



Dance Studio Handbook

WELCOME TO MAPLES ACADEMY OF DANCE

As a boutique studio, we specialize in a curated dance experience that strikes a healthy balance between high-level structure and dance fun. Whether you're here to take your first dance steps at age two or joining our team as an advanced dancer, our mission is to ensure you feel seen, empowered, and inspired to dance.

Our Philosophy: Movement with Purpose.

We believe in bringing out the best in every dancer by meeting them exactly where they are. Our approach is built on four pillars:

Connect: Building meaningful relationships and a sense of belonging.

Elevate: Refining technique through expert-led instruction.

Empower: Developing the self-confidence that lasts long after the music stops.

Enjoy: Ensuring that joy is at the center of every class.

Expert Instruction, World-Class Community

Our faculty brings a wealth of diverse expertise and creative vision to the studio, crafting programs that are as technically sound as they are imaginative. From elite performance opportunities to recreational fitness and friendship, we've designed our dance programs, led by the expertise of our instructors, to best guide our dancers through their dance journeys.

Main Studio Contacts:

Studio Owner/Director: Shauna Jurczak

Studio Owner/Co-Director: Jamie Jurczak

Office Manager & Enrollment Director: Wendy Jurczak

Office phone: 204-697-9205

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ATTENDANCE & CLASS ETIQUETTE

Consistent attendance is vital to a dancer's technical progress, confidence, and team camaraderie. When a dancer misses class, they miss crucial instruction, hinder their growth as a dancer, and can disrupt the choreography and formations for the entire group. We appreciate your dedication to making regular attendance a priority.

Notifying the Studio of an Absence

If your dancer must miss a class due to illness, injury, or a pre-planned event, please notify the studio as early as possible.

- **How to reach us:** Phone the main office or send an email to let us know. Avoid social media messaging apps when reporting absences, as they are not checked regularly throughout the day and will not reach the intended teacher.

Tardiness & Late Arrivals

We understand that traffic, school schedules, and life happen. However, arriving late can be disruptive to the class flow and, more importantly, means the dancer may miss the essential warm-up period that prevents injury. If your dancer arrives late:

- **Quiet Entry:** Enter the studio room quietly and join the class without disrupting the instructor or their peers.
- **Warm-up/Observation:** If a dancer arrives significantly late (more than 10–15 minutes), the instructor may ask them to sit and safely observe until they can properly warm up. This is strictly for the dancer's physical safety, as jumping into intense dance movement without a proper warm-up can lead to injury.

Note to Parents: While we encourage parent communication, please avoid interrupting a class in progress to explain a late arrival or absence to the instructor. The focus during class needs to remain on the dancers to ensure everyone gets the most out of their class time.

General Class Etiquette

We ask that all dancers practice these simple guidelines each week:

- **Enter Ready:** Arrive in proper dress code with hair secured. Leave cell phones silenced in the changeroom as they are not permitted in the dance room.
- **Focus on the Instructor:** Listen quietly when the teacher is speaking or demonstrating. Side conversations disrupt the flow of class and take away from valuable learning time.
- **Appreciate Corrections:** Corrections are a gift, not a criticism! It means your teacher is invested in your growth and safety. Always try to apply feedback immediately.

- **Respect Spatial Awareness:** Be mindful of your personal space and boundaries so everyone can move across the floor safely without crowding.
- **Lift Each Other Up:** We are a team. Cheer on your peers when they try a difficult skill, clap at the end of a combination, and keep an encouraging attitude.
- **Exit with Gratitude:** Applaud at the conclusion of class, and always thank your instructor and classmates for their hard work before leaving.

Parents: Instilling these simple habits early builds focus, respect, and discipline that will serve your child beautifully both inside the studio and out.

DROP OFF, PICK-UP, & WAITING ROOM POLICIES

To ensure the safety of all our dancers and to maintain a respectful, organized environment, we ask that all families adhere to the following guidelines regarding arrival, departure, and breaks between classes.

Drop-Off Guidelines

- **Arrival Window:** Dancers are welcome to arrive up to 15 minutes before their scheduled class time to prepare for class.
- **Supervision:** Please note that supervision is not provided during this early arrival time. Dancers are expected to conduct themselves respectfully and responsibly during this time before class, or have a parent stay with them until class begins.

Prompt Pick-Up & Respecting Staff Time

We ask that parents and guardians be ready to pick up their dancers promptly when their class concludes.

