



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

PSOD Policy & Guideline Handbook 2026-2027

Welcome!

For 23 years, Powell School of Dance Inc. has been a leader in dance education in Cornwall & Area. We believe that our success comes from providing solid training and quality service, along with an underlying belief in the strength of our organization. We have created this handbook to offer our dance team students and their parents/guardians a clear understanding of their commitments and responsibilities to the PSOD Dance Team. The following handbook outlines policies, expectations, and commitments required when joining the PSOD Dance Team for the 2026-2027 dance season.

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.

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. 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. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Voicing Your Feedback

Powell School of Dance Inc. will gladly accept feedback and constructive criticism. However, parents/guardians are expected to do so in a professional, diplomatic, and respectful manner. We will not under any circumstances tolerate rude or abusive language or behavior. *Powell School of Dance Inc. reserves the right to dismiss any parent/guardian or student from the premises,*



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who demonstrates disrespectful conduct or behavior to the teaching faculty, to parents, or students.

Email Policy

When corresponding with Powell School of Dance, we ask that parents lead with kindness when addressing concerns in writing. Email is one-dimensional and words can carry different intentions. A reminder that behind the name "*Powell School of Dance*" are people, humans, like yourselves, who work quietly, diligently, and perseveringly to provide our parents/guardians and dancers with a positive dance experience. *Emails deemed rude or abusive will not be tolerated or answered.* We thank you in advance for building a relationship with PSOD that mirrors the relationship we role model to our parents and dancers: professionalism, kindness, positivity, and gratitude.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Invited guests are permitted into the classroom during *Christmas Demonstration* in December.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Exits can be found at the north and south end of the school. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will perform a headcount. Students and teachers are to return to classrooms when the all-clear signal is given. If an emergency evacuation is required during class time, parents/guardians waiting in the reception are asked to give exit priority to teachers and students. Please do not take your child out of the line. The teacher has been instructed to follow protocol; and we ask that you do the same.

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. 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 neighbors. Please do not park on the

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lawn. Additional parking can be found behind the park and in the old tennis court.

Class Cancellation & Inclement Weather Policy – Effective August 1, 2026

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.

The safety of our dancers, families, and staff is our top priority. In the event of inclement weather, hazardous travel conditions, power outages, or other circumstances beyond our control, the studio reserves the right to cancel classes, rehearsals, performances, competitions, camps, or other scheduled activities.

Decisions regarding cancellations will be communicated as soon as reasonably possible through our usual communication channels. Families are responsible for monitoring studio communications during periods of questionable weather.

As weather-related cancellations are considered circumstances beyond the studio's control, cancelled classes or activities are not guaranteed to be rescheduled, credited, or refunded. The studio may, at its sole discretion, offer a make-up class or alternative arrangement when feasible; however, this is not guaranteed.

By registering for classes and programs, participants acknowledge and accept this policy.

Peanut, Nut, Seed-Free Environment

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.



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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 promptly.

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.

PSOD Tuition fees: **Recreational, Adult, and Inclusive Dance Programs 2026 – 2027**

Recreational & Adult Program 30 mins	\$70
Recreational & Adult Program 45 mins	\$80



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Recreational & Adult Program 60 mins	\$90
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Inclusive Dance Program 30 mins	\$75
Inclusive Dance Program 45 mins	\$85
Inclusive Dance Program 60 mins	\$95

Note:

- Fees may vary and are subject to change.
- All fees are charged **per month, per dancer** and are subject to HST.
- All group classes require a minimum enrolment of 6 dancers. If a class does not meet the minimum enrolment, PSOD may offer the option to transfer to another class. If the dancer remains enrolled in a class with fewer than 6 dancers, a higher tuition rate may apply.

Additional fees

Registration Fee	\$45 + HST	Due September 1, 2026 and January 1, 2027.
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Weekly Dancewear Uniform	Based on item required	Due at the time of purchase through the PSOD online store
Recital Costume Fee	Varies between \$150 - \$250 + HST per costume	Date: TBD



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Rehearsal Fee	\$48 + HST per dancer	Due June 1, 2027
Recital Fee	\$60 + HST per family	Due June 1, 2027

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).
- Tuition fees are processed automatically on the 1st of each month.
- There are no refunds or credits on missed classes due to absenteeism or illness.
- 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 in the Recreational Program must be settled by June 13, 2027, **no exceptions**.

Credit Card Payments

Automatic credit card payment through the online Parent Portal is the preferred payment method.

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.

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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.

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 child'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