

Dance Alive! Dance Studio 2019-2020 Handbook

A Guide for Students and Parents

As a condition of enrollment at Dance Alive! Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Dance Alive! Dance Studio, its director, faculty, and staff. Dance Alive! Dance Studio reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

**Welcome to Dance Alive! Dance Studio's 2019-2020 Dance Season!
We are EXCITED you are here to celebrate our 24th year of dance!**

This handbook will serve as your guide to Dance Alive! Dance Studio and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

We are so excited to be starting our 24th dance season at Dance Alive! Dance Studio! It is just the beginning of what promises to be a great year. Welcome back to all of our returning dancers and to our new dancers... welcome to Dance Alive! Dance Studio! We have compiled this Student/Parent Handbook as a "Heads Up" to the policies and guidelines we follow at Dance Alive! Dance Studio.

In addition to this handbook, you will also be receiving "To the Pointe" - our studio newsletter. Each month, we will e-mail this newsletter to the email address you provided at registration. "To the Pointe" keeps you updated on all of the studios upcoming events, reminders, special occasions, and important dates & deadlines to mark on your calendar. **Make sure you have provided us with the proper email address and are receiving and reading this newsletter!** *This way you can keep your finger on the pulse at Dance Alive!* Also, stop in to the studio to read the Power Point TV in the lobby or any other special postings. You can always access any emails that we have sent through your Parent Portal to refer back to when necessary! Thanks again for joining us for an exciting year at Dance Alive! Dance Studio!

Our Philosophy

Building the skills to dance, and the confidence for life!

Dance Alive! is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with highly qualified, nurturing, knowledgeable teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills, agility, strength and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all the Dance Alive! Dance Studio faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

ABOUT THIS HANDBOOK

FOR 24 years, our studio has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the studio.

➤ **Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates.**

Key contact information for Dance Alive! Dance Studio:

-293 Southcreek Drive Manteno, IL 60950

-(815) 468-1820

-dancealive@comcast.net

-www.dancealivedancestudio.com

-Find and "like" our Facebook Business Page: Dance Alive Dance Studio

"Friend" Us @ DanceAlive DanceStudio

Key event dates for Dance Alive! Dance Studio:

2019-2020 Studio Event Calendar

Please mark your calendar with these important dates! (Dates are subject to change)

- The 2019-2020 Dance Season Begins 9/9/19
- Oktoberfest Performance & Parade 9/28/19
- "Cookie Dough" Costume Fundraiser Begins 10/21/19
- Halloween - No Evening Classes 10/31/19
- Bring A Friend to Class Week 11/4/19 – 11/9/19
- "Cookie Dough" Fundraisers Due! 11/9/19
- Costume Measuring Begins 11/11/19
- Costume Deposits Charged / Due 11/15/19
- Thanksgiving - No Classes 11/27/19-11/30/19
- Manteno Holiday Celebration 12/7/19
- Annual Holiday Party TBA
- Holiday Break - No Classes 12/23/19 - 1/4/20
- Annual Dance Convention (Optional Activity) 2/7/20-2/9/20
- Spring Recital "Butter Braid" Fundraiser Begins 3/9/20
- Spring Break - No Classes 3/23/20 - 3/28/20
- Butter Braid Fundraisers DUE 4/4/20
- Easter Break 4/10/20-4/13/20
- Recital Picture Weekend 5/16/20 & 5/17/20
- Memorial Day - No Classes 5/25/20
- Last Day of In Studio Classes 5/30/20

Tentative Recital Showcase Dates

- Stage Rehearsal 6/1/20
- Dress Rehearsal 3:00 PM Show 6/2/20
- Dress Rehearsal 5:30 PM Show 6/3/20
- Dress Rehearsal 1:00 PM Show 6/4/20
- Recital Showcase 2020 Performed 6/6/20 & 6/7/20

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. **A correction is an honor; it shows you how much a teacher cares about your progress as a dancer.** Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

