

Pacific Dance Centre - Studio Policies 2025/26

Dear PDC Families,

Thank you for choosing Pacific Dance Centre for your dancer! We are a small studio, located in Cordova Bay, Victoria with a focus on quality ballet instruction, with supplemental performance and contemporary classes. We have a long history of excellence in dance and we focus our efforts on bringing out the very best in our students.

At PDC we believe in a healthy and safe approach to dance. The faculty works to ensure a safe learning environment, one free from discrimination of any kind.

Please familiarize yourself with our studio policies for 2025/26. These policies may be updated and edited throughout the year depending on restrictions and recommendations, as directed by the Public Health Officer. These policies contain the following information:

- Health and Safety Protocol
- General Studio Policies
- Student Code of Conduct
- Safeguarding and Child Protection Policy
- Performance Opportunities & Fees
- Royal Academy of Dance (RAD) Examinations & Assessments (In-House)

If you have any questions, please email the studio at pacificdancecentre@gmail.com.

Sincerely,

Leah

Leah Wickes, BFA (Dance), RTS RAD

Owner/Director

Pacific Dance Centre Victoria

Studio Contact Information

5182 Cordova Bay Road

Victoria, BC, V8Y 2K8

pacificdancecentre@gmail.com

www.pacificdancecentre.com



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Health and Safety Protocol	
Safety Measure	Explanation
Masking	Mask is not required at this time
Entrance Doors	All classes enter and exit through the front (red) doors.
Studio Lobby	The main studio lobby may be used for drop off and pick up of students. We kindly ask parents to avoid congregating in the studio lobby to help with congestion and noise level.
Change Room	Dancers may use the change area and/or washrooms for changing
Washroom	Washroom facilities are available for students, siblings, parents/guardians
Sanitization Practices	A regular cleaning of door handles, washrooms, barres, and other high touch surfaces will be maintained.
Hand Sanitization Before Class	A sanitization station will be located at the entrance. Please have your dancer either sanitize their hands, or wash with warm water and soap in the washrooms before their class.
Studio Air	We have two air purification units that help purify the air within the studio.
Water Bottles	Students are allowed a water bottle in the studio.
Health Check	Parents and guardians are encouraged to monitor themselves and their children for any signs of illness. Do you or your child exhibit any of the following: Coughing, fever, sore throat or difficulty breathing? If you answer 'yes' to the question above, please do not come to class and seek medical support if necessary.
Healthy & Safety	At PDC we believe in a healthy and safe approach to dance. The faculty works to ensure a safe learning environment, one that is free from discrimination of any kind.



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General Studio Policies

Class Preparation - Students are expected to attend their classes by arriving on time and on a regular basis. To best help your dancer arrive to class prepared, please arrive 5-10 minutes early for their lesson. Students are expected to adhere to the Uniform Requirements (see separate form) for every class.

Placement Classes (new students) - Placement classes are \$25/class, payable in advance by online e-transfer (non-refundable). If a student then decides to register, the fee will be subtracted from the monthly fee owing. If a student registers partway through a month, a prorated fee amount will be applied.

Missed Lessons - Refunds and credits are not given for missed lessons. A make-up class may be arranged with the teacher and must be done within two weeks of the missed class. **All absences must be reported by emailing pacificdancecentre@gmail.com.** Multiple unexplained absences will affect a student's class placement and/or participation in any performances and/or exams.

Student Progression & Inquiries - Should you have a question regarding your dancer's progress and participation in class, you may email the studio, or request a short phone meeting. We are always happy to provide feedback, as requested.

Concerns & Complaints - From time to time issues arise that students and/or parents would like to discuss with a teacher and/or administration of Pacific Dance Centre. We respectfully ask that you contact us to request an in-person or over the phone meeting to discuss any concerns you may have. We are unable to address complaints via email. Our process includes discussing any issues/complaints in a professional, calm, in-person or over the phone setting. We cannot tolerate disrespectful and abusive behaviour towards staff and any of our students.

Withdrawal - Should a student wish to withdraw from the studio, we ask for one full month's notice. All fees owing beyond the month will be returned. For example, if a student wishes to withdraw on Dec 1st, 2025, written notice (via email) must be provided to Pacific Dance Centre by Nov 1, 2025 in order to have December's tuition payment stopped. In the case of failing to provide one month's notice to withdraw, Pacific Dance Centre reserves the right to charge for the following month's tuition.



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Student Code of Conduct

Our studio is a special place that encourages us to learn, grow and dance together. We expect all students to prioritize safety and well-being, both for themselves and for others. Our Student Code of Conduct helps us understand the expected student behaviours, as well as unacceptable behaviours. By entering the studio facility, we expect all students (and their family members) to abide by the conduct listed below:

Students are expected to:

- demonstrate kind and respectful behaviour towards their peers and teachers;
- arrive on time and prepared for class;
- wait (before and after class) in a quiet and considerate manner;
- respect the studio space by tidying up after oneself; and
- use the lobby, washrooms, backstage and studio space with care and work to keep it safe and tidy.

Examples of unacceptable behaviour are:

- horseplay (such as running, chasing, standing on furniture, wrestling, lifting others);
- violence (such as hitting, pushing, kicking, scratching);
- disruptive and/or disrespectful behaviour (such as shouting, swearing, name-calling, bullying, vandalism, theft).

Students are expected to follow the Code of Conduct before, during and after their class at our studio, and when at public venues for performances, festivals and year-end performances. Any incidents of concern that happen at the studio will be reported promptly to the family(ies) involved. We kindly ask that parents report any incidents of concern immediately to the studio.

Thank you for your cooperation in helping your child understand our Student Code of Conduct. We strive to keep our studio a safe environment for everyone.



