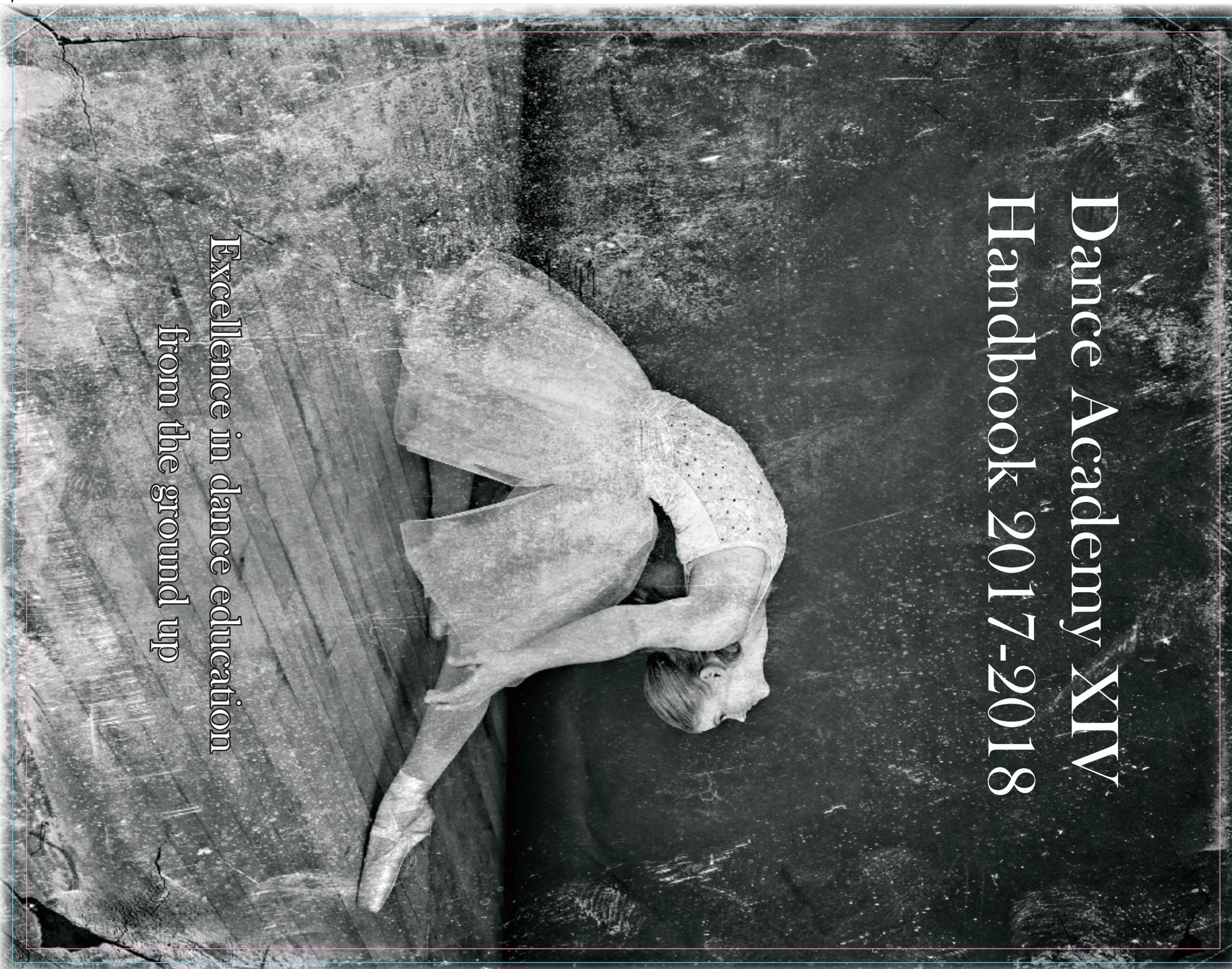




Dance Academy XIV Handbook 2017-2018

*Excellence in dance education
from the ground up*



■ = Trim ■ = Safe Area ■ = Bleed





Welcome To Our Year

Welcome to a wonderful year at Dance Academy XIV! This handbook should act as your guide to the upcoming months. We have several exciting changes for this year- we are always trying to keep growing and improving ourselves so that we can help to grow your children into the best versions of themselves. We want to help them both set and reach goals as big as the sky!

We like to view our parents and students as our family, and as such, your feedback and partnership is important to us. We try to keep you informed as much as possible through newsletters (available the first week of each month in the lobby and website under Resources), facebook, instagram, and our new studio app (available on the app store under Dance Academy XIV come September). Even though we try to keep you as updated as possible, it's ultimately the parent's responsibility to make sure they stay informed and are actively reading the information given. Please don't miss out on the excitement! If at any time you have a concern or question, please reach out to Miss Amanda through email- danceacademyxiv@gmail.com or her phone 717-404-6754 or facebook. Her available hours are Monday-Friday, 9am-9pm.

New This Year!

The biggest excitement this year, for us, is our new studio software. Please be patient as we try to integrate all the new functions. You will now be able to pay online through the app, set up automatic payments, we can upload your child's dances to practice closer to recital on the app, and all sorts of other things! The biggest difference this means for you as the parent is that now if your child adds or drops classes (or drops completely) you need to fill out an add/drop form (available in the lobby and online under Resources) so that we can make sure to continue billing you correctly. It's hard for us to know if you are dropping a class totally or just can't make it for a couple weeks, and this allows us to keep you from getting unnecessary statements and charges on your account. You can also add and drop classes on your parent portal.

Please be patient with us the first month of classes!! It takes some adjustments for us to make sure all students are in the best levels for them to be equally challenged but not overwhelmed, and we like to make sure all class sizes are acceptable. All classes and levels should be finalized by October. We will inform you if we need to move your child to another class for their best growth.





Dance Family Rules

1. Be Kind! All students and parents are expected to be well-behaved, courteous and respectful to instructors, fellow students, staff and all others. