



EDMONTON DANCE FACTORY

2024-2025
REGISTRATION & POLICY
INFORMATION

“If you dance with your heart, your body will follow”
– Mia Michaels



WELCOME TO EDMONTON DANCE FACTORY

Welcome to Edmonton Dance Factory's 41st Season!

Edmonton Dance Factory evolved from the Blue Quill community league dance program where it operated for nineteen years, until May 2003. In September 2003, the Edmonton Dance Factory relocated to the Petrolia mall, where it had 5 dance studios. In 2008, we moved to our current studio location on the second floor of 2764 Ellwood Drive. Our current home has 6 studios all furnished with floating floors, full length mirrors and bars.

EDF offers classes in Tap, Jazz, Lyrical/Contemporary, Ballet, Musical Theatre, Jumps & Turns, Stretch, Improv, Acro & Hip-Hop taught by a highly qualified teaching staff. Students take part in exams, competitions and a year end recital. We offer classes from pre-school to pre-professional for both competitive and non-competitive dancers.

WHY WE DO WHAT WE DO

Simply put.... we strive to create a welcoming space where your dancer can explore and nourish their love of dance, meet lifelong friends, grow their confidence and foster an active lifestyle.

More formally, to provide a dance environment that welcomes and nurtures both competitive and non-competitive dancers through offering; flexible programming taught by a qualified and caring faculty, a variety of on-stage performance opportunities and a studio environment that feels like a second home. We will leverage our years of expertise and the individuality of our faculty to provide top tier dance education in an environment where our dancers and their families feel welcome, able to grow, learn and progress.

Our Goals:

- Promote confidence, self discipline and positive sportsmanship.
- Teach strong technique, proper body posture and physical development
- Offer all dancers the opportunity to perform and experience the personal reward of being on stage

REGISTRATION & REGISTRATION FEE

All registration can be done online.

If you have questions about classes or would like to speak to someone about options please email dance@edmontondancefactory.com and we will return your email within 48 hours. Please note that our summer office hours (after June 1) are limited so please email and request a phone call if you would like to speak to someone directly.

The registration fee for Full Year 2024-2025 is \$50 for the 1st dancer, \$25 for the second with a family max of \$90 (GST included). **Registration fees are due at time of pre-registration and are NON-REFUNDABLE.** Registration fees can be paid by e-transfer to dance@edmontondancefactory.com or online in your account by using credit card or Visa debit.

The above applies to full year classes. Registration fees for sessional classes are included in the one time class charge.

CLASS SCHEDULE

For all pre-registered students your schedule has been sent out your spots in these classes are guaranteed.

For those who are not pre-registered you have received a set of pre-approved classes. If a class you would like to attend is not in your list, please contact us (dance@edmontondancefactory.com). **Pre-approval does not guarantee a spot in the class.**

The faculty and staff spends countless hours ensuring the details of this schedule. Classes have been chosen individually for each dancer based on their growth last season and where we feel they will best learn and grow next season.

Each dancer was evaluated by their teachers at the end of last season, they are then placed in classes based on the results of this evaluation along with other factors such as attendance, mental readiness, ability to pick up and retain choreography, and program considerations.

We have many many years of experience placing dancers where we believe they will thrive but if your dancer comes back in the fall having grown past where they were in the spring due to work they have done over the summer, we will make adjustments, if necessary, to reflect their growth.

ONLINE ACCOUNT INFORMATION & EMAIL

You can access your account information at any time throughout the dance season. By signing into your account, you can check status, payments, charges and any personal info.

Select "all rows" and it will show all charges and payments for the year as well as any balance owing at the end of the year.

Your email is used to communicate news about the dance program (in the form of a monthly newsletter), your account status, statements and other important class/teacher information – we do not share email addresses with anyone. The email address listed on your account is where your email will be sent – **please make sure that your account is set to "send emails to family" otherwise you will not receive any email communication from the studio for any reason.** You may include multiple emails if you would like.

If during the year any of your personal information changes, please go online to your account and make the change(s).

FEES & FEE PAYMENT

Full Year Classes:

Our full year season runs for 36 weeks (September – June) and fees are divided equally into 9 payments to provide a consistent monthly fee.

Tuition for full year classes can be paid monthly (a total of 9 months) or annually. Our fees are based on total family hours, our fee sheet for 2024-25 is below. All fees include GST.

