



Sophie Jean Dance Company

# Parent Handbook

[sophiejeandance@outlook.com](mailto:sophiejeandance@outlook.com)

[www.sophiejeandance.com](http://www.sophiejeandance.com)

# Welcome All New & Returning Students

## Welcome

We have prepared this handbook to assist you throughout the year and to answer any questions you may have regarding your dancing. Please keep it in a safe place for easy referral. We hope you have an enjoyable and inspiring year with us at Sophie Jean Dance Company.

Sophie Jean Dance Company was formed by Sophie Follett with the vision of creating a central home for all those involved in, or interested in, dance in its many forms within our community. Our studio is a safe, inclusive, and judgment-free space, fostering a supportive, family environment built on strong values. We aim for our students to grow as individuals, finding a genuine platform for creativity and expression in a welcoming and secure environment. We are proud to offer opportunities for overseas exchanges, allowing students to learn from world-renowned choreographers and teachers.

We work with each dancer based on their individual needs — offering advanced and in-depth training for those pursuing full-time courses, competitions, or high-level achievement, while also embracing dancers who simply wish to move, create, and enjoy dance. Every student is valued, regardless of ability, pathway, or progression.

Above all, we believe dance thrives when it becomes a shared language, filled with joy, connection, and expression.

– The Sophie Jean Dance Company Team

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Keeping  
informed and  
up to date

## DANCE STUDIO PRO

Please check your parent portal to see which classes your dancers have enrolled in & their weekly schedule. Your parent portal is your guide for the year for the studio so please make sure you are using it.

We recommend bookmarking this link to the parent portal:

<https://dancestudio-pro.com/online/sophiejeandance> or downloading the

Dance Studio Pro Parent Portal app .

<https://apps.apple.com/nz/app/dancestudio-pro-portal/id1618298488>

This will allow you to keep track of balances, costume fees, schedules, communication and even access to your dancer's recital music or mark their absences.

Instagram: <https://www.instagram.com/sophiejeandance/#>

Facebook: <https://www.facebook.com/sjdcompany>

Email: [sophiejeandance@outlook.com](mailto:sophiejeandance@outlook.com)

# Uniform & Merchandise

**JAZZ:** Any black clothing that is comfortable and moveable to dance in; black jazz shoes are mandatory; hair must be pulled back

**TAP:** Any black clothing that is comfortable and moveable to dance in; black tap shoes are mandatory (preferably lace up tap shoes); hair must be pulled back

**CONTEMPORARY:** Any black clothing that is comfortable and moveable to dance in; barefoot, socks or half soles (you most likely will need half soles for recital); hair must be pulled back

**BALLET: MANDATORY** - Dancers must wear a leotard (any colour) & ballet tights for class; hair must be pulled back and in a bun if possible; ballet shoes (canvas or leather); ballet skirts are welcome;

**ACRO:** Any black clothing that is comfortable and moveable to dance in; barefoot & hair pulled back; \*please no hoodies in this class or shirts that you will have trouble tucking in while upside down

**HIP HOP:** Any black clothing that is comfortable and moveable to dance in; white sneakers

**TINY TOES:** Any black or pink clothing; barefoot, socks or ballet or jazz shoes are welcome ; hair must be pulled back

**MUSICAL THEATRE:** Any black clothing that is comfortable and moveable to dance in; black jazz shoes

School uniforms and school sports uniforms and jeans **MUST NOT** be worn during your dance lesson. Dancers must wear hair pulled back out of their face and no long necklaces or earrings (this is a safety hazard). Please bring your own water bottle. You may ALSO wear any of the company merchandise of any colour to class.

SJDC Merchandise can be purchased via:  
<http://sjdc.digitees.co.nz/>

Alternatively, [puredance.co.nz](http://puredance.co.nz) [orthedancerswardrobe.co.nz](http://orthedancerswardrobe.co.nz) or <https://pwdancewear.com/> has all your dancewear needs.



