



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

**PSOD Welcome Handbook  
2023-2024 Season  
20<sup>th</sup> Anniversary!**

Dear PSOD Community,

Welcome, to our 20<sup>th</sup> Anniversary Season! We are thrilled to have you join us this year.

In this handbook, you will find all pertinent information. Everything from weekly classes, to payments, uniform, showtime, and more!

Thank you for joining us this season – we look forward to dancing with you!

Dancingly yours,

*Miss Susan, Miss Lindsay, Miss Hilary, Miss Ainsley*  
*PSOD Faculty*

\*\*\*\*\*

**Powell School of Dance Contact Information:**

***Address:***

435 Second Street West, Suite #1  
Cornwall, Ontario K6J 1H2

***Office:*** 343-885-1323

***Email:*** [info@powellschoolofdance.com](mailto:info@powellschoolofdance.com)

***Website:*** [powellschoolofdance.com](http://powellschoolofdance.com)

***Facebook:*** [facebook.com/psodcornwall](https://facebook.com/psodcornwall)

***Instagram & TikTok:*** @psod\_04



*Where stars are born!*

*Une éducation dans l'art de la danse!*

**Our Mission Statement at PSOD:**

The Ecole de danse Powell School of Dance Inc. mission statement is very simple. It is our long- term plan to continue to bring a level of excellence to our students, in providing an education in the fine art of dance, and in so doing, raise the awareness of arts and culture in the community of Cornwall and Area. Our objective is to promote good health and quality physical activity to our young people, contributing toward strong, healthy adults and productive future citizens of our country.

**For Dancers: What to expect**

Congratulations! You have enrolled in a dance class. The first step to becoming a successful dancer is making a solid commitment to your classes. Hair must be pulled back in a tidy ballet bun, secured with bobby pins and hairspray or a high ponytail. No bangs please.

Dancers are expected to attend all classes with the correct uniform and footwear. Dancewear must be kept clean and tidy and should only be worn for dance class.

**For Parents: How will my dancer benefit from joining a dance class at PSOD?**

Dance training is life training. All PSOD programs focus on educating young people to strive for their personal best in anything they want to accomplish. In doing so, your dancer will be provided with the opportunity to develop the following skills:

- Gain a sense of balance in life by managing their commitments to both dance and academics.
- Participate in a physical activity that enhances understanding of the value of a healthy body.
- Develop a sense of confidence when speaking or making a presentation in a public setting, which is also a great benefit in university or job interviews.
- Work with mentors who are focused on the students' success inside and outside of the classroom.

**For Dancers & Parents:**

Please demonstrate your respect by addressing PSOD Teachers, Faculty & Staff with the prefix "Miss" before their first name.

**We're In This Together!**

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

***Behaviour Policy:***

Powell School of Dance Inc. will gladly accept constructive feedback. However, we will not under any circumstances tolerate rude or abusive language or behaviour by phone, by email or in-person. Diplomatic and respectful conduct is always expected by all parents and dancers. Thank you for your co-operation.

***Liability Waiver:***

Powell School of Dance Inc. I/we realize that participation in dance classes and activities could involve some possible personal injury. Despite precautions, accidents and injuries may occur.

I/we (the dancer and parent/guardian) assume all risks related to the use of all spaces used by Powell School of Dance Inc. I/we agree to release and hold harmless Powell School of Dance Inc., including its teachers, dancers, staff members and facilities used by Powell School of Dance Inc. from any cause of action, claims, or demands now and in the future.

I/we will not hold Powell School of Dance Inc. liable for any personal injury or any personal property damage, which may occur on the premises before, during or after classes. Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behaviour in addition to any damage I/we may cause to the facilities utilized by Powell School of Dance Inc.

For security and training purposes, the entrance of Powell School of Dance Inc. and classrooms are being monitored and recorded by security cameras. I understand that Powell School of



*Where stars are born!*

*Une éducation dans l'art de la danse!*

Dance Inc. is licensed, accredited and insured. In the event that I/we should observe any unsafe conduct or conditions before, during or after my/our classes, I/we agree to report the unsafe conduct or conditions to the Artistic Director, Individual Instructor or staff member as soon as possible.

