring Support

The Association will make reasonable efforts to support dancers, staff, volunteers, family members, or visitors who may need assistance during an evacuation due to age, disability, injury, medical needs, sensory needs, anxiety, or other circumstances.

Families are encouraged to inform the studio if a dancer may need evacuation support. The studio may create an individualized emergency plan where appropriate.

13. Fire Extinguishers and Fire Safety Equipment

Fire extinguishers, alarms, emergency lighting, exit signs, sprinklers, and other fire safety equipment must not be blocked, moved, tampered with, damaged, or used except for their intended purpose.

Only individuals who are trained, comfortable, and safe to do so should consider using a fire extinguisher. Evacuation and calling emergency services take priority over attempting to fight a fire.

The Association will work with the building owner, landlord, service provider, or fire authority to ensure required fire safety equipment is inspected and maintained as required.

14. Emergency Lighting and Exit Signs

Exit signs and emergency lighting must remain visible and unobstructed.

Emergency and exit lighting must be maintained in operating condition. A Manitoba fire safety information resource notes that exit lighting and exit signs must be illuminated when the building is occupied, and emergency lighting must be maintained in operating condition.

Any broken, missing, dim, blocked, or malfunctioning exit signs or emergency lights should be reported promptly.

15. Fire Hazards

All studio users must avoid creating fire hazards.

Fire hazards may include:

- Blocking exits or hallways
- Overloaded electrical outlets
- Damaged cords or extension cords
- Unattended appliances
- Open flames or candles
- Improper storage of paper, fabric, costumes, decorations, or props

- Flammable or combustible materials
- Unsafe use of heaters or electrical devices
- Smoking, vaping, cannabis, or prohibited substances
- Storing items near heat sources or electrical panels

Fire hazards must be corrected or reported immediately.

16. Open Flames, Candles, Smoke, and Special Effects

Open flames, candles, sparklers, incense, smoke machines, fog machines, pyrotechnics, fireworks, or similar effects are not permitted in the studio unless specifically approved in advance by the Association and permitted by the building, fire authority, insurance provider, and applicable rules.

Birthday candles may only be used if approved and supervised, and must never be left unattended.

17. Decorations and Displays

Decorations, signs, posters, costumes, props, and displays must be used safely.

Decorations must not:

- Block exits, hallways, fire extinguishers, fire alarms, exit signs, sprinklers, or emergency lighting
- Hang from sprinkler heads or fire safety equipment
- Create tripping or fire hazards
- Use unsafe electrical cords or lighting
- Include open flames or flammable materials without approval
- Damage walls, mirrors, floors, doors, or equipment

The Association may remove decorations that create a fire or safety concern.

18. Electrical Safety

Electrical equipment must be used safely.

Expectations include:

- Do not overload outlets or power bars.
- Do not use damaged cords, plugs, or equipment.
- Keep cords away from walkways and dance areas.
- Do not run cords under rugs or mats unless approved and safe.

- Turn off equipment when not in use.
- Keep drinks away from electrical equipment.
- Report electrical smells, sparks, heat, flickering lights, or damaged equipment immediately.

Only authorized individuals may access electrical panels or make changes to electrical equipment.

19. Smoking, Vaping, Cannabis, and Prohibited Substances

Smoking, vaping, cannabis use, and illegal substances are not permitted inside the studio or near entrances where they create a safety, health, or fire concern.

This applies to all dancers, families, staff, volunteers, renters, visitors, and guests.

20. Kitchens, Food, and Appliances

Any kitchen, food preparation, or appliance use must be approved and supervised.

Appliances such as kettles, coffee makers, microwaves, hot plates, or warming devices must be used safely and turned off after use.

Cooking or heating appliances are not permitted unless approved by the Association and permitted by the facility.

21. Renter and External Instructor Responsibilities

Renters and external instructors must follow this policy and any fire safety instructions included in their rental or facility use agreement.

Renters are responsible for:

- Knowing evacuation routes
- Keeping exits and hallways clear
- Supervising participants
- Respecting occupancy limits
- Avoiding fire hazards
- Using decorations and equipment safely
- Reporting hazards, alarms, damage, or incidents
- Evacuating participants during a fire alarm or emergency

The Association may refuse or cancel rentals that create unacceptable fire safety risks.

22. Fire Drills and Training

The Association may conduct or participate in fire drills, evacuation practice, or emergency procedure review.

Staff, instructors, volunteers, and renters may be required to review fire safety procedures, including exits, meeting areas, emergency contacts, and dancer supervision expectations.

Fire drills help dancers and adults respond calmly and safely in an emergency.

23. Reporting Fire Safety Concerns

Any fire safety concern must be reported promptly to the Executive Director, Artistic Director, instructor, Board representative, facility contact, or designated studio contact.

Concerns may include:

- Blocked exits
- Broken fire safety equipment
- Damaged cords or electrical issues
- Missing or blocked exit signs
- Fire extinguisher concerns
- Overcrowding
- Unsafe decorations
- Smoke, burning smells, or heat concerns
- Tampering with fire alarms or equipment
- Unsafe renter or visitor behaviour

Serious or urgent concerns should be reported to emergency services or the local fire authority where appropriate.

24. Fire, Smoke, or Gas Smell

If smoke, fire, or a gas smell is detected:

- Stop activity immediately.
- Evacuate the area if there is any safety concern.
- Call 911 if needed.
- Do not attempt to locate the source if it is unsafe.
- Do not re-enter the building until cleared by emergency responders or authorized personnel.
- Notify studio leadership as soon as possible.

25. Incident Documentation

Any fire-related emergency, evacuation, alarm, smoke concern, gas smell, fire extinguisher use, equipment failure, or fire safety incident should be documented.

Documentation may include:

- Date and time
- Location
- Description of concern
- People involved
- Action taken
- Emergency services contacted
- Injuries or damage
- Follow-up required
- Person completing the report

26. Consequences for Non-Compliance

Failure to follow fire safety expectations may result in:

- Verbal reminder
- Parent/guardian communication
- Removal from an activity or event
- Restriction from facility use
- Cancellation of rental
- Cleaning, repair, or damage charges
- Staff, volunteer, or contractor corrective action
- Reporting to building management, fire authority, insurer, or other appropriate authority where required

27. Policy Review

This policy will be reviewed periodically and updated as needed to reflect facility needs, fire safety requirements, lease obligations, insurance requirements, local fire authority guidance, and Association operations.

Fire Evacuation Plan

1. Purpose

The purpose of this Fire Evacuation Plan is to ensure the safe, orderly, and efficient evacuation of all dancers, staff, volunteers, and visitors in the event of a fire or suspected fire at Stoney Brook Dance Non-Profit Association. This plan is designed to minimize risk, prevent injury, and ensure accountability of all individuals on site.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe environment and ensuring all individuals are prepared to respond appropriately in the event of a fire emergency. All staff, instructors, and volunteers are responsible for understanding and executing this evacuation plan immediately when required.

The safety of individuals always takes priority over property or equipment.

3. Emergency Activation

A fire evacuation must be initiated when:

- A fire alarm is activated
- Smoke or fire is detected
- There is strong suspicion of fire or hazardous conditions
- Directed by emergency services or facility management

Upon activation, evacuation procedures must begin immediately without delay.

4. Staff Responsibilities

All staff and instructors are responsible for:

- Immediately directing students to evacuate the building
- Maintaining calm and orderly movement during evacuation
- Ensuring no student is left behind in classrooms, washrooms, or common areas
- Taking attendance sheets or class rosters if safely accessible
- Assisting younger students or those requiring support
- Closing doors behind them if safe to do so (do not lock doors)

Staff must prioritize evacuation over any other task.

5. Evacuation Routes

- All individuals must use the nearest safe exit route

- If a primary exit is blocked, alternate exits must be used
- Clear posted exit signage must be followed at all times
- Individuals must proceed calmly and quickly to the designated assembly area

6. Assembly Area

All individuals must proceed to the designated outdoor assembly area located a safe distance from the building.

At the assembly point:

- Staff will conduct a headcount of all students
- Classes will be grouped by instructor for accountability
- No one may re-enter the building until cleared by emergency services
- Parents and guardians will be directed to the assembly area if present

7. Student Accountability

Once evacuated:

- Each instructor is responsible for accounting for their class
- Attendance records will be used where available
- Any missing or unaccounted individuals must be reported immediately to emergency personnel
- Staff must remain with their group until given further instructions

8. Communication Procedures

During and after evacuation:

- Emergency services (911) will be contacted immediately if not already present
- The Artistic Director or designated leader will coordinate communication
- Parents/guardians will be notified once safety is confirmed
- Official updates will be provided through studio communication channels

9. Special Considerations

- Young children will be assisted as needed during evacuation
- Individuals with mobility challenges will be supported by designated staff if safe to do so
- Personal belongings must not be collected during evacuation
- Re-entry is strictly prohibited until authorized by fire officials

10. Training and Drills

To ensure preparedness:

- Fire evacuation procedures will be reviewed periodically with staff
- Fire drills may be conducted at scheduled intervals
- Staff are expected to familiarize themselves with exits, routes, and assembly points
- New staff and instructors will be oriented to evacuation procedures upon hire

11. Post-Evacuation Procedures

After the incident is resolved:

- A full headcount will be verified
- Incident reports will be completed by leadership
- Equipment or facility damage will be documented
- A debrief may be conducted to review response effectiveness and improvements

12. Policy Authority

This Fire Evacuation Plan is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in facility layout, safety regulations, or best practices in emergency management.

Severe Weather Closure Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the closure, delay, or cancellation of classes and activities due to severe weather conditions. This policy prioritizes the safety of all dancers, families, staff, and visitors while ensuring consistent communication and decision-making during weather-related disruptions.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe environment for all participants. In the event of severe weather, the organization may delay, cancel, or close operations when conditions are deemed unsafe for travel or facility use.

Final decisions regarding weather-related closures are made by the Artistic Director or designated leadership.

3. Definition of Severe Weather

Severe weather conditions may include, but are not limited to:

- Heavy snowfall, blizzards, or whiteout conditions
- Extreme cold temperatures or wind chill advisories
- Ice storms or hazardous road conditions
- Severe thunderstorms, high winds, or tornado warnings
- Flooding or localized weather-related hazards
- Any weather event where travel is unsafe or discouraged by local authorities

4. Decision-Making Criteria

Closure or cancellation decisions will consider:

- Local weather alerts and advisories
- Road and travel conditions in the surrounding area
- Accessibility and safety of staff and families
- Ability to safely operate the facility
- Timing of the weather event relative to scheduled classes
- Recommendations from local authorities or emergency services

The safety of participants will always take priority over program delivery.

5. Timing of Closure Decisions

Where possible, decisions will be made:

- At least 1–3 hours before scheduled classes when conditions are developing
- As early as possible when severe weather is forecasted

In rapidly changing conditions, decisions may be made closer to class time or during operating hours.

6. Communication of Closures

Weather-related closures will be communicated through one or more of the following channels:

- Email notifications to registered families
- Social media announcements
- Direct messaging or text alerts

Staff and instructors will also be notified directly. Families are encouraged to check official communication channels before travelling.

