



2024/2025 Community Guidelines



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Welcome Back to The Dance Gallery!

We are thrilled to kick off another exciting season here at The Dance Gallery! Regular classes begin on **Monday, September 9th**, and we want to extend our heartfelt thanks to all the families for their continued support over the past year. To all of our new dancers and families, welcome! We are excited to have you join our studio community.

Stay connected with us on Instagram and Facebook! Also, be sure to join our exclusive **Dance Gallery Family Page**(private to DG families) for updates on upcoming events, exclusive to our DG community.

Faculty & Instructor Contacts:

Our amazing faculty is back, and we're excited to get started! For any absences or late arrivals, please email your child's instructor directly, either by email or through our Dance Studio Pro App via Studio Chat:

- **Lori Birk, Director**
Certified PBT Instructor, Certified Acrobatic Arts, Jazz, Lyrical, Tap, Contemporary, Pre-School, Hip Hop, Jazz Tech, Ballet, Stage
✉ info@thedancegallery.org or lori_baber@hotmail.com
- **Sydney Graham-Wiseman**
Certified Acrobatic Arts, Jazz, Contemporary, Lyrical, Tap, Hip Hop, Jazz Tech, Ballet
✉ sydneygw6@gmail.com

- **Laura Flynn**
Registered RAD Teacher, Certified PBT Instructor, Licentiate CDTA Ballet, Ballet/Pointe
[✉ mslauraflynn@gmail.com](mailto:mslauraflynn@gmail.com)
- **Alexis Moffat**
Registered RAD Teacher, Pre-School, Ballet
[✉ alexis.moffat@hotmail.com](mailto:alexis.moffat@hotmail.com)
- **Lauren Presley**
Jr. Teacher, Hip Hop
[✉ info@thedancegallery.org](mailto:info@thedancegallery.org)
- **Sarah Turnbull**
Jr. Teacher, Tap/Jazz
[✉ info@thedancegallery.org](mailto:info@thedancegallery.org)

Guest Choreographers:

These guest instructors have contributed choreography for our dancers but will not be teaching regularly this season:

- **Colleen Zander**
Contemporary, Modern, Jazz, Tap, Musical Theatre
- **Matthew Cluff**
Hip Hop, Contemporary, Modern, Tap
- **Mhaire McMahon**
Musical Theatre, Contemporary

Health Policy:

Proof of Vaccination Requirement:

All students aged 12 and up must provide proof of at least 2 (TWO) COVID-19 vaccinations to attend classes at The Dance Gallery.

All teachers, choreographers, and guest instructors are required to be triple vaccinated to teach at the studio.

Studio Closures & Holidays:

Please note the following studio closures for holidays:

- **Monday, September 30th** – National Truth and Reconciliation Day
- **Monday, October 14th** – Thanksgiving
- **December 14th – January 1st** – Winter Break (classes resume on Wednesday, January 2nd)
- **Monday, February 17th** – Family Day
- **March 15th – 30th** – Spring Break (classes resume on Monday, March 31st)
- **Friday, April 18th** – Good Friday

Make-up Classes:

If the studio is closed for a holiday, dancers are welcome to attend a similar class level during that week. Teachers will advise which class is best for your dancer to attend.

Important Dates – Mark Your Calendars!

Sunday, February 9th

Tech Rehearsal for all Competitive Groups @ the Sagebrush Theatre.

This is a **MANDATORY** rehearsal for all dancers in our competitive program.

- **Non-attendance will result in withdrawal from all competitions without refunds.**
 - Please mark your calendars now!
 - Rehearsal times to be announced (TBA).
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Recital Information 2025

Location: Sagebrush Theatre, Kamloops, BC

Sunday, June 8th

Tech Rehearsal for all Non-Competitive classes!

- This is a great opportunity for dancers who haven't yet been on stage to practice before the recital.
- This is a very important rehearsal, so please ensure your dancer attends!

Thursday, June 12th

Full Dress Rehearsal

- **All dancers** are required to attend.

Friday/Saturday, June 13th & 14th

Recital Days!