**Photo & Digital Download Waiver:**

By agreeing to this policy, you allow Powell School of Dance Inc. to use your dancer's photo and class choreography for advertising purposes - i.e.: print media, website, social media marketing (Facebook, Twitter, Youtube, Instagram) etc. Please note: No names of dancers will ever be used.

**Programming:**

To provide a continued level of excellence in dance education to Cornwall & Area, Powell School of Dance Inc. follows graded dance curricula. We are proud to be an accredited dance school with numerous affiliations to reputable dance curricula organizations.

Powell School of Dance Inc. is currently following the *Associated Dance Arts for Professional Teachers* (ADAPT) teaching method for Jazz & Tap; the *Acrobatic Arts* method for Acrodance, and the *Royal Academy of Dance (RAD) & ADAPT Ballet* teaching methods for Classical Ballet.

**Class placement:**

Class placement is at the full discretion of the PSOD Teaching Faculty. A positive environment and supportive parents are required in the healthy artistic growth of your dancer.

**Parking Lot Safety:**

Powell School of Dance Inc. is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot. Please do not block the loading dock door that belongs to our building neighbours. Please do not park on the lawn. Additional parking can be found behind the park and in the old tennis court.

**Class Cancellation:**

Powell School of Dance Inc. reserves the right to cancel classes due to poor weather/driving conditions, special events, statutory holidays, etc.

Powell School of Dance Inc. will send reminder emails for important dates and special events, as well as cancellations due to poor weather/driving conditions. Please be sure to check your emails regularly.



*Where stars are born!*

*Une éducation dans l'art de la danse!*

***Inclement Weather Policy:***

The safety of all dancers is our #1 priority. As the winter weather approaches, please read below carefully for the official inclement weather policy of Powell School of Dance Inc.

- Powell School of Dance Inc. reserves the right to cancel classes in the event of heavy precipitation, high winds, and dangerous driving conditions.
- Class cancellation is guided by the weather warnings in effect by Environment Canada.
- Class cancellation is guided by the STEO (*Student Transportation of Eastern Ontario*) decisions to remove the school buses from the roads.

If the above conditions are present, Powell School of Dance Inc. will notify parents & dancers by email, phone, and/or social media by 3:00pm on a weekday or 8:00am on the weekend.

Cancelled classes due to inclement weather or extraordinary circumstances will be re-scheduled or a make-up class will be provided. A make-up class is already on the schedule and is a class you are invited to attend. A re-scheduled class is a class that is not on the schedule and is therefore offered at an alternate time and day. There are no refunds or credits for class cancellations, re-scheduled classes, or make-up classes. There are no refunds or credits if a student is absent from a make-up class or re-scheduled class.

***Peanut, Nut, Seed-Free Environment:***

At Ecole de danse Powell School of Dance Inc., your children's safety is our #1 priority. For the safety and consideration of the PSOD community, please be so kind as to respect our Peanut, Nut, and Seed-Free Environment.

***Lost and Found:***

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

***Illness:***

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at Powell School of Dance Inc., please keep your child at home if you observe any of the following symptoms:



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

#### ***Your Personal Information, Schedule, Fees, Payments:***

##### ***Online Parent Portal:***

Powell School of Dance is proud to offer an Online Parent Portal to view your personal account with us *online*.

*On the parent portal you can:*

- Complete your personal information such as your home address, phone number, and email address.
- Agree to the PSOD Studio Policies.
- View your personal class schedule.
- View your fees.
- Make payments.

*How to Log In:*

- Go to: <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=533362>
- Enter your email address and password.
- To learn more about the Parent Portal go to:

<https://www.youtube.com/watch?v=1A1RGTHMk3U&feature=youtu.be>



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

**Class Schedule:**

When logging in to the Online Parent Portal, please click on "Classes & Events" and then "My Schedule" to view your dancer's schedule.

