



# Parent Guide & Policy Handbook 2024 - 2025



# Inspiring The Next Generation Of Confident Leaders

Welcome to Infinite Creations - a dance studio that puts YOU first, in a safe and supportive space, that allows your dancer's creativity to soar. We encourage our dancers to dream big, and achieve big... after all, our students are our leaders of tomorrow! Using the life skills our students learn through dance, they will be empowered to become the best version of themselves and will be unstoppable in crushing their goals, and levelling up their confidence.

Infinite Creations believes in providing the foundation of strong technique through developmentally appropriate practices, allowing our students to reach their unique and full potential. Our goal is to enrich the life skills of children and youth by encouraging positive self-esteem and self-efficacy through our "whole dancer" approach, and high standard of instruction. This multifaceted approach ensures the individual needs of each student are met in a meaningful and empowering way. Our studio is built on transparency, inclusion, and integrity, so we can't wait for you to be a part of the Infinite Difference.

**We're So Glad You're Here!**

## IC Contact Information



"Crowchild Square"  
Lower Level  
1A - 5403 Crowchild Trail NW



**403-454-7788**

Immediate assistance during office  
hours



**dance@infinitecreationscalgary.com**  
All Inquiries at all times



# 2024 - 2025 Studio Calendar

**Monday September 9** - Dance Classes Begin

**September** - RAD Ballet & ADAPT Tap/Jazz Winter Exam Invitations Go Out

**September** - Comp Team Invitations Go Out

**Monday September 30** - Studio Open

**Early October** - Pre Comp Team Invitations Go Out

**Monday October 14** - Thanksgiving (Studio Closed)

**Thursday October 31** - Halloween (Studio Closed)

**Monday November 11** - Remembrance Day (Studio Closed)

**December 2 - 7** - Viewing Week (Tentative & Details TBA)

**December** - RAD Ballet & ADAPT Jazz/Tap Spring Exam Invitations

**Thursday December 19** - Last Day of Classes/Office Hours

**December 20 - January 5** - Winter Break (Studio Closed)

**Monday January 6** - Classes Resume

**February 13 - 17** - Family Day Long Weekend (Studio Closed)

**Sunday March 23 - Sunday March 30** - Spring Break 1 (Studio Closed)

**Monday March 31** - Classes Resume

**Friday April 18 - Friday April 25** - Spring Break 2

**Saturday April 26** - Classes Resume

**May 16 - 19** - May Long Weekend (Studio Closed)

**Tuesday May 27** - Recital Dress Rehearsal (Tentative / TBC)

**Thursday May 29** - Recital Dress Rehearsal (Tentative / TBC)

**Sunday June 8** - Recital (Tentative / TBC)

**Saturday June 14** - Last Day of Classes

Please Note:

Our studio's main method of contact is email; however, we also keep our social media pages (Facebook and Instagram) as up to date as possible with studio events and important information. Please be sure to write these dates in your calendar so that you don't miss anything!

Each class is guaranteed a minimum of 32 classes/season including dress rehearsal and recital.





## *Safety Protocols for 2024 - 2025*

Infinite Creations will continue to follow industry best practices for the safety of our students. Each of our studios are equipped with large medical grade HEPA air filters, and we encourage all of our patrons to practice regular hand hygiene and stay home when ill (please see illness policy on page 10).

### *A Note To Our Dancers*

The first step in becoming a successful dancer is making a solid commitment to your classes. It is our goal, to instill the proper technique and foundations in your training; however, it is up to you to practice and work hard in each and every class. Every dancer is on their own unique journey, and no two journeys look the same. Your measure of success will be different than your friends/peers, so we encourage you not to compare yourself to anyone else. We also ask that you show your teachers and peers respect at all times, both inside and outside of classroom.

### *A Note For The Parents*

We appreciate the time and effort you put into to having your child enrolled in our program! We know that children's success depends on the support of their parents/guardians, and because your commitment to the process makes a big difference, we encourage you to be engaged in your child's dance education.