- Same show on both days—your dancer will be performing in both shows.

RAD Ballet Exam Prep

A reminder for Ballet dancers in **Grades 3–Intermediate** who have entered for their RAD ballet exams—you are required to attend Fall Exam Prep the week before regular classes start: **September 3rd–6th**.

- **Grade 1** exam dancers are **not required** to attend.

Exam Prep Schedule:

- **Grade 3:** 3:30 PM – 4:30 PM
- **Grade 5:** 4:30 PM – 5:45 PM
- **Intermediate Foundation:** 5:45 PM – 7:00 PM
- **Intermediate:** 7:00 PM – 8:30 PM

General Guidelines

Drop-Off/Pick-Up Policy

To ensure the safety and convenience of all dancers, we ask that parents and dancers follow the guidelines below for entering and exiting **The Dance Gallery**:

1. Entrance:

All dancers are required to enter through the **rear door** of the building.

2. Drop-Off Options:

- Dancers may be dropped off along the frontage road and walk to the rear entrance.
- Alternatively, parents may park in the designated stalls and walk their children to the rear door.

3. Driving Etiquette:

We ask that all drivers proceed **slowly and with caution** at all times. If assistance is needed to help your dancer out of the car, please park in a stall before exiting your vehicle. The most convenient parking spots are located directly beside **The Dance Gallery**. We kindly remind everyone to be respectful of our neighbors, especially since we are adjacent to businesses with work trucks frequently coming and going.

4. Exit:

You can drive in a loop behind the building for easy access when exiting.

5. Pick-Up:

Children are welcome to wait outside by the **DG sign** in front of the building for a quick pick-up. However, we ask that no child wait in the parking lot, as it can be very busy. For safety, we encourage dancers to wait inside the studio where they can easily watch for their ride through the windows.

Important Notes:

- **Reserved Spaces:**
Please **do not park** in any reserved spaces at the front or rear of the building, as these are not designated for drop-off or pick-up.

- **Lobby Amenities:**

We have a spacious and welcoming lobby where dancers can relax before and after class. Our lobby includes:

- **Girls' and boys' changing rooms**
- The **Snack Shack** with pre-packaged snacks available for purchase (\$1 or \$2 per item), as well as a **\$20 punch card** for convenience
- A **homework space** and **warm-up room**
- An **office space** behind the front desk for parents who need to discuss matters with our team

We have designed this environment to foster community, encourage conversations, and help dancers make new friends.

Pick-Up/Drop-Off/Extended Stay Policy

At **The Dance Gallery**, we are proud to provide our state-of-the-art facilities to meet the needs of our dance families. To ensure student safety, maintain a comfortable and respectful studio environment, and make the most efficient use of our space, we have established the following policies:

1. Dancer Drop-Off Policy:

Dancers may be dropped off up to **30 minutes prior** to their scheduled class time.

2. Dancer Pick-Up Policy:

Dancers should be picked up **promptly after class**, with a grace period of up to **5 minutes**.

3. Extended Stays Between Classes:

Students may remain at the studio for a maximum of **1 hour** between classes.

Important Policy Notes:

- *Late Drop-Off/Pick-Up Exceptions:*
We understand that unforeseen circumstances can arise. While we will accommodate occasional delays, consistent tardiness cannot be sustained.
- *Late Pick-Up Impact:*
Recently, we've experienced an increase in very late pickups, requiring staff to

stay beyond scheduled working hours. We kindly ask parents to be mindful of this and respect our time.

- *Behavior During Extended Stays:*

Students who remain between classes are expected to maintain a quiet and respectful demeanor. Our lobby serves as both a safe space for relaxation and a study area for students, as well as a functioning office environment. Failure to adhere to this policy may result in the loss of the extended stay privileges.

Technology Policy

To maintain a focused and respectful environment at **The Dance Gallery**, we have implemented the following guidelines regarding the use of technology:

1. Wifi Access:

There is **no Wi-Fi access** available for dancers within the building.