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Safeguarding and Child Protection Policy

1. Introduction

Pacific Dance Centre is committed to providing a safe and secure environment for all children, young people, and vulnerable adults attending our classes and activities. Our aim is to promote their welfare and protect them from harm.

2. Legal Framework

This policy complies with the Child, Family and Community Service Act of British Columbia.

3. Roles and Responsibilities

- Designated Safeguarding Officer (DSO): Leah Wickes is responsible for implementing this policy, overseeing safeguarding concerns, and acting as a point of contact.
- All staff: Must understand and adhere to this policy, report concerns promptly, and foster a culture of openness and safeguarding.

4. Training and Awareness

- All staff will undergo safeguarding training before working with children.
- Regular refresher training will be provided annually.

5. Safer Practice

- Maintain appropriate boundaries with children and young people.
- Conduct Police Record Checks for all staff working with children.
- Ensure appropriate supervision ratios are maintained.
- Respect confidentiality and only share information on a need-to-know basis.

6. Recording and Reporting Concerns

- Any concerns, disclosures, or allegations of harm must be recorded immediately and reported to the DSO.
- The DSO will follow the procedure outlined by the Child, Family and Community Service Act of British Columbia (see below*)

7. Responding to Concerns and Allegations

- Take all concerns seriously and respond calmly and supportively.
- Follow local child protection procedures, including referring concerns to statutory agencies when necessary (see below*).

8. Safe Environments

- Ensure that the dance studio environment is safe, clean, and well-maintained.
- Encourage a culture of respect, inclusion, and equality.



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9. Use of Photography and Video

- Obtain parental consent before taking photographs or videos of children.
- Use images responsibly and securely store them.

10. Policy Review

This policy will be reviewed annually or following any safeguarding concern or legislative change.

Contact Details:

- Designated Safeguarding Officer: Leah Wickes, pacificdancecentre@gmail.com
- Local Child Protection Agencies: 1 800 663-9122

***Reporting child abuse in British Columbia** - If you think a child or youth under 19 years of age is being abused or neglected, you have the legal duty to report your concern to a child protection worker. Phone 1-800-663-9122 at any time of the day or night. If a child or youth is in immediate danger, call police (call 9-1-1 or your local police) to intervene and then call a child protection worker.



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Performance Opportunities

Local Festivals/Performances - Local festivals and other small performance opportunities are provided for students registered in a performance class. Regular class attendance is mandatory in order to participate in performances. Entrance fees for festival participation and costume fees are billed separately from annual class fees.

June Recital - All students will perform in a June recital. Please check the calendar for the recital dates. Students will be expected to attend all classes and rehearsals, including, but not limited to the Dress Rehearsal and Technical Rehearsal (schedule to be determined) in order to perform on stage. If a student fails to attend their regularly scheduled classes and rehearsals leading up to a performance, they may not be included in the performance.

Recital Fees: There will be extra fees related to the June recital, these include, but are not limited to: ticket fees, a digital recording fee (approximately \$30 per family) and costume rental/purchase fees. The digital recording fee and costume rental/purchase fees will be charged separately from the annual tuition fees. Tickets to the recital will be available for online purchase one month prior to the performance.



Royal Academy of Dance (RAD) Examinations & In-house Assessments

What is the RAD? RAD was founded in 1920 to set standards for dance teaching in the UK. Today the RAD has a presence in 79 countries, with 36 offices and approximately 14,000 members worldwide. The RAD counts more than 1,000 students in their teacher training programs and more than a quarter of a million students are being examined on our syllabi. The RAD supports our membership through the knowledge and expertise of our highly qualified staff and through conferences, workshops, courses and summer schools.

What role does the RAD play in classes at PDC? All of our ballet classes are based on, but not limited to, the RAD method of ballet. From progression of steps, terminology, and level progression to health and safety and examinations, Pacific Dance Centre draws from the RAD.

What is an RAD examination? An RAD exam is a formal presentation of a particular grade/level of study, consisting of a series of set exercises and dances that the dancer performs in front of an official RAD examiner. Each exam is composed of 10 sections, each of which contains multiple exercises. The dancer is marked on the following:

Technique	
-Correct posture and weight placement	-Line
-Coordination	-Spatial Awareness
-Control	-Dynamic Values

Music	
-Timing	-Responsiveness to music
Performance	
- Expression	-Interpretation
-Communication	-Projection



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Exam Preparation - Preparing for an examination is a lengthy process that can sometimes exceed one season (10 months) of study. The preparation requires the student to master many steps and exercises at a particular level and to be able to demonstrate these steps/exercises to a high standard both technically and artistically.

Will my child take an RAD examination? All examinations are scheduled only if and when the teacher and/or studio director determines that the student(s) have progressed to a stage where they would benefit from the exam experience. Selection is based on the readiness of each student. Areas of readiness for an exam include: physical, mental and emotional maturity, technical and artistic mastery of the grade/level, willingness to accept correction and an effort to improve, consistent attendance and exceptional focus and drive. Candidates must be taking the appropriate number of classes per week to be considered for an RAD examination (i.e.: the maximum number of classes offered for a particular level).

In-House Assessments - In-house (non-RAD) assessments are held at the discretion of the teacher and may be offered as an alternative to official examinations. To prepare for the assessment, students will study the RAD grade/level as they would for an official examination, yet when it comes time to present the work, they will demonstrate the work to a PDC faculty member or guest assessor, who will then provide a written assessment of their work. In-house assessments are provided to students who are either new to ballet/the studio, or who have joined part-way through the year, or to students who are not yet ready to present their work in an official examination format (for any of the reasons listed in the above paragraph), but who would still like the opportunity to receive feedback on their work.

The Royal Academy of Dance website has more information regarding exams:
<https://www.royalacademyofdance.org/en-ca/>



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