# Terms 2026



START WEEK DATE FOR CLASSES: Feb 9-13/2026

TERM DATES:

Term 1 -9th February - 12th April (No classes during Easter)

Term 2 -20th April - 3rd July (No classes during King's Birthday and Matariki)

Term 3-27th July - 25th September (Final term to join for recital)

Term 4 -12th October - 4th December (recital 21 November/2026; \*dress rehearsal Nov 20/2026)

RECITAL: Saturday, November 21/2026

\*\*any statutory holidays or days where there are no classes will be emailed out the week before as a reminder.

# Meet your Teachers

## Sophie Follett



Bachelor of Dance  
Studies (Hons)  
Founder, Owner &  
Director of SJDC  
Contemporary, Jazz,  
Acro & Competition

Sophie started Sophie Jean Dance Company in 2016. She studied a Bachelor of Dance Studies with Honours at the University of Auckland. Sophie is currently teaching NCEA dance in High Schools. She has also created an overseas education experience for her senior dance students to head over to London and Canada to attend a summer dance. Her choreography has been presented in Tempo Dance Festival in 2015 (performer & choreographer), Short and Sweet Dance Festival (2013) where she was awarded People's Choice Award, The University of Auckland Blues award ceremony (2013), and in 2012 Sophie was awarded The University of Auckland Blues award for Choreography. She has been a part in many performances including Camelle Pinks Choreography Unfurl performed in Sydney, Short and Sweet Festival (2013/2015), and Auckland of University Action show (2014), Monster Valley experiment her own choreography and in Helen Foy choreography (2014), Short & Sweet Dance Festival in my own choreography - 2013 (awarded People's Choice Award), Youth Dance Festival in Singapore collaboration choreography with Pee Jung Lee & Nita Latu - 2012, Lead performer in SACRE Performance choreographed by International choreographers Volker Eisenach & Royston Maldoom and guests Taiaroa Royal & Moss Paterson (2011)

She has been a freelance choreographer working on Hawke's Bay community events for the Edible Fashion Awards, Hawke's Bay Arts Festival, TEMPO Dance Festival, and the Fringe Festival. Sophie choreographed the 2019 production of 'Once on This Island', 2020 production of 'Fame', and the 2024 production 'Grease' for Iona and Lindsfarne College. In 2023, Sophie choreographed the classic 'Chicago' musical for Iona College.

## Stacey Witt



Jazz, Tap, Mini Movers,  
Contemporary, Acro  
& Competition

Stacey is from Canada, and brings 30 years of dance experience to Sophie Jean Dance Company & 10+ years of teaching experience. She started teaching at Sophie Jean Dance Company in 2019 & was teaching dance for 4 years in Alberta, Canada at MacDonald Island Dance Academy (2014-2018). Stacey has studied a range of dance styles from contemporary, jazz, hip hop, modern, tap, ballet, African, Acro and musical theatre at various dance academies. Stacey has trained with the Canadian National Tap Team (2007-2009) & Canadian National Jazz Dance Team (2009) as well as the Matthew Clark Dance Company, competing in world dance competitions in Germany, Poland and Spain and taking home 3 gold medals from the experience! She also was a part of the Tap Reloaded European dance tour (2010), performing in Malta, Switzerland, Austria and Germany. Stacey continued to develop her dance training at the University of Auckland in New Zealand for 3 years (2011-2014), where she also met Sophie! She also teaches private dance lessons at Iona College in Havelock North (2019-present). Stacey is also a co-creator and choreographer of The Intro Club, performing contemporary pieces in Fringe in the Stings (Hastings, Hawkes' Bay) She is extremely passionate and believes in providing a dance education that is fun, inclusive and inspiring for all ages & levels!

