



VELOCITY COMPLEX: Parent & Student Handbook 2025 / 2026 Season

Table of Contents

1. Welcome
2. Core Values
3. Registration
4. Tuition
5. Withdrawal
6. Communication
7. StudioPro App
8. Important Dates
9. Competitive Team
10. Performance Team
11. Studio Code of Conduct
12. Safety
13. Dress Code
14. Exams
15. Cancellation Policy
16. Attendance
17. Social Media
18. Pure Class Dance Arts Association
19. FlipGive Fundraising Campaign
20. KidSport Grants
21. Faculty

1 / Welcome

We are thrilled to welcome you into the Velocity Complex family!

Address: 104, 11502 170 St NW
Phone: 587-412-1617 (call or text)
Email: info@velocitycomplex.ca
Website: www.velocitycomplex.ca
Instagram: [@velocitycomplex.acro](https://www.instagram.com/velocitycomplex.acro)

Principals:

- Cheri Berg – Owner / Manager
- Candace Kalwajtys – Artistic Director / Head Coach

2 / Core Values

Velocity Complex is an inclusive and inspiring community for acrobats, aerialists, dancers, other artistic athletes. Every student who walks through our doors receives training designed to help them thrive, both on and off the mat.

We promote personal growth, independence, and safety in every class through certified instruction and carefully maintained coach-to-student ratios (generally 1:8 for Acro and 1:6 for Aerial & Circus).

We believe in building confidence, self-esteem, and mentorship—empowering athletes to trust their unique journey and supporting every opportunity to succeed.

3 / Registration

All new and returning athletes (or their parents/guardians) must complete registration annually, including signing all waivers and policies. This includes:

- **Media Release Form**
- **Payment Agreement**
- **Acknowledgment of Risk**

Create accounts online via StudioPro: [SP Portal](#)

Fill out this [Google Form](#) to indicate class interest and preference. Class placement will be determined by the Artistic Director.

Annual Registration Fee:

- **\$50 per student**
- **\$85 per family**

This fee is non-refundable and covers insurance and administration costs.

4 / Tuition

Payment Schedule:

- **At registration: Tuition for September–November**
- **Due November 15, 2025: Tuition for December–February**
- **Due February 15, 2026: Tuition for March–May**

Payment Notes:

- **All payments are processed via AutoPay unless alternative arrangements are made.**
- **Manual payments (e-transfer or cash) must be received at least 4 days before the due date.**
- **Late or NSF payments will incur a \$25 administrative fee.**

Competitive team members training 5+ hours/week may opt for monthly payment plans.

Tuition is based on:

- **11 classes from September to November**
- **10 classes from December to February**
- **10 classes from March to May**

Missed Classes:

Refunds or credits will not be issued for absences due to illness, holidays, or personal conflicts. Make-up options may be available for instructor-cancelled classes or at the discretion of the studio.

5 / Withdrawal

**To withdraw from a class, 30 days advance written notice must be sent to: info@velocitycomplex.ca
Tuition already paid is non-refundable.**

6 / Communication

Please ensure your contact information (email and phone number) is up to date in your DSP account. Add info@velocitycomplex.ca to your safe sender list.

We are happy to add multiple family emails to ensure consistent communication.

7 / StudioPro App (SP)

**The StudioPro app is free and gives families mobile access to schedules, balances, attendance, and more.
Log in using your parent portal credentials.**

8 / Important Dates

Download the free StudioPro App for updates and reminders.

Month	Dates	Details	Notes
Sept 2024	Sept 13	First Day of Classes	
Oct 2024	Oct 11–13	Thanksgiving Break	No Classes
	Oct 18	Elevate Acro Fest 2025	Acro Convention for Team members (\$155)
Nov 2024	Nov 11–13	Fall Break	No Classes
Dec 2024	Dec 22 – Dec 31	Christmas Break	No Classes
Jan 2025	Jan 1–4	Christmas Break	No Classes
	Jan 23–25	Dynasty Acro Convention (Langley, BC)	Acro & Aerial Competition for Dance & Aerial Team
Feb 2025	TBA	Acrobatic Arts Exams	Acro exams for athletes training in the ATP
Mar 2025	Mar 30 – Apr 6	Spring Break	No Classes
Apr 2025	Apr 8–12	Gravity Dance Challenge	Competitive Team
	Apr 30 – May 3	Circo Fest (Calgary, AB)	Competitive Team
May 2025	May 16–18	May Long Break	No Classes
	May 25	Last Day of Classes	
	May 31	Recital! (Select Classes)	

9 / Competitive Team

To join the Competitive Team, students must be enrolled in at least:

- **Two (2) Accelerated Technique classes**
- **One (1) Dance Tech class**
- **One (1) Dance Team class (group choreography)**

Additional fees apply for choreography, costumes, stage rehearsal, competitions, etc.