Student Rules of Conduct

- ✓ Dancers will remember to listen to each correction given, whether it's directed to you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. *Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.*
- ✓ Dancers will arrive at class on time, ready to dance
- ✓ Dancers will wear a clean leotard for each class
 - ✗ We will not wear our dance shoes outside
- ✓ Dancers will label all dance "gear" with their name
- ✓ Dancers will keep all their dance and personal gear in a "cubbie" and keep the lobby area nice and neat
- ✓ Dancers will keep their cell phones off or muted during classes and not check messages or text on drink or bathroom breaks. We encourage dancers to leave their electronic devices "out of sight and out of mind." This includes smart watches and fitness trackers.
- ✓ Dancers will keep their hair secured off their face and neck before class begins
- ✓ Dancers will wear deodorant and minimal jewelry
- ✓ Dancers will keep good conduct and voices quiet in the lobby
- ✓ Dancers will go to the bathroom before dance class
- ✓ Dancers will not bring drinks into class
- ✓ Dancers will keep their hands off the mirrors
 - ✗ We will not hang on the ballet barres
- ✓ Dancers will speak respectfully to their instructors and one another
 - ✗ We will not make unnecessary conversation or noise while in class
- ✓ Dancers will practice at home and be prepared for class even if absent the week prior
 - ✗ We will not miss class except for valid reasons
- ✓ Dancers will be positive and have a "can do" attitude
- ✓ Dancers will politely ask dance-related questions in class
- ✓ Dancers will use strong arms, stretched feet, and proper body placement
- ✓ Dancers will use 100 percent of their energy in class
 - ✗ We will not sit down in class unless instructed by the teacher. We will also not lean against the walls or ballet barres
- ✓ Dancers will work well and in unison with the other dancers in class
- ✓ Dancers will use proper language and show good "dancer-ship" at all times
 - ✗ We won't act as if we are better than other dancers in our class
 - ✗ We will not gossip or put down other students
- ✓ Dancers will wait inside for their ride
- ✓ Dancers will bring all notes, notices and reminders home to their parents
- ✓ Dancers will act as young ladies and gentlemen at all times
- ✓ Dancers will respect our art, our staff, and our fellow dancers

- ✓ Dancers will bow and applaud at the end of each class; thanking the instructor for sharing their knowledge and applauds the dancers for their hard work and a job well done.

FOR THE PARENTS: “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. Cooperation between all parents is expected. 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.

Your child’s presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio’s educational process.

Parents and teachers may look at a child’s learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students’ parents provides the children with the ultimate care and education.

A Dance Parents Responsibilities

- ✓ Bring your dancers to class on time every week since regular attendance is necessary for good training
- ✓ Pick your dancer up on time
- ✓ Label all dance shoes and “gear” with your dancer’s full name.
 - ✗ Do not allow your dancer to wear dance shoes outside
- ✓ Make sure your dancer is properly outfitted for each class: leotard, proper footwear, and hair style
- ✓ Take your pre-schooler to the restroom before class begins. If your dancer cannot use the restroom on her/his own, PLEASE do not leave the studio while class is in session. *The instructors cannot be responsible for taking dancers to the restroom.* If a “pull-up” is needed, no problem, just please be sure it is a fresh one at the start of class.
 - ✗ Do not leave soiled diapers in the garbage cans.
- ✓ Remember to call in or email absences and arrange make up classes as needed
- ✓ Encourage your dancer to practice at home
- ✓ Supervise your dancer and siblings to keep them safe while in the lobby.
 - ✗ Do not allow them to run down the halls, scream, walk on the furniture, stand on counters or any furniture, or play in the bathroom.
- ✓ Please remember that while class is in session, the dance room doors will remain closed.
- ✓ Please remember that our instructors are obligated to begin classes on time but will gladly talk to you at the conclusion of their teaching day.
- ✓ Dancers, parents and siblings should be respectful in the lobby area, using their “inside voice,” keeping voices down, and conversations respectful all little ears.
- ✓ If your child makes a mess, clean it up! We will be happy to let you borrow the vacuum to clean up goldfish crumbs ☺
- ✓ Be respectful of studio property
- ✓ Keep all of your dancers valuables at home
- ✓ Check your dancer’s bag for notes and check your email for updates. Read our informative newsletters
- ✓ Check the lost and found frequently
- ✓ Keep your account up to date and include late fees if necessary. Call or email the office manager if you have questions regarding your account
- ✓ Avoid being part of gossip or the spreading of misinformation. If you need to discuss a situation, please call the office to arrange a convenient meeting time