# Maia Bassett



Hip Hop

Maia started her dance journey at the young age of 3, getting in amongst a range of many different dance styles along the way. In her years of dance training, she has learnt many hip hop street dance styles and has lots of hip hop knowledge that she is keen to share! A few favourite hip hop styles of Maia's are; Waacking, Voguing, Krump, Popping, Locking and Litefeet. Currently, Maia has been teaching Hip hop locally at primary schools around Hastings, as well as Rezzpect Dance Academy and has been doing so for 6 years. Over this time she has had the privilege of tutoring, choreographing for and traveling with a bunch of Hawkes Bay's talented youth, and continues to open up opportunities for her students. She has been a part of Regional, National and International crews at Rezzpect, and has competed and learnt in places as far as Australia and America. Maia views dance as a community and is excited to make some new connections starting at SJDC in 2024. She can't wait to meet you!

# Brianna Williams



Ballet, Mini Movers,  
Jazz & Contemporary

Brianna started dancing at the age of 3, where she found her love for ballet. She has been with Sophie Jean Dance Company since 2019, and found a new passion for contemporary and jazz and began teaching in 2025. She is currently studying a Certificate in Ballet Teaching and will further her studies in 2027 to complete a Bachelors in Dance Studies with the Royal Academy of Dance. Brianna was apart of the SJDC Competition teams from 2022-2024 and has also performed in multiple ShowQuest and Dance NZ Made competitions, as well as the Royal New Zealand Ballet's performance of The Nutcracker in 2018. She was also apart of the group that Sophie took to London in 2025 where she took classes at Pineapple Studios and was able to learn new things to extend her dance knowledge further. Brianna's goal is to allow her students to gain confidence within themselves and their dance abilities and to share her love for ballet to other people. She is so excited to introduce the RAD syllabus to her classes, and to gain new connections with more students in 2026.

# Alaina Howlett



Musical Theatre & Jazz

Alaina started dancing at the age of 5 quickly finding her love for jazz. She started at the Sophie Jean Dance Company in 2020 reigniting her love for jazz as well as a new passion for tap and since then has studied a Bachelor of Arts majoring in theatre and minoring in dance. She has performed in a variety of performances such as Les Miserable, Once on this Island, the opera Dido and Aeneas, the Sir Edmund Hillary scholarship night, the unity dance showcase as well as all of the end of semester performance for the University of Waikato from 2023-2025. For the past two years she has been coaching a school dance team for the Dance NZ made competition, this was her introduction to teaching and she loves watching all the students grow and thrive in their dances. Alaina views dance as a way to express yourself with the people who share the same passions as you, creating one big family like community who is always supportive. She is so excited to start teaching at SJDC and can't wait to see all her dancers grow. Alaina is excited to start our first Musical Theatre classes at SJDC as well as teaching in our Tiny Toes & Adult Jazz!

# Lola Clarkson



Mini Hip Hop

Lola has been dancing at SJDC since 2019 and has found her place within the studio. She has done many styles over the years and has discovered a fierce passion for Hip Hop. Over the years she has been dancing, she has learnt much from her experiences, and has grown as a dancer and been teacher assisting hip hop for many years. She has been involved with Dance NZ Made and Showquest for her school within the past few years, and has been in the SJDC Competition Team previously. Lola is really excited for this opportunity to teach some of the younger students her favourite dance style of Mini Hip Hop.