- **Safety First:** Late pick-ups mean dancers may be left waiting unsupervised in the lobby while staff members are teaching or prepping for other classes.
- **Respecting Our Faculty:** Prompt pick-up is especially critical at the end of the night. Our instructors and staff have long days and personal commitments outside of the studio. When a child is picked up late at closing time, our staff must stay behind to ensure their safety, preventing them from heading home to their own families. We ask that you respect our faculty's time by arriving on time for pick-up.

Dancers with Breaks Between Classes

We understand that some dancers have gaps in their schedules between classes. Students are welcome to wait in the studio lobby or designated waiting areas during these breaks, provided they follow these expectations:

- **Behavior:** The studio remains a place of business and focus. Dancers waiting on breaks must do so quietly and respectfully, without running around, making excessive noise, or disrupting ongoing classes or office staff.
- **Cleanliness & Snacks:** Dancers are expected to clean up after themselves. To keep our space tidy, please avoid bringing messy snacks or open drinks that may spill. All trash must be thrown away immediately. Dancers who repeatedly leave the waiting areas messy will not be permitted to stay at the studio during breaks.
- **Supervision During Breaks:** Please be aware that studio staff are actively teaching or working during these times; therefore, dancers waiting on a break are not actively supervised. Students must be independent and responsible enough to manage their time and behavior during their breaks.

A Note on Lobby Access: *The lobby is a shared space for all of our dance families. We appreciate your partnership in teaching our dancers to respect the physical space, the staff, and their fellow studio members!*

DRESS CODE & PERSONAL ITEMS

Our dress code is designed with your dancer's safety and growth in mind. Wearing the proper attire allows dancers to move freely and correctly without restriction and ensures that instructors can clearly see a dancer's body alignment, posture, and technique. This allows them to provide the accurate and necessary corrections that prevent injury and foster proper dance training.

A Note about dress code compliance: *Dancers are expected to arrive in their proper class attire and footwear each week. If a dancer is missing the required gear, they may be asked to sit and observe for that day to ensure their safety. This is not a punishment, but a safety protocol as dancing without proper footwear or inappropriate attire can cause injury.*

Style Specific Dress Code

- **Ballet – Girls:** Pink ballet tights, bodysuit, optional skirt or shorts, pink ballet shoes, hair in a bun. | **Boys:** Shorts or dance pants, t-shirt, black ballet shoes.

- **Contemporary** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, bare feet, hair in a ponytail or bun. | Boys: Shorts or dance pants, t-shirt, bare feet.
- **Future Stars** – Girls: Pink ballet tights, bodysuit, optional skirt or shorts, pink ballet shoes, black tap shoes, hair in a bun. | Boys: Shorts or dance pants, t-shirt, black ballet shoes, tap shoes.
- **Hip Hop** – Girls: Leggings, sweatpants or shorts, tank top or t-shirt, clean indoor runners, hair pulled back in a ponytail. | Boys: Sweat pants or shorts, t-shirt, clean indoor runners.
- **Jazz** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, black jazz shoes, hair in a ponytail or bun. | Boys: Shorts or dance pants, t-shirt, black jazz shoes.
- **Lyrical** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, lyrical half-sole shoes, hair in a ponytail or bun. | Boys: Shorts or dance pants, t-shirt, bare feet.
- **Musical Theatre** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, black jazz shoes, hair in a ponytail or bun. | Boys: Shorts or dance pants, t-shirt, black jazz shoes. *Note: Dancers in musical theatre may also be asked to have a pair of character shoes at the discretion of the teacher.*
- **Tap** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, tap shoes, hair in a ponytail or bun. | Boys: Shorts or dance pants, t-shirt, tap shoes.
- **Tiny Tiptoes** – Girls: Shorts, leggings, or dance pants, bodysuit, fitted t-shirt or tank top, bare feet or clean indoor runners, hair in a ponytail or bun. | Boys: Shorts, sweatpants or dance pants, t-shirt, bare feet or clean indoor runners.

Note about undergarments: For hygiene and comfort purposes, dancers are encouraged to wear appropriate undergarments under their dance wear. For performances, we ask undergarments to be a neutral tone to blend in under the dancer's costumes. There are great dance-specific items available with neutral tones, clear straps, additional support, added comfort, and modesty in mind for dancers.