- ✓ Remember that your child is unique and special!
 - ✗ Please don't compare your child to other dancers or discuss comparisons with other parents
- ✓ Trust your child's teacher's evaluations since they are professional dance educators with many years of experience and only have your child's best interest at heart
- ✓ Review our studio policies with your children to help them understand why it is important to follow the studio rules
- ✓ **Please be patient with your dancer!** We know some dancers need extra encouragement to even enter the classroom while others run right in ready to dance and meet new friends. We are all very special individuals and the Faculty and Staff at Dance Alive! Dance Studio appreciates and nurtures each child for their qualities as a unique and special individual. Extra attention, encouragement, and persuasion may be necessary and we are prepared for each situation! Please take each step as the beginning of a journey in the right direction!
- ✓ Stay in touch with studio events by thoroughly reading your newsletters, stopping by the studio to read the power point TV, and checking the web site frequently!
- ✓ Do read the handbook all the way through
- ✓ **In the best interest of all of our dancers**, classes are closed to parent viewing. Special "parent watch weeks" may be announced by each individual class's instructor throughout the season.
- ✓ **Please remember that we value you and your support and want to thank you for choosing us for your child's dance education!**

Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our studio's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Make an appointment to speak directly to the director of the studio, Ms. Neala. She is always happy to hear your concerns and give help where ever possible. Please contact the studio office to set up an appointment. Since instructors are obligated to start each class on time do not approach your child's teacher or the director between or during classes or make contact outside of the school. If you do request a conference, please listen carefully to what your child's teachers/director has to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

Special Information for Parents of Preschool Students

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Dance Alive! serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, dance basics, and games in an environment of creativity. Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to basic technique). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

Separation from the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he or she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher or assistant for help in separation. We expect the crying and we will patiently work your dancer through her/his difficult moments. Tears are usually short lived and quickly turn to a smiling face having FUN!

It May Not Be the Right Time

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

If your child stops attending class within the first month, the registration fee will be credited to the following year. We encourage you to have your child try again next year. We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

➤ You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.

Class Placement

The studio faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

“Comparison is the Thief of Joy”

Classroom Observation

Dance Alive! Dance Studio classes are closed to weekly observation.

This allows dancers to learn in a comfortable environment where they are able to let their guard down and absorb the materials being presented by their instructors.

We have several occasions each year where parents may be invited into the classroom to observe a demonstration of what their dancers are learning.

During parent observation we would like to remind you that performing in front of a crowd is intimidating to some children while others revel in the experience. Encourage your child to be the best that he or she can be without regard to what others may achieve. Dance is an individual art form; each child needs to achieve at a pace that's comfortable for him or her. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage the children to focus on themselves, give their all, and be satisfied with their own

accomplishments. If your dancer does not perform, please do not be discouraged! Please also understand that if your child was not performing in class on a regular basis, we would bring it to your attention.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Dance Alive! It is also important to inform the director and/or teachers about your child's existing medical conditions including allergies, autism & ADD/ADHD or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, the more we know about your child, the better the dance experience will be for all involved! All information about our students is confidential.

If your child is on medical restriction and is unable to participate in P.E at school, they should not participate in dance class. They should attend and observe. We do not need a note from your medical professional as we are a private business and your participation is your choice.

Dance Alive! cannot / will not be held responsible for any injuries of any kind from participation in classes or studio activities. We do not advise participating in dance classes or activities against the recommendations of your medical professional.

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other studio information.

Newsletters and updates are emailed to you at the email you provided to us on your registration form and archived copies of all emails are available to re-read in your parent portal in the "Recent Communications" box.

If you have any questions regarding the information distributed, we encourage you to contact the office at (815) 468-1820 during regular studio hours.

We answer email on a regular basis, except on weekends and holiday breaks. Feel free to email questions to the office at dancealive@comcast.net. Messages to Facebook pages are discouraged as they will not be seen by key staff. Email, phone, or in person communication is the recommended method of contact.

Website: www.dancealivedancestudio.com

News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page: www.facebook.com/dancealivedancestudio

We have 2 Facebook pages!

"Friend" DanceAlive DanceStudio & "Like" the Dance Alive Dance Studio Fan page on Facebook to receive daily updates on studio events. Please invite your family and friends to "like" the studio!

-Please do not post questions on the studio's Facebook page. Instead, please email them directly to dancealive@comcast.net.

Weather Cancellations:

When the weather outside is frightful: As a general rule, if school has been cancelled due to winter weather and / or roads conditions are hazardous, dance classes will be cancelled. However if you are in doubt, call the studio office ahead of time. The voice mail will be updated with cancellation information and a general e-mail will be sent.

Studio closures due to severe weather conditions will be announced as soon as possible. Notifications of weather cancellations will be emailed, posted on the Facebook pages & Twitter.

They will also be announced on the studio's outgoing voicemail message when possible. We also request a post to WKAN's school closings announcements which is said over the radio and posted to their Facebook page. This method is not always immediate.