7. Types of Operational Changes

Depending on conditions, the studio may implement:

- Full closure of all classes and activities
- Partial closure (specific classes, levels, or programs)
- Delayed opening or early cancellation
- Virtual or modified instruction (if applicable and approved)

Decisions may vary based on age groups, timing, and safety considerations.

8. Instructor and Staff Expectations

In the event of severe weather:

- Staff are not expected to travel if conditions are unsafe
- Instructors should await confirmation before proceeding to the studio
- Any pre-planned rehearsals or events will be adjusted or rescheduled as needed
- Staff should monitor official communications for updates

No staff member is required to place themselves at risk to attend work.

9. Make-Up Classes and Rehearsals

Where closures occur:

- The studio may schedule make-up classes or adjust the term calendar
- Competitive rehearsals may be rescheduled where possible
- Refunds are not typically issued for weather-related closures
- Adjustments will be communicated as soon as practical

10. Parent and Guardian Responsibility

Parents and guardians are responsible for:

- Monitoring weather conditions before travel
- Checking official studio communication channels before departure
- Making safe decisions regarding travel in uncertain conditions
- Ensuring children are not dropped off during unsafe conditions if the studio is closed

11. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in safety standards, local conditions, or operational needs.

Missing Child Policy

1. Purpose

The purpose of this policy is to establish clear procedures to prevent, respond to, and manage situations involving a missing or unaccounted-for child within Stoney Brook Dance Non-Profit Association facilities or during studio-related activities. This policy prioritizes the immediate safety and well-being of all children in our care.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe and secure environment for all dancers. All reasonable precautions will be taken to prevent a child from becoming lost or unaccounted for, and clear procedures are in place to respond immediately if such a situation occurs.

All staff, instructors, and volunteers are responsible for remaining vigilant and acting quickly in accordance with this policy.

3. Prevention Measures

To reduce the risk of a missing child incident, Stoney Brook Dance implements the following measures:

- Controlled access to studio spaces during class times where possible
- Supervision of students during arrival, class time, and dismissal
- Clear drop-off and pick-up expectations communicated to families
- Staff awareness of all class rosters and attendance tracking

Parents and guardians are responsible for ensuring children are supervised before drop-off and promptly picked up after class.

4. Definition of a Missing Child

A child may be considered missing if:

- They cannot be located within the studio or designated activity area
- They are not accounted for during class, rehearsal, or scheduled activity
- They are observed leaving the designated area without authorization
- Their whereabouts are unknown and cannot be immediately confirmed

5. Immediate Response Procedure

If a child is suspected to be missing, staff must act immediately:

1. Notify the nearest available staff member or instructor

2. Conduct a prompt search of all studio areas, washrooms, waiting areas, and common spaces
3. Check entry/exit points to determine if the child has left the facility
4. Confirm attendance records and communicate with other instructors or staff on site
5. Notify the Artistic Director or designated leadership immediately

6. Escalation Procedure

If the child cannot be located within a reasonable and immediate timeframe:

- The parent or guardian will be contacted without delay
- A full facility search will continue with additional staff support
- If there is reason to believe the child has left the premises unsafely or may be at risk, emergency services (911) will be contacted immediately
- A full incident report will be completed following the situation

At all times, the safety of the child will take priority over all other operations.

7. Staff Responsibilities

All staff and instructors are responsible for:

- Maintaining awareness of students in their care
- Ensuring doors and exits are monitored during class transitions where applicable
- Responding immediately to any missing child concern
- Cooperating fully during search and response procedures
- Following leadership direction during an incident

8. Parent and Guardian Responsibilities

Parents and guardians are responsible for:

- Ensuring children are safely dropped off and picked up on time
- Communicating any changes in pick-up arrangements
- Notifying the studio if a child will be absent or leaving early
- Ensuring younger children are not left unattended before or after class

9. Documentation and Reporting

All missing child incidents, including near-misses, must be documented. Reports will include:

- Time and location of incident
- Steps taken during response
- Individuals involved
- Outcome and resolution
- Recommendations for prevention of future incidents

10. Policy Authority

This policy is governed by the Board of Directors and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect best practices in child safety and risk management.

11. Additional Documents

- Injury/Incident Report Form

Medical Emergency Policy

1. Purpose

The purpose of this policy is to establish clear procedures for responding to medical emergencies involving dancers, staff, volunteers, or visitors at Stoney Brook Dance Non-Profit Association. This policy ensures timely, appropriate, and coordinated action to protect health and safety in emergency situations.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining a safe environment and responding promptly to any medical emergency that occurs during studio activities. Staff and instructors are expected to act quickly, calmly, and within their level of training to ensure appropriate care and emergency response. The health and safety of individuals will always take priority over all other considerations.

3. Definition of a Medical Emergency

A medical emergency may include, but is not limited to:

- Loss of consciousness or fainting
- Suspected head, neck, or spinal injury
- Severe bleeding or open wounds
- Difficulty breathing or respiratory distress
- Seizures
- Suspected broken bones or severe sprains
- Allergic reactions or anaphylaxis
- Chest pain or sudden severe illness
- Any situation where an individual requires urgent medical attention

4. Immediate Response Procedures

In the event of a medical emergency, staff must:

1. Remain calm and assess the situation quickly
2. Ensure the area is safe for both the injured person and others
3. Do not move the individual unless there is immediate danger
4. Call emergency services (911) when required or if uncertainty exists
5. Notify the Artistic Director or designated leadership immediately
6. Provide basic first aid only within the scope of training

7. Assign someone to meet emergency responders if possible

5. Staff Responsibilities

All staff and instructors are responsible for:

- Responding immediately to any reported medical concern
- Ensuring supervision of other students while emergency care is provided
- Following established emergency procedures without delay
- Remaining with the individual until relieved by emergency personnel or a guardian
- Completing incident documentation after the event

Staff must not attempt medical procedures beyond their training certification.

6. Emergency Services (911)

Emergency services must be contacted when:

- The injury or condition is serious or life-threatening
- There is any doubt regarding severity
- The individual is unconscious or not responsive
- There is suspected head, neck, or spinal injury
- Breathing difficulties or severe allergic reactions occur
- Staff are instructed by policy or leadership to do so

When calling 911, clear and accurate information must be provided, including location, nature of emergency, and condition of the individual.

7. First Aid Response

Where appropriate and within training:

- Basic first aid may be administered
- First aid supplies should be used from designated kits
- Universal precautions must be followed (e.g., gloves when necessary)
- Assistance should be provided until medical personnel arrive or the situation is resolved

8. Parent and Guardian Notification

Parents or guardians will be contacted as soon as possible in the event of a medical emergency involving a minor. Communication will include:

- Nature of the incident
- Actions taken by staff
- Whether emergency services were contacted
- Location of the individual and next steps

If a guardian cannot be reached, emergency contacts will be used.

9. Documentation and Reporting

All medical emergencies must be documented, including:

- Date, time, and location of incident
- Description of what occurred
- Actions taken by staff
- Emergency services involvement (if applicable)
- Witness statements (if required)
- Follow-up actions or recommendations

Incident reports will be stored securely and reviewed by leadership.

10. Confidentiality

All medical information and incident details will be treated as confidential and shared only with individuals who require the information for safety, care, or administrative purposes.

11. Training and Preparedness

Where possible, Stoney Brook Dance will:

- Ensure relevant staff are trained in first aid and CPR
- Maintain accessible first aid kits on-site
- Review emergency procedures periodically with staff
- Encourage awareness of high-risk medical conditions where disclosed

12. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in safety regulations, best practices, or organizational needs.

13. Additional Documents:

- Injury/Incident Reporting Form

Allergy & Anaphylaxis Policy

1. Purpose

The purpose of this policy is to establish clear procedures for the prevention, identification, and emergency management of allergies and anaphylaxis within Stoney Brook Dance Non-Profit Association. This policy is designed to protect the health and safety of all dancers, staff, volunteers, and visitors who may be at risk of allergic reactions.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to providing a safe environment for individuals with allergies, including those at risk of anaphylaxis. While the studio cannot guarantee an allergen-free environment, reasonable efforts will be made to reduce exposure risks and ensure appropriate emergency response procedures are in place.

All known allergy and anaphylaxis risks must be communicated to the studio in writing by a parent or guardian (or by the individual, where applicable).

3. Allergy Disclosure Requirements

Parents/guardians and participants are responsible for:

- Informing the studio of all known allergies or medical conditions
- Providing updated medical information as changes occur
- Completing required medical and emergency action forms prior to participation
- Supplying emergency medication (e.g., EpiPens) when required
- Ensuring medication is current, properly labeled, and not expired

Failure to disclose allergy information may limit the studio's ability to respond effectively in an emergency.

4. Anaphylaxis Emergency Plans

For individuals at risk of anaphylaxis:

- A written Anaphylaxis Emergency Action Plan must be provided and kept on file
- Emergency medication (e.g., EpiPen) must be readily available at all times during participation
- Staff will be informed of identified at-risk individuals and basic response procedures
- Emergency plans will be reviewed periodically and updated as needed

5. Food and Environmental Controls

To reduce allergy risk, Stoney Brook Dance may implement the following measures where appropriate:

- Limiting or restricting food consumption in studio spaces
- Encouraging hand hygiene before and after classes
- Discouraging sharing of food among dancers
- Managing allergen-sensitive environments during camps, events, or performances when feasible
- Communicating known severe allergens to relevant staff when required for safety

While the studio cannot guarantee an allergen-free environment, reasonable precautions will be taken where practical.

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.

6. Emergency Response Procedures

In the event of a suspected allergic reaction or anaphylactic emergency:

1. Staff will remain calm and assess the situation
2. Emergency medication (EpiPen) will be administered immediately if available and authorized
3. Emergency medical services (911) will be contacted without delay
4. The individual's emergency action plan will be followed
5. Parents or guardians will be notified as soon as possible
6. An incident report will be completed following the event

Staff will act within their level of training and available information to prioritize safety.

7. Training and Awareness

Where possible, Stoney Brook Dance will:

- Ensure relevant staff are informed of emergency procedures
- Provide general awareness training regarding anaphylaxis response
- Review emergency protocols periodically with staff and instructors
- Maintain accessible emergency contact and medical information for at-risk participants

8. Confidentiality

All allergy and medical information will be treated as confidential and shared only with staff who require the information to ensure the safety of participants.

9. Limitations of Responsibility

Stoney Brook Dance Non-Profit Association is not a medical service provider. While reasonable care will be taken to support individuals with allergies, ultimate responsibility for disclosure, medication provision, and medical management rests with the parent/guardian or participant.

10. Policy Authority

This policy is governed by the Board of Directors and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in best practices, medical guidelines, or organizational needs.

Additional Documents:

- Injury/Incident Reporting Form

Medication Policy

1. Purpose

The purpose of this policy is to establish clear guidelines regarding the administration, storage, and handling of medication within Stoney Brook Dance Non-Profit Association. This policy is designed to protect the health and safety of all dancers, staff, volunteers, and visitors while ensuring appropriate response to medical needs during studio activities.

2. Policy Statement

Stoney Brook Dance Non-Profit Association recognizes that some students may require medication during studio hours or events. The organization is not a medical service provider and does not assume responsibility for administering medication except in limited, pre-approved circumstances.

Parents or guardians remain responsible for ensuring that any required medication needs are properly managed and communicated to the studio.