2. Approved Areas for Technology Use:

Dancers may use their technology (phones, tablets, laptops, etc.) only in the designated areas:

- The **homework space**
- The **front space** by the TV

3. Restricted Areas for Technology:

Technology use is **not permitted** in the following areas:

- Both **girls' and boys' changing rooms**
- The **Snack Shack**
- **Washrooms**
- Any other area within the lobby

4. Studio Policy:

When entering the studio for class, dancers will be required to **place their phones in a designated bin**.

Food/Meal Policy

At **The Dance Gallery**, we provide a designated area for dancers who need to eat between classes. To ensure a clean and respectful environment, we ask that dancers and parents follow these guidelines:

1. Eating Between Classes:

If your child has a short break between classes (up to **1 hour**), they are welcome to stay and eat at the studio. A **full-sized fridge** and **microwave** are available for their use.

2. Supervision:

Please note that dancers are **not under the responsibility of The Dance Gallery** when they are not in scheduled classes, and may not be supervised at all times. Our front desk staff may be occupied with clerical or office tasks and may not always be present in the lobby area.

3. Clean-Up:

We kindly ask that all dancers **clean up after themselves** and dispose of trash in the garbage cans provided. Please ensure that all personal items are collected before leaving the eating area.

4. Noise and Respect:

Dancers must remain **quiet and respectful** while eating, as classes may still be in session. Noise should be kept to a minimum to avoid disrupting others.

5. Policy Enforcement:

Failure to adhere to this policy may result in the loss of the extended stay privilege.

Lost and Found Policy

To help keep **The Dance Gallery** tidy and organized, we have established the following guidelines regarding lost and found items:

1. Lost and Found Schedule:

The lost and found will be **emptied every Friday** to prevent the accumulation of unclaimed items.

2. Labeling Belongings:

To minimize lost items, we strongly encourage parents to ensure that all shoes, dancewear, and personal belongings are **labeled with your dancer's name**.

3. Using Cubbies and Dance Bags:

Dancers are expected to use the **cubbies** provided to store their belongings and keep them organized. We also remind dancers to **zip up their dance bags** and double-check the studio and changing rooms before leaving to ensure nothing is left behind.

4. Common Reasons for Lost Items:

Many lost items are found because dancers do not place them in their dance bags or cubbies. To avoid this, please remind your dancer to keep their belongings organized and ready for class.

Water Bottle Policy

To ensure hydration while maintaining safety and cleanliness in our studios, we ask that all dancers follow these guidelines:

1. Water Only in Studios:

Dancers are permitted to bring **water bottles** into the studio. However, no other food or drink is allowed in **Studio 1, Studio 2, or Studio 3** at any time.

2. Placement of Water Bottles:

Water bottles should be placed on the **benches** to the side of the studio space during class.

3. Safety Considerations:

For younger dancers, we recommend sending appropriately sized water bottles to avoid any accidents, as larger bottles can be heavy and may cause injury if dropped.

4. Labeling:

Please ensure that all water bottles are clearly **labeled with your dancer's name** to prevent mix-ups or lost items.

Attendance/Time Management Policy

Consistent attendance is crucial for your dancer's progress and development. To help us maintain a high standard of instruction, please adhere to the following guidelines:

1. Notification of Absence or Tardiness:

If your dancer will be **absent or late** for class, kindly inform the instructor ahead of time whenever possible. This can easily be done through the **Dance Studio Pro** app.

2. Impact on Progression and Placement:

Non-attendance in class can impact your child's **rate of progression** and their **placement in competitive classes**. Please notify **The Dance Gallery** of any changes that may affect your dancer's attendance.

Dress Code/ Hair Guidelines

To ensure that all dancers are prepared, comfortable, and able to perform to their fullest potential, we have set the following dress code and grooming requirements for the upcoming season:

1. Dancewear and Shoes:

We understand parents need time to gather the required items. Please review the following guidelines and obtain the necessary shoes and dancewear as soon as possible to ensure your dancer is fully prepared for class.