Instructor cancellations: If an instructor has to cancel a class for any reason, we will contact each dancer registered in that class as soon as the office is aware of the cancellation. In this event dancers can make up their dance time in any class on the schedule, possibly even attending a class at the same time with a different instructor. When an instructor reschedules a class, a make-up schedule will be handed out. If you are unable to attend the scheduled make up class, you can attend any class on the schedule to make up your class time.

Dress Code Requirements

Dance Alive! Dance Studio maintains a dress code to encourage professionalism, concentration and a sense of inclusiveness. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered after each wear.
- Girls in the Junior & Senior levels should wear a sports bra. No visible under wear, panties, or bras other than a sports bra. Sports bras are required for all female dancers in the Junior & Senior level.
- Watches, fit bits, necklaces, earrings, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear a leotard to every class. Hair tightly secured and styled away from the face; a neat bun is preferred for female dancers. A Bun is required for all female dancers for all ballet classes in the Junior and Senior levels beginning with the 7-10 age of classes
- Bare legs are not allowed. Tights must be worn with leotards and ballet shorts. Hip Hop style shorts (basketball) are allowed without tights where permitted in the class dress code.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students at the Jr & Sr Level

Class	Boys	Girls
All Petite Academy Classes	Athletic or dance pants, T-shirt, black ballet shoes. Black tap shoes, Black Jazz Shoes, Required Studio Hip Hop Sneakers	Any color leotard, tights, pink ballet shoes, tan, jazz & tap shoes, required Hip Hop Sneaker (no ties or strings on shoes with the exception of the required Hip Hop Sneaker)
Ballet/Ballet Technique/ Pointe	Black dance pants, white or black T-shirt, black ballet shoes.	Black leotard, pink tights, pink ballet shoes. Hair in a Ballet Bun
Jazz	Black dance pants, plain T-shirt, black jazz shoes.	Leotard; pink or tan tights; tan jazz shoes. Black jazz / yoga pants, ballet shorts or tights may be worn over the leotard.

Tap	Black pants, plain T-shirt, black tap shoes.	Leotard; black, pink or tan tights; Black Tap shoes. Black jazz / yoga pants, Hip Hop style shorts OR ballet shorts w/ tights may be worn over the leotard.
Lyrical / Contemporary Floor Barre, Workshops & Clinics	Black dance pants, Plain T-shirt, ; "Half soles" for lyrical, or appropriate shoes for stretch and clinics	Leotard; pink or tan footless or stirrup tights; "Half soles" for lyrical, or appropriate shoes for stretch and clinics, Black jazz / yoga pants, ballet shorts
Hip-hop	Black shorts or sweatpants, plain T-shirt, Hip-hop sneakers. Knee pads are recommended for some classes	Leotard; sweatpants, hip hop style shorts, jazz / yoga pants; Required Hip-hop sneakers. Knee pads are recommended for some classes
Acrobatics	Shorts and T-shirt No shoes	Leotard, Jazz pants or ballet shorts No Shoes

Dancewear and Shoes

We recommend you purchase your shoes and dance wear through our studio. This insures proper fit for your dancer and the required style / color for each discipline of dance.

Shoe Sizing Deposit: A deposit of \$10.00 will be charged to the account for sizing shoes with out placing an order. This deposit will be applied to a shoe purchase, but is not refundable if shoes are not ordered.

Dance Alive! Dance Studio makes it easy for parents and students with "all you'll need" packages. These packages contain everything students need to begin their journey into the wonderful world of dance.

Please see the package and price list available at the studio front desk

Registration Fee: An annual registration fee of \$25 per dancer or \$35 per family covers the cost of mailings, insurance, handbooks, rehearsals, and so on. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season.

Tuition, Expense Policy & Changes

Please note: Tuition is based on the entire season (September through June) and broken in to 10 equal, easy monthly installments. **(One payment will be made each month from September 1st, through and including June 1st)** It is not based on how many weeks are in the month, or on how many times a class is held in a month. Tuition is due in full each month even if your dancer misses a class. **NO REFUNDS, TRANSFERS, OR CREDITS** are made for absence or withdrawal from classes if not notified before the current month installment.

Full monthly tuition is due by 1st business day of each month. Tuition is paid through automatic withdrawal from your credit or debit card account OR a checking or savings account. Tuition will be charged directly to your specified method of payment. If you prefer a monthly or an annual payment plan, please see our Tuition Payment Options.

