



Niko's Dance Team Handbook

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Niko's Dance Team Handbook

1. Fees, Payment & Withdrawal Policy

1.1 Registration, Program & Tuition Fees

a. Registration Fee

- \$35 annual family registration fee due upon enrollment. This fee is non-refundable under any circumstances.

b. Program Fee

- \$35 annual per dancer program fee due upon enrollment. Covers studio rentals for dress rehearsal and festivals, as well as studio supplies. This fee is non-refundable under any circumstances.

c. Tuition Fees

- Tuition is due on the 1st of every month.
- Tuition is not prorated.
- Statements will be emailed prior to the first of each month.
- A 10% late fee per month will be applied to all outstanding balances beginning the day after payment is due.
- September tuition, along with the \$35 registration fee and \$35 program fee, is due September 14th.

d. Monthly Tuition Rates

- First class: \$65/month
- Each additional class: \$35/month
- Monthly cap: \$415 per family

Example: Jill takes Ballet and Hip-Hop, and her brother Jack takes Ukrainian. Family total = \$135/month

Family rates apply only to dancers living in the same household.

Classes	Monthly Fee
1	\$65
2	\$100
3	\$135
4	\$170
5	\$205
6	\$240
7	\$275
8	\$310
9	\$345
10	\$380
11+	\$415

1.2 Festival & Costume Fees

Festival and costume fees must be paid by the specified due dates.

a. Costume Fees

- \$120 per class (excluding Acro and Technique classes)
- 50% deposit due November 15th
- Remaining balance due December 15th
- A 10% late fee per month will be applied after December 15th until paid in full
- Costume fees are non-refundable

b. Festival Fees

- 50% deposit due October 15th

- Remaining balance due November 15th
- A 10% late fee per month will be applied after November 15th until paid in full
- Festival fees are non-transferable and non-refundable

Typically, each group/routine attends 3 festivals.

c. Festival Pricing

- \$50 per Group / per Festival
- \$80 per Solo / per Festival
- \$60 per Duet or Trio / per Festival

1.3 Overdue Accounts

Accounts past due by more than 60 days may result in suspension from:

- Classes
- Festivals
- Performances

All payments are the responsibility of the dance family.

In the event of suspension, no refunds will be issued for any fees, including tuition, costume fees, or festival fees.

All fees must be paid in full by May 31, 2027. Any outstanding balances after this date will be forwarded to a collection agency.

1.4 Withdrawal Policy

- A 30-day written notice is required to withdraw from all studio classes.
- Withdrawal must be submitted by email to: nikosdanceteam@gmail.com
- The email timestamp will be used as the start of the 30-day notice period.

Families are responsible for full monthly tuition during the 30-day notice period, regardless of attendance.

All non-refundable fees remain non-refundable.

1.5 Payment Options

Niko's Dance Team accepts:

- E-transfer to: nikosdanceteam@gmail.com (Memo must clearly state the family name and what the payment is for)
- Credit Card (2.5% service charge applies)
- Cheque or Cash (handed directly to instructor or office staff)

1.6 Payment Schedules

- Monthly

- Annual
 - Semi-Annual (2 payments per year)
-

By enrolling in or continuing classes at Niko's Dance Team, parents/guardians acknowledge that they have read, understood, and agreed to the terms outlined in this Fees, Payment & Withdrawal Policy.

2. Inclement Weather Policy

Niko's Dance Team is committed to ensuring the safety of our dancers, families, and staff. We closely monitor weather conditions — including extreme temperatures, hazardous road conditions, and school bus cancellations — to make informed decisions regarding class schedules.

The safety of our dance families is our top priority. We encourage all families to use their own discretion and prioritize safety when deciding whether to attend classes during inclement weather.

Due to the unpredictability of weather and ongoing scheduling constraints, classes will not be rescheduled or refunded due to inclement weather, including hazardous road conditions.

2.1 Criteria for Class Cancellation

Classes may be cancelled under the following circumstances:

- Temperature Threshold: If temps fall below -35°C .
- School Bus Cancellations: If local school buses are cancelled due to inclement weather.
- Hazardous Road Conditions: If road conditions are deemed unsafe for travel.

Please note that cancellation decisions are made with careful consideration of overall safety conditions.

