



***2025/26  
Studio Handbook***

***Studio Location:***

***10301 – 112<sup>th</sup> Street Grande Prairie, AB***

***Mailing Address:***

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Grande Prairie, AB T8V 0T8***

***Phone: 780-532-2887***

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## ***Welcome to the 2025/26 Dance Year!***

We have an exhilarating dance year planned just for you! This handbook is packed with essential information about the entire dance season. If you have any questions or concerns, please don't hesitate to speak with someone in the office.

### **Communication and Feedback**

Please keep all communications from our office throughout the dance year. We value your feedback and suggestions regarding our policies and procedures at any time.

### **Waiting Room Etiquette**

Our waiting rooms are available for the convenience of our students and their families. These spaces are intended for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you respect the activities of others and the classes in session. Please bring only water or tightly covered drinks and dry snacks. If you use our books and magazines, kindly return them to the shelves. Your courtesy is greatly appreciated.

### **Arrival and Pickup**

Please arrive at the studio with enough time to prepare for class, including parking, changing, and restroom use. For the safety of our students, parents should be available in the waiting room to receive their children when dismissed from class. If you are delayed for class start time or pickup, please call the office.

### **Private Conferences**

If any parent or student wishes to discuss individual dance goals or financial concerns, please feel free to ask for a private conference. We are happy to work with you to ensure that your dance year is enjoyable and full of growth.

The entire faculty and staff wish you a fantastic year of dance!

Sincerely,

Shelley and Shauna  
Owners

# Welcome to Across the Floor Dance Studio!

We are excited for a successful 2025/26 dance year! Our certified, knowledgeable, and experienced instructors are eager to share their love of dance, ensuring that all our dancers have a memorable year.

## STUDIO POLICIES

To ensure the studio operates smoothly, we ask that families read and understand our studio policies. This will help us all have a great year together. Please take a few minutes to read the handbook with your child and direct any questions to our office administration.

## MISSION STATEMENT

At AFDS, our mission is to provide quality, certified dance instruction and artistic training, encouraging dancers to explore their individual artistic abilities. In developing and maintaining a successful dance program, we offer all students a positive learning experience while promoting an atmosphere of excitement and fun. We strive to instill and encourage self-discipline, self-confidence, and creativity, aiming not only to develop dancers but also to guide them to become confident, caring, and positive role models within our community.

## STUDIO GUIDELINES

- **Proper Attire and Grooming:** Arrive in the appropriate attire, hair, and footwear as outlined in the handbook. Ensure hair is styled according to the specific discipline.
- **Footwear:** Remove all outside shoes and place them on the shoe racks to maintain studio cleanliness.
- **No Gum:** Gum chewing is not allowed in class.
- **No Jewelry:** Refrain from wearing jewelry during class.
- **Electronic Devices:** Turn all cell phones and Apple Watches to silent while in class.
- **Labeling:** Label all dance shoes.
- **Attendance:** Attend classes regularly.
- **Punctuality:** Arrive on time for classes and ensure dancers are picked up promptly.
- **Respect for Others:** Show consideration, courtesy, and respect to fellow dancers in classes and at festivals.
- **Respect for Staff:** Show respect to all instructors, staff, and volunteers during classes and at all scheduled events.
- **Positive Attitude:** Avoid making negative comments about other dancers, parents, teachers, or other dance studios.
- **Respect for Property:** Respect all property, including your own, the studios, and others'.
- **Attendance Notification:** Inform the studio by phone or email if you are unable to attend a class, as we keep attendance records.
- **Team Responsibility:** Be mindful that unexpected absences from team members can disrupt others.
- **Stay Informed:** Regularly check the bulletin boards, website, and your email for updates.

## SOCIAL MEDIA POLICY

The AFDS social media policy applies to all social networking sites, video/photo sharing sites, blogs, micro-blogs, podcasts, forums, instant messaging, and geo-spatial tagging (e.g., Facebook check-ins). Below are our regulations regarding social media. Please contact our office staff if you have any questions:

- **Anonymity:** Remember that your anonymity on social media is never guaranteed. Exercise caution when posts, images, or videos identify children.
- **Adherence to Policies:** Ensure your behavior on social media aligns with AFDS policies.
- **Inappropriate Content:** Any comments or posts perceived as obscene, defamatory, threatening, harassing, discriminatory, or hateful towards AFDS staff, students, or families may subject the owner to disciplinary or legal action.