A \$10.00 late fee will be added to accounts with overdue tuition balances on the 11th of any given month. Unless notified otherwise by the account holder and other arrangements are made, the

credit card/alternate payment account "on file" will be charged for an overdue amount as well as the \$10.00 late fee. Any charge attempt that is unsuccessful will result with a notice sent via email. A \$2.00 billing charge will be added for any "Reminder Invoice" mailed. There is a \$30.00 charge for checks returned due to NSF.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee when making a payment after the due date. Thank you.

If a class needs to be dropped, added or transferred you must fill out a request form and turn it into the front desk for review. The form is available in this handbook, at the front desk, or can be emailed. If your request is approved, the changes will be made on your account effective the day that it is approved by studio management.

Tuition Payment Options

Preferred - Option #1 - Monthly Credit Card / Debit Card Payment or Automatic Draft from your Checking or Savings Account

A simple and convenient payment option! Your credit / debit card or checking account will be charged /drafted on the day closest to the 1st business day of the month for your tuition amount and you will receive an email receipt!

With payment option #1, Registration fees will be due at the time of registration and charged to the account on file. Early registrations will be billed to the account on file 8/1/2019. Registrations are not guaranteed until this payment is made. Payment information must be given at Registration or entered through the Parent Portal ASAP. Tuition installments will be processed the day closest to the 1st business day of each month through (and including) June 1st. Once payment is processed you will receive an email stating that tuition has been paid or you will receive an email that payment was not able to be processed. If your payment was not successful you will need to log into your Parent Portal and update any information as needed. Payments can also be made via your Parent Portal before the 1st of the month.

Limitations: After the 10th of the month a \$5.00 charge will be assessed for each failed attempt of ACH, Debit or Credit Card charge after the 2nd attempt has failed. A \$30 charge will be assessed for each "charge back" or "NSF." If attempt to collect is unsuccessful for an entire month, the account will be converted to a monthly cash/check account and 2 months of tuition will be required for your dancer to continue to take classes.

If your schedule/tuition amount changes, we can update the payment amount at any time.

NOTE: If the 1st of the month falls on a weekend, your account will be charged the last business day before the 1st.

Option#2 - Monthly cash or check payment -

This option also requires that registration be paid at time of registration. Two months of tuition is **due the first class of the season**. This tuition will be applied to the current month and the June tuition payment. Subsequent tuition payments are due by the 10th of the month and may be paid on your Parent Portal or in person at the front desk during regular studio hours. **All accounts choosing Option #2 should request this option via email to our Account Manager's attention.** All Option #2 accounts MUST have a debit / credit card or bank account on file that will be charged in the event that tuition or costume invoices become overdue. Limitations listed above will also apply to charges that are unsuccessful. If tuition becomes two months in arrears, the students associated with that account will not be allowed to participate in class.

Ex: 1 dancer registered for 1 weekly class

Account holder pays \$25.00 registration fee, \$51.00 for first month's tuition and \$51.00 for the last month's tuition for a total of \$127.00. The first week of the next month, another tuition payment must be made. Monthly cash/check accounts must always have the current month payment AND the last month's payment on account to be considered "current".

If your account is kept current, you will be paid in full or the season by May 1st.

NOTE: All "Monthly" accounts must have a credit card or bank account on file that will be charged in the event that tuition becomes overdue. On or about the 15th of any given month, the card on file will be charged for any balances owed.

NOTE: If tuition becomes 2 months in arrears, the dancers associated with that account will not be allowed to participate in class.

Cash payments: A receipt will always be emailed for tuition or any other payment paid in cash. Please be sure you receive your receipt before leaving the desk or have the appropriate email address on file

June tuition and Final balances:

Option #1 accounts will have their final payment scheduled to be paid in full on June 1st. This payment will include tuition and any miscellaneous charges on the account. Option #2 accounts will be paid in full by May 10th as outlined above. All balances due to Dance Alive! including tuition, recital performance packages, shoes, late fees, etc., must be paid in full or have a payment scheduled before you will be allowed to purchase recital tickets. All payments made after May 15th must be cash or credit card only.

Additional Fees and comments

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events

To respect your privacy, the Office Manager, is the only staff member that addresses account and financial matters. Please direct financial questions to her. The front desk will be happy to take a message.

Refer a friend to Dance Alive! Dance Studio:

You can receive a 10% discount each month of your tuition for each new dancer you refer to Dance Alive! Dance Studio for that studio year.

Discount Policy

Dance Alive! Dance Studio extends a generous discount policy for Combo-Classes, Multi-Classes, Family Members AND Multi Sibling Family Max Tuition Amounts!

Since our policy is so generous, discounts cannot be combined or used in concert with each other. Please feel free to consult with a Dance Alive! staff member for further explanation and exact monthly tuition amounts. You will receive an individualized Tuition Schedule emailed to the account on file at the time of registration and when any changes are made to the account.