- Grooming and proper attire are crucial for allowing dancers to move freely, perform correctly, and ensure the instructor can monitor alignment and safety.
- When purchasing new shoes, please have your teacher **approve the fit** before they are worn in class. Shoes must fit **snugly** to ensure proper alignment.
- Only **sports bras** are permitted under bodysuits or dance attire where necessary. If your dancer has special requirements, feel free to reach out for suggestions.
- Deodorant is required at all times.

2. No Street Clothing:

No T-shirts, sweatshirts, or street clothing are to be worn in class unless specified in the class dress code or approved by the instructor.

3. Labeling Items:

Please ensure your child's name is on **all shoes** and **dancewear** to avoid mix-ups or lost items.

Hair Guidelines

Proper hair grooming is essential for maintaining focus and avoiding distractions during class. The following guidelines apply to all dancers:

1. General Hair Guidelines:

Hair must be neat and secured in a **ponytail, braid, or bun** for all classes.

- For **ballet classes**, hair must be in a **neat bun** secured with bobby pins.
- For **Acro**, hair should be in a **French braid or low braid** to avoid interference with tumbling and spotting by the instructor.
- Scrunchies are **not permitted** in ballet classes.

2. Preparation for Class:

We recommend doing your dancer's hair in the required style **before school** for younger dancers who may not have time to redo it before class. Hair can be a major distraction, so it's important to keep it **neat, tidy, and secured** off the face using bobby pins and hair clips.

Pre-School Classes Dress Code

- **Dancewear:** Any color bodysuit with ballet tights and **pink leather full-sole ballet shoes**. Other dancewear (tutus, one-piece dancewear, etc.) is acceptable as long as it doesn't distract from learning or hinder bathroom access.
- **Jewelry:** No jewelry is permitted, except for small stud earrings.
- **Personal Items:** Please leave stuffed animals, blankets, and other personal items at home as they will not be allowed in class.
- **Dance Bag:** Please provide a **labeled dance bag** with your dancer's ballet shoes and water bottle inside.
- **Hair:** Hair should be in a **neat bun or ponytail**.

Boys' Dress Code (Pre-School):

- **Attire:** White t-shirt, black or navy blue shorts, white socks, and black ballet slippers.
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Ballet/Pointe/PBT Classes Dress Code

1. Ballet Shoes:

- **Pre-School to Grade 4:** Pink leather **full-sole** ballet shoes for class.
- **Competitions (Grade 3 and up):** Split-sole canvas ballet shoes are required for competitions (purchase after January to allow for foot growth).
- **Grade 5 and up:** Canvas ballet shoes.
- **Pointe Shoes:** All pointe shoes must be **approved by a Dance Gallery instructor** before being worn in class. Please do not sew ribbons on until approval is given to ensure return eligibility.

2. PBT (Progressing Ballet Technique):

For PBT, dancers must wear **footless tights** and keep their hair in a **low bun** for all FIT ball work.

3. Ballet Bodysuits:

- **NEW THIS YEAR!** All ballet students are required to wear the **RAD-approved bodysuits** (with belt) for their grade. These bodysuits will also be required for exams.
 - **Pre-Primary to Grade 2:** Mondor Brand Tank Leotard in True Pink (plain, no pinched front).
 - **Grade 3 to Grade 5:** Mondor Brand Tank Leotard with Pinched Front in Navy (after exams in November, Grade 5 students will require the Intermediate bodysuit).
 - **Intermediate Foundation/Intermediate/Advanced:** Mondor/Bloch Brand (or Capezio for a built-in bra style) black spaghetti strap bodysuit.

4. Character Shoes and Skirts (Grades 3 to 5):

- Character shoes and skirts are required for **Grades 3, 4, and 5**.
- Character skirts may be **rented** from The Dance Gallery (limited availability) or **purchased** individually.

- Character shoes are available at the annual **Dance Swap** or at dance stores.