Keeping the Dance Rooms Clear

To maintain a safe, focused, and clean environment for everyone, we ask that all personal belongings remain outside the dance rooms.

- **Outdoor Apparel:** Jackets, coats, and outdoor shoes must be removed before entering the studio rooms. Outdoor shoes track in dirt and debris that can damage our specialized dance floors and cause slipping hazards. Please utilize the shoe racks in the lobby and hang coats in the changeroom.
- **Bags & Purses:** Dance bags, backpacks, and purses should be neatly left in the changeroom. Bringing bags into the dance room creates tripping hazards and distractions in class.
- **Toys & Other Distractions:** Toys, stuffed animals, and electronic devices are not permitted in the dance room. These items quickly become a distraction to the dancer, their classmates, and the instructor.

Valuable & Personal Items

The studio cannot be responsible for lost, broken, or stolen items. We strongly recommend that jewelry, expensive electronics, and any sentimental items that you worry about losing or damaging be left safely at home.

FINANCIAL POLICIES & TUITION

To keep our studio running smoothly and efficiently, we rely on timely and consistent tuition payments. This allows us to dedicate our full focus to what matters most: your dancers and their dance education. We appreciate your partnership and cooperation in keeping our studio community strong and thriving!

- **Payment Schedules:** Dance families choosing the monthly installment plan will have their first installment due at the time of registration and the remaining 8 installments billed on the 1st of each month up until May. Dance families choosing the term installment plan will have their first installment due at the time of registration and the second installment billed on January 1st. Dance families choosing the annual payment plan will have all fees due at the time of registration.
- **Late Fees:** Invoices are sent on the 1st of the month they are billed. The payment grace period is 7 days. Outstanding fees on the 8th of the month will be billed an additional \$5 late fee.
- **Non-Payment:** If an account is overdue by one month, the dancer may be asked to sit out and watch class rather than physically participate. This allows the student to keep up with the curriculum visually while we work with the family to bring the account up to date. Accounts overdue two or more months without a mutually agreed-upon payment plan, will result in the student automatically being removed from the program.
- **Year-End Balances & Recital Participation:** All studio accounts must be fully clear and paid up to date in order for students to participate in our year-end performance. Dancers with an outstanding balance at the end of the year will be removed from the recital. Additionally, year-end dancer packages (including awards, studio keepsakes, and report cards) will be withheld and will not be distributed until the account balance is settled in full.

- **Refunds & Withdrawals:** Our 2-month worry-free guarantee allows for withdraw from the class at any point up to November 20th. Families withdrawing on or before this date will receive a prorated tuition refund for the remainder of the term, along with a full refund of their costume deposit. Following the November 20th deadline, all families are committed to their registered classes for the remainder of the dance season and all tuition payments, registration fees, and costume deposits are non-refundable.
- **Absences:** Tuition is not prorated or credited for missed classes due to personal vacations, scheduling conflicts, or illness. In the case of major weather event, or other acts of God, resulting in cancelled classes, there will be no refunds given.
- **Pre-Authorized Payments:** Never miss a monthly payment by setting up pre-authorized credit card payments. Authorization forms are available in the office.

Note Regarding Pre-Authorized Payments: Accounts set up for automatic billing are used strictly for recurring monthly tuition fees and will run through your final seasonal payment in May. Additional one-time expenses, such as photos, recital tickets, or competitive fees, will never be automatically processed without your explicit written permission. Furthermore, pre-authorization agreements do not roll over from year to year; a new form must be submitted at the start of each new dance season giving Maples Academy of Dance permission to continue to charge your card.

STUDIO CODE OF CONDUCT

All dancers, parents, and guardians are expected to understand, respect, and adhere to our studio Code of Conduct. We believe in providing a structured, positive, and empowering environment where every student can reach their personal best. To maintain this standard, we require mutual respect and professionalism from everyone in our community.

For Dancers & Parents

- **Zero Tolerance Policy:** Name-calling, bullying, profane language, apparel with profane graphics/text, and disrespectful attitudes or comments are strictly prohibited. We cultivate a community of support; negativity towards peers, staff, or other families will not be tolerated.
- **Positive Attitude:** Dancers are expected to enter the studio room with an open mind, a willingness to try their hardest, and a positive attitude toward their instructors and classmates.