**Fall & Winter Sessions:**

**Fall:** September 5 – December 16, 2023

**Winter:** January 8 – June 9, 2024

**Calendar – Fall Session:**

<b>Date:</b>	<b>Event:</b>
Tuesday, September 5	Start of Fall Session
Friday, October 6 – Monday, October 9	PSOD Closed for Thanksgiving Weekend
Saturday, December 2	Deadline to confirm participation to PSOD in Winter Session
Monday, December 11 – Saturday, December 16	PSOD Class Demonstration Week – Parents are invited into their dancer's class to observe the progress they have made since September!
Sunday, December 17, – Sunday, January 7	PSOD Closed for Holidays

**Calendar – Winter Session:**

<b>Date:</b>	<b>Event:</b>
Monday, January 8	Start of Winter Session
Monday, February 19	PSOD Closed for Family Day
Friday, March 8 – Sunday, March 17	PSOD Closed for March Break
Friday, March 29	PSOD Closed for Good Friday
Saturday, March 30	PSOD Open for regular classes
Sunday, March 31 & Monday, April 1	PSOD Closed for Easter
Sunday, April 7	Gold Revue: PSOD Dance Team Showcase at Aultsville Theatre!



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

**Please note:**

**Studio closures for competition weekends are dependent on competition schedule.  
 This will be confirmed 2-4 weeks before the scheduled competition.**

**Calendar – Winter Session: Continued**

Thursday, April 11 – Sunday, April 14	PSOD Dance Team @ Shine Dance Competition
Friday, April 26 – Sunday, April 28	PSOD Dance Team @ En Pointe & Just Dance Competition
Friday, May 10 – Sunday, May 12	PSOD Dance Team @ OnStage Dance Competition
Friday, May 17 – Sunday, May 19	PSOD Dance Team @ Believe Dance Competition
Monday, May 20	PSOD Closed for Victoria Day
Friday, May 24 – Sunday, May 26	PSOD Photo Day Weekend for all students
Tuesday, May 28 – Saturday, June 1	Last Week Of Classes
Monday, June 2 – Sunday, June 9	Red & White Rehearsals @ Aultsville Theatre  End-of-Year Recitals at Aultsville Theatre: Red Revue: Sunday, June 9 @ 10 am White Revue, Sunday, June 9 @ 2:30 pm

**Registration Policy:**

- Your dancer is automatically re-enrolled for Winter session, unless otherwise specified by November 30.
- Registration for the Fall Session opens on August 21.
- Registration for the Winter session opens on December 1.
- Registration for the Summer Session is separate. Your dancer is not automatically re-enrolled.

**Fees:**

**Registration Fee:**

- \$33.00 plus HST.
- This is an administrative fee charged to your account one time per session.
- This fee is due on the first day of each session.
- Fall Session: September 5, 2023.
- Winter Session: January 8, 2024.

École de danse POWELL School of Dance Inc.  
 435 Second Street West, Suite #1  
 Cornwall, ON K6J 1H2

Susan Powell  
 Artistic Director  
 Directrice artistique

Office: (343) 885-1323  
 Toll Free: 1-866-277-9588  
[info@powellschoolofdance.com](mailto:info@powellschoolofdance.com)  
[www.powellschoolofdance.com](http://www.powellschoolofdance.com)





*Where stars are born!*

*Une éducation dans l'art de la danse!*

**Tuition Fees:**

- \$68 + HST per month.
- Tuition fees for weekly classes are charged on a fixed monthly basis.
- This means that your tuition is the same amount monthly.

**Weekly Dancewear Uniform:**

For uniformity purposes, dancers are required to purchase all required dancewear items from Powell School of Dance Inc., through the *MyDancewear* landing page.

*Dancewear Uniform: MyDancewear Page*

Powell School of Dance is proud to announce that we have partnered with Canada's dance lifestyle store, to provide a fun and easy way to purchase your dance class uniforms. Please go to our website, click on "Uniform", then "Dancewear Uniform", and click on the link to "MyDancewear Page" where you can find your class and the required uniform items. Required clothing, tights, and shoes can all be found on *MyDancewear Page*.

**Studio Spiritwear:**

Powell School of Dance is proud to offer a complete line of Studio Spiritwear! Classwear, warm-up gear, and accessories are all available to purchase through our online portal!

Powell School of Dance Inc. is proud to offer a dance-appropriate line of classwear, warm-up gear, and accessories, all sporting the PSOD Logo. These items are recommended to add to your dancer's wardrobe to complete their dance lifestyle look!

Wear your school with pride... shop our line of Studio Spiritwear today!