Boys' Dress Code (Ballet/Pointe):

- White t-shirt, black or navy blue shorts, white socks, and black ballet slippers.
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Jazz/Jazz Tech/Stage Classes

- **Attire:** Any color bodysuit or dance top with shorts.
 - **Footwear: Beige slip-on jazz shoes** are required for Junior Jazz classes and recommended for all Jazz Tech classes (except Senior level). Bloch brand is preferred, but Capezio is a good alternative for dancers with narrow feet.
 - **Tights:** Ballet tights are only permitted in Ballet or PBT classes. Beige tights are **not allowed** in any classes.
 - **Leggings: Leggings are not permitted** in Jazz, Jazz Tech, or Stage classes.
 - **Boys:** Any color fitted tank top, black shorts, and beige jazz shoes as required.
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Tap Classes

- **Attire:** Any color bodysuit with dance shorts or leggings.
 - **Footwear:** Specific tap shoe requirements apply to each class:
 - **Tap/Jazz Combo, Tap 2:** Capezio or Bloch brand black oxford-style tap shoes (no strap-style; laced shoes only).
 - **Jr. Tap:** Capezio CG19 tap shoes.
 - **Inter/Sr. Tap:** Jason Samuels by Bloch tap shoes.
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Lyrical Classes

- **Attire:** Follows the same guidelines as Jazz classes.
- **Footwear:** Beige leather turners or Bloch brand beige dance socks may be worn. **Bare feet** are required for competitions.

Hip Hop Classes

- **Attire:** Loose-fitting clothing (sweatpants, leggings, shorts, t-shirts, tank tops).
- **Footwear: Clean, non-marking runners** are required. Please ensure these shoes are not worn outside to keep the studio floors clean. Thank you for your cooperation!

Stage Classes

- **Attire:** Follows the same guidelines as Jazz classes.
- **Footwear: Bare feet.**

Contemporary Classes

- **Attire:** Follows the same guidelines as Jazz classes, with the addition of socks.
- **Footwear:** Beige contemporary socks may be worn (as per Lyrical guidelines), but please pack a **long-sleeved shirt and pants** for any floor work. Thank you!

Acrobatic Arts Classes

Acrobatic Arts follows a curriculum with specific attire requirements for safety and continuity:

- **Attire: Plain black** tank or spaghetti strap bodysuit with plain black dance shorts (no colors). **Bare feet** are required.
- **Hair:** Hair must be **French braided** or neatly secured in a low braid.
- **Leggings: Leggings are not permitted** in Acro classes. Thank you for adhering to these guidelines.

Programs, Class Requirements, and Competitive Class Requirements

The Dance Gallery offers both recreational and competitive programs. Each class

may have pre-requisite classes or require additional training to support dancers' progress and ensure proper safety.

- **Attendance:** Consistent attendance in all classes is essential for dancers' success and safety in their respective genres.
 - **Training Consistency:** Dancers at The Dance Gallery should not attend other dance studios to maintain consistent training. Exceptions are made for genres not offered (e.g., Highland, Ballroom).
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Program-Specific Requirements:

- **Pre-School:** No additional classes required.
 - **Acrobatic Arts:** Ballet is required for all classes at the PrePrimary level and above. Ballet is not required for Acro combo classes.
 - **Ballet/PBT:** Each grade may require 1–2 classes per week. All classes offered for a level must be attended (e.g., if Grade 5 is offered twice a week, both must be taken). **Pointe students** must attend **PBT 2**, which includes Pointe and Pointe Conditioning.
 - **Jazz:** Competitive Jazz classes require Ballet. **Jazz Tech** is also required for Junior, Intermediate, and Senior Jazz levels. Non-competitive Jazz classes do not require Ballet.
 - **Lyrical:** Requires instructor recommendation and Ballet. Competitive Jazz is also a pre-requisite.
 - **Contemporary:** Requires Ballet as a pre-requisite.
 - **Tap:** Tap classes do not require additional classes.
 - **Hip Hop:** Hip Hop classes do not require additional classes.
 - **Stage:** Stage classes do not require additional classes.
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If you have any questions about hair, dancewear, or footwear, please feel free to email us or visit us at the studio. We appreciate your cooperation in adhering to our policies.

Please keep this **Studio Guidelines** package handy for future reference—it contains important information you may need throughout the year!