Combo-Class Rates - Any class on the schedule that is considered a "combo class" is listed in the "combo class" section and a discount tuition rate has been applied.

-Example: 30 min. Ballet class \$37.50 / 30 min. Tap Class \$37.50 =Total \$75

Combo-Class Rate \$51.00 Discount Amount \$24.00 per month!

Sibling / Multi-Class Discount: A 10% discount will be applied to each additional class registered for by a single dancer. The multi-class discount will also be applied to the tuition of a sibling on the same account when no other discounts such as a combo-class discount can be applied.

-Multi – class discount cannot be applied to a second class or sibling when a combo-class is taken as combo classes are already very generously discounted.

Dancer Unlimited- \$312.00 per month - A single dancer can register for all weekly classes but attend any class on the schedule as often as they want to by paying the Dancer Unlimited Fee of \$300.00 per month. This allows the dancer to train on a weekly basis in all of their technique and style classes AND attend any other class listed on the schedule for further training.

Family Tuition Max- The Maximum amount of monthly tuition that a dance family will pay is as follows:

2 dancers - \$452.00 per month

3 dancers - \$504.00 per month

4 or more dancers - See us for discounts for larger families

Family members must be immediate family only. (Sister, Brother, Mother, Father - This discount cannot be extended to other family members even if living in the same household and under the same account holder)

Full Payment:

We extend a 5% discount and free registration when you use cash or check to pay for the entire dance year in full. You can take advantage of this option by paying in full by September 14th

A 2% discount with free registration will be extended when paying for the season in full with a credit or debit card.

“Dancer Dollars” & Gift Certificates

“Dancer Dollars” are sold in \$5.00 increment punch cards. This punch card is a great way for your dancer to purchase snack and bottled water at the studio. They can keep it in their dance bag OR on file at the front desk to use when necessary. “Dancer Dollars” can be used to credit on dance wear and shoes a maximum of \$5.00 at a time. “Dancer Dollars” cannot be used to tuition and are not exchangeable for cash or credit on account

Gift Certificates are available for purchase in any amount and can be used in any amount for tuition, dance wear, etc. A great gift for your special dancer or that special dance mom! Gift certificates cannot be exchanged for cash or credit on account.

Discipline Policy - In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another. Parents will be immediately informed by the front desk.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.

- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, faculty or "Dance Family" culture of the studio, it may be necessary for the studio owner / artistic director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive, disrespectful or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Destruction or defacing of the property of Dance Alive!, building property, cars in the parking lot, or personal property belonging to the staff, dancers and attendees of Dance Alive!
- Theft
- Inability of Dance Alive! Dance Studio to meet the child's needs
- Continued poor attitude directed towards students, staff or instructors in and/or outside of the studio
- Abusive / bullying behavior in and/or outside of the studio in any setting including social media and texting will not be tolerated and is means for immediate dissolution of the relationship and instruction at Dance Alive! Dance Studio
- Misrepresentation of faculty, staff, and students of Dance Alive including yourself, in any public forum including all platforms of social media
- Continued late payments or non-payment of fees

Arrival and Departure

We encourage students to arrive 10 minutes before class starts to be prepared to start on time. -For their safety, children under age 8 should be picked up immediately after class. Students ages 8 and older must be picked up no more than 15 minutes after their class is completed. Parents of dancers in The Petite Academy classes should be on site on time for the end of their child's class.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of September through January we are working on our technique and growing our abilities as dancers. During the months of February through May, choreography for the recital will be taught and rehearsed in addition to continuing technical training. It is important for children to feel completely confident with their technique and the choreography at the year-end performance. Missing classes at any time could result in frustration for the students and their teachers and classmates.

Consistent attendance is required to maintain enrollment in the advanced levels of classes **and** specialty classes such as Lyrical.

Technical ability and proficiency in dance is the result of continuous practice, discipline, and hard work.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week" and in-studio performances.

Absences & Makeup Classes

If you will be missing a class due to illness or other conflicts, please call the studio office at (815)468-1820 or email dancealive@comcast.net advising that you will be absent. When contacting, leave your name, the class you will be missing. Please check with the office to determine the best makeup class or your dancer.

