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Une éducation dans l'art de la danse!



**PSOD Welcome Handbook
2025-2026 Season**

Dear PSOD Community,

Welcome to our 22nd Season! We are thrilled to have you dance with 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,

PSOD Faculty



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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

Website: powellschoolofdance.com

Facebook: facebook.com/psodcornwall

Instagram & TikTok: @psod_04



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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.

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- 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 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.



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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 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.



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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.



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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.

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 at no additional cost. A make-up class is an existing class to the schedule and is a class you are invited to attend in place of the cancelled class. A re-scheduled class is a class that is not on the schedule and is therefore offered at an alternate time and day from the cancelled class. There are no refunds or credits for class cancellations, rescheduled 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.



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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:

- 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.



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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>

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.



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Calendar – Fall Session:

Fall Session:

Date:	Event:
Week of September 8, 2025	Classes begin – Fall Session
Friday, October 10 th – Monday, October 13 th , 2025	PSOD Closed: Thanksgiving Weekend
Friday, October 31 st , 2025	No Classes – Happy Halloween! ☺
Saturday, November 15 th , 2025	Santa Claus Parade: <i>Come cheer on the PSOD dancers at the Cornwall Santa Claus Parade!</i>
Monday, December 8 th – Saturday, December 13 th , 2025	PSOD Demonstration Week: <i>Parents & Guardians invited to observe their dancer's class! Enjoy the progress your dancer has made since September!</i>
Sunday, December 14 th , 2025 – Sunday, January 4 th , 2026	PSOD Closed for Holidays

Calendar – Winter Session:

Winter Session:

Date:	Event:
Week of Monday, January 5 th , 2026	Classes begin – Winter Session
Monday, February 16 th , 2026 Saturday, February 28 th , 2026	PSOD Closed for Family Day Dancing with the CCH Stars Fundraiser: <i>Support the Cornwall Hospital with this lively and community-building fundraiser!</i>
Friday, March 13 th – Sunday, March 22 nd , 2026	PSOD Closed for March Break
Friday, April 3 rd , 2026 Saturday, April 4 th , 2026 Sunday, April 5 th & Monday, April 6 th , 2026	PSOD Closed for Good Friday PSOD open PSOD Closed for Easter
Saturday, April 18 th & Sunday, April 19 th , 2026	<u>Tentative</u> Photo Day Weekend
Sunday, April 26 th , 2026	Gold Revue: Dance Team Showcase at Aultsville Theatre <i>Support the PSOD Dance Team as we kickoff our competition season!</i>
Friday, May 1 st – Sunday, May 3 rd , 2026	<i>En Pointe & Just Dance – Kingston, ON</i>



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Friday, May 8 th – Sunday, May 10 th , 2026	<i>Runway Dance Connection</i> – Cornwall, ON
Friday, May 15 th – Sunday, May 17 th , 2026	<i>Believe Dance Competition</i> – Brockville, ON
Week of Monday, May 25 th , 2026	Last week of Classes @ PSOD
Monday, June 1 st & Saturday, June 6 th , 2026	Rehearsals at Aultsville Theatre
Sunday, June 7 th , 2026	Red Revue: 10:00 am White Revue: 2:30 pm Aultsville Theatre

Please note:

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



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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 25.
- Registration for the Winter session opens on December 8.
- Registration for the Summer Session is separate. Your dancer is not automatically re-enrolled.

Fees:

Please note: Your dancer's fees will be posted to your account for the months of September to December. This will provide you an opportunity to view your fees in full for the Fall Session. If you continue in the Winter Session, the same procedure will be repeated for the Winter Session (January to June).

Registration Fee:

- \$37.00 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 8, 2025.
- Winter Session: January 8, 2026.

Tuition Fees:

- \$74 + 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.

Payment Policies:

- Ecole de danse Powell School of Dance Inc. accepts payment via credit card on the Online Parent Portal.
- All payments are subject to the Ontario Harmonized Sales Tax (13% HST).

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- 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 at no additional cost. A make-up class is an existing class to the schedule and is a class you are invited to attend in place of the cancelled class. A re-scheduled class is a class that is not on the schedule and is therefore offered at an alternate time and day from the cancelled class. There are no refunds or credits for class cancellations, rescheduled 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 by December 13, 2025, for the Fall Session and June 7, 2026 for the Winter session.

Withdrawal Policy:

Should you withdraw your dancer throughout the Fall or Winter Session, you are still responsible for the tuition fees due in that session.

Example: If you register for the Fall Session in September and wish to withdraw in October, at the time of the withdrawal, you are responsible to pay the balance of fees for October, November, and December tuition fees.

Declined or Failed Payments:

If your payment is declined or fails to process, you will be notified by automated email that your payment did not process. Powell School of Dance will automatically retry the payment up to two (2) additional times within 30 days. If payment is not processed after the third attempt, a \$20 administrative fee will be applied to your account.

Late Payments:

- A 2% monthly interest rate will apply to all late payments after a grace period of 30 days.
- Repeated late payments may require the family to switch to autopay or prepayment plans or may cause an interruption in service.

Questions or Disputes:

If you believe there's been an error or you're experiencing financial difficulty, please contact us as soon as possible. We're happy to work with families on a case-by-case basis.

Acknowledgment:

By enrolling your child at Powell School of Dance Inc., you acknowledge and accept the terms of this policy. It is your responsibility to ensure payment details are current and to notify us of any changes.



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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!



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Costume Fee:

- Price varies: \$150 to \$200 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:

- \$45.00 plus HST per dancer, due June 1, 2026, for the End of Year Rehearsal.
- This is an administrative fee for the location rental and the teacher's time.
- 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:

- \$58.00 plus HST per family, due June 1, 2026.
- This is a show production fee for the End-of-Year Recital.
- You will receive the Red and White 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:

- Photo Day Orders (*April*)
- Recital Tickets (*May*)

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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.
- No refunds for transfers/withdrawals.
- Should you withdraw your dancer throughout the Fall or Winter Session, you are still responsible for the tuition fees due in that session.
- *Example: If you register for the Fall Session in September and wish to withdraw in October, at the time of the withdrawal, you are responsible to pay the balance of fees for October, November, and December tuition fees.*

Show Policies:

- Parents are required to find supervision for their dancer during the show.
- Your dancer remains backstage for the duration of the show. *Please do not purchase a ticket for your dancer.*



Thank You!

On behalf of the PSOD Faculty & 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,
PSOD Faculty***