3. Administration of Medication

As a general rule:

- Staff and instructors do not administer prescription or over-the-counter medication to students
- Exceptions may be made only where required by law or through written parental consent and appropriate training (e.g., emergency medications such as EpiPens or inhalers)
- Students who are able may self-administer medication under supervision, with prior written consent from a parent/guardian

In all cases, safety and legal compliance will take priority.

4. Emergency Medication

Stoney Brook Dance may permit the use of emergency medications such as:

- EpiPens (epinephrine auto-injectors)
- Asthma inhalers
- Other prescribed emergency treatments

For emergency medication:

- A completed medical authorization form must be on file
- Medication must be clearly labeled with the student's name and instructions
- Staff will follow emergency procedures in the event of a medical incident

- Emergency services (911) will be contacted when required

5. Storage of Medication

Where medication is required on-site:

- Medication must be provided in its original packaging
- It must be clearly labeled with the student's name and dosage instructions
- Medication will be stored in a designated, secure location when not in use
- Access will be limited to authorized staff only
- Medication will not be stored in dance bags or unattended personal belongings unless required for immediate emergency use

6. Parental Responsibility

Parents and guardians are responsible for:

- Informing the studio of all relevant medical conditions and medication requirements
- Providing written instructions and authorization for any medication use
- Ensuring medication is current, properly labeled, and not expired
- Updating the studio immediately if medical needs change

7. Student Self-Administration

Students may self-administer medication only if:

- Written consent has been provided by a parent/guardian
- The student is deemed capable of self-management
- Staff are informed of the medication and circumstances
- The medication is stored appropriately if not carried by the student

8. Illness and Fitness to Participate

Stoney Brook Dance reserves the right to restrict participation if a student:

- Appears unwell or unable to safely participate in class
- Presents symptoms that may impact the health of others
- Requires medical attention beyond the scope of studio staff

Parents/guardians may be contacted to arrange pickup if necessary.

9. Emergency Response

In the event of a medical emergency:

- Staff will provide appropriate first aid within their training limits
- Emergency services will be contacted when required
- Parents or guardians will be notified as soon as possible
- An incident report will be completed and documented

10. Confidentiality

All medical information provided to Stoney Brook Dance will be treated as confidential and shared only with staff who require the information to ensure student safety.

11. Policy Authority

This policy is governed by the Board of Directors and administrative leadership of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in legal requirements, best practices, or operational needs.

12. Additional Documents

- Emergency Medication Authorization and Action Plan Form

Insurance Review Policy

1. Purpose

The purpose of this policy is to ensure that Stoney Brook Dance Non-Profit Association maintains appropriate, current, and adequate insurance coverage to protect the organization, its participants, staff, volunteers, board members, and facility users. This policy establishes a structured process for regular review and updating of all insurance policies.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to maintaining comprehensive insurance coverage that aligns with the organization's operational activities, risk exposure, and legal obligations. Insurance coverage will be reviewed on a scheduled basis and updated as required to ensure ongoing protection and compliance.

3. Scope of Insurance Coverage

The organization will maintain insurance coverage appropriate to its activities, which may include:

- General liability insurance
- Professional liability insurance (instructor coverage)
- Board of directors and officers liability insurance
- Property insurance for facility contents and equipment
- Abuse and misconduct coverage (where applicable)
- Event or performance liability insurance (as required)
- Any additional coverage required for rentals, travel, or special programming

4. Review Frequency

Insurance policies will be reviewed:

- **Annually**, at minimum, prior to renewal
- Whenever there are significant operational changes, including:
 - Expansion of programming or services
 - Facility upgrades or relocation
 - Introduction of new high-risk activities (e.g., acro, aerial, intensive training programs)
 - Significant changes in enrollment or facility usage

- Following any incident, claim, or near-miss event that may indicate a gap in coverage

5. Responsibility for Review

The responsibility for insurance review is assigned to:

- Executive Director and/or Artistic Director (primary responsibility)
- Designated Board member(s) overseeing risk or finance
- Insurance broker or advisor (consultative support role)

Final approval of insurance coverage changes rests with the Board of Directors.

6. Review Process

The insurance review process will include:

- Assessment of current coverage limits and exclusions
- Comparison against current operational risks and programming
- Review of claims history and incident reports
- Consultation with insurance providers or brokers
- Evaluation of cost versus coverage adequacy
- Recommendation of adjustments or enhancements as required

All changes will be documented and approved prior to policy renewal or implementation.

7. Incident-Based Review Trigger

An immediate insurance review may be initiated following:

- Serious injury or liability incident
- Property damage or facility loss event
- Legal claim or threat of legal action
- Significant operational disruption or emergency event

This ensures coverage remains appropriate in response to evolving risk exposure.

8. Compliance and Record Keeping

Stoney Brook Dance will maintain:

- Current copies of all insurance certificates and policies
- Records of annual reviews and updates
- Documentation of broker recommendations and board approvals

- Incident reports relevant to insurance evaluation

These records will be stored securely and made available for audit or review when required.

9. Policy Authority

This policy is governed by the Board of Directors of Stoney Brook Dance Non-Profit Association and may be updated periodically to reflect changes in insurance requirements, risk exposure, or organizational operations.

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Crisis Communication Policy

1. Purpose

The purpose of this policy is to establish clear procedures for timely, accurate, and responsible communication during crisis situations. This ensures the safety of all dancers, families, staff, volunteers, and visitors while protecting the integrity and reputation of Stoney Brook Dance Non-Profit Association.

2. Policy Statement

Stoney Brook Dance Non-Profit Association is committed to transparent, calm, and coordinated communication during any situation that may impact the safety, operations, or reputation of the organization. All crisis communication will be managed through designated leadership to ensure consistency of messaging and accuracy of information.

Only authorized individuals may issue official communications on behalf of the organization during a crisis.

3. Definition of a Crisis

A “crisis” may include, but is not limited to:

- Medical emergencies or serious injuries
- Fire, flood, or facility-related hazards
- Severe weather events impacting operations
- Security threats or unauthorized access incidents
- Significant operational disruptions (e.g., facility closure)
- Public relations incidents or reputational concerns
- Any situation requiring emergency response or immediate action

4. Communication Authority

During a crisis, all official communication will be directed by:

- Artistic Director (primary spokesperson)
- Executive Director or Board-designated representative (if applicable)
- Authorized administrative personnel as delegated

No staff member, instructor, volunteer, or representative may issue public statements or respond to media inquiries unless explicitly authorized.

5. Internal Communication Procedures

In the event of a crisis, Stoney Brook Dance will prioritize internal communication to ensure safety and clarity:

- Immediate communication to staff, instructors, and relevant personnel
- Direct messaging to affected families when necessary
- Use of approved communication channels (email, text alerts, official platforms)
- Clear instructions regarding safety actions, cancellations, or next steps

All internal communication must be accurate, timely, and consistent.

6. External Communication Procedures

External communication may include families, community members, media, or the public. In these cases:

- Only approved messaging will be released
- Information will be shared once verified and confirmed
- Updates will be provided as new information becomes available
- Messaging will prioritize safety, clarity, and reassurance

Unverified or speculative information will not be shared.

7. Media Relations

All media inquiries must be directed immediately to the designated spokesperson.

- Staff and instructors must not engage with media representatives
- Only authorized leadership may provide interviews or statements
- A consistent and approved message will be used for all media communication

8. Social Media Use During a Crisis

During a crisis:

- Only official accounts may post updates
- Staff and families are encouraged not to share unverified information
- Social media messaging must align with official communications
- Misinformation or speculation should be avoided and may be corrected through official channels

9. Emergency Communication Priorities

In all crisis situations, communication priorities are:

1. Safety of dancers, staff, and visitors

2. Clear instructions for immediate action (if required)
3. Notification of parents/guardians
4. Operational updates (closures, schedule changes, etc.)
5. Follow-up communication and resolution updates

10. Documentation and Review

All crisis events and communications will be documented for internal review. This may include:

- Timeline of events
- Communication records
- Decisions made and actions taken
- Post-incident review and improvements

The policy will be reviewed periodically and updated as needed to reflect best practices in emergency communication and risk management.

11. Policy Authority

This policy is governed by the Artistic Director and Board of Directors of Stoney Brook Dance Non-Profit Association and applies to all staff, instructors, volunteers, and representatives of the organization.

Appendices

- Appendix A: Expense Claim Form
- Appendix B: Sponsorship Opportunities
- Appendix C: Intensive Dance Program Audition Application Form
- Appendix D: Child Protection Concern Documentation Form
- Appendix E: Injury/Incident Reporting Form
- Appendix F: Dance Studio Rental Agreement
- Appendix G: Birthday Party Host Opportunity
- Appendix H: Birthday Party Host Application Form
- Appendix I: Birthday Party Agreement
- Appendix J: Photo/Video Release Form
- Appendix K: Class Withdrawal Request Form
- Appendix L: Volunteer & Account Credit Hours Submission Form
- Appendix M: Staff/Instructor Hours Submission Form
- Appendix N: Sponsorship Commitment Form
- Appendix O: Complaint Tracking & Resolution Form
- Extras (Solos, Duos, Trios and Small Groups) Application Form
- Student Helper Program Application Form
- Appendix R: Contract Instructor Agreement Form
- Appendix S: Emergency Medication Authorization and Action Plan

Appendix A: Expense Claim Form

EXPENSE CLAIM FORM

Use this form to request reimbursement for approved expenses incurred on behalf of the Association. Attach itemized receipts for all expenses.

1. Claimant Information

Claimant Name		Role/Position	
Email		Phone	
Claim Period Start		Claim Period End	
Date Submitted		Preferred Payment Method	

Purpose or event related to this claim:

2. Expense Details

Date	Vendor / Description	Category	Payment Method	Receipt ? Y/N	Amount (CAD)	Notes

Common categories: Administration, Costume, Facility, Fundraising, Marketing, Program Supplies, Travel, Meals, Training, Other

3. Mileage Claim, if applicable

Date	Purpose / Destination	Kilometres	Rate per km	Amount

4. Claim Summary

Expense subtotal	\$ _____
Mileage subtotal	\$ _____
Less advances / prepaid amounts	\$ _____
Total reimbursement requested	\$ _____
Amount approved	\$ _____

5. Claimant Certification

I certify that the expenses listed above were incurred for approved Association purposes, are accurate to the best of my knowledge, and have not been previously reimbursed. I have attached all available receipts or provided an explanation where a receipt is missing.

Claimant Signature

Date

6. Approval

Reviewed by		Date	
Approved by		Date	
Payment processed by		Date paid	
Payment reference / notes			

Receipt checklist: ☐ All receipts attached ☐ Missing receipt explanation attached ☐ Expense approved in budget or by authorized approver

Submission note: Submit completed forms and receipts to the Treasurer or designated Association contact. Claims should be submitted within the required timeframe set by the Board or applicable policy.