(Make-up class must be taken within the same season of the class that you have missed)

- Please do not attend class if you have had a fever or could be contagious to other dancers and instructors
- ✓ **Holidays:** Studio holidays DO NOT necessarily reflect school holidays. Therefore, unless a studio holiday or break is noted, classes are in session (refer to your calendar included in this newsletter). Dancers will be reminded of holidays and breaks in class and notice will be posted.
- ✓ **Leaving early:** If you will be leaving class early, inform your instructor before class begins. When it is time for you to leave, signal your instructor and exit quietly.

Illness

Colds, flu, and other contagious illnesses occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, 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 are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. The faculty & staff are well rehearsed in the emergency evacuation routes. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

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.

Parking Lot Safety

The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its doors, please do not leave your car idling. Do not allow children to play in the parking lot or close to the curbs.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, Instagram, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Dance Alive! Dance Studio students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Dance Alive! Dance Studio. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Dance Alive! Dance Studio.
- Students and parents should neither claim nor imply that they are speaking on behalf of Dance Alive! Dance Studio.
- Never post anything that could compromise the self-esteem of students who attend Dance Alive! Dance Studio.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Dance Alive! Dance Studio owns the copyright to all choreography taught at the studio and it is the property of the studio and the hard-working instructors there in.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other studio or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Please note- Our staff is instructed to not accept "Friend" requests from clients, parents, or dancers of the studio and can be relieved of their faculty position for doing so. Dance Alive! Dance Studio has a "friend" and "fan" page on Facebook as well as a Twitter account. Please follow all of the studio events and instructors on the public pages.

General Policies

- Parent and students should not enter the private office space of the studio. Please feel free to communicate at the front desk.
- Use of the studio telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed. No food, drinks, or gum. Dancers who have many classes in the evening may bring a meal, however must eat at the counter space provided. Do not allow your child to walk around with a snack. If a mess is made, clean it up.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- Please do not dispose of dirty diapers inside the studio.
- Dancers - No cell phones or computers may be used during class time, drink break or bathroom break time! (This means no emailing, Internet use, or text messaging.)

- Students and parents are restricted from contacting teachers by phone at their homes, personal email, text messages, etc. All communication with teachers or the director must go through the Dance Alive! Dance Studio's office.
- Never speak negatively about teachers, students, or parents from other studios or ours.
- All students must show respect for their teachers at all times. Inappropriate behavior will result in dismissal from the studio.

Annual Recital Showcase

All students are encouraged to perform in our annual recital showcase! The showcase is in early June. Those tentative dates have been provided to you on the studio calendar in this handbook and will be confirmed via newsletter upon final approval by the governing bodies of the venue.

The recital is performed 2 days; Saturday and Sunday. Every dancer will perform both days in their showcase. There are 3 Showcases total: 2 "Petite Academy" Showcases (3 to 5 classes and younger & 5-7 year old classes) & 1 "Recital Showcase" for the Junior/Senior Division.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. All students perform one dance in each of the styles of dance they are registered for. A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Recital Handbook

We distribute a recital handbook via email with all the information parents and students need to know to make the recital experience enjoyable for all. We will also send email newsletters and reminders along the way!

Costumes

- We spend many hours determining the correct costumes for each class.
- Costumes are always age appropriate and of the highest quality possible.

All students will need one costume for each dance form they train in except for non performing classes. Costumes include all accessories (hats, gloves, etc.), but do not include required shoes.

In an effort to ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed at the end of November. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume deposits.

Costume Payment Schedule

Date	November 15th	January 1 st	February 15 th
Deposits amount due	\$40 per costume	Fees Posted to Portal	Balance paid in full

Costumes

November 11th – 16th, dancers will be measured for their recital costumes for the 2020 Recital Showcase. This is the first step of the costume ordering process! Once all of the dancers have been measured, we enter the information into the data base and a costume size will be chosen for them based on their “girth” measurement” (the length of the dancer’s “trunk” portion of their body.) (NOTE: We have added 2 inches to their measurement to allow for 6 months of growth.) Once everything is double checked, the costumes will be ordered and, on their way, to Dance Alive! Since costumes are “made to order” they will begin arriving in about 12 weeks.

Please keep in mind – Dancers are custom made, and costumes, though they are special order, are not! Alterations and simple sewing will be necessary on most recital costumes to be a perfect fit for your one of a kind dancer! (Alterations are not included in your costume fee.)

All costume orders are final. Once the final order is placed, it cannot be changed, cancelled, or refunded.

Billing & Payments:

A costume deposit of \$40.00 PER COSTUME is due by November 15th. Remaining balance for each costume is due in full February 15th.

Costume deposits not paid by November 15th and balances not paid in full by February 15th will be charged to the account on file. If you wish to make these deposits in cash or by check, please make payments before the aforementioned dates.