Our programs strive on a positive atmosphere and education experience for our faculty, students, and the parents. Cooperation between all parents is expected at Infinite Creations and this means that respect is to be shown to all other parents, students and faculty members. Mutual respect and collaboration among our faculty and parents provides children with the ultimate care in their dance education.



Your child's presence in their dance classes is imperative. While we understand that they will miss class from time to time, we encourage the spirit of teamwork, and the lesson of dedication is a big part of our educational process. **As a parent, your emotional support is highly valued. We ask that you encourage your child to be the best that he or she can be, regardless of what others may achieve.** Dance is an individual art form and children need to be able to achieve at a pace that is comfortable for them. No two students will progress at the same rate, even when they experience the exact same training. We cannot stress enough, how important it is to encourage children to focus on themselves, set their own goals, give their all, and be satisfied with their own accomplishments.

### *Class Placements*

The team at Infinite Creations meet regularly to discuss our student's progress and/or placement. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. We believe that children should be placed in a class where they can be confident in order to promote positive self esteem. Placements are highly individual and the factors that go into our placement decisions are complex. Our goal is to ensure that every child receives the best possible training both physically and mentally. We ask that you respect our faculty's professional opinion regarding placement. Remember, we are always happy to find a time to discuss any concerns you may have.

### *Additional Program*

Infinite Creations does offer additional programming such as studio events, community outreach and engagement, exams, a competition team, and a STEP Team (Student Teacher Education Program). If you have any questions, let us know! We would be happy to give you the inside scoop!



# Studio Policies

## Class Cancellations

Infinite Creations reserves the right to cancel classes when necessary with no refund provided. Classes may be rescheduled where possible. If we must close unexpectedly (severe weather conditions, etc.) notifications will first be emailed and then posted on our Facebook/Instagram pages.

## Registration Fee

An annual and non refundable registration fee of \$40.00/individual, or \$50.00/family + GST is charged at the time of registration for each season.

## Payment Information

At the time of registration, you are required to select one of the following tuition payment methods:

### 1) Monthly

- You will be given a PAD (Pre Authorized Debit) agreement to sign and you will be required to provide a VOID cheque for an automatic withdrawal from your bank account for the first business day of each month until May. There is no credit card option to pay monthly.
- June will not be debited, as your deposit you pay up front takes place as your June payment.
- If you pay monthly, you must pay your registration fee and deposit (one month of tuition) at the time of registration. Your spot will not be held without this payment.

### 2) Full Year

- You may pay your tuition fees up front in one lump sum by debit, credit card, cash, or cheque.
- Payments can be made through the online parent portal (Visa or Mastercard only) or in person at the office.



# Studio Policies

## Full Year Payments (con't)

- Please note that your June tuition is also your deposit, and is not refundable.

You will have seven days to choose and complete your payment method from the time of registration. If payment/documents are not received within those seven days, your registration will be removed without notice.

## Withdrawal Policy

We are always so sad to see any of our dancers go, but we understand that things happen, and plans change. To withdraw:

- Provide us with an email notice of the withdrawal (verbal withdrawals will not be taken) to [dance@infinitecreationscalgary.com](mailto:dance@infinitecreationscalgary.com).
- All withdrawal notices must be given no later than the 15th of the month. Due to processing time, any withdrawals given past the 15th will forfeit your next month's tuition payment (your dancer is still welcome to come to class during that last month).
- Depending on your original method of tuition payment, you will either receive a refund for the remaining balance, or we will terminate the remainder your PAD payments. Either payment option is completely equal and will provide the same outcome.
- Partial tuition and/or missed classes will not be refunded.
- Withdrawals will not be processed after April 15.
- Deposit and Registration Fees are non refundable





# Studio Policies

## Termination of Enrolment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the studio director to terminate a student's enrolment. Every effort will be made to correct a problematic situation before terminating enrolment. Reasons for termination of enrolment include, but are not limited to:

1. Disruptive or dangerous behaviour by students or their parents
2. Abuse of or bullying other children, staff, or property
3. Inability of Infinite Creations Inc. to meet the student's needs

In such cases, refund of tuition will be considered and decided upon by the owners(s) and/or directors of Infinite Creations Inc.