Appendix B: Sponsorship Opportunities

Stoney Brook Dance Nonprofit Association Inc. Sponsorship Opportunities

\$5000 +- Diamond level

- Acknowledgement as a **founding sponsor** during our transition to non-profit status
- Naming rights to a studio within the dance studio (only 4 studios available per year) with signage posted, including your company logo
- Sponsorship acknowledgement including company logo on SBDC website
- Promotional material provided with welcome package information
- Sponsorship acknowledgement in monthly family newsletter
- Verbal recognition during showcase and recitals
- **High visibility** sponsorship acknowledgement in showcase and recital programs
- Signage posted at showcase and recitals, including your company logo
- Social media shout outs

\$1000 +- Platinum level

- Sponsorship acknowledgement including company logo on SBDC website
- Promotional material provided with welcome package information
- Sponsorship acknowledgement in monthly family newsletter
- Sponsorship acknowledgement in showcase and recital programs
- Verbal recognition during showcase and recitals
- Signage posted at showcase and recitals, including your company logo
- Social media shout outs

\$500 +- Gold level

- Sponsorship acknowledgement on SBDC website
- Sponsorship acknowledgement in showcase and recital programs
- Signage posted at showcase and recitals
- Social media shout outs

\$300+- Silver level

- Signage posted at showcase and recitals
- Social media shout outs

\$100+- Bronze level

- Social media shout outs

Appendix C: Intensive Dance Program Audition Application Form

Stoney Brook Dance Nonprofit Association

Intensive Dance Program Audition Application Form

Thank you for your interest in auditioning for the Stoney Brook Dance Nonprofit Association Intensive Program. This program is designed for dancers who are ready for a higher level of training, commitment, teamwork, and performance opportunities.

Please complete this form in full before auditions.

Dancer Information

Dancer's Full Name: _____

Date of Birth: _____ Age as of December 31: _____

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email Address: _____

Audition Styles

Please select the styles the dancer would like to audition for:

☐ Ballet ☐ Jazz ☐ Tap ☐ Lyrical ☐ Acro ☐ Musical Theatre ☐ Hip Hop ☐ Open

Please note that auditioning for a style does not guarantee placement in that style. Placement decisions will be made by the teaching team based on technique, readiness, work ethic, attitude, commitment, and overall fit for the program.

Contemporary Class Placement Assessment

Contemporary will be offered as a regular class this season. Because this is the first year Contemporary is being offered, interested dancers will complete a placement assessment during the Intensive audition process.

Is the dancer interested in being assessed for Contemporary class placement?

☐ Yes ☐ No

Availability and Commitment

The Intensive Program requires additional time, training, performances, competitions, festivals, and rehearsals.

Dancers accepted into the Intensive Program may participate in:

- 2–3 local (Winnipeg) competitions
- 1 out-of-province competition
- Additional festival opportunities
- Recital performances
- Extra rehearsals or performance opportunities as scheduled

Are you aware of and prepared for the additional time commitment required for Intensive?

☐ Yes ☐ No ☐ I would like more information

Are you aware that participation will include additional costs such as competition fees, costumes, travel, festival fees, extra rehearsals, and performance-related expenses?

☐ Yes ☐ No ☐ I would like more information

Please list any known scheduling conflicts for the upcoming season:

Dancer and Parent/Guardian Acknowledgement

Please initial each statement:

_____ I understand that auditioning does not guarantee placement in the Intensive Program or in a specific dance style.

_____ I understand that placement decisions are made collaboratively by the teaching team.

_____ I understand that dancers may be placed in some, all, or none of the styles they audition for.

_____ I understand that Contemporary assessments are for regular class placement and are not an Intensive audition.

Parent/Guardian Signature: _____ **Date:** _____

Dancer Signature: _____ **Date:** _____

For Office Use Only

Audition Date: _____

Assessed By: _____

Notes: _____

Placement Recommendation: _____

Dance Experience

How many years has the dancer been dancing?

How many years has the dancer trained at Stoney Brook Dance Company?

Please list previous dance studios, if applicable:

Which styles has the dancer previously trained in?

☐ Ballet ☐ Jazz ☐ Tap ☐ Lyrical ☐ Acro ☐ Musical Theatre ☐ Hip Hop ☐ Contemporary ☐
Pointe

☐ Other: _____

Please list any dance exams completed, if applicable:

Dancer Goals

(To be completed by the dancer, not the parent.)

Why would you like to audition for the Intensive Program?

What are some dance goals you have for this year?

What do you think are your strongest dance skills or qualities?

What would you like to keep working on or getting better at in dance?

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Appendix D: Child Protection Concern Documentation Form

Child Protection Concern Documentation Form

(Fillable form available)

Confidential — To be completed when a child protection, safety, boundary, disclosure, or suspected abuse/neglect concern is observed or reported.

This form is for documentation only. It does not replace the legal duty to report child protection concerns to the appropriate child protection authority or police where required. If a child is in immediate danger, call **911**.

1. Person Completing This Form

Name: _____

Role/Position: _____

Phone/Email: _____

Date Form Completed: _____

Time Form Completed: _____

2. Child/Dancer Information

Child/Dancer Name: _____

Age/Date of Birth, if known: _____

Class/Program: _____

Parent/Guardian Name(s), if known: _____

Emergency Contact, if needed: _____

3. Concern Type

Check all that apply:

- ☐ Disclosure from child/dancer
- ☐ Observed injury or physical concern
- ☐ Behavioural or emotional concern
- ☐ Boundary concern involving adult/child interaction
- ☐ Inappropriate communication or social media concern
- ☐ Supervision concern
- ☐ Dressing room, washroom, or privacy concern

- ☐ Suspected abuse or neglect
 - ☐ Concern reported by another person
 - ☐ Other: _____
-

4. Date, Time, and Location of Concern

Date of incident/concern: _____

Time of incident/concern: _____

Location: _____

Activity taking place:

- ☐ Class
 - ☐ Rehearsal
 - ☐ Competition
 - ☐ Recital/performance
 - ☐ Camp/workshop
 - ☐ Birthday party/event
 - ☐ Online communication
 - ☐ Other: _____
-

5. Description of Concern

Describe only what you saw, heard, were told, or became aware of. Use factual language. Avoid opinions, assumptions, or conclusions.

What happened or what was reported?

6. Child's Exact Words, if Applicable

If the child/dancer made a disclosure or statement, record their exact words as closely as possible.

Did you ask any questions?

☐ No

☐ Yes — list only the questions asked and the child's response:

7. Observed Signs or Indicators

Check or describe anything observed:

- ☐ Visible injury
- ☐ Pain or discomfort
- ☐ Fearfulness
- ☐ Withdrawal
- ☐ Crying or distress
- ☐ Anxiety or panic
- ☐ Unusual behaviour change
- ☐ Avoidance of a person/place
- ☐ Inappropriate adult-child interaction
- ☐ Unsafe supervision
- ☐ Other: _____

Details:

8. People Involved or Present

Name(s) of child/dancer(s) involved:

Name(s) of adult(s) involved, if any:

Witnesses or people nearby:

Person who reported the concern, if not the child:

9. Immediate Safety Actions Taken

Check all that apply:

- ☐ Child was moved to a safer area
- ☐ Activity was stopped
- ☐ First aid was provided
- ☐ Emergency services were called
- ☐ Parent/guardian was contacted
- ☐ Child was supervised by approved adult
- ☐ Adult/volunteer/staff member was removed from contact with child
- ☐ Studio leadership was notified
- ☐ No immediate action was required
- ☐ Other: _____

Details of action taken:

10. External Report

Complete this section if a report was made to child protection services, police, or emergency services.

Was an external report made?

- ☐ Yes
- ☐ No
- ☐ Not yet
- ☐ Unsure / seeking direction

Agency contacted:

- ☐ Child and Family Services
- ☐ Police
- ☐ 911 / Emergency Services
- ☐ Other: _____

Date reported: _____

Time reported: _____

Name of person spoken to, if known: _____

Reference/file number, if provided: _____

Summary of instructions received:

11. Internal Notification

Was studio leadership notified?

- ☐ Yes
- ☐ No
- ☐ Not appropriate at this time due to safety/confidentiality concern

Person notified:

- ☐ Executive Director
- ☐ Artistic Director
- ☐ President
- ☐ Board representative
- ☐ Other: _____

Date/time notified: _____

Method of notification:

- ☐ In person
 - ☐ Phone
 - ☐ Email
 - ☐ Text/message
 - ☐ Other: _____
-

12. Parent/Guardian Notification

Parent/guardian notification should be handled carefully and may not be appropriate before consulting child protection authorities if doing so could increase risk to the child.

Was parent/guardian notified?

- ☐ Yes
- ☐ No
- ☐ Not appropriate at this time
- ☐ Direction sought from child protection/police

Name of parent/guardian notified: _____

Date/time notified: _____

Summary of communication:

13. Follow-Up Required

Check all that apply:

- ☐ Awaiting direction from child protection/police
- ☐ Increased supervision required
- ☐ Adult/staff/volunteer access restricted
- ☐ Parent/guardian follow-up required
- ☐ Board review required
- ☐ Incident report also required
- ☐ Medical/first aid follow-up required
- ☐ Policy review or training required
- ☐ No further internal action at this time
- ☐ Other: _____

Follow-up notes:

14. Attachments or Supporting Information

Attach or securely store any relevant supporting documentation, if appropriate.

- ☐ Emails/messages
- ☐ Screenshots
- ☐ Photos of injury or concern, if appropriate and handled sensitively
- ☐ Incident report
- ☐ First aid report
- ☐ Witness notes
- ☐ Other: _____

15. Confidentiality Reminder

This form contains sensitive child protection information. It must be stored securely and shared only with individuals who require the information for child safety, mandatory reporting, legal, insurance, governance, or authorized follow-up purposes.

16. Signature

Completed by: _____

Signature: _____

Date: _____

Reviewed by, if applicable: _____

Role: _____

Date reviewed: _____

DRAFT

Appendix E: Injury/Incident Reporting Form

Injury / Incident Reporting Form

(Fillable form available)

Confidential - complete as soon as possible after an injury, illness, safety concern, or incident.

Emergency Reminder: If there is immediate danger or a serious medical emergency, call 911 first. This form documents what happened and does not replace first aid, emergency response, parent/guardian contact, or any required child protection report.

Report Information

Date form completed	
Person completing form	Name: Role:
Phone / email	
Report type	☐ Injury ☐ Illness ☐ Incident ☐ Safety concern ☐ Suspected concussion ☐ Other: _____

Person Involved

Name of dancer/person involved	
Age / date of birth, if known	
Class / program / team	
Parent/guardian name	
Emergency contact used, if any	

Incident Details

Date and Time of incident	
Location	☐ Studio ☐ Dressing room ☐ Waiting area ☐ Off-site event ☐ Competition/recital ☐ Other: _____
Activity / supervisor	☐ Class ☐ Rehearsal ☐ Performance ☐ Camp/workshop ☐ Other: _____ Supervisor: _____

Description of What Happened

Record factual details only. Include what was seen, heard, reported, or done. Avoid opinions or assumptions.

Injury / Illness Details

☐ No visible injury	☐ Head / face / neck	☐ Arm / hand / wrist
☐ Leg / knee / ankle / foot	☐ Back / spine	☐ Bruise / swelling
☐ Cut / scrape / bleeding	☐ Sprain / strain suspected	☐ Dizziness / faintness
☐ Nausea / vomiting	☐ Difficulty breathing	☐ Allergic reaction
☐ Pain reported	☐ Emotional distress	☐ Other: _____

Body part affected	_____
Symptoms described by dancer/person	_____
Pain level, if reported	0 1 2 3 4 5 6 7 8 9 10 Not reported / not applicable

Possible Concussion Screening

Complete this section for any fall, hit, collision, head/neck impact, or symptoms that may suggest concussion. When in doubt, remove the dancer from activity and notify a parent/guardian.