- **Studio Representation:** If you wish to engage on social media while identifying as a studio representative, do so with integrity, respect, and adherence to privacy and confidentiality policies.
- **Sensitive Information:** Do not share any content revealing or referring to sensitive studio information online.
- **Offensive Content:** Posts that are racially, sexually, physically, or religiously offensive will not be tolerated.
- **Studio Matters:** Do not communicate matters directly related to the studio (e.g., fees, scheduling, placements, and performance opportunities) via social media. We encourage all communication, complaints, and feedback to be directed to the AFDS administration.
- **Performance Videos:** Videos taken from performances or rehearsals may not be posted online.
- **Choreography Videos:** Do not post videos featuring AFDS choreography without the consent of AFDS faculty.

Thank you for adhering to our social media policy and helping us maintain a positive and respectful online community.

### **REGISTRATION/COSTUMES**

- A non-refundable \$50.00 per registrant registration fee is due at the time of registration.
- Weekly class costumes will range from \$95.00 - \$125.00. Should the costume cost above \$90.00, the remaining balance will be invoiced to your account in December, 2025.
- Costume costs include steaming and alterations to make them “stage ready”. Costumes will be yours to keep after recital so costumes will not be returned to the Studio.

### **STUDENT CLASS PLACEMENT**

- Students are placed in their classes by our experienced instructors according to their abilities, and not necessarily their age or with their friends. Our instructors have met and evaluated each student in each discipline to ensure that placement is agreed upon. This is to ensure that each student is placed at their ability level and so that the instructor does not have to teach multiple levels in a class.

### **TUITION FEES**

- Tuition fees are due in 9 monthly installments (September-May). A \$25.00 late fee will be charged if fees are not paid within the first seven days of each month. Monthly payments may be made online through Studio Director, e-transfer or in person. We will accept Cash, Debit, Visa and MasterCard.

### **FESTIVAL AND COMPETITION ENTRY FEES**

- Competitive groups and solo entry fees (AFDS Company) range from \$55.00 - \$130.00 per dancer per competition. Company performance fees are due no later than October 1, 2025. Non-payment of fees could result in your child's solo/duet/group not being registered.
- Dancers must be part of AFDS Company or invited, for the 2025/2026 year to attend out of town competitions.
- The entire AFDS will participate in one local festival (Zirka Dance Challenge). This does not apply to our sessional programs. Cost of the group festival entry fee is \$55.00-\$65.00 per dancer per group.
- Extra costs for out-of-town competitions include competition fees, costumes, hotels, gas, meals and teacher expenses.

### **ADDITIONAL COSTS**

- Costumes, dance footwear, bodysuits, tights, competition fees, recital tickets, pictures, choreography fees, exams, recital video, hair supplies, workshops and summer intensive.

### **EXAMS**

At Across the Floor Dance Studio, we offer exams in Ballet, Tap, and Jazz. Instructors will inform each student individually when they are ready to take an exam. Participation in exams is optional and up to the student and their parent/guardian.

- **Exam Scheduling:** Exams can be scheduled at any time on any day of the week, depending on the examiner's availability.
- **Exam Fees:** Costs for exams are additional and not included in the regular program fees.
- **Ballet Exam Requirement:** Students wishing to take a ballet exam must attend the summer intensive in August.

If you have any questions about the exam process, please feel free to reach out to your instructor or the office staff.

### **WORKSHOPS**

- Workshops can be a way that a dancer cannot only strengthen their abilities but also have an opportunity to try something new. AFDS will from time to time have a guest instructor throughout the year. Although it is not mandatory, the students are encouraged to participate.

### **CANCELLATION POLICY**

To withdraw from Across the Floor Dance Studio, written notification is required before the 1st of the month.