AGAIN, THIS SEASON: RECITAL PERFORMANCE PACKAGE!!!! All costumes will be delivered on a hanger, as usual, and in a **clear zippered garment bag with a pre-printed label** for you to better organize your costumes for recital!

-The price of your costume will include all packaging and labeling.

-New tights are required for recital and are included in your Recital Performance Package

-An email will be received with costume details and a reminder to pick up your dancers Performance Package.

The deposit allows us to put the “down payment” on our costume order. The \$40.00 deposit will come off your total costume invoice. You will see it noted when you receive your invoice in January.

Note: Costume deposits and payments must be separate form of payment from tuition. Please do not combine these payments when paying on your portal or on one check. Your Recital Performance Package fee includes your costumes and accessories needed for each costume (example: hat/boot spats/ gloves). Please make sure all of your dancers costumes/classes are represented on your invoice with 1 fee per class for which your dancer is enrolled. Each costume is billed on a separate line. Accessories may be noted for ordering purposes, but will be listed as a \$0.00 charge as this is included in the “Recital Performance Package” Price. If you have any questions regarding your invoice, please call the office and we will be happy to help! Your fundraiser credit and costume deposits will be noted and credited on your account before you receive your invoice. The amount on the invoice will be the full costume fee due on February 15st

***** If your dancer is enrolled in a combo class such as Ballet/Tap or Ballet/Jazz, they will have 2 dances in the recital and 2 costumes, therefore, 2 costume deposits are required.*

Note: As stated in your registration policy if you have chosen not to participate in recital or a particular recital dance, notification in writing is due by November 15th. This notification can be emailed or brought into the studio and given to the front desk staff. Performance Package /

Costume orders cannot be cancelled for **any reason**. From this point forward, full payment will be required for a costume in every class in which your child is enrolled.

Late Costume orders: When a dancer registers for classes late in the season, costumes may not be available for pictures or recital performance. In that case the dancer is welcome to continue in classes, but will not be able to participate in the recital performance for the season. Late costume orders will be subject to large shipping fees and are not guaranteed for picture weekend. Recital participation is not available to all late registrants. The parent or guardian accepts full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Dance Alive! is not responsible if costumes are not received in time for the recital due to late orders or payments. Costume payments are the sole responsibility of the account holder.

Fundraising

Dance Alive! does two main fundraisers during the dance season; the first in fall and the other in spring. Neither are required; however, dancers benefit directly from each fundraiser and participation is highly encouraged. ☺

Recital Tickets

Tickets for the annual recital will go on sale with our online vendor in May. Tickets are \$15 each in advance and \$20.00 at the door. (Prices subject to change based on costs of recital venue)
- All seating for all performances is reserved.
- Detailed ticket information will be given as the recital approaches.
- No one is admitted to the recital without a ticket. There is no lap seating for children 2 years and older.

Recital Photos

Recital photos will be taken at Dance Alive! With Broderick Photography May 16th & 17th by appointment as scheduled. A photo schedule will be included in the recital handbook. All students are asked to be present for their class picture.

After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at your photo session on time and ready to be photographed. More info to come in the Recital Handbook.

Recital Volunteering

A successful show depends on all of us! We completely understand wanting to soak in every moment of your dancer's performance from the audience, however you can't really get the full "dance parent" experience without spending time backstage. That's where all the theater magic happens. As recital season approaches, watch for an emailed link to sign up to volunteer one of the two show days. Want to watch your child dance each day from the audience? You are welcome to stay or come early for one of the other performances and meet more of our wonderful dancers.

ADDITIONAL INFORMATION AND ACTIVITIES

Summer Program and Camps

Dance Alive! Dance Studio offers a summer dance program that includes a 5-week session of technique classes, day camps, technique intensives and more! You can enroll in the summer program beginning in March.

Studio Rental

The studios are available for rental for meetings, rehearsals, and other activities. Whether you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

A FINAL NOTE

WELCOME TO Dance Alive! Dance Studio! We look forward to an exciting, rewarding season!



Class Drop/Add/Transfer Request Form

Date: _____ Dancer's Name: _____

Requested By: _____

DROP

Class: _____ Day: _____ Time: _____ Instructor: _____

Reason: _____

ADD

Class: _____ Day: _____ Time: _____ Instructor: _____

Reason: _____

Transfer From: Style: _____ Day: _____ Time: _____ Teacher: _____

To: Style: _____ Day: _____ Time: _____ Teacher: _____

Reason: _____