☐ Hit to head / face / neck	☐ Fall or collision	☐ Headache or pressure
☐ Dizziness or balance issue	☐ Nausea or vomiting	☐ Blurred / double vision
☐ Sensitivity to light/noise	☐ Confusion or fogginess	☐ Memory or concentration issue
☐ Unusual behaviour or emotion	☐ Loss of consciousness	☐ No concussion signs observed

Was dancer removed from activity?	☐ Yes ☐ No ☐ Not applicable
Did dancer return same day?	☐ No ☐ Yes - explain: _____

Immediate Action Taken

☐ Activity stopped	☐ Dancer/person rested
☐ Basic first aid provided	☐ Ice/cold pack provided
☐ Wound cleaned/covered	☐ Parent/guardian contacted
☐ Emergency contact contacted	☐ 911 / emergency services called
☐ Dancer/person sent home	☐ Dancer observed only
☐ Area/equipment removed from use	☐ Studio leadership notified
☐ No immediate action required	☐ Other: _____

First aid provided by	Name: _____ Role: _____
Emergency services details	☐ Not called ☐ Called at: _____ Outcome / instructions: _____

Parent/Guardian Notification

Was parent/guardian contacted?	☐ Yes ☐ No ☐ Not applicable
Name of person contacted	_____
Date/time contacted	_____
Method	☐ Phone ☐ Text/message ☐ Email ☐ In person ☐ Other: _____
Summary of communication	_____

Witnesses or Others Involved

Witness name(s)	_____
Other dancers/people involved	_____
Witness contact, if needed	_____

Follow-Up Required

☐ Parent/guardian follow-up	☐ Medical assessment recommended
☐ Medical clearance required before return	☐ Concussion protocol required
☐ Modified participation needed	☐ Instructor follow-up
☐ Artistic Director follow-up	☐ Executive Director follow-up
☐ Board/designated contact review	☐ Facility/equipment repair or review
☐ Policy/training review	☐ No follow-up required at this time
☐ Other: _____	

Return to Dance / Participation Notes

May return to regular activity?	☐ Yes ☐ No ☐ Not yet determined
Restrictions or modifications	
Medical clearance received?	☐ Yes ☐ No ☐ Not required Date received: _____
Clearance reviewed by	

Review and Signatures

Completed by	Signature: _____ Date: _____
Reviewed by studio leadership	Name/role: _____ Date: _____
Additional notes	

Appendix F: Dance Studio Rental Agreement

DANCE STUDIO RENTAL AGREEMENT

This Rental Agreement ("Agreement") is entered into on this ____ day of _____, **20**, by
and between:

Studio Representative :

Studio Name: Stoney Brook Dance Nonprofit Association Incorporated

Studio Representative (please print): _____

Address: 283 PTH 12N Steinbach, MB R5G 1T8

Phone: 431-375-1093

Email: sbdcnprofit@gmail.com

AND

Renter:

Name: _____

Organization (if any): _____

Address: _____

Phone: _____

Email: _____

1. Studio Space

The Owner agrees to rent to the Renter the following space:

- Studio Name (Blue, Teal, Pink, Purple): _____
- Address of Studio: Stoney Brook Dance Company, Steinbach MB
- Please note – renters will only have access to the main floor common areas and bathroom, NO UPSTAIRS ACCESS will be granted.

2. Rental Date(s) and Time(s)

Please be specific, as these are the ONLY TIMES renters will have full access to the designated rented space.

- Date(s): _____
- Time(s): From _____ AM/PM to _____ AM/PM
- Frequency: ☐ One-time use ☐ Weekly ☐ Monthly ☐ Other: _____
- Studio rented: PINK TEAL BLUE PURPLE

3. Purpose of Rental

- The studio space shall be used for (select all that are applicable):
 - ☐ Rehearsal
 - ☐ Class Instruction
 - ☐ Performance
 - ☐ Workshop
 - ☐ Private Event
 - ☐ Other (please specify): _____

4. Rental Fee and Payment

- Hourly Rate: \$50/hr for first hour, \$30 for each subsequent hour _____
- Flat Fee (if applicable): \$ ___ n/a _____
- Total Rental Fee: \$ _____
- Security Deposit (refundable): \$ _____
- Payment Due Prior to First Use, with subsequent payments due immediately after each use.

Payment Method: ☐ E-transfer ☐ Cheque ☐ Cash ☐ Credit/Debit

5. Cancellation Policy

- Cancellations must be made in writing (email acceptable).
- Cancellation notice required with 24 hours notice, with the exception of weather-related events (e.g., blizzard).
- Refund Policy:
 - ☐ Full refund if notice provided 24 hours in advance of scheduled rental time.
 - ☐ No refund if cancellation if less than 24 hours of scheduled rental time.

6. Studio Rules & Responsibilities

The Renter agrees to:

- Leave the studio clean and in the same condition as found. A CLEANING FEE of \$50 per space cleaned will be issued should the space not be left in the same condition as found. E.g., \$50 per studio, common area, and bathroom. Cleaning fees must be paid, in full, prior to ongoing rental opportunities.
- Remove all personal items after use.
- Adhere to all rules within the studio

- No outdoor shoes are permitted past the front entrance. Please place shoes in the receptacles provided by the front entrance.
- Be respectful of others at the studio, at all times. Disrespectful behaviour will not be tolerated
- Not use or allow use of any illegal substances.
- Not exceed the studio's maximum occupancy: _____ persons.
- Be responsible for any damage caused during the rental period.
- Ensure that all participants respect noise levels and common areas.
- Absolutely NO FOOD in the studios.
- Only water permitted within the studios

Studio Owner provides:

- Access to studio space, lighting, sound system (if agreed).
- Access to washrooms and waiting areas.

7. Insurance & Liability

- The Renter:
 - ☐ Has liability insurance (provide proof)
 - ☐ Does not have liability insurance and assumes all risk

The Renter agrees to indemnify and hold harmless the Owner from any and all claims arising from their use of the premises.

8. Security & Access

- Entry Code/Key Provided: ☐ Yes ☐ No
- Responsibility for locking up: ☐ Renter ☐ Owner
- Emergency Contact: _____

9. Termination

This Agreement may be terminated by either party with written notice of ____ days. **Any violation of terms may result in immediate termination with no refund.**

10. Additional Terms

SIGNATURES

Studio Owner/Representative:

Signature: _____

Name (please print): _____

Date: _____

Renter:

Signature: _____

Name (please print): _____

Date: _____

Copy of rental agreement to be provided to both renter and studio representative for future reference.

Appendix G: Birthday Party Host Opportunity

Birthday Party Host Opportunity- ON HOLD

Stoney Brook Dance Nonprofit Association is excited to begin offering **dance birthday parties** at the studio, and we are looking for enthusiastic dancers and teachers who may be interested in working as birthday party hosts.

This is a **paid opportunity** for dancers ages **15 and up** who have experience in the dance style being offered during the party. Current teachers are also eligible to host birthday parties.

Birthday party hosts will be responsible for leading the dance portion of the party, helping create a fun and memorable experience for the birthday child and their guests, and assisting with basic setup and cleanup.

Each party host will be paid for **3 hours** of work, which includes:

30 minutes before the party

The host will arrive early to help set up the dance space and party room, prepare music, and ensure everything is ready for guests.

45-minute dance class

The birthday child will choose from one of the following dance styles: **ballet, jazz, lyrical, or musical theatre**. The dance class will include:

- A 5-minute warm-up
- 10 minutes of across-the-floor work with a few basic dance elements
- 30 minutes to learn a short dance combination

The short combination will be taught in a fun, age-appropriate way so party guests can enjoy dancing together and feel confident sharing what they learned.

1 hour in the party room

After the dance class, guests will have time in the party room for food, cake, presents, and celebrating together.

15-minute sharing time

Near the end of the party, guests will have the opportunity to perform their short dance combination for parents.

30 minutes after the party

The host will stay after the party to help clean up the studio and party room.

Hosts will be paid the **current Manitoba minimum wage** for their time. Current teachers who host birthday parties will be paid at their regular contract wage.

This is a great opportunity for older dancers and teachers who enjoy working with children, leading activities, and sharing their love of dance in a fun and positive environment.

Appendix H: Birthday Party Host Application Form

Birthday Party Host Application Form- Stoney Brook Dance Nonprofit Association

Thank you for your interest in becoming a Birthday Party Host at Stoney Brook Dance Nonprofit Association. Birthday Party Hosts help create fun, welcoming, and memorable dance birthday parties for children and their guests.

This is a paid opportunity for dancers ages **15+** with experience in the dance style they are applying to teach.

Applicant Information

Full Name: _____

Date of Birth: _____

Age: _____

Phone Number: _____

Email Address: _____

Parent/Guardian Name, if applicant is under 18:

Parent/Guardian Phone Number: _____

Parent/Guardian Email Address: _____

Dance Experience

How many years have you danced?

What dance styles have you trained in?

☐ Ballet

☐ Jazz

☐ Lyrical

☐ Musical Theatre

☐ Tap

☐ Hip Hop

☐ Acro

☐ Contemporary

☐ Other: _____

Which birthday party dance styles would you feel comfortable leading?

- ☐ Ballet
- ☐ Jazz
- ☐ Lyrical
- ☐ Musical Theatre

Please briefly describe your experience in the styles selected above:

Teaching, Leadership & Child Experience

Do you have any experience teaching, assisting, babysitting, coaching, volunteering, or working with children?

- ☐ Yes
- ☐ No

If yes, please describe:

Why are you interested in becoming a Birthday Party Host?

What qualities do you think make a great birthday party host?

Availability

Birthday parties may be scheduled on weekends or during available studio times.

What days/times are you generally available?

Are there any dates, seasons, or regular commitments that may limit your availability outside of dance?

Role Expectations

Birthday Party Hosts are expected to arrive prepared, be positive and professional, lead an age-appropriate dance class, help create a fun experience for the birthday child and guests, and assist with setup and cleanup.

Each birthday party host shift is paid for **3 hours**, including:

- 30 minutes before the party for setup
- 45-minute dance class
- 1 hour in the party room
- 15-minute dance sharing time for parents
- 30 minutes after the party for cleanup

Hosts will be paid the current **Manitoba minimum wage**. Current teachers will be paid at their regular contract wage.

Please initial beside each statement:

____ I understand that I am responsible for arriving on time and being prepared.

____ I understand that I may be asked to lead a 45-minute dance class in ballet, jazz, lyrical, or musical theatre.

____ I understand that the class will include a warm-up, basic movement activities, and a short dance combination.

____ I understand that I will help with setup and cleanup before and after the party.

____ I understand that I am expected to be kind, respectful, responsible, and encouraging with all party guests.

____ I understand that I should only agree to host parties in styles I have enough experience to lead safely and confidently.

References

Please provide one reference who can speak to your responsibility, leadership, dance experience, or experience working with children. This may be a teacher, coach, employer, volunteer supervisor, or dance instructor.