2.2 Notification of Cancellations

- Parent Responsibility: On days when extreme weather is expected, check email and/or the BAND app for cancellation updates.
 - Notification: Cancellations will be sent via mass email to the parent/guardian emails on file—no individual calls or emails.
 - Timing of Decisions: If weather conditions improve significantly between morning and afternoon, Niko's Dance Team may decide to run classes.
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By enrolling in classes at Niko's Dance Team, parents, guardians, and dancers acknowledge and agree to the terms outlined in this Inclement Weather Policy.

3. Costume & Festival Policy

Niko's Dance Team recognizes that festivals, performances, and costumes are among the most exciting parts of the dance season for our dancers and instructors. However, they can also become stressful without clear expectations.

This policy is in place to support your dancer's success and ensure they are fully prepared for every performance opportunity.

3.1 Costume Requirement

Each choreography class a dancer is enrolled in requires a separate costume for shows, festivals, and other performances.

3.2 Festival Attendance

Upon enrollment at Niko's Dance Team, dancers are included in routine choreography and are therefore required to attend designated festivals at the discretion of Niko's Dance Team, in conjunction with our Attendance Policy and Fees, Payment & Withdrawal Policy.

Festival participation is considered part of the full team commitment.

Families who choose not to participate in festivals must submit written notice to the studio email no later than September 30.

3.3 Costume Responsibility

Once costumes are distributed, it is the responsibility of the parent/guardian to:

- Keep costumes in excellent condition at all times.
- Bring all required costumes to each performance.
- Costumes are to be worn for studio events only (festivals, shows, etc.) and not for play or any non-studio activities during the season.

Once the season concludes, dancers may use their costumes as they wish.

If a costume is not in performance-ready condition, Niko's Dance Team reserves the right to remove performance privileges.

3.4 Costume Fittings & Alterations

Costume fittings will take place once costumes arrive.

If alterations are required due to improper fit, they may be completed at an additional cost to the family.

3.5 Costume Replacement

In the event of loss or damage, Niko's Dance Team will make every effort to assist in replacing the costume. However:

- All replacement costs, including shipping, are the responsibility of the parent/guardian. Costumes are typically ordered in November and arrive in February or March.
 - Many costumes arrive close to festival season, making replacements difficult and often more expensive.
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By enrolling in classes at Niko's Dance Team, parents/guardians and dancers acknowledge and agree to the terms outlined in this Costume & Festival Policy.

4. Attendance Policy

Niko's Dance Team values consistent attendance, as it is crucial to both individual progression and group success. Regular attendance ensures dancers can fully participate in technique development, choreography, formations, and performance preparation.

4.1 Attendance Requirements

- a. Maximum Absences:
Dancers are permitted a maximum of 6 absences per season per discipline (e.g., ballet, jazz, hip-hop).
 - b. Monitoring:
Attendance is monitored by studio staff throughout the season.
-

4.2 Consequences of Excessive Absences

If a dancer exceeds 6 absences in a particular class or discipline:

- They may be subject to withdrawal from that class or discipline.
- No refunds will be issued for tuition, costume fees, festival fees, or any other associated costs.

Consistent attendance is essential for maintaining choreography standards and team responsibility.

4.3 Extenuating Circumstances

If a dancer experiences prolonged illness, injury, or other significant circumstances:

- Parents/guardians must communicate with the studio as soon as possible.
- Situations will be reviewed on a case-by-case basis.
- Exceptions are not guaranteed but may be considered at the studio's discretion.

4.4 Commitment

Enrollment at Niko's Dance Team represents a commitment to:

- Regular attendance
- Participation in performances and festivals
- Supporting both individual and group success

Excessive absences may result in removal from routines, festivals, or performances.

By enrolling in or continuing classes at Niko's Dance Team, parents/guardians acknowledge that they have read, understood, and agree to the terms outlined in this Attendance Policy.

5. Code of Conduct

For Dancers & Parents/Guardians

At Niko's Dance Team, we are committed to creating a positive, respectful, and professional environment where dancers can grow, feel supported, and succeed. The following Code of Conduct applies to all dancers and parents/guardians.

5.1 Respect & Behaviour

- All dancers, parents, and family members are expected to treat instructors, staff, fellow dancers, and other studio families with respect at all times.
 - Disruptive, disrespectful, or negative behaviour will not be tolerated.
 - Gossip, bullying, or drama—whether in person, online, or through messaging—will not be tolerated
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5.2 Studio Environment

- The studio is a positive, drama-free space.
 - Parents and dancers must not engage in or contribute to conflict within the studio or surrounding areas (including parking lots).
 - Concerns must be brought directly to studio management—not discussed publicly or with other families.
-

5.3 Parent Conduct

- Parents are expected to model respectful behaviour at all times.
- Any concerns regarding classes, instructors, scheduling, or policies must be communicated respectfully and privately with studio owners or management.

