Dance Programs at City Arts Centre, Millwoods or Jasper Place Annex

Thank you for booking a dance program with City Arts Centre! We are excited to share this arts experience with you and your students.

This package is intended to provide you with additional information about your program and our facility, and answer some frequently asked questions.

For any booking **questions**, modifications or cancellations, please contact our booking office directly:

Email: artsattractionsbookings@edmonton.ca

Locations

City Arts Centre is located at 10942- 83 Avenue.

Millwoods Recreation Centre is located at 7207 28 Ave NW.

Jasper Place Annex is located at 9200 163 St NW.

Your instructor will meet you at the front desk a few minutes before your program at City Arts Centre. Please note that City Arts Centre does not open to the public until 9am. If your program begins earlier than 9am, the door will be closed upon your arrival. JP Annex enters on the South of the building.

General Field Trip Information

Adult Supervisor Ratio

Adult supervisors are admitted free of charge in the following ratios:

- Gr. K - 6: 1 adult per 5 children
- Gr. 7 - 9: 1 adult per 10 children

Group Size

The **maximum number of children** permitted in a dance program is **30.**

The **maximum number of people (including adult supervisors)** permitted in a program is **40**. Groups exceeding 30 children or 40 people must book an additional program. To ensure a high quality program, we recommend that all children participating in a program be within the age range advertised for the program.

Accommodations

To help us deliver the best program we can, please inform us when you receive a confirmation email or phone call of any accommodations or inclusion requests.
Program content can be modified to include all students.

What to Bring

- **Comfortable, clean, closed-toed indoor shoes for dancing**.
- **Clothing that is comfortable to dance in.**
- **Name tags** for your students.

Contact Information

We will contact you a week prior to your field trip to confirm details with you.
If you have booked multiple classes/groups to visit together, **only the teacher listed as the primary contact will be contacted.** If you have not heard from us and have questions about your program, please call the program coordinator at 780-944-7594

Payment & Cancellation Procedures

Payment

- The amount owing is shown on your program confirmation. **Payment is required prior to the program.**
- Groups exceeding the maximum number of students must book an additional program.

Cancellation Fees & Rescheduling

- You are required to provide written notice of cancellation of your programs via email at artsattractionsbookings@edmonton.ca.
- Programs canceled with 31 days notice or more will not be charged the programs fee or cancellation fee.
- Programs canceled with 8-30 days notice are subject to be charged 50% of the program fee, unless the cancellation is filled by a waitlisted group.
- For programs canceled within 7 days notice or less, the full program fee will be charged.
- Programs run rain or shine. In the event of extreme weather, you must call 780-944-7594 or email artsattractionsbookings@edmonton.ca if you are not coming. Programs canceled due to severe weather conditions then rescheduled within the current school year, or the upcoming school years' fall term (Sept-Nov), will not be charged a cancellation fee.

Program Description:

1. **Hip Hop (K - Gr. 6; Ages 4+)**
   Length of program: 1.5 hours

Learn some new steps, work your body and have fun in this high energy dance class. Your class will be guided through the latest hip hop moves coordinated to popular dance music. Students will love listening and moving to the music while working up a sweat.

Frequently Asked Questions

1) What happens if I need to be on the bus before my program is scheduled to end?

We are happy to accommodate shortened programs. Please let your program coordinator know prior to or at the start of the program when you need to be on the bus so that they can plan accordingly.

2) What happens if we arrive late?

Your program will start when you arrive at the facility booked, and will end at the scheduled end time indicated on your booking confirmation sheet.

3) What happens if I want to cancel/reschedule?

If you want to cancel and/or re-schedule your program, please refer to the Program Cancellation policy section. You need to email the bookings office to officially cancel and/or re-schedule your program. Cancellation fees may apply. Even if you have already talked to your program coordinator prior to the program and have expressed interest in canceling/re-scheduling, you need to formally request a change to your program booking through the bookings office.

4) My students are used to regular snack and bathroom breaks. Can we have a snack/bathroom break in the middle of the program?

Absolutely! Please include this request in “notes to instructor.”

5) Is there a place for students to eat lunch at City Arts Centre?

There are no indoor eating facilities available for large groups. There are some picnic tables outside for public use that can accommodate small groups. If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.

6) Is there a place for students to eat lunch at Clareview Recreation Centre or Jasper Place Annex?

There are no indoor eating facilities available for large groups.

7) Is there a place for students to eat lunch at Millwoods Recreation Centre?

There are tables, chairs and a cafeteria available for large groups inside.If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.