# TIMETABLE 2026

## MONDAY, TUESDAY WEDNESDAY

Time	MONDAY		TUESDAY		WEDNESDAY	
	STUDIO A	STUDIO B	STUDIO A	STUDIO B	STUDIO A	STUDIO B
3:00PM			3pm-330pm Tiny Toes Ages 3 Stacey		Tiny Toes Ages 4 Stacey 3pm-330pm	
3:15PM						
3:30PM		330pm-415pm Mini Tap 5/6 Years				330pm-415pm
3:45PM	3.30pm - 4.15pm Beginner Contemporary Brianna		3.30pm - 4.15pm Mini Movers Jazz 5-6		3.30pm - 4.15pm Mini Movers Contemporary/Lyrical 5-6	Beginner Jazz A
4:00PM		Stacey	Stacey	4.00pm - 5.00pm	Brianna	Stacey
4:15PM	4.15pm - 5.15pm Advanced Contemporary Sophie	415pm-5pm Beginner Tap Stacey	415pm-515pm	Advanced Acro ** Must check off required standards	415pm-515pm	4.15pm - 5.15pm
4:30PM		Stacey	Beginner Extend Jazz	Sophie	PreAdvanced Jazz	Intermediate Acro ** Must check off required standards
4:45PM		Stacey	Stacey		Stacey	Sophie
5:00PM		5pm-545pm Intermediate Tap		5.00pm - 6.00pm		
5:15PM	5.15pm - 6.15pm Advanced Extend Jazz Sophie	Stacey	515pm-615pm	Intermediate Contemporary	515pm-615pm	5.15pm - 6.15pm
5:30PM		Stacey	Beginner Extend Contemporary	Sophie	Intermediate Extend Jazz	Advanced Extend Contemporary
5:45PM		545pm-645pm PreAdvanced Tap Stacey			Stacey	Sophie
6:00PM			Stacey	6.00pm - 7.00pm		
6:15PM	615pm-715pm	Stacey	615pm-715pm	Ballet ages 13+ (Intermediate - Advanced Foundation RAD Syllabus) *No Exams*	6.15pm - 7.15pm Ballet ages 10 - 13 (Grade 5-6 RAD Syllabus) **No Exams*	6.15pm - 7.15pm
6:30PM	Intermediate Jazz A		Intermediate Jazz B	Brianna	Brianna	Senior/PreAdvanced Comp Tapey/Sophie
6:45PM		6.45pm-7.45pm Advanced Tap				
7:00PM	Alaina		Stacey			
7:15PM	7.15pm - 8.00pm OPEN JAZZ (Ages 16-- ADULT)	Stacey			715-815pm	615pm-7pm
7:30PM	Alaina				Advanced Hip Hop Maia	ADULT TAP (Ages 18+) Terms 3 & 4 only Stacey

## THURSDAY, FRIDAY, SATURDAY

THURSDAY		FRIDAY		SATURDAY	
STUDIO A	STUDIO B	STUDIO A	STUDIO B	STUDIO A	STUDIO B
Tiny Toes Ages 3-4 Stacey 3pm-330pm				9.00am - 9.30am Tiny Toes Ages 3 Brianna/Alaina	
330pm-4.15pm Beginner Acro Ages 7-11 *no experience*	3.30m - 4.15pm	330pm-415pm	330pm-415pm	930am - 10.am	915am-10am Mini Hip Hop
Stacey	Ballet ages 7-10 (Grade 2-4 RAD Syllabus Work) *No exams Brianna	Mini Comp Team	Beginner Hip Hop	Tiny Toes Ages 4 Brianna / Alaina	Lola
415pm-515pm	4.15pm-5.15pm	Sophie/Stacey	Maia	10.00am - 10.45am Mini Ballet (Ages 5-6) (Primary RAD) *No Exams* Brianna	10am - 10:45am Musical Theatre Ages 7-12
Advanced Jazz	PreAdvanced Contemporary	Junior Comp Team	Intermediate Hip Hop	10:45am-1130am Beginner Jazz B	Alaina
Stacey	Sophie	Sophie/Stacey	Maia		
515pm-615pm	5.15pm - 6.15pm	5pm-6pm	5pm-6pm	Brianna	
Intermediate Extend Contemporary	Advanced Contemporary Sophie	Inter Comp team	PreAdvanced Hip Hop		solos/competition work
Stacey		Sophie/Stacey	Maia		
615pm - 715pm	6.15pm - 7.15pm	6pm-7pm	6pm-7pm		
Musical Theatre Ages 13+	Adv Ext Contemporary	PreAdvanced Comp	Senior Comp	Space for any extra classes for	
Alaina	Sophie	Team	Team		
		Sophie/Stacey	Sophie/Stacey		