Please note the following:

- **Refund Policy:** No refunds will be issued after the start of a new term.
- **Costume and Performance Fees:** Costume and Zirka performance fees are non-refundable after November 1st, 2025.

If you have any questions about the withdrawal process, please contact our office staff.

### **CANCELLATION OF CLASSES**

- Cancellation of classes sometimes happens. Whether it is due to illness, exams or festival or Competition. The instructor will inform you and reschedule your class if a substitute teacher cannot be arranged.

### **DROP-OFF AND PICK UP POLICY**

- **Arrival and Departure Times:** Students should not be dropped off more than 15 minutes before their class time begins and must be picked up no later than 10 minutes after their class ends, unless otherwise approved by the office.
- **Young Children:** Students under the age of 8 will not be released from the studio without the accompaniment of an adult to ensure their safety.
- **Office Hours:** Please note that the office doors will not open until 4 pm on weekdays.
- **Security Code:** For added security, a code will be sent out to families. Please use this code when accessing the building.

## **DRESS CODE**

You might wonder why a dress code is important. Think of it like team sports: just as you wouldn't play soccer without the correct jersey or cleats, and you need to have your hair pulled back to focus on the game, the same applies to dance.

When your child is enrolled in dance, specific attire is required to ensure they can participate effectively and safely. The dress code details, including required attire for each class, are outlined in the last pages of the handbook.

## **WEBSITE**

- Keep informed by using our website to obtain all Studio information such as all forms, competition and recital info. Our website is **[www.acrossthefloordance.com](http://www.acrossthefloordance.com)**

## **STUDIO CALENDAR OF EVENTS**

- Monthly calendars will be posted on the Studio Bulletin Board as well as on our Studio website under the “Calendar” tab.
- It is your responsibility to keep informed of upcoming events such as competitions, picture and recital dates.

## **STUDIO DANCE PICTURES**

- Costume, hair and makeup must be done prior to arriving at the Studio. With limited space, the more prepared you are, the better. Hair must be worn as stated on the costume sheet that is handed out with your costume.
- Please arrive no later than 15 minutes prior to your picture time with your picture envelope filled out and payment ready to give to the photographer. Since the photographer waits until all dancers in the groups are ready, waiting for the form to be filled out can make the picture schedule run behind.

## **RECITAL**

- Students should be dropped off at the Northwestern Polytechnic (Douglas J. Cardinal Theatre) 45 minutes prior to the show. Do not be late. We will not wait for your child to begin the show. Only staff and volunteers are allowed backstage. To help contain your dancers' personal belongings, a labelled bag or a laundry hamper are a great idea!
- Children love to perform, especially if there are friends and family watching them perform. Our recital is in two parts and it means a lot to the kids if you stay and watch the entire performance. The last act of the recital is just as important as the first. At the end of the recital, the children are all invited back on stage to take a final bow and so we can show them our appreciation and how much we enjoyed the show.
- Holding up a phone to take pictures or videos from your seat is a distraction to the others around you and may cause blocked views. It is also considered poor theatre etiquette. Also, the flash or light from a phone are a BIG distraction to the performers on stage. If you are caught taking pictures or videotaping, you will be asked to leave the theatre immediately. Our recitals are professionally recorded will be available for purchase.
- Recital tickets will be available to purchase online prior to the event.

### **DRESS REHEARSAL**

- Dress rehearsal will be held the week of Recital. Times will be posted on the Studio Bulletin Board as well as our studio website. Rehearsals are closed to the families and are held at Northwestern Polytechnic (Douglas J. Cardinal Theatre).
- Dancers are to come prepared to practice their numbers in their costume so the instructors can make sure everything will run smoothly for Recital.

### **RECITAL VOLUNTEERS**

- Everyone knows that with the help of volunteers, everything runs smoother. Watch for sign-up sheets on the bulletin board. Remember that no job is too small.

### **SUMMER INTENSIVE**

- AFDS Summer Intensive is held in August each year and is available to students of all levels. Summer School consists of Syllabus and Technique classes in Ballet, Jazz, Tap, Lyrical, and Contemporary. Students considering taking exams in November/December must attend. Summer Intensive is mandatory for those dancers that have been accepted into our competitive program.