## Tuition Back Guarantee (New Students to ICDS Only)

We want our students to love what they do, so we are happy to offer a 30 day tuition back guarantee on all of our full year dance classes (new families only). The 30 day trial is valid starting on the first day the child is scheduled to start their class(es) with us and will run consecutively for thirty days from that date. Should you wish to terminate your enrolment within this trial period, you must email the office ([dance@infinitecreationscalgary.com](mailto:dance@infinitecreationscalgary.com)) with your official withdrawal notice. You must submit your written notice within the 30 days in order to receive your fees back. Please note that we refund tuition only, your registration fee remains non refundable. Full tuition will not be refunded after the 30 day trial is complete. Any withdrawals received after the 30 days will be subject to our regular withdrawal policy.

## Absences

Attendance is important, but we know things happen! Send us an email, or give us a call if your dancer will be missing class.





# Studio Policies

## Absences (con't)

Remember, dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students will miss the proper warm up and/or barre and therefore are more susceptible to injury. Students who arrive more than 15 minutes late may be asked to observe class for reasons of personal safety.

## Missed Classes (Ages 8 and Under)

Any child who misses a class, will have the opportunity to make it up with another similar class within the schedule. Please note that some of our classes do not have the same level offered at a different time throughout the week, and thus we will do our best to recommend a similar class for a makeup.

Please check with the office to determine the best make up class and availability for your dancer. **Makeup classes are to be done on a temporary basis and cannot become habitual. Make up classes must be scheduled and approved through the office prior to your child's attendance. Please note that makeup classes will be available from September - March 1 only to accommodate recital choreography being taught in classes.**

## Missed Classes/Zoom Policy (Ages 9+)

For dancers aged 9 and up, a zoom class option is available when you are unable to attend in person. By this age, many of our classes do not have an alternative option in the schedule for a makeup class. If you wish to have your dancer participate online, an online class fee of \$8.00 + GST per zoom link/class will be charged and must be paid in order for links to be sent (with a max fee of \$16.00/day). This fee covers the associated costs with providing online options.



# Studio Policies

## Illness Policy

We ask that you please refrain from bringing your child to class if they have the following signs or symptoms of illness:

- Vomiting, fever, diarrhea, or a new or unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Having or displaying any other illness or symptom that may pose a health risk to the staff or other children such as:

Conjunctivitis

Difficulty swallowing

Consistent complains of undiagnosed pain

Known or suspected communicable disease

Persistent green or discoloured discharge from the nose

Evidence of infection

Rapid or difficulty with breathing

Lethargy and abnormal tiredness and/or weakness

Excessive coughing and sneezing

If your child is required to be on antibiotics, we request that you keep them home until it has been 24 hours since the first dose was administered, and the child is no longer exhibiting signs/symptoms of their diagnosed illness. As always, please follow the recommendations you receive from your child's healthcare provider.



# Studio Policies

## Emergency Evacuation Policy

In the event of an Emergency Evacuation, the children will be taken to:

Euphoria Cafe  
8 Varsity Estates Circle NW  
CALGARY, AB

If our facility must be evacuated, the team members will follow our studio evacuation protocol. Once the premises has been cleared and the students/team members have safely reached the Emergency Assembly Point, parents will be contact via phone to come pick up their child.

## Parking Lot Safety

Crow Square is a busy place! Please enter and exit the parking lot with extreme caution and remind your dancer(s) of proper parking lot safety. Remember, middle stalls In the front of the building are all 3 hour parking, and the stalls that line the perimeter of the front are 30 minute. This parking lot is monitored regularly.