Registration payments for full year classes must be made at time of registration to hold your spot in classes and are separate from the fees below. The remainder of fees based on hours enrolled are due your first class.

Payment must be made by the first of every month. We do offer automatic credit card payments through your account. Please let us know if you would like to sign up for our autopay program. Payments will be applied on the first of every month.

Costume deposits will be added to your accounts on September 1. Costume deposits are based on level. Unused portion of costume deposits will be returned to your account in June 2025.

Sessional Classes:

A one time all inclusive payment based on the length and duration of the class. This fee is due in full upon registration.

	9 MONTHLY PAYMENTS	1 PAYMENT
	SEPT 2024 - MAY 2025	Sep-24
30 MIN	67	603
45 MIN	72	648
1 HOUR	80	720
1 HR 15 MIN	96	864
1HR 30 MIN	111	999
1HR 45 MIN	124	1116
2 HOURS	137	1233
2 HR 15 MIN	151	1359
2 HR 30 MIN	161	1449
2 HR 45 MIN	172	1548
3 HOURS	189	1701
3 HR 15 MIN	200	1800
3 HR 30 MIN	210	1890
3 HR 45 MIN	222	1998
4 HOURS	228	2052
4HR 15 MIN	237	2133
4 HR 30 MIN	244	2196
4 HR 45 MIN	256	2304
5 HOURS	263	2367
5 HR 15 MIN	267	2403
5 HR 30 MIN	277	2493
5 HR 45 MIN	287	2583
6 HOURS	294	2646
6 HR 15 MIN	304	2736
6 HR 30 MIN	313	2817
6 HR 45 MIN	323	2907
7 HOURS	333	2997
7 HR 15 MIN	344	3096
7 HR 30 MIN	354	3186
7 HR 45 MIN	364	3276
8 HOURS	371	3339
8 HR 15 MIN	380	3420
8 HR 30 MIN	390	3510
8 HR 45 MIN	402	3618
9 HOURS	410	3690
9 HR 15 MIN	420	3780
9 HR 30 MIN	431	3879
9 HR 45 MIN	439	3951
10 HOURS	444	3996
10 HR 15 MIN	451	4059
10 HR 30 MIN	461	4149
10 HR 45 MIN	472	4248
11 HOURS	481	4329
11 HR 15 MIN	485	4365
11 HR 30 MIN	496	4464
11 HR 45 MIN	507	4563
12 HOURS	519	4671
12 HR 15 MIN	529	4761
12 HR 30 MIN	540	4860
12 HR 45 MIN	548	4932
13 HOURS	556	5004
13 HR 15 MIN	565	5085
13 HR 30 MIN	575	5175
13 HR 45 MIN	583	5247
14 HOURS	594	5346
14 HR 15 MIN	605	5445
14 HR 30 MIN	615	5535
14 HR 45 MIN	617	5553
15 HOURS	630	5670

DANCE ATTIRE

The dress attire for 2024-25 is below. If you have leotards & tights from a previous class, you do not need to purchase.

Places to purchase dancewear include:

All 4 Dance: 11054 156 Street or 4115 106 Street NW

OnStage Dancewear: 7618 Gateway Boulevard

And All That Jazz: 1080B Strathcona Drive, Sherwood Park

Hair must be worn tied up, off face for all classes and in a ballet bun with no bangs for all ballet.

Please note that we have updated our tight colours. Where we used to request beige tights, we now recommend that dancers wear a colour that best matches their skin tone. Please note that most common jazz shoes sold in most retail stores best match with CAPEZIO LIGHT SUNTAN tights, if this matches your skin tone please select this combination. If you choose a colour of tight that is different than this please purchase the colour of shoes that matches your tights

Preschool – PS1 and PS2 (note: co those taking jazz/ballet and tap require both shoes):

Jazz/Ballet: Pink tank or short sleeve leotard, white dance tights, pink leather ballet slipper

Tap: Pink tank or short sleeve leotard, white dance tights and beige tap shoes

Boys: White shirt, black pants, black shoes

Tap:

Primary/Grade 1/Grade 2: beige tap shoes, skin tone tights (Capezio)

Grade 3: beige tap shoes, skin tone tights (Capezio)

Grade 4/5/6/7/8/Open Tech/Routine: black tap shoes

Jazz/Lyrical:

Primary: skin tone slip on jazz shoes, skin tone coloured tights (Capezio), any colour leotard

Beginner Level: skin tone jazz shoes, skin tone tights (Capezio), tight fitted clothing (leggings, tanks)

Ballet:

Primary: pink tank leotard, tights (Capezio light pink/skin tone), pink/skin tone ballet slippers

Ballet 1-7 leotard according to dress code. All dancers to wear Capezio Hanami split sole canvas shoes in pink or their skin tone and Capezio light pink/skin tone tights.