- Parents are not permitted to confront instructors, other parents, or dancers regarding issues.
 - Disruptive or confrontational behaviour may result in removal from the studio.
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5.4 Dancer Expectations

- Dancers are expected to:
 - Arrive on time and prepared for class
 - Show respect to instructors and peers
 - Follow instructions and maintain a positive attitude
 - Support teammates and contribute to a team environment
 - Repeated disrespectful or uncooperative behaviour may result in disciplinary action.
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5.6 Social Media & Communication

- Negative comments, complaints, or inappropriate posts about the studio, staff, or dancers on social media will not be tolerated.
 - Studio communication platforms (BAND, email, etc.) must be used respectfully and appropriately.
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5.7 Studio Policies & Compliance

- All studio policies must be followed at all times.
 - Failure to follow policies may result in consequences, including removal from classes or events.
-

5.8 Conflict Resolution

- If an issue arises:
 1. Contact studio management directly
 2. Allow time for review and response
 3. Respect the decision made by the studio
 - Public complaints or escalation through other families is not acceptable.
-

5.9 Zero Tolerance

The following behaviours may result in immediate dismissal from Niko's Dance Team:

- Harassment, bullying, or intimidation
- Disrespect toward staff, instructors, or other families
- Ongoing disruptive or negative behaviour
- Failure to follow studio policies after warnings

5.10 Right to Refuse Service

Niko's Dance Team reserves the right to refuse or terminate participation of any dancer or family who does not follow this Code of Conduct, in order to protect the studio environment.

Acknowledgement

By registering with Niko's Dance Team, all dancers and parents/guardians agree to abide by this Code of Conduct.

6. Physical Contact Policy

Niko's Dance Team is committed to maintaining a safe, respectful, and professional environment. This policy outlines expectations for appropriate physical contact between instructors, staff, and dancers.

This policy applies to all instructors, trainers, volunteers, staff, and participating dancers.

6.1 Guiding Principles

- Respect: All physical contact must be appropriate, necessary, and conducted with professionalism.
 - Transparency: Contact should take place in open environments where others are present.
 - Consent: Instructors will explain the purpose of contact and seek verbal consent whenever possible.
-

6.2 Permitted Physical Contact

- Safety & Spotting: Required to prevent injury and support proper skill development, using minimal contact necessary.
 - Technique Correction: Used to adjust posture, alignment, or movement, with clear explanation to the dancer.
 - Costume Fittings: Necessary for accurate measurements.
 - Injury Care: May be required to assess or respond to injuries.
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6.3 Boundaries

Dancers have the right to refuse or withdraw consent at any time. Any indication of discomfort will result in immediate cessation of contact.

6.4 Training & Accountability

- All staff are trained in appropriate physical contact and dancer safety.
 - Any concerns must be reported immediately to the Program Director.
 - All reports will be taken seriously and addressed promptly.
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By enrolling in or continuing classes at Niko's Dance Team, parents/guardians acknowledge that they have read, understood, and agree to the terms outlined in this Physical Contact Policy.

7. Privacy & Health Information Policy (HIPAA)

Niko's Dance Team is committed to protecting the privacy and security of personal and health information for all dancers, families, and staff. This policy outlines how information is collected, used, stored, and disclosed in alignment with Health Insurance Portability and Accountability Act (HIPAA) privacy principles and industry best practices.

This policy applies to all personal and health information collected, used, or disclosed by Niko's Dance Team.

7.1 Collection of Personal and Health Information

Types of Information Collected: We collect only the information necessary to safely and effectively operate our programs, including:

- Names and contact information
 - Date of birth
 - Emergency contact details
 - Medical info relevant to participation (e.g., injuries, conditions, allergies)
 - Payment and billing information
-

7.2 Purpose of Collection

Information is collected solely for legitimate purposes, including:

- Registration and program administration
 - Communication with families
 - Ensuring dancer safety and emergency response
 - Billing and payment processing
-

7.3 Use of Personal and Health Information

- Personal information is used only for purposes directly related to studio operations.
- Health information is accessed strictly on a need-to-know basis to ensure the safety and well-being of dancers.