Reference Name: _____

Relationship to Applicant: _____

Phone or Email: _____

Applicant Agreement

I confirm that the information provided in this application is accurate. I understand that submitting this application does not guarantee that I will be selected as a Birthday Party Host. If selected, I agree to follow Stoney Brook Dance Nonprofit Association's expectations, policies, and instructions while hosting birthday parties.

Applicant Signature: _____

Date: _____

Parent/Guardian Signature, if applicant is under 18:

Date: _____

Appendix I: Birthday Party Agreement

Stoney Brook Dance Nonprofit Association Birthday Party Agreement- ON HOLD

Thank you for choosing Stoney Brook Dance Nonprofit Association to host your child's birthday party! We are excited to help create a fun, memorable celebration filled with music, movement, and dance.

Please review the following agreement carefully before booking.

Party Package

Stoney Brook Dance Nonprofit Association birthday parties include **2 hours of party time**, plus setup and cleanup time handled by the party host.

The party includes:

- A **45-minute dance class** led by a Stoney Brook Dance Nonprofit Association Birthday Party Host
- Choice of dance style: **Ballet, Jazz, Lyrical, or Musical Theatre**
- Use of the party room for food, cake, gifts, and celebration
- Time at the end of the party for dancers to share their short dance combination with parents/guardians

Party Schedule

Each birthday party will follow this general schedule:

Dance Class — 45 minutes

The dance portion will include:

- 5-minute warm-up
- 10 minutes of basic dance elements or across-the-floor movement
- 30 minutes to learn a short dance combination

Party Room — 1 hour

Families may use this time for food, snacks, cake, presents, and celebrating.

Dance Sharing — 15 minutes

At the end of the party, guests will have the opportunity to perform the short dance combination they learned for parents/guardians.

Dance Style Selection

The birthday child may choose one dance style for the party:

- ☐ Ballet
- ☐ Jazz
- ☐ Lyrical
- ☐ Musical Theatre

Selected Style: _____

Please note that dance instruction will be beginner-friendly, age-appropriate, and designed for fun. No previous dance experience is required for party guests.

Food, Cake & Decorations

Families are welcome to bring food, snacks, drinks, cake, and gifts for the party room portion of the event.

Families are responsible for providing:

- Food and beverages
- Cake or cupcakes
- Plates, cups, napkins, utensils, candles, and serving items
- Decorations, if desired
- Loot bags or party favours, if desired

Decorations must be approved by Stoney Brook Dance Nonprofit Association and must not damage walls, mirrors, floors, furniture, or studio property. Confetti, glitter, open flames, and decorations that are difficult to clean may not be permitted.

Allergies & Food Safety

The booking family is responsible for managing food brought into the studio and for being aware of any allergies or dietary restrictions among party guests.

Please notify Stoney Brook Dance Nonprofit Association in advance of any serious allergies or medical concerns that may affect the party.

Arrival & Pickup

The birthday family may arrive at the agreed-upon time before the party to bring in food, cake, decorations, and supplies.

Party guests should arrive at the scheduled party start time. Parents/guardians are responsible for ensuring children are picked up promptly at the end of the party.

Parent/Guardian Supervision

A Stoney Brook Dance Nonprofit Association Birthday Party Host will lead the dance class and help guide the party schedule. However, the booking parent/guardian is responsible for supervising party guests throughout the event, including during the party room portion.

At least one parent/guardian of the birthday child must remain on site for the full duration of the party.

Clothing & Footwear

Party guests should wear comfortable clothing that allows them to move safely. Dance shoes are not required. Clean indoor shoes or bare feet may be used depending on the dance style and studio requirements.

Outdoor shoes are not permitted on the dance floors.

Studio Rules

To help keep the studio safe and welcoming, all guests are expected to:

- Respect the studio space, staff, host, and other guests
- Use indoor shoes or approved footwear only in the studio
- Keep food and drinks in the designated party room area
- Avoid running in hallways or unsafe play
- Follow instructions from the Birthday Party Host and studio representatives
- Treat studio property, mirrors, dance floors, and equipment with care

The booking family may be responsible for any damage caused to studio property by party guests.

Payment

A birthday party booking is not confirmed until payment arrangements have been completed according to Stoney Brook Dance Nonprofit Association's booking policies.

Party Date: _____

Party Time: _____

Total Fee: _____

Deposit Required: _____

Balance Due Date: _____

Payment must be received by the required deadline in order to secure the booking.

Cancellation Policy

If a family needs to cancel or reschedule a birthday party, they must contact Stoney Brook Dance Nonprofit Association as soon as possible.

Cancellation and refund policies will be based on the amount of notice provided, host availability, and whether the studio is able to rebook the space.

Cancellation Policy:

Illness

If the birthday child or a significant number of guests are sick, families are asked to contact the studio as soon as possible to discuss options. Stoney Brook Dance Nonprofit Association wants to help provide a safe and healthy environment for all dancers, guests, staff, and families.

Photos & Social Media

Families may take personal photos and videos during the party, provided they are respectful of other guests and families.

Any photos or videos taken by Stoney Brook Dance Nonprofit Association for promotional use will require appropriate consent.

Agreement

By signing below, I confirm that I have read and understood the Stoney Brook Dance Nonprofit Association Birthday Party Agreement. I agree to follow the expectations outlined

above and understand that I am responsible for the conduct and supervision of party guests during the event.

Birthday Child's Name: _____

Birthday Child's Age: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Requested Party Date: _____

Requested Party Time: _____

Parent/Guardian Signature: _____

Date: _____

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Appendix J: Photo/Video Release Form

Photo/Video Release Form- Stoney Brook Dance Nonprofit Association Inc.

Season/Year: _____

This form allows parents/guardians and adult participants to indicate whether Stoney Brook Dance Nonprofit Association Inc. may photograph, record, use, and share images or videos of the dancer for approved studio purposes.

The Association is committed to protecting dancer privacy, safety, dignity, and consent. Photos and videos will be used respectfully and in accordance with the Association's Privacy, Photos & Media Policies.

1. Dancer Information

Dancer Name: _____

Date of Birth: _____

Class/Program: _____

Parent/Guardian Name: _____

Phone: _____

Email: _____

2. Photo and Video Consent

Please select one option:

☐ **I give consent** for Stoney Brook Dance Nonprofit Association Inc. to photograph and/or record my dancer and use approved images or videos for the purposes listed below.

☐ **I do not give consent** for my dancer's identifiable image or video to be used for public or promotional purposes. I understand the studio will make reasonable efforts to avoid posting or publishing identifiable images of my dancer.

3. Approved Uses

If consent is provided, I authorize the Association to use photos or videos of my dancer for the following purposes:

- ☐ Studio website
- ☐ Official studio social media accounts
- ☐ Email newsletters or family updates

- ☐ Printed materials, such as posters, brochures, recital programs, or flyers
 - ☐ Fundraising or sponsorship materials
 - ☐ Studio displays or slideshows
 - ☐ Community event promotion
 - ☐ News media or public media coverage, with additional notice where practical
 - ☐ Group photos or videos where my dancer may appear with other dancers
 - ☐ Other studio-approved promotional or communication purposes
-

4. Name Use

Please select one:

- ☐ My dancer's **first name only** may be used with photos or videos where appropriate.
- ☐ My dancer's **full name** may be used with photos or videos where appropriate.
- ☐ Please **do not use my dancer's name** with photos or videos.

The Association will avoid sharing unnecessary identifying information about minors.

5. Restrictions or Notes

Please list any restrictions, preferences, or concerns related to photo/video use:

6. Privacy and Safety Commitments

Stoney Brook Dance Nonprofit Association Inc. will not knowingly use or share:

- Photos or videos taken in washrooms, change areas, dressing rooms, or private spaces.
- Images of dancers changing or partially dressed.
- Images that are embarrassing, unsafe, disrespectful, or inappropriate.
- Images that reveal medical, financial, family, child safety, or private personal information.
- Identifiable images of dancers without appropriate consent.

The Association will make reasonable efforts to confirm consent before posting or publishing identifiable images of dancers.

7. Third-Party Limitations

I understand that once photos or videos are posted online or published publicly, they may be copied, shared, downloaded, screenshotted, cached, or reposted by others outside the Association's control.

The Association will make reasonable efforts to manage content on its official platforms but cannot fully control third-party use once content has been publicly shared.

8. Withdrawal of Consent

I understand that I may withdraw consent for future use of my dancer's photo or video by notifying the Association in writing.

If consent is withdrawn, the Association will make reasonable efforts to stop future use and remove images or videos from Association-controlled platforms within a reasonable timeframe. Previously printed, shared, archived, downloaded, reposted, or cached materials may not be fully recoverable.

9. Parent/Guardian or Adult Participant Consent

By signing below, I confirm that I have read and understood this form and that I have authority to provide consent for the dancer named above.

Parent/Guardian Name: _____

Signature: _____

Date: _____

For adult participants:

Adult Participant Name: _____

Signature: _____

Date: _____

Office Use Only

Received by: _____

Date received: _____

Consent entered/updated in records:

☐ Yes

☐ No

Notes: _____

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Appendix K: Class Withdrawal Request Form

Class Withdrawal Request Form

Stoney Brook Dance Non-Profit Association

Important Information – Please Read Carefully

Class withdrawals must be submitted in writing to the studio. Written notice may be submitted by email or through another approved studio communication method.

Withdrawal is not considered complete until written notice has been received and confirmed by the studio.

Verbal notice to an instructor, missed classes, or non-attendance does not automatically constitute withdrawal from a class or program.

Withdrawal Request Details

Please complete all applicable fields below:

Dancer's Full Name:

Parent/Guardian Name:

Contact Email / Phone Number:

Class or Program Being Withdrawn From:

Requested Final Date of Participation:

Reason for Withdrawal (optional):

Acknowledgement

By submitting this request, I acknowledge that:

- I am providing written notice of withdrawal from the specified class/program
- Withdrawal will only be processed once received and confirmed by Stoney Brook Dance
- Attendance alone (including non-attendance or missed classes) does not constitute official withdrawal
- I understand that applicable studio policies regarding fees, notice periods, or balances may still apply

Parent/Guardian Signature (if applicable):

Date:

Submission Instructions

Please submit this completed form via:

- Email to: _____
- **OR**
- Approved studio communication method (as designated by Stoney Brook Dance)

Studio Use Only

Date Received: _____

Processed By: _____

Effective Withdrawal Date: _____

Notes: _____

Appendix L: Volunteer & Account Credit Hours Submission Form

(Fillable form available)

Purpose

This form is used to track and submit approved volunteer hours and/or account credit hours completed in support of Stoney Brook Dance Non-Profit Association programs, events, fundraising activities, and studio operations.

Approved hours may be applied toward:

- Volunteer commitments. Volunteer hours above commitment hours do not require completion of a submission form.
- Studio account credits

This form is not intended for:

- Instructor teaching hours
- School service hours

Participant Information

Name:

Parent/Guardian Name (if applicable):

Phone / Email:

Hours Submission Log

DATE	ACTIVITY	TOTAL HOURS	VOLUNTEER OR ACCOUNT CREDIT

Total Hours Submitted

Total Volunteer Hours:

Total Account Credit Hours:

Additional Notes (optional)

Participant Declaration

I confirm that the information provided above accurately reflects approved volunteer and/or account credit hours completed for Stoney Brook Dance Non-Profit Association activities.