Hip Hop:

All levels: CLEAN indoor running shoes, comfortable clothing

All Sessional classes

Can all be attended in comfortable clothing that the dancers can move in. Hair should be worn tied up.

The following footwear should be worn:

Jazz/Ballet/Little Dancers: Bare feet or jazz or ballet slippers

Tap: Tap shoes (any kind)

Hip Hop: Clean indoor runners

Acro: Bare feet

CLASS VIEWING

We ask that families remain outside of our classrooms during the regular season. Some studios do have viewing windows though we ask that you keep viewing to a minimum as it can be very distracting to the dancers.

We do want to keep you up to date on your dancer's progress and what they are working on in class. To do this we host 2 family watch weeks per season. Watch weeks are October 1-7 and February 1-7. During these weeks we invite families into our classrooms to see what we have been working on.

We look forward to meeting all of you!

DISMISSAL OF CLASSES

We make every effort to keep classes running on schedule during the year.

Younger classes are dismissed and the teacher accompanies the children from classes. If a parent has not arrived, the teacher will have these students wait in their classroom or with the office until a parent arrives. If you are late, please check with the office.

ATTENDANCE POLICY

It is important to attend all classes regularly. Failure to attend classes impacts the individual dancer's progress as well as the others in their class. Dancers must work together to perfect routines for competitions and when a dancer is missing it impedes this ability to work together.

Absenteeism affects all dancers in the group. Therefore, any dancer absent from the class immediately preceding a dance performance may not be allowed to participate in the performance.

Any dancer missing more than 6 classes in a season will not be able to continue in the routine portion of the class. They may continue to attend the technique portion.

No refunds will be issued for absenteeism or vacation.

COSTUME DEPOSITS

All full year classes (with the exception of acro, stretch and jumps & turns) are required to pay a costume deposit.

The costume is yours to keep.

Preschool, Hip Hop and Jazz deposits are due the first day of the season, the remainder are due by October 1. Company costume deposits are due November 1. All costume deposits are non-refundable after November 15th.

Any balance positive or negative will be cleared up in June with any unused deposit returned to the family or if they choose, to be used towards next year's registration fees or tuition. Costume fees can be paid by cash, cheque, debit, credit or e-transfer to dance@edmontondancefactory.com.

Costume deposits not picked up by June 30 will be automatically rolled into the next season to be used towards future fees.

COMPETITION FEES

Competition fees will be added to your account in late October.

They are separate from tuition and costume fees. All competition fees are due with your November 1st tuition.

Competition fees can be paid by cheque, cash or debit in the office. Or by credit card online.

All competition fees are **non-refundable** and there is no refund or deduction for a missed competition. Any credits that exist will be applied after competitions have been charged. Credits will only be applied to dancers who currently attend EDF. Any dancer who chooses to leave EDF will forfeit their credits.

OUT OF STUDIO EVENTS

We believe that having on stage experiences is an important part of a dancer's development.

We therefore offer competitive experiences to all full year dancers in Primary or higher (with the exception of first year hip hop and regular ballet classes). S

Schedules for competition are determined by the company running the competition. Schedules are normally out approximately 2 weeks prior to the competition occurring and they may require a student to miss school in order to compete. As a guideline, it is about a 2 hour time commitment to compete one routine.

ADDITIONAL OPPORTUNITIES

There may be occasions where dancers choose to attend discipline specific studios for additional study in dance.

While we support our dancers in these opportunities it also needs to be understood that:

- there may be conflicts of competitions - in this case we will make every effort to resolve any conflicts with the competition. If after these attempts, arrangements cannot be made; dancers must make EDF (as their primary studio) the priority.
- Any rehearsal schedule with additional studios must not regularly affect the weekly training schedule at EDF.
- If there are conflicts please discuss them with the Director ahead of time.

YEAR END RECITAL

Recital 2025 will be on June 7, 2025 at the Jubilee Auditorium.