### **QUESTIONS AND CONCERNS**

If you have a concern or question that you would like to discuss with the instructor, please inform the office administration. The instructor will be notified, and a meeting will be arranged to avoid disrupting ongoing classes, as instructors typically transition directly from one class to another.

***Remember, if you have any questions, please contact the office.***

***Thank-You for Being a Part of the Across the Floor Dance Studio Family!***

## ACROSS THE FLOOR DANCE STUDIO DRESS CODE

### AVAILABLE TO PURCHASE AT CENTER STAGE DANCEWEAR DOWNTOWN

#### BALLET CLASSES

##### SENIOR BALLET

- Navy SoDanca Tank Bodysuit (Amelia SL10)
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Split/ Full Sole Leather or Stretch Canvas Ballet Shoes (No Mesh Insert)
- Black Character Skirt (do not purchase until directed to by the instructor)
- Black Character Shoes – Block heel (do not purchase until directed to by the instructor)
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers

##### ADVANCED BALLET

- Celestine Blue SoDanca Tank Bodysuit (Amelia SL10)
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Split/ Full Sole Leather or Stretch Canvas Ballet Shoes (No Mesh Insert)
- Black Character Skirt (do not purchase until directed to by the instructor)
- Black Character Shoes – Block heel (do not purchase until directed to by the instructor)
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers

##### PRE-INTERMEDIATE and INTERMEDIATE BALLET

- Celestine Blue SoDanca Tank Bodysuit (Amelia SL10)
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Split/ Full Sole Leather or Stretch Canvas Ballet Shoes (No Mesh Insert)
- Black Character Skirt (do not purchase until directed to by the instructor)
- Black Character Shoes – Block heel (do not purchase until directed to by the instructor)
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers

##### JUNIOR BALLET

- Celestine Blue SoDanca Tank Bodysuit (Amelia SL10) with matching elastic belt.
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Full Sole Leather Ballet Shoes
- Black Character Skirt (do not purchase until directed to by the instructor)
- Black Character Shoes – Block heel (do not purchase until directed to by the instructor)
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers

##### NOVICE BALLET

- Paradise Blue Tank Bodysuit (Mondor 3545) with matching elastic belt
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Full Sole Leather Ballet Shoes
- Paradise Blue pull-on skirt
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers



## **PETITE and MINI BALLET**

- Lilac Tank Bodysuit (Mondor 3545) with matching elastic belt
- Skin Toned Mondor Convertible Ballet Tights – no bare legs
- Pink Full Sole Leather Ballet Shoes
- Lilac pull-on skirt
- **Males:** Black shorts, well-fitting white T-shirt and black ballet slippers

## **PRE-POINTE & POINTE**

- Black SoDanca Tank Bodysuit (Amelia SL10)

**Girls must have their hair pulled back in a BUN and Hair Net for BALLET CLASS!! NO BANGS!**

## **JAZZ**

- Any Solid Colored Bodysuit **Males:** Black shorts, well-fitting T-shirt and black jazz shoes
- Mondor Footed or Convertible tights should be worn to match skin tone – no bare legs
- Tan Leather Bloch Jazz Shoes (Style SO499) or Similar Tan Jazz Shoes (No Laces) (**Competitive Groups may require black as well**).
- Black Jazz Capri Pants or Black Shorts are Optional (please ensure capris and shorts are **fitted** dance or fitness wear)
- Girls must have their hair pulled back into a ponytail

## **LYRICAL AND CONTEMPORARY**

- Any Solid Colored Bodysuit **Males:** Black shorts and solid colored T-shirt
- Mondor Convertible tights should be worn to match skin tone – no bare legs
- Black Shorts are Optional (Please ensure shorts are **fitted** dance or fitness wear)
- Shoes – Instructors will inform the individual classes of the shoe requirement at the start of the year.
- Girls must have their hair pulled back into a ponytail