**Costume Fee:**

- Price varies: \$100 to \$150 plus HST per costume.
- Powell School of Dance will charge the cost of the costume to your account. When the order is placed, you will be responsible for a 50% deposit on your costume fees. When the order ships to Powell School of Dance, the balance of your costume fees will be due.
- The costumes require being paid in full at the time of delivery to Powell School of Dance Inc.

**Rehearsal Fee:**

- \$40.00 plus HST per dancer, due June 1, 2024, for the End of Year Rehearsal.
- This is an administrative fee for the location rental and the teacher's time.



*Where stars are born!*

*Une éducation dans l'art de la danse!*

- The Rehearsal Fee will be posted to your account at the end of May, will be processed automatically with the credit card on file on the due date.

**Recital Fee:**

- \$50.00 plus HST per family, due June 1, 2024.
- This is a show production fee for the End-of-Year Recital.
- You will receive the Red, White and Gold Revue digital download by the end of June.
- The Recital Fee will be posted to your account at the end of May and will be processed automatically with the credit card on file on the due date.

**Other important fees to note:**

- Recital Tickets (*May*).
- Photo Day Orders (*May*).
- Babysitter for Show Weekend (*June*)

**Payment Policies**

- École de danse Powell School of Dance Inc. accepts payment via credit card (Mastercard and Visa only) on the Online Parent Portal or E-Transfer sent to [info@powellschoolofdance.com](mailto:info@powellschoolofdance.com).
- All payments are subject to the Ontario Harmonized Sales Tax (13% HST).
- Fees for Classes are processed automatically on the 1st of each month.
- There are no refunds or credits on missed classes due to absenteeism or illness.
- Cancelled classes due to inclement weather or extraordinary circumstances will be re-scheduled or a make-up class will be provided. A make-up class is already on the schedule and is a class you are invited to attend. A re-scheduled class is a class that is not on the schedule and is therefore offered at an alternate time and day. There are no refunds or credits for class cancellations, re-scheduled classes, or make-up classes. There are no refunds or credits if a student is absent from a make-up class or re-scheduled class.
- There is no transfer of fees from one class to another, or one student/sibling to another.
- Official receipts will be provided upon request.
- All accounts must be settled at the end of the annual season (June 9, 2024).
- If a payment declines on the 1st of the month, PSOD will re-attempt payment on the last day of the month.
- Late fees will apply in the amount \$10 per month overdue.
- Declined credit card fees will apply in the amount of \$10 per declined payment.



*Where stars are born!*  
*Une éducation dans l'art de la danse!*

**Transfer/Withdrawal Policy:**

- No transfers/withdrawals after the first month of classes has ended (September 30 for the Fall session and January 31 for the Winter session).
- Please understand that your child has made a commitment to a short-term program. Encourage your dancer to continue their commitment through to the end of the Fall session or Winter session. This is an excellent way for your child to learn about commitment, perseverance, and dedication.
- Transfers/Withdrawals that occur between the 1st and 27th of the month will be responsible for 50% of the month's tuition and a \$10 transfer/withdrawal fee.
- Transfer/Withdrawals that occur between the 27th and 31st of the month will be responsible for the upcoming month's payment.
- No refunds for transfers/withdrawals.

**Show Weekend Policies:**

**Babysitter for Show Weekend:**

- For the safety and security of your dancer, all dancers require backstage supervision.
- Powell School of Dance requires that all parents provide a babysitter for their dancer backstage.

**If you cannot provide a babysitter:**

- If you cannot provide a babysitter for your dancer, please volunteer as backstage supervision for the opposite show. A backstage supervisor will then be assigned to your dancer. Example: If your dancer is performing in the Red Revue, please volunteer as backstage supervision for the White Revue or vice versa.

**Dancers stay backstage:**

- Dancers remain backstage for the entire show. Dancers are not permitted in the audience.

**Thank You!**

**On behalf of the PSOD Faculty, Teachers & Staff, we would like to thank you for choosing Powell School of Dance Inc. for your student's dance education!**

**We look forward to a wonderful dance season for all!**

**Yours in all things dance,  
Miss Susan, Miss Lindsay, Miss Hilary & Miss Ainsley**