- Contact information may be used to share important updates, schedules, events, and billing communications.
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7.4 Protection of Health Information (HIPAA Principles)

Niko's Dance Team follows key HIPAA privacy and security principles to protect sensitive health information:

- Minimum Necessary Standard: Only the minimum amount of information required is accessed or used
 - Restricted Access: Health information is accessible only to authorized staff
 - Confidentiality: All medical information is treated as strictly confidential
 - Secure Handling: Information is stored and managed using appropriate physical and digital safeguards
 - Need-to-Know Disclosure: Information is only shared when necessary for safety or emergency care
-

7.5 Disclosure of Information

- Personal and health information will not be disclosed to third parties without consent, except:
 - In emergency situations where disclosure is required to protect the dancer
 - When required by law or legal authority
 - Any disclosure will be limited to the minimum necessary information
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7.6 Consent

a. Obtaining Consent

By enrolling in Niko's Dance Team, parents/guardians provide consent for the collection, use, and disclosure of personal and health information as outlined in this policy.

b. Withdrawing Consent

Consent may be withdrawn at any time with reasonable notice. Please note that withdrawal of consent may impact the studio's ability to safely provide services.

7.7 Access to and Correction of Information

- Individuals have the right to request access to their personal and health information
- Requests may be subject to reasonable limitations
- Corrections to inaccurate or incomplete information may be requested at any time

7.8 Security, Retention, and Disposal

a. Security Measures

We implement appropriate safeguards, including:

- Controlled access to physical records
 - Limited staff authorization
 - Secure digital storage practices
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7.9 Retention and Disposal

Information is retained only as long as necessary for operational or legal purposes and is securely destroyed when no longer required.

7.10 Complaints and Inquiries

Questions or concerns regarding this policy or the handling of information may be directed to:

Niki Hofer

Studio Owner, Niko's Dance Team

We are committed to addressing all concerns promptly and respectfully.

Acknowledgement

By enrolling in or continuing classes at Niko's Dance Team, parents/guardians acknowledge that they have read, understood, and agree to the terms outlined in this Privacy & Health Information Policy.

8. Niko's Dance Team – Release of Liability

Acknowledgement of Risk

I acknowledge and understand that participation in dance classes, rehearsals, performances, competitions, and all related activities at Niko's Dance Team involves inherent risks. These risks include, but are not limited to, physical injury (such as contusions, sprains, strains, fractures, or other bodily injuries), slips and falls, use of equipment, and potential exposure to communicable illnesses.

Voluntary Participation & Assumption of Risk

I confirm that my participation, or the participation of my child, is voluntary. I knowingly and freely assume all risks, both known and unknown, including those arising from the negligence of Niko's Dance Team, its owners, instructors, employees, agents, or representatives, to the fullest extent permitted by the laws of the Province of Alberta.

Medical Fitness

I confirm that I, or my child, am physically fit and able to safely participate in dance activities. I

agree to disclose any medical conditions, injuries, or limitations that may affect safe participation and to update this information as required.

Indemnification

I agree to indemnify, defend, and hold harmless Niko's Dance Team, its owners, instructors, employees, agents, and representatives from and against any and all claims, demands, damages, losses, liabilities, costs, or expenses (including legal fees on a solicitor-and-client basis) arising from or related to participation in studio activities.

Emergency Medical Authorization

In the event of injury or medical emergency, I authorize Niko's Dance Team and its representatives to secure medical treatment for me or my child as deemed necessary. I accept full responsibility for any resulting medical expenses.

Photography & Videography Release

I grant permission for Niko's Dance Team to use photographs and/or video recordings of me or my child taken during classes, rehearsals, performances, or related activities for promotional and marketing purposes, including social media, website content, and advertising, without compensation.

Release and Waiver of Liability

In consideration of being permitted to participate in activities at Niko's Dance Team, I, on behalf of myself, my child, and our respective heirs, executors, administrators, and assigns, hereby fully release, waive, and discharge Niko's Dance Team and all associated parties from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any injury, illness, damage, or loss, including death, that may be sustained as a result of participation in any activities, including those caused by the negligence of Niko's Dance Team, to the fullest extent permitted by Alberta law.

Governing Law

This agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta. Any legal proceedings shall be brought exclusively in the courts of Alberta.

Severability

If any provision of this agreement is found to be invalid or unenforceable under Alberta law, the remaining provisions shall remain in full force and effect.

Acknowledgement and Agreement

By enrolling in or continuing classes at Niko's Dance Team, parents/guardians acknowledge that they have read, understood, and agree to the terms and conditions outlined in our Release of Liability Policy. I fully understand the risks involved in dance activities and agree to release Niko's Dance Team from liability to the fullest extent permitted by law.