# FEES

## CLASS FEES/TUITION PER TERM

Class	Classes Per Week	Class Length	Cost (Inc GST)
<b>TINY TOES/MINI MOVERS</b>			
Tiny Toes Ages 3 & 4	1	30mins	\$115
Mini Movers (Tap, Ballet, Hip Hop, Jazz, Contemporary)	1	45mins	\$120
<b>BEGINNER</b>			
Beginner Hip Hop	1	45mins	\$120
Beginner Jazz	1	45mins	\$120
Beginner Tap	1	45mins	\$120
Beginner Acro	1	45mins	\$120
Beginner Contemporary	1	45mins	\$120
<b>BEGINNER EXTEND</b>			
Beginner Extend Contemporary	1	60mins	\$145
Beginner Extend Jazz	1	60mins	\$145
<b>INTERMEDIATE</b>			
Intermediate Contemporary	1	60mins	\$145
Intermediate Jazz	1	60mins	\$145
Intermediate Tap	1	45mins	\$120
Intermediate Hip Hop	1	45mins	\$120
<b>INTERMEDIATE EXTEND</b>			
Intermediate Extend Contemporary	1	60mins	\$145
Intermediate Extend Jazz	1	60mins	\$145
<b>PRE ADVANCED</b>			
Pre Advanced Jazz	1	60 mins	\$145
PreAdvanced Hip Hop	1	60mins	\$145
PreAdvanced Tap	1	60 mins	\$145
Pre Advanced Contemporary	1	60mins	\$145
<b>ADVANCED</b>			
Advanced/Intermediate Acro	1	60mins	\$145
Advanced Hip Hop	1	60mins	\$145
Advanced Jazz	1	60mins	\$145
Advanced Tap	1	60mins	\$145
Advanced Contemporary	2	60mins	\$230
<b>ADVANCED EXTEND</b>			
Advanced Extend Jazz	1	60mins	\$145
Advanced Extend Contemporary	2	60mins	\$230
<b>BALLET</b>			
Ballet Ages 7-10	1	45mins	\$120
Ballet Ages 10-13	1	60mins	\$145
Ballet Ages 13+	1	60mins	\$145
<b>MUSICAL THEATRE</b>			
Musical Theatre Ages 7-12	1	45mins	\$120
Musical Theatre Ages 13+	1	60mins	\$145
<b>ADULT CLASSES</b>			
Open Jazz (Ages 17-Adult)	1	45mins	\$120
Adult Tap (Ages 17+)	1	45mins	\$120
<b>Class discounts</b>			
2nd class	\$10 off total fees		
3rd class	\$20 off total fees		
4th Class	\$30 off total fees		
<b>Family Discounts</b>		\$10 off second siblings fees \$20 off third sibling fees	

Term Fees will be charged at the start of each term. (eg. Term 1 - Feb 10th) with a due date of about 3-4 weeks later.

You can access your term fees & invoices via the Parent Portal <https://dancestudio-pro.com/online/sophiejeandance>  
Simply click the "Statements" button and you will see your invoices.

We accept credit card, Direct Debit transfer or Etransfer for payments for invoices. You can find the account number on your statement as to what to transfer. If you have not received yours within the first two weeks, please email us as we have had a few go missing. If you are paying by E-transfer, we have to manually put in this payment so it may not show up straight away! Please give us a week or two for this to show on your account.

You DO NOT need to pay for all 4 terms in advance. We register dancers for the full 4 terms to secure their spot for the year, but you do not need to make payment for all 4 terms straight away to secure this spot. If you would like to switch a class or drop a class simply let us know.

Students who have missed classes or would like to leave in the middle of the term will not be reimbursed for the remaining of the term. If this is closer to the beginning of a term we may be able to make exceptions.

A 10% late fee will apply if you have not paid your term fees by the due date. We are happy to organize any payment plans privately if you need to do so.

