



FIRST CITY SCHOOL OF DANCE

DANCE EDUCATION IN FOUNDATION AND ARTISTRY

Policies and Procedures 2025-2026 Family Handbook

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POLICIES AND PROCEDURES 2025-2026

Welcome

Welcome to First City School of Dance (FCSD) where artistry of dance meets excellence in dance education.

The purpose of this Policy and Procedures Manual is to provide the information necessary for transparency and clarity of First City School of Dance Inc.'s expectations for an inclusive environment and high standards in dance education.

Below you will find important information about the policies and procedures of our school. Please take the time to carefully review the information.

*“Alone we can do so little, together we can do so much.”
~Helen Keller*

Looking Ahead

Building the standards and expectations of our school will lay the groundwork for a reputation as leaders in the dance education industry. We look forward to witnessing our growth in these first few years. Thank you for being a member of the FCSD family and contributing to its vibrancy and inclusive community.

SCHOOL CONDUCT

Dress Code

Students should be properly dressed in the requested uniform for class. Our requested uniform is listed for parents on our website. If you have questions about the uniform, please email the school. Clothing is an important part of the class. The correct clothing prevents injury. Students need to be able to move freely while allowing their teachers to see the movement. Teachers provide necessary corrections, to avoid strain or injury to the young dancer's body. Hair should be tightly secured in a bun for ballet and tied back in all other classes. No watches, jewelry or dangly earrings are permitted.

Attendance and Punctuality

Regular attendance is necessary to ensure adequate progression and mastery of the required technique. Performances are based on group choreography that require the participation of ALL students in order to progress. Teachers are responsible for tracking student attendance. **For dancers ages 9 years and up:** Students missing more than 3 classes in any one class per term for non-medical reasons may be withdrawn from performances. Parents must inform their teacher directly when their child is absent for medical reasons or e-mail the school in order to have their child excused. Only absences for medical reasons will be excused. All other absences will count toward the 3 allowable absences per term. Students and parents are encouraged to consider scheduling commitments and potential conflicts carefully before enrolling. Students missing time for medical reasons are permitted to attend another class at the same grade level as a make-up. This applies to medical absences only. Parents are asked to consult with the teacher before attending a make-up class. Students are expected to arrive 10 minutes prior to their specified class time.

Studio Etiquette

The members of FCSD are role models for all others who visit our school. Teachers, parents, students and visitors are asked to remove outdoor footwear before entering FCSD studios. Please place outdoor footwear on the provided racks and mats to reduce tripping hazards and to keep our dance floors free of debris. For the safety of our students and the consideration of other establishments in the building, it is imperative that parents and guardians always have full control of children in their care. Teachers are only responsible for students during the

allotted class time (refer to drop-off and pick-up procedures below). Noise should be kept at a minimum out of respect for the learning environment. Absolutely no student cell phone use is allowed during class time. All students are to wait in the waiting room until their scheduled class. Students are to refrain from entering any studio while class is in session. Parents are not allowed to open the door to the studio when a class is in session, as it disrupts the class in progress. All common areas are expected to be left as you find it, neat and tidy. Do not leave belongings or garbage lying about. To keep our common areas tidy, please take a moment to arrange and pick up items as need be. Please remind your student to do the same. Absolutely no food or gum chewing will be allowed in the studios. Our space should feel organized and welcoming. Please aid in its organization and cleanliness.

Class Placement and Curriculum

When it comes to class placement, we take a lot of time assessing the dancer on skill, maturity, strength, technique and their understanding of the class material. Students being placed in a class other than the one listed for their age range will be based solely on the discretion of the director and teacher. In cases where a student is new to FCSD, an assessment for proper placement of the child may take a couple of weeks. Your child's progress is important to us. Our qualified teachers are committed to providing your child with the safest, age and skill appropriate dance education. Teachers are certified in the prescribed curriculum or syllabus for each level they are teaching and attend annual professional development.

Class Management

It is up to each teacher to establish routines and procedures in their class that promote FCDS high standards for excellence. All FCDS teachers are educated in class and behavior management. An FCDS class is a nurturing environment that is safe and comfortable, where everyone can learn. Teachers will greet parents and students prior to class, outside the studio. The class will progress in an orderly fashion from the entrance of the studio. Only practiced routines and procedures will be used to develop efficient class management. Consistent consequences for inappropriate behavior will be fair and fitting. It is the teacher's role to explain these consequences clearly to students and parents. In the event that there is an issue with a child in our primary or junior school, the teacher will communicate with the parent at the end of class explaining the situation. Should a teacher experience a difficult situation with a child in a higher-level class, they will communicate with the parent at the end

of the class explaining the situation if the parent is available. Otherwise, a phone call or meeting may need to be arranged. If the situation does not improve, the teacher shall notify the director, at which point the director will observe the class to assess the situation. A student's dismissal due to poor behavior will be at the discretion of the director after the appropriate assessments have been made. Please see Code of Conduct below.

Code of Conduct

We actively strive to create a learning environment that supports the health, safety and well-being of all students enrolled at FCSD Inc. by:

- Having realistic and developmentally appropriate expectations for learning and behaviour.
- Establishing a learning environment that incorporates practices and materials that encourage appropriate positive behaviour and reduces the potential for inappropriate behaviour.
- Having a well-planned program that is based on each child's abilities and developmental needs.
- Establishing consistent expectations for students within the school to help students gain trust, a sense of respect and self-control.