Dress Rehearsal occurs the evening before, beginning at approximately 3:00pm - parents are not allowed to watch the rehearsal. All recitals are at the Jubilee Auditorium.

Tickets will go on sale in May. All members of the audience must have a ticket. Complementary tickets will be provided for dancers and those under 2 years old. All tickets are to be purchased through Ticketmaster and are non-refundable.

STAGE REHEARSAL & STUDENT SHOWCASE

All dancers who will be a part of competitions in the spring will participate in our Stage Rehearsal. Stage rehearsal occurs the last week of February or the first week of March.

Schedule is set by age and will come out at the beginning of February. All dancers are required to attend.

There will be a per dancer fee for the Stage Rehearsal to help us pay for the venue, however; it is an open rehearsal with no admission fee and everyone is encouraged to attend and support the dancers.

Student Showcase is an event put on by the studio in late February or early March. All dancers who will be competing a solo, duet, trio or extra group during the upcoming competition season is encouraged to participate. This is a great way to showcase all of their hard work and kick off the competition season.

Tickets will be sold to the Showcase, more information will be available closer to the event.

SOLOS/DUETS/TRIOS

Who is eligible for a solo/duet/trio?:

All students 6+ enrolled in two ballet classes per week are allowed to do one solo or duet/trio. The only exception is Hip Hop/Tap. Applicants in these disciplines will not require the ballet classes but must still apply to be approved. All dancers must be taking class at EDF in the discipline that their solo/duet is in.

Additional solos will be considered on a case by case basis. Solos should be in addition to a complete training program and not a substitution for technique classes. Students registered in classes but not regularly attending will not be allowed solos.

Duets & Trios will be considered on an individual basis. The students will apply and be considered based on their technical level and the compatibility of the dancers.

How Do I Register?:

Registration for solos will be done online. An email will be sent after the schedule is complete. Approval will be given back to both the dancer and the teacher. No solo/duet may commence prior to receiving studio approval.

Solo/Duet registration cut-off is September 30, 2024. If you have applied for a solo expect to hear back from your teacher in LATE SEPTEMBER. Note: Some teachers do like to do summer solos. If this is something that interests you please have your form in ASAP so that you can be approved prior to starting.

COSTUMES

Group costumes will be picked by the choreographer/teacher and ordered by the studio using the costume deposits collected in September and October. Competition costumes will be distributed once they arrive in February. Preschool and other recital only costumes will be distributed after Spring Break.

Soloists are responsible for acquiring their own costume. Options include buying or renting from other dancers, ordering through a costume company or custom-made costumes through a freelance seamstress. If you would like to purchase a costume through one of the costume catalogues used by the studio the appropriate forms must be in by the due date - watch your emails for details. At that time a costume deposit with the best estimate of costs will be added to your account.

A standardized measurement chart is used to select a costume size for each dancer and every effort is made to allow room for growth. Parents may have to add additional embellishments to the costume or perform simple alterations such as hemming or sewing straps.

CODE OF CONDUCT

It is expected that Students, Staff and Parents of Edmonton Dance Factory will adhere to the following conduct policy:

- Attend classes regularly
- Arrive to classes on time
- Bring proper dance attire and shoes to all classes
- Show consideration, courtesy and respect to other dancers, parents and staff both in classes and outside of the studio at competitions, workshops etc.
- Speak kindly. Refrain from talking negatively or criticizing another teacher, another dancer or parent (from EDF or from another studio)
- Bring an issues/concerns etc. directly to EDF Directors

This code of conduct is set in place to ensure that all members of the EDF community have the best experience possible. All issues that arise will be dealt with in strict confidentiality. Parents will be notified first of any breaches of the policies above and Staff/Faculty will deal with any breach in policy as it occurs. Disciplinary action for breach may include expulsion from the studio.

CANCELLATION POLICY

If at any point during the season you would like to cancel your registration in a class we require written notification by email. We will then cancel any payments beginning the following month. There will be no refunds given after May 1.

Costume deposits are non-refundable after November 1 as costumes will have been ordered. Dancers will receive the costume that was purchased for them.

Competition fees are 100% NON-REFUNDABLE once entered. We pay the competitions in full upfront and the competitions do not offer any refunds if dancers drop classes or the program.

WELCOME TO OUR 2024-25 SEASON!