Class & Studio Care

- **Food & Drink Restrictions:** No food, drinks, gum, or candy are permitted inside the dance rooms at any time. Water in a secure, sealable bottle is the only exception – and all dancers are encouraged to bring their own water bottle to class to remain hydrated.
- **Studio Pride:** Please help us keep our lobby, changerooms, studio rooms, and bathrooms clean and tidy. Dispose of your trash immediately and respect the physical space.
- **Class Observation:** To maintain dancer focus and prevent overcrowding, parents are only permitted to watch classes during designated open rehearsals or studio viewing weeks at the discretion of the instructors and directors.

Communications & Professional Boundaries

- **Classroom Focus:** Instructors are not to be addressed or interrupted by parents during a class or between back-to-back classes. During these times, an instructor's full focus must remain entirely on the safety and education of the students.
- **Addressing Questions or Concerns:** If a parent or student has a question, critique, or technical concern regarding a teacher or a class, please do not address it on the studio floor. Instead, reach out directly to the office to schedule a private meeting with the Directors.
- **Technical & Level Placement:** Final placement of students in specific class levels, competitive groups, or routines is decided solely by the studio Directors. Placement decisions are carefully made based on class size, technical ability, maturity, level of commitment, and safety.

Enforcement of Policies

We take the culture of our studio very seriously. Any student or parent who creates ongoing conflict, exhibits a disrespectful attitude, or makes derogatory comments toward other parents, students, or staff members will face disciplinary action, which may include the student being permanently removed from the class or program.

RECITAL INFORMATION

Our annual dance recital, SHINE, is held every June. All recital information can be found on our website at www.maplesdance.com/recital and will be shared in our enews emails throughout the year. Recital tickets go on sale every May and all audience members require a ticket. Dancers do not require a ticket as they remain backstage during the show.

PHOTOS, VIDEOS & MEDIA

At our studio, we love celebrating our dancers' progress and hard work! However, the safety, privacy, and protection of our students are our absolute top priorities. Please note that we have a number of children enrolled in our programs whose images, names, or video footage cannot be shared publicly or posted on social media for privacy and safety reasons.

To protect all the children in our studio community, we require strict compliance with the following guidelines:

- **No Flash Photography:** Flash photography is strictly forbidden during all studio performances, stage rehearsals, and recitals. A sudden flash can blind a dancer on stage, causing them to lose their footing, miss a formation, or drop a partner, which poses an immediate and serious safety risk.
- **Audience Video Recording:** Out of respect for our choreographers' intellectual property, privacy of children who have not signed off on the media policy, and to ensure a distraction-free environment for the audience, personal video recording of class performances or the year-end showcase is not permitted. Professional media packages are arranged by the studio so you can sit back and fully enjoy your dancer's performance.

Studio Media & Social Media

The studio will occasionally take photos and videos during classes and events for educational purposes or promotional use on our official website and social media channels. A media release form is included with your registration documents. If your child cannot be photographed or filmed for public media under any circumstances, please ensure this is clearly indicated on your enrollment paperwork or notify the office in writing so we can update our faculty lists immediately.

A Quick Reminder: *We ask that all dance families extend this same level of privacy and respect to one another on personal social media accounts. Thank you for partnering with us to keep our studio a safe, secure space for every single child!*

REGULAR STUDIO COMMUNICATIONS

Primary Communication Channels

Email communication is our primary way of sharing studio updates. We send a monthly enews update at the start of each month which contains crucial dates, deadlines, news updates, and studio reminders. You can also find schedules, our studio calendar, and general information on our official website 24/7. To help us be more environmentally conscious, we actively limit paper handouts, so staying digitally connected is the best way to ensure you never miss an update!

Inclement Weather/Studio Closures: In the case of inclement weather or emergency studio closures, details will be communicated by email, on our website and across our social media channels.

Injury & Medical Emergencies: If a child becomes ill or injured during class, parents will be contacted by telephone.

THANK YOU FOR BEING PART OF OUR STUDIO FAMILY!

We are incredibly grateful for the opportunity to share the joy of dance with your child. This handbook is designed to ensure our entire studio community runs smoothly, safely, and respectfully, allowing our faculty to focus entirely on what they do best: inspiring and training your dancers.

By partnering with us and respecting these guidelines, we all help create a positive, professional, and encouraging environment where every student can truly thrive.

Thank you for your commitment, cooperation, and continued support. We look forward to a spectacular, growth-filled season of dance together!