We create a positive learning environment for students by:

- Developing positive relationships with both students and parents and keeping a channel of communication open.
- Establishing clear, consistent and simple rules.
- Stating rules in a positive way with reminders when needed.
- Providing explanations for rules.
- Working together (student, teacher and parent when necessary) to address issues and concerns.
- Modelling and encouraging appropriate behaviour.

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by:

- Reminding those involved of the expectations and rules.
- Using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected.
- Responding to situations of inappropriate behaviour in a manner that is appropriate.

Depending on the severity and frequency of the behaviour, further steps may be taken such as:

- Determining what factor(s) may be contributing to the behaviour and if those factors can be addressed.
- Having a formal or informal meeting to discuss concerns and to develop a strategy to encourage appropriate behaviour in the future.

In extreme cases, additional steps will be taken such as:

- Suspending or removing students from the class.
- Requesting that the student withdraw from their program at FCSD Inc.

Class Observation

Parents are not allowed to enter the studio during class time unless invited by the teacher.

Parents will have the opportunity to observe their child's class during our parent observation week.

Communication

It is imperative that all parents, teachers and students speak respectfully to each other. It is unacceptable to speak in a disrespectful or unproductive manner. Updates will be sent via email by the school. It is expected that staff and FCSD families read all updates as they receive them, as they will likely contain reminders and important information for the upcoming week. Refer to our website for updates and news. Questions and concerns can be addressed via phone or email. Teachers are not expected to answer questions between or during their class time. The director or teacher will respond to all questions or concerns in a timely manner. First City School of Dance reserves the right to dismiss anyone who does not meet our expectations for positive and productive communication.

Use of social media

Use of social media is permitted at FCSD if the following procedures are adhered to.

1. You do not have permission to reveal any personal information about staff or students and/or their families.
2. All proprietary and/or confidential information is strictly prohibited.
3. Students and parents should never claim or imply that they are speaking on behalf of FCSD.
4. Use discretion when posting pictures, including those of other students.
5. Never post anything that could compromise self-esteem of the students.
6. Respect the law, including those laws governing defamation, discrimination, and harassment.
7. Parents and students should never post negative comments about other schools.

Drop-off and Pick-up

For the safety of all students at First City School of Dance, the following drop-off and pick-up procedures are to be followed:

- 1.** Parents/Guardians with children in Creative Ballet, Pre-Ballet, Pre-Contemporary/Jazz, Adaptive Dance and Creative Movement are asked to escort their child and wait with them until the class begins.
- 2.** Parents/Guardians with children ages 3 and 4 may wait in our waiting rooms. If waiting in cars or leaving for a brief errand, parents/guardians must return on time to retrieve their child.
- 3.** Parents/Guardians with children ages 8 and under **MUST** accompany their child into the building and wait with them until the teacher is ready to receive them. Once received by the teacher, parents are welcome to leave the premises.
- 4.** Children aged 12 and under are **NOT** permitted to leave the building unattended. Parents/Guardians must be in the waiting area at the end of their child's class to pick them up.
- 5.** Children aged 8 and under who do not have a parent or guardian in the waiting room at the end of their class will be escorted back to their studio and will wait there under the supervision of a teaching assistant or the teacher until their parent/guardian arrives.
- 6.** After 2 instances of parents/guardians who are more than 15 minutes late picking up their child, a fee of \$10 per late pick-up will apply.
- 7.** Any student that is enrolled in the last class of the evening (on any evening) must be picked up on time. Teachers will **NOT** leave any students unattended at the end of the evening. After 2 instances of late pick-up, a fee of \$10 per 15 minutes of late time will be charged.
- 8.** All those responsible for dropping-off and/or picking-up a child will be made aware of the above procedures by their family. For the safety of all students and staff at FCSD, at no time is it acceptable for these procedures to not be followed.

Storm Closures

First City School of Dance Inc. reserves the right to close the school when poor weather creates road conditions that are deemed to be unsuitable for safe travel. FCSD Inc. closely monitors cancellations of other public institutions and weather warnings to determine when closure should be made. We will make every attempt to make a school closure decision by 1:00 pm for afternoon and evening classes and by 8:00 pm on Friday evening for Saturday classes and 8:00 pm Saturday evening for Sunday classes. Notification is sent immediately via email to all families and posted on Facebook and Instagram.

Parking

FCSD parking is located off Charlotte St. behind our 156 Union St. Studio. Spaces are limited between 4pm and 5pm on weekdays. Spaces are less limited evenings and weekends. There is additional parking along Union St. and Dorchester St. Please speak with your children about how to be safe when arriving and leaving the studio. For those with children ages 13+, please have a clear plan regarding pick-up and drop off. Our Quispamsis location has plenty of free parking to accommodate all families.

Refund Policy

If you or your child withdraws from a class or classes before November 28th, you will receive a full refund on any classes remaining in the year for which you have paid in advance. You will be responsible for clearing any outstanding balance owing at the time of withdrawal. After November 28th, no refunds will be issued. For monthly deposits, two weeks' notice is required to stop tuition payment. It must be given to First City School of Dance by email (firstcityschoolofdance@gmail.com). Once a payment has been processed/deposited for the monthly or yearly tuition, no refund will be given.

Year-end show costume fees are included in monthly payments. Costume fees are non-refundable. If a student withdraws from class after December payments have been made, families are still responsible for the remaining balance of the costume fee.