## Fees Policy & Procedure

- All term fees are due by the start of term, unless an instalment plan has been arranged and approved prior with the SJDC team.
  - The fees list is available from the website and in this booklet. This provides full details about multi-class packages and discounts.
  - Additional fees that will come up during the year will be costume fees for the recital which will be sent out at the end of term 3
  - Fees that are unpaid by the invoice due date will occur a 10% late fee
  - Students with outstanding fees may be excluded from end of year recital

### Refund Policy

Refunds may be issued for:

- **Classes cancelled by SJDC (without a makeup class)**
- **Timetable changes that prevent attendance**
- **Long-term injury or illness (with medical certificate)**

Refunds are not issued for:

- **Absences under three consecutive weeks**
- **Holidays or public holidays**
- **Change of mind**

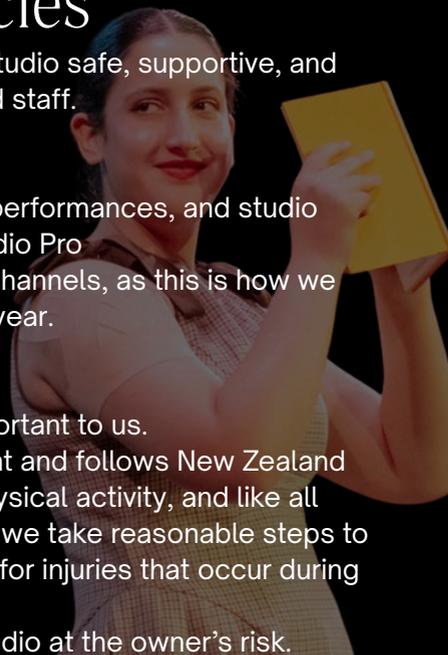
IF YOUR TEACHER IS SICK OR AWAY YOUR CLASS WILL BE COVERED BY ONE OF THE OTHER TEACHERS. BUT ON THE OFF CHANCE YOUR CLASS IS CANCELLED THEN THERE WILL BE A MAKE UP CLASS ADDED INTO THE TERM.

### Teachers Policy

- We SJDC will provide a qualified teacher to our standards for each class.
- Any issues regarding our teachers or classes may not be discussed before, during or after class with the teacher and must be directed to Sophie Follett at 02041578489 or [sophiejeandance@outlook.com](mailto:sophiejeandance@outlook.com)



# Studio Policies

A young girl with dark hair, wearing a light-colored dance leotard, is smiling and holding a bright yellow folder or book. She is positioned on the right side of the page, partially overlapping the text.

These policies are in place to help keep our studio safe, supportive, and running smoothly for all students, families, and staff.

## Communication & Notices

Important information about classes, events, performances, and studio updates will be shared via: Email & Dance Studio Pro

Please make sure you regularly check these channels, as this is how we communicate key information throughout the year.

## Health & Safety

Your child's safety and wellbeing are very important to us.

SJDC works hard to provide a safe environment and follows New Zealand health and safety requirements. Dance is a physical activity, and like all physical activity, there is a risk of injury. While we take reasonable steps to reduce risk, SJDC cannot be held responsible for injuries that occur during normal participation in classes or activities.

- Personal belongings are brought to the studio at the owner's risk.
- We ask all students and parents to follow teacher instructions and help us maintain a safe environment for everyone. Injuries, Medical Conditions & First Aid (Sophie holds current First Aid Cert)
- Please let the teacher know before class if your child has an injury, medical condition, or physical limitation. This information helps us keep your child safe in class.
- A first aid kit is available at the studio.
- Staff are not permitted to give medication, including pain relief.

## Illness

If your child is unwell, infectious, or showing symptoms of illness, please keep them home from class. This helps protect the health of other **students and staff**.

## Supervision & Pick-Up

- Students are supervised only during their scheduled class time (these hours are the scheduled CLASS hours, Please respect the teachers planning time and set up time that will be happening before each class)
- Teachers are not responsible for students before or after classes as.
- Students waiting at the studio must be respectful and quiet so they don't disturb classes in progress.
- For safety reasons, students under 13 must be collected from the studio entrance. Please ensure your child does not wait outside.