## Social Media Policy

We get it, it's a social world out there! It's a great platform to connect, but here are some studio expectations:

- We encourage parents to have discussions with their young dancers regarding online safety
- We **strongly encourage** parents to monitor their dancer's online accounts
- Dancers should never reveal their location publicly while at IC
- Everyone (dancers included) should refrain from posting content that includes other dancers without prior permission from them (and their parents)





# Studio Policies

## Social Media Policy (con't)

- Please do not post any information that compromises Infinite Creations Inc. (personal information about directors, faculty, other students/families, along with any other information that be confidential in nature).
- We all have our own voice, so please do not claim or imply you're speaking on behalf of Infinite Creations on your social media platforms.
- Our community lifts one another up. Posting anything that could compromise the self-esteem of our dance family (the students at IC) is unacceptable and will not be tolerated
- If you wish to post videos of class content or rehearsals (to be done only with teacher's permission), you may not post any choreography in its entirety. Infinite Creations Inc. owns the copyright to all choreography and work taught at the studio.
- Please respect the law at all times while posting anything on premises or studio related
- Positivity Please! We encourage you to use your social media platforms for positivity and refrain from posting negative comments about other studios, conventions, competitions, etc. Respect is critical!
- We reserve the right to suspend a dancer's enrolment in any of our classes/programs should they engage in inappropriate online behaviour that is not in alignment with our policies

## General Policies

- The office and staff room are for members of the teaching & admin team only.
- We encourage dancers to bring water bottles into the studio, but please leave all other food and drink in the lobby area
- Children must be supervised at all times and are not free to run around the studio. Children are not permitted inside the dance studio classrooms unless it is during their regular class time.



# Studio Policies

## General Policies (con't)

- We want the students to be focused in class - this is their creative outlet! Use of tech devices in the classrooms is discouraged and dancers are asked not to bring them into the studio.
- Respect for others (team members, other dance families, etc.) is expected and required while at IC. Leaders build one another up and encourage others! Concerns are for collaboration and we hope we can all work together! Inappropriate behaviour could result in dismissal from our program.
- We do not recruit or solicit students from other schools.

## Recital

Our Year End Showcase is one of the highlights for our dance season! In June, we give our dancers the chance to showcase their talents and hard work! Details regarding our showcase will be provided as they become available.

**Please note that all extra costs associated with recital (costume, show tickets, etc.) are extra, and are not included in your monthly tuition.** Recital costume prices are based on many factors (exchange rate, duty, etc.) and often range anywhere from \$80.00 - \$125.00. These costumes are yours to keep. Recital Tickets are usually priced around \$25.00 + GST each (ages 2 and under do not need to purchase a ticket).

## Recital Costumes

The teachers at Infinite Creations spend a lot of time determining costumes for each class. We do our best to ensure that they are age appropriate and appropriate for the class. Costumes may not include accessories, so please watch for extra notes regarding that aspect of the costuming process. A few important costume details:



## Studio Policies

- Costumes can take a while to arrive (up to five months in some cases) so orders are placed in December/January.
- Costume manufacturers DO NOT accept cancellations or offer refunds; therefore, the school does not refund costume payments under any circumstances.
- Your costume will not be ordered until they are paid for in full
- Account balances must be paid before ordering and/or receiving your costume.
- Late orders are subject to late fees and all additional surcharges, expenses and additional shipping fees that are associated with your order. On time delivery of late costume orders are not guaranteed in these situations.
- You are responsible for alterations (if any) to your costume upon its arrival.

### AND FINALLY...

Thank you for reading through our policy handbook!

Let's be sure to keep the lines of communication open. Please send us a note or give us a call if you have any questions or concerns throughout the season! Our goal is to ensure you have a wonderful experience and dance journey at ICDS!

Our dance family means the world to us, and we can't wait to see our dancers grow and accomplish amazing things this season!