Placement requires coach approval and may involve an assessment. Solo/duo requests must be approved by the Artistic Director. Competitive families must join the Pure Class Dance Arts Association (additional fee will apply)

10 / Performance Team

Meets select Fridays through December, with additional rehearsals scheduled as needed.

Requirements mirror those of the Competitive Team, excluding choreography classes.

Performance Team may appear at events such as Oil Kings games and community festivals.

Performance Dates TBA

11 / Studio Code of Conduct

- **Classes must not be disrupted unless for an emergency.**
- **Parents may request a meeting with a coach by contacting the office.**
- **After September 30, only students are permitted inside the complex during class time unless otherwise noted.**
- **Parent Watch Days will be scheduled twice annually.**

- The studio is not responsible for students outside of scheduled class times (arrive no earlier than 15 minutes before class and pick up promptly).
 - All concerns must be directed to management; contacting coaches directly is not permitted without principal approval.
 - Harassment, bullying (in-person or online), or discrimination will result in dismissal.
 - Students must follow our Student Code of Conduct & Ethics.
 - Velocity Complex is not responsible for lost/stolen property. Please do not bring valuables to class.
 - Studio reserves the right to adjust scheduling or instructors as needed.
 - Choreography and instructional content is studio property and may not be replicated or shared without permission.
 - Unpaid fees may be referred to collections.
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12 / Safety

If a student is injured, notify the instructor immediately or contact us via email. A medical note may be required before resuming class.

Our studio is equipped with monitored security cameras.

13 / Dress Code

Hair:

Hair should be neatly pulled back and kept out of the way. The ideal hairstyle often varies based on the dancer's individual hair type.

For athletes with long or medium-length hair, styles like braids, buns, and ponytails are most effective. It's important to avoid hairstyles that could fall into the eyes or be at risk of being stepped on by either the athlete or the coach while being spotting. Flat hair clips, bobby pins, and fabric headbands are excellent choices for securing short hairstyles.

Uniform:

Wear form-fitting dancewear and athletic clothing that won't move around when going upside down or being spotted by the coach.

Your athlete will feel more secure if they are wearing something that stays in place, no matter the trick being worked on.
Bodysuits, crop tops, tank tops, with footless tights, leggings or shorts are best.
Team Uniform or Black bodysuit and shorts are required for exams.
Approved attire is available for purchase at the front desk.

Jewelry:

Only small stud earrings are permitted.

For the safety of your athlete, and the coaches, only stud body jewelry is allowed to be worn while training. With an exception of any medical tags.
No necklaces, bracelets, hoops and long earrings, or body jewelry.

14 / Exams

Students in Accelerated Technique classes will be prepared for Acrobatic Arts exams.

Participation is optional but encouraged.

Additional exam fees apply.

Dates TBA.

15 / Cancellation Policy

For private, semi-private, or drop-in lessons, 48 hours' notice is required to cancel or reschedule.

Cancellations within 48 hours will be subject to a \$50 rebooking fee.

16 / Attendance

Consistent attendance is expected. Please notify the studio of any planned absences. Use the SP app to check in or report absences.

If your child is unwell keep them home and notify the studio.

If your child is injured, please notify their coach and have them attend their scheduled classes. Their coach will give them an alternative lesson plan to accommodate.

17 / Social Media Policy

All content posted to social media while affiliated with Velocity Complex must reflect our values and Code of Conduct.

Not permitted:

- Disparaging, hateful, or inappropriate comments
- Sharing sensitive studio information
- Posting photos/videos of athletes without consent
- Posting names, ages, or locations of minors

All studio-related concerns must be communicated privately to management —not posted online.

18 / Pure Class Dance Arts Association

We are proud members of Pure Class Dance Arts Association (PCDAA).

Annual membership is recommended for all families, and required for Competitive Team members.

PCDAA membership offers:

- Access to fundraisers
- Credits toward tuition and fees
- Studio benefits and scholarship opportunities

Deadline: October 31, 2025

[Learn more](#)

19 / FlipGive Fundraising

Support our equipment upgrades and earn credits for your account!

FlipGive allows you to earn cash-back from everyday purchases (e.g., PetSmart, Boston Pizza, Wayfair).

10% of earnings go toward your account.

**Join here: <https://shop.flipgive.com/onboarding/join?joincode=DQKW9Q>
or email info@velocitycomplex.ca for an invitation.**

20 / KidSport Grants

**Our Acro and Circus classes are eligible for KidSport funding.
Apply through KidSport Canada.**

21 / Faculty 2025–2026

- **Candace Kalwajtys**
 - **Avery Denington**
 - **Kathryn Filevich**
 - **Kiley Ma**
 - **Sara Matsubara**
 - **Julia Patrick**
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This handbook is subject to change. The most current version will always apply.