## Emergency Procedures

In the event of a fire or emergency:

Students will follow their teacher's instructions

They will calmly walk to the designated assembly point at the front of the building

## Attendance & Punctuality

- Regular attendance helps students progress and stay safe.
- Arriving on time is important so students can complete a full warm-up.
- If a student arrives very late and misses the warm-up, the teacher may ask them to sit out for safety reasons.
- If your child is going to be late or absent, please put this through on your Dance Studio Pro account

## Photography, Video & Privacy

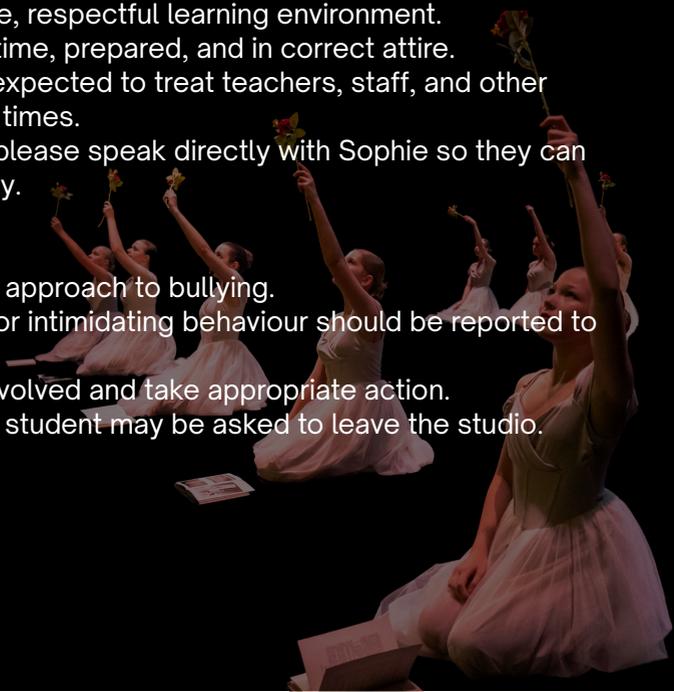
- Parents and spectators are not permitted to take photos or videos during classes. This is to protect student privacy and safety.
- SJDC staff may take photos or videos for promotional or educational use (e.g. website, social media).
- Photo/video consent is collected at registration. You may opt out at any time by notifying us in writing.
- SJDC respects your privacy and manages personal information in line with NZ privacy laws.

## Behaviour Expectations

- We aim to create a positive, respectful learning environment.
- Students should arrive on time, prepared, and in correct attire.
- Students and parents are expected to treat teachers, staff, and other families with respect at all times.
- If you have any concerns, please speak directly with Sophie so they can be addressed appropriately.

## Anti-Bullying

- SJDC has a zero-tolerance approach to bullying.
- Any bullying, harassment, or intimidating behaviour should be reported to Sophie.
- We will meet with those involved and take appropriate action.
- If behaviour continues, the student may be asked to leave the studio.



## Choreography & Performances

- All choreography taught at SJDC belongs to the studio and/or syllabus providers.
- Choreography may not be copied, shared, or performed elsewhere without permission.
- Students who leave SJDC may not perform choreography created specifically for them without approval.

## Dress Code

- Students must wear appropriate dance clothing to every class.
- All non-SJDC clothing must be all black.
- SJDC branded clothing may be worn in any colour or style.
- Appropriate dance shoes must be worn. Socks are only permitted in contemporary classes and only if the teacher allows.
- Hair must be tied back and off the face for every class.

**Students should bring their own water bottle, as we do not provide cups.**

Links to SJDC clothing can be found on the front page of this handbook.

## Second-Hand Dance wear

- We may have some second-hand shoes available at the studio.
- If you would like us to sell items on your behalf: Items must be clean  
Clearly labelled with name, phone number, size, and price, Payments go directly to the seller

## Right to Refuse or Dismiss

- SJDC reserves the right to refuse enrolment, suspend participation, or dismiss a student if:
- Studio policies are repeatedly breached
- Behaviour is unsafe or disruptive
- Property is damaged
- The wellbeing of others is affected
- All decisions are made by the Studio Director

# Thank You!

We are so grateful to have you and your family as part of the Sophie Jean Dance Company whānau. Your support allows us to create a studio culture built on respect, care, and a shared love of dance. We look forward to working together throughout the year and supporting each student as they develop both as dancers and as individuals.