## **TAP CLASSES**

- Any Solid Colored Bodysuit **Males:** Black shorts, solid colored T-shirt and black tap shoes
- Mondor Footed or Convertible tights should be worn to match skin tone – no bare legs
- Black Tap Shoes
- Black Capri or Jazz Pants, Black shorts and Dance skirts are optional (Please ensure capris, pants, and shorts are **fitted** dance or fitness wear)
- Dance skirt is optional
- Girls must have their hair pulled back into a ponytail

## **HIP- HOP**

- Loose DANCE Clothing
- Black Street Shoe Runners –Non-Marking Soles (NO OUTSIDE RUNNERS OR JEANS) A performance shoe will be given by the instructor in January after costume selection.
- Girls must have their hair pulled back into a ponytail

## **ACRO**

- Any Solid Colored Bodysuit or appropriate dance top **Males:** Black shorts, well-fitting solid colored T-shirt
- Shorts or Capri's
- Bare Feet
- Girls must have their hair pulled back into a ponytail

## **JUMPS, TURNS & FLEX**

- Any Solid Colored Bodysuit
- Mondor Convertible tights should be worn to match skin tone – no bare legs
- Tan Leather Bloch Jazz Shoes (Style SO499) or Similar Tan Jazz Shoes (No Laces)
- Black Jazz Capri Pants or Black Shorts are Optional (please ensure capris and shorts are **fitted** dance or fitness wear)
- Girls must have their hair pulled back into a ponytail
- **Males:** Black shorts, well-fitting solid colored T-shirt and black jazz shoes

## **MUSICAL THEATRE**

- Any yoga style dance wear **Males:** Black shorts and T-shirt
- Shoes – Instructors will inform the individual classes of the shoe requirement at the start of the year.
- Girls must have their hair pulled back into a ponytail

## **NON-PERFORMANCE CLASSES**

### **TINY DANCERS**

While your tiny dancer doesn't need to wear specific dance clothing, do dress comfortably – a leotard or T-shirt with a pair of sweatpants is ideal for girls with either ballet slippers or bare feet. Boys can wear a T-shirt with comfortable pants or shorts and bare feet. Girls must have their hair pulled back in a bun or with a headband for this class.

### **WATCH ME GROW SESSIONALS (Ballet, Tap, Hip-Hop and Acro)**

#### **AGES 3-5**

#### **Ballet:**

- **Girls:** Solid colored bodysuit, skin toned Ballet tights, and pink full-sole leather ballet slippers.
- **Boys:** T-shirt with comfortable pants or shorts.

#### **Tap:**

- **Girls:** Loose clothing and black tap shoes. We do have a limited amount of tap shoes for children to borrow. Please check with the office.
- **Boys:** T-shirt with comfortable pants or shorts.

#### **Acro:**

- **Girls:** Any solid colored bodysuit or shorts or capris; bare feet.
- **Boys:** T-shirt with comfortable pants or shorts.

#### **Hip-Hop:**

- Loose dance clothing and street shoe runners with non-marking soles (no outside runners).

**Girls must have their hair pulled back into a BUN for ballet or a PONYTAIL for Tap, Hip-Hop and Acro**

### **SHOOTING STARS & WATCH ME SHINE SESSIONALS (Ages 6-11)**

- **Ballet:** Any solid-colored bodysuit, skin toned ballet tights and pink full sole leather ballet slippers. Boys can wear a T-shirt with comfortable pants or shorts and black ballet slippers. Girls must have their hair pulled back in a bun.
- **Jazz:** Any solid-colored bodysuit, tights to match skin tone and beige jazz shoes. Boys can wear a T-shirt with shorts and bare feet or black jazz shoes. Girls must have their hair pulled back into a ponytail.
- **Shooting Stars and Watch Me Shine Hip-Hop:** Loose clothing and street shoe runners with non-marking soles (no outside shoes or jeans). Girls must have their hair pulled back in a ponytail.

**Girls must have their hair pulled back into a BUN for ballet or a PONYTAIL for Tap, Hip-Hop and Acro**

# **WELCOME TO OUR DANCE FAMILY!**