Participant Signature:

Date Submitted:

Studio Administration Use Only

Date Received: _____

Hours Verified: _____

Approved By: _____

Hours Applied:

☐ Volunteer Requirement Tracking

☐ Account Credit Applied

☐ Both

Credit Amount Applied (if applicable): _____

Notes:

DRAFT

Appendix M: Staff/Instructor Hours Submission Form

Staff / Instructor Hours Submission Form

(Fillable form available)

Purpose

This form is used by staff, instructors, choreographers, and approved studio personnel to record and submit hours worked in support of Stoney Brook Dance Non-Profit Association programs and operations.

This form may be used for (categories):

- Teaching hours
- Rehearsal hours
- Choreography hours
- Administrative duties
- Studio setup/takedown
- Meetings and planning sessions
- Event support
- Approved preparation or operational hours

Staff Information

Name: _____

Role: _____ Month/Year: _____

Supervisor: _____

Hours Submission Log

Date	Category	Description of Duties	Hours

Total Monthly Hours: _____ **Submitted date:** _____

Staff Declaration

I confirm that the information provided above accurately reflects hours worked and duties completed for Stoney Brook Dance Non-Profit Association.

Staff Signature:

Administration Use Only

Date Received: _____

Hours Verified: _____

Approved By: _____

Payroll / Tracking Processed:

☐ Yes

☐ No

Notes:

DRAFT

Appendix N: Sponsorship Commitment Form

(Fillable Form Available)

Sponsor Information

Business / Organization Name: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Sponsorship Levels

Please select your sponsorship level:

☐ **Diamond Sponsor** — \$5,000+

☐ **Platinum Sponsor** — \$1,000+

☐ **Gold Sponsor** — \$500+

☐ **Silver Sponsor** — \$300+

☐ **Bronze Sponsor** — \$100+

☐ **Other Sponsorship Amount:** \$ _____

Payment Information

Total Sponsorship Amount: \$ _____

Payment Method:

☐ E-Transfer

☐ Cheque

☐ Cash

Accepted Payment Methods

- **E-transfer:** sbdcnonprofit@gmail.com

- **Cheque payable to:** Stoney Brook Dance Nonprofit Association Inc.
- **Cash:** Please email sbdcnonprofit@gmail.com to arrange pickup

Sponsorship Agreement

Yes, I agree to sponsor **Stoney Brook Dance Nonprofit Association Incorporated** and understand that my contribution supports local dance, youth development, programming, performances, and the arts within our community.

Authorized Signature: _____

Printed Name: _____

Date: _____

Thank you for supporting Stoney Brook Dance Nonprofit Association Inc. and helping provide opportunities for dancers in our community.

Appendix O: Complaint Tracking & Resolution Form

(Fillable Form Available)

1. Complaint Intake Information

Date Received: _____

Received By: _____

Method Received:

☐ In Person

☐ Email

☐ Phone

☐ Written Letter

☐ Other: _____

2. Complainant Information (Optional if Anonymous)

Name: _____

Phone: _____

Email: _____

Relationship to Organization:

☐ Parent/Guardian

☐ Student/Dancer

☐ Instructor

☐ Volunteer

☐ Staff

☐ Other: _____

☐ Anonymous Complaint

3. Complaint Details

Type of Complaint:

☐ Behaviour / Conduct

☐ Safety Concern

☐ Facility Issue

☐ Financial / Billing

☐ Program Quality

☐ Staff/Instructor Issue

☐ Harassment / Discrimination

☐ Other: _____

Location/Event (if applicable): _____

Date of Incident: _____

Description of Complaint:

4. Immediate Action Taken (if any)

- ☐ No immediate action required
- ☐ Safety issue addressed immediately
- ☐ Temporary corrective action taken
- ☐ Escalated to management
- ☐ Other: _____

Details:

5. Investigation Tracking

Assigned To: _____

Investigation Start Date: _____

Target Resolution Date: _____

Steps Taken:

- ☐ Interviewed complainant
- ☐ Interviewed staff/involved parties
- ☐ Reviewed records/video/logs
- ☐ Reviewed policies
- ☐ Other: _____

Investigation Notes:

6. Resolution Outcome

Resolution Status:

- ☐ Open
- ☐ Under Investigation
- ☐ Resolved
- ☐ Unresolved / Escalated
- ☐ Dismissed (Not Valid)

Resolution Type:

- ☐ Apology Issued
- ☐ Policy Clarified
- ☐ Staff Coaching/Training
- ☐ Refund/Adjustment
- ☐ Disciplinary Action
- ☐ Process Change
- ☐ Other: _____

Final Resolution Summary:

7. Follow-Up

Follow-Up Required:

- ☐ Yes
- ☐ No

Follow-Up Date: _____

Completed By: _____

Follow-Up Notes:

8. Approvals & Sign-Off

Reviewed By (Supervisor/Director): _____
Signature: _____
Date: _____

9. Internal Notes (Confidential)

Appendix P: Extras (Solos, Duos, Trios and Small Groups) Application Form

Extra Dance Application 2026-2027

(To be completed by the dancer)

Important Information

This is an **application form**, not a registration form.

Not all requests can be granted. Selection is based on effort, attitude, and ability in class.

Teacher schedules, workload, and studio space may also affect which extras are approved.

Dancer Information

Dancer's Name: _____

Short Answer Questions

(Answer directly below each question.)

1. Why do you feel ready for an extra?

What technical and performance strengths would you bring?

2. **What are your goals for the season with your extra(s)?**

What do you hope to gain from the experience?

3. **How do you handle constructive criticism?**

How would you use teacher and adjudicator feedback?

4. **Anything else you'd like us to know?**

(Include if there are other dancers you'd like to have an extra with.)

Style and Group Size Preferences

(Check all that apply. You must be enrolled in the matching intensive class for each style.)

Group Size / Style	Ballet	Jazz	Tap	Lyrical	Mus. Th.	Hip Hop	Open	Acro
Solo	☐	☐	☐	☐	☐	☐	☐	☐
Duo	☐	☐	☐	☐	☐	☐	☐	☐

Trio	☐	☐	☐	☐	☐	☐	☐	☐
Small Group	☐	☐	☐	☐	☐	☐	☐	☐

Number of extras interested in: _____

Each extra requires a minimum of 30 minutes of practice per week outside of class time.

Application Deadline

Due: 9:00 PM, September 19, 2026

Late applications will NOT be accepted.

Costs Associated with Extras

Prep Fees:

- Solo – \$225
- Duo – \$195 per dancer
- Trio – \$195 per dancer
- Group – \$150 per dancer

Competition Fees:

- \$150 competition fee deposit due upon registration
- Entry fees range from \$55–\$195 per competition (depending on group size and event)

Costume Fee:

- \$65 costume deposit required
- Dancers may reuse previous costumes, purchase from the SBDC store, provide their own, or order from catalogues

Dancer Agreement

If accepted, the dancer agrees to:

☐ Commit to at least 30 minutes per week, per extra, of practice outside class time

- ☐ Review and remember choreography after each practice
- ☐ Maintain effort and focus in all classes
- ☐ Ensure extras do not interfere with other class commitments
- ☐ Represent SBDC values at all events
- ☐ Demonstrate leadership in work ethic, attitude, and ability

Failure to meet these expectations may result in withdrawal from competitions or removal from the extra without refund.

Dancer's Signature: _____

Parent/Guardian Agreement

As a parent/guardian, I agree to:

- ☐ Encourage and support home practice and punctual attendance
- ☐ Follow the parent code of conduct at competitions
- ☐ Communicate schedule conflicts or absences with the choreographer
- ☐ Arrange payment of extra fees by **October 6** (in full or added to the current payment plan)

Parent/Guardian Signature: _____

Applications are due by 9:00 PM, September 19, 2026. Late applications will NOT be accepted.

Appendix Q: Student Helper Program Application Form

Student Helper Program Application Form

Applicant Information

Full Name: _____

Age: _____

Date of Birth: _____

Parent/Guardian Name(s): _____

Phone Number: _____

Email Address: _____

Application Information

Level Applying For:

- ☐ Demonstrator
- ☐ Assistant
- ☐ Student Teacher

Teacher Recommending You: _____

(All applications should be supported by an instructor who believes you are ready for this position.)

Dance Experience

Years of Dance Experience: _____

Styles & Levels Studied

Style	Current Level / Experience

Ballet	_____

Jazz	_____

Tap	_____

Hip Hop	_____

Musical Theatre	_____

Lyrical / Contemporary	_____

Acro	_____

Experience & Leadership

Do you have previous experience working with young children?

Please describe:

Why would you like to become a Student Helper?

Please describe any workshops, festivals, competitions, exams, camps, leadership activities, volunteer work, or dance-related events you have participated in:

Class Preferences

Please indicate which age groups or styles you are most interested in helping with. Preferences will be considered but cannot be guaranteed.

- ☐ Preschool / Tiny Dancers
- ☐ Song & Dance
- ☐ Combo Classes
- ☐ Ballet
- ☐ Jazz
- ☐ Hip Hop
- ☐ Tap
- ☐ Musical Theatre
- ☐ Acro
- ☐ Other: _____

Availability

Are there any days or times you are unavailable (outside of your dance class schedule)?

Applicant Acknowledgement

I understand that participation in the Student Helper Program is a leadership opportunity that carries responsibilities and expectations. I agree to follow studio policies, demonstrate respectful behaviour, maintain professionalism, and fulfill the responsibilities associated with this role.

Applicant Signature: _____

Date: _____

Parent/Guardian Acknowledgement

I understand the expectations associated with the Student Helper Program and support my child's participation.

Parent/Guardian Signature: _____

Date: _____

Applicant & Parent Acknowledgement

We understand that participation in the Student Helper Program:

- Does not qualify toward family volunteer hour requirements or volunteer fee reductions unless otherwise specifically approved by the organization
- May qualify toward high school volunteer or community involvement credit depending on school policies
- Requires students and families to confirm eligibility requirements with their school administration

Applicant Initials: _____

Parent/Guardian Initials: _____

Studio Use Only

Application Status:

- ☐ Approved
- ☐ Waitlisted
- ☐ Not Approved

Assigned Role: _____

Assigned Classes: _____

Instructor Notes:

Leadership Approval: _____

Date: _____

Appendix R: Contract Instructor Agreement

This Contract Instructor Agreement ("Agreement") is entered into on the ____ day of _____, 20, between:

Stoney Brook Dance Non-Profit Association Inc.

("The Association")

and

Instructor Name: _____

("The Instructor")

Address: _____

Phone: _____

Email: _____

1. Purpose

The Association engages the Instructor as an independent contractor to provide yoga, fitness, wellness, Pilates, barre, stretching, mobility, or other approved instructional programming for participants registered through the Association.

The Instructor accepts this engagement subject to the terms and conditions outlined in this Agreement.

2. Term of agreement

This Agreement shall commence on _____ and remain in effect until _____ unless terminated earlier in accordance with this Agreement.

The Association may renew the Agreement for future sessions by mutual written agreement.

3. Services provided

The Instructor agrees to:

- Plan and lead scheduled classes in a professional and safe manner.
- Provide instruction appropriate to participant ages, abilities, and fitness levels.
- Arrive sufficiently in advance of class start times to prepare the instructional space.
- Maintain current certifications relevant to the services being provided.

- Conduct classes in accordance with industry standards and best practices.
- Promote an inclusive, welcoming, and respectful environment for all participants.
- Communicate promptly with the Association regarding attendance concerns, incidents, injuries, cancellations, or other matters affecting program delivery.

The Instructor shall determine the specific instructional methods, exercises, and class content provided they are consistent with the approved program description.

4. Independent contractor status

The parties acknowledge that the Instructor is engaged as an independent contractor and not as an employee of the Association.

The Instructor:

- Is responsible for their own income tax reporting and remittances.
- Is not entitled to employee benefits.
- Is not entitled to vacation pay, overtime pay, statutory holiday pay, pension contributions, workers compensation coverage (unless otherwise required by law), or other employee benefits.
- May provide services to other organizations during the term of this Agreement.

Nothing in this Agreement shall be interpreted as creating an employment relationship.

5. Compensation

The Association shall compensate the Instructor as follows:

Compensation Method

- ☐ Flat Rate Per Session: \$_____ per class
- ☐ Percentage of Registration Revenue: _____%
- ☐ Session Contract Amount: \$_____
- ☐ Other: _____

Payments shall be made:

- ☐ Weekly
- ☐ Bi-Weekly

- ☐ Monthly
- ☐ Within ____ days following completion of the program

The Instructor shall submit invoices if requested by the Association.

6. Class cancellations

The Association reserves the right to cancel any class, program, session, workshop, or event at its sole discretion, including but not limited to circumstances involving insufficient registration, facility availability, instructor availability, weather, safety concerns, public health requirements, operational needs, or other unforeseen circumstances.

The Instructor acknowledges and agrees that no compensation shall be payable for any class, program, session, workshop, or event that is cancelled and not delivered.

The Association may modify schedules, class times, program dates, locations, or program offerings as reasonably required.

If the Instructor is unable to teach a scheduled class, they shall notify the Association as soon as possible. Any substitute instructor must be approved in advance by the Association.

7. Certifications and qualifications

The Instructor agrees to maintain all certifications, qualifications, and professional memberships required to deliver their services safely and competently.

Copies of current certifications shall be provided to the Association upon request.

Examples may include:

- Yoga Instructor Certification
- Fitness Instructor Certification
- Pilates Certification
- Barre Certification
- First Aid / CPR Certification

The Instructor shall immediately notify the Association if any certification expires, is suspended, or becomes invalid.

8. Criminal record and child abuse registry checks

If the Instructor provides programming involving minors, the Association may require:

- Criminal Record Check
- Child Abuse Registry Check

The Instructor agrees to provide satisfactory documentation prior to commencing instruction if requested.

9. Insurance

The Instructor shall maintain professional liability insurance if required by the Association or applicable law.

The Association may request proof of insurance at any time.

10. Safety and risk management

The Instructor agrees to:

- Conduct classes with participant safety as a priority.
- Monitor activities for potential hazards.
- Immediately report injuries, accidents, incidents, or near misses.
- Follow all facility safety procedures and emergency protocols.
- Ensure participants are advised to exercise within their own abilities and seek medical advice when appropriate.

The Instructor understands that participants engage in physical activity voluntarily and that inherent risks exist.

11. Facility use

The Instructor shall:

- Respect all Association facilities, equipment, and property.
- Leave instructional spaces clean and organized.
- Report damaged equipment or facility concerns promptly.
- Use Association property solely for approved programming purposes.

12. Code of conduct

The Instructor agrees to:

- Treat participants, parents, volunteers, staff, and board members with professionalism and respect.
- Avoid harassment, discrimination, bullying, or abusive conduct.
- Refrain from conduct that could damage the reputation of the Association.
- Comply with all Association policies and procedures.

13. Confidentiality

The Instructor shall keep confidential all personal, financial, operational, and participant information obtained through their engagement with the Association.

Such information shall not be disclosed without authorization except where required by law.

14. Media consent

The Instructor grants permission to the Association to use photographs, video recordings, and promotional materials containing the Instructor's likeness for marketing, social media, website, and program promotion purposes.

☐ Agree

☐ Do Not Agree

15. Termination

Either party may terminate this Agreement by providing fourteen (14) days written notice.

The Association may terminate the Agreement immediately for:

- Serious misconduct
- Breach of this Agreement
- Unsafe instruction
- Failure to maintain required certifications
- Conduct detrimental to the Association's reputation or operations

Compensation shall be paid for approved services rendered up to the termination date.

16. Indemnification

The Instructor agrees to indemnify and hold harmless Stoney Brook Dance Non-Profit Association Inc., its directors, officers, volunteers, and representatives from claims arising from the Instructor's negligent acts, omissions, misconduct, or breach of this Agreement.

17. Governing law

This Agreement shall be governed by the laws of the Province of Manitoba and the laws of Canada applicable therein.

18. Entire agreement

This document constitutes the entire agreement between the parties and supersedes any prior verbal or written agreements.

Any amendments must be made in writing and signed by both parties.

SIGNATURES

STONEY BROOK DANCE NON-PROFIT ASSOCIATION INC.

Name: _____

Title: _____

Signature: _____

Date: _____

CONTRACT INSTRUCTOR

Name: _____

Signature: _____

Date: _____

APPENDIX- PROGRAM DETAILS

Program Name: _____

Session Dates: _____

Class Day/Time: _____

Special Requirements:

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Appendix S: Emergency Medication Authorization And Action Plan

(ANAPHYLAXIS / EPIPEN AND ASTHMA / INHALER)

This form must be completed by a parent/guardian for any participant who may require emergency medication while participating in Stoney Brook Dance programs, rehearsals, performances, competitions, festivals, camps, or other activities.

PARTICIPANT INFORMATION

Participant Name: _____

Date of Birth: _____

Age: _____

Parent/Guardian Name(s): _____

Primary Phone: _____

Secondary Phone: _____

Emergency Contact (if different from above):

Name: _____

Relationship: _____

Phone: _____

Participant's Physician: _____

Physician Phone: _____

MEDICAL CONDITION

☐ Anaphylaxis (Severe Allergy)

Allergen(s):

☐ Food

- ☐ Insect Stings
- ☐ Medication
- ☐ Environmental
- ☐ Other: _____

Specific Allergen(s):

- ☐ Asthma

Known Triggers:

- ☐ Exercise
- ☐ Allergies
- ☐ Cold Air
- ☐ Illness
- ☐ Smoke
- ☐ Stress
- ☐ Other: _____

Additional Medical Information:

EMERGENCY MEDICATION INFORMATION

EPIPEN INFORMATION

Medication Name: _____

Dosage:

- ☐ EpiPen Jr. (0.15 mg)
- ☐ EpiPen (0.30 mg)
- ☐ Other: _____

Location of Medication:

Expiry Date: _____

Participant may self-carry:

☐ Yes

☐ No

Participant may self-administer:

☐ Yes

☐ No

INHALER INFORMATION

Medication Name: _____

Dosage/Instructions:

Location of Medication:

Expiry Date: _____

Participant may self-carry:

☐ Yes

☐ No

Participant may self-administer:

☐ Yes

☐ No

ANAPHYLAXIS EMERGENCY ACTION PLAN

Possible Symptoms (check all that may apply):

☐ Hives

☐ Itching

☐ Swelling of face, lips, tongue, or throat

☐ Difficulty breathing

☐ Wheezing

☐ Persistent coughing

☐ Difficulty swallowing

☐ Dizziness

☐ Loss of consciousness

☐ Vomiting

- ☐ Severe abdominal pain
☐ Other:
-

EMERGENCY RESPONSE:

1. Administer EpiPen immediately if anaphylaxis is suspected.
2. Call 911 immediately.
3. Contact parent/guardian.
4. Monitor participant continuously.
5. If symptoms continue and emergency services have not arrived, administer a second dose if prescribed and available according to medical instructions.
6. Participant must be evaluated by medical professionals after EpiPen use.

Special Instructions:

ASTHMA EMERGENCY ACTION PLAN

Possible Symptoms:

- ☐ Coughing
☐ Wheezing
☐ Chest Tightness
☐ Shortness of Breath
☐ Difficulty Speaking
☐ Blue Lips or Fingernails
☐ Other:
-

EMERGENCY RESPONSE:

1. Stop activity immediately.
2. Assist participant in using prescribed inhaler.
3. Allow participant to rest and remain calm.
4. Monitor breathing and symptoms.
5. Contact parent/guardian if symptoms persist.
6. Call 911 immediately if:
 - Symptoms worsen
 - Inhaler does not relieve symptoms

- Participant has difficulty speaking
- Participant loses consciousness
- Staff are concerned for participant safety

Special Instructions:

PARENT/GUARDIAN AUTHORIZATION

I authorize Stoney Brook Dance Nonprofit Association Incorporated staff, instructors, volunteers, and designated representatives to assist my child with, or administer, the emergency medication identified on this form when deemed necessary during a medical emergency.

I understand that reasonable efforts will be made to contact me immediately. I acknowledge that emergency medical services may be contacted when staff determine it is necessary.

I agree to provide medication that is current, properly labeled, and not expired. I understand it is my responsibility to notify Stoney Brook Dance of any changes to my child's medical condition, medication, or emergency contacts.

Parent/Guardian Name:

Signature:

Date:

OFFICE USE ONLY

Medication Received:

☐ Yes

☐ No

Medication Checked for Expiry:

☐ Yes

☐ No

Received By:

Date:

Review Date:

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Appendix T: Big Mentor Application

Thank you for your interest in becoming a Big Mentor. Big Mentors are leaders within our dance community and play an important role in helping younger and newer dancers feel welcomed, supported, and encouraged throughout the season.

Applicant Information

Name:

Grade:

Age:

Years Dancing Competitively:

Email:

Phone:

Parent/Guardian Name:

Parent/Guardian Contact Information:

Leadership & Experience

What dance styles do you currently participate in?

Have you previously participated in the Big & Little Program?

☐ Yes

☐ No

If yes, please describe your experience:

What leadership roles, volunteer activities, or mentoring experiences have you participated in?

Short Answer Questions

Why would you like to become a Big Mentor?

What qualities make you a good role model for younger dancers?

How would you help a new competitive dancer who feels nervous or overwhelmed?

Describe a time when you demonstrated leadership, kindness, or teamwork.

Commitment

I understand that if selected as a Big Mentor, I am expected to:

- ☐ Attend scheduled mentorship activities whenever possible.
 - ☐ Communicate respectfully with my Little.
 - ☐ Act as a positive role model.
 - ☐ Follow all studio policies and expectations.
 - ☐ Maintain a welcoming, inclusive, and supportive attitude.
 - ☐ Respect confidentiality and appropriate boundaries.
-

Applicant Declaration

I certify that the information provided in this application is accurate. If selected, I agree to uphold the expectations of the Big & Little Mentorship Program and represent Stoney Brook Dance in a positive manner.

Applicant Signature:

Date:

Parent/Guardian Signature:

Date:

Studio Use Only

Application Received:

Reviewed By:

☐ Accepted

☐ Accepted with Conditions

☐ Wait List

☐ Not Selected

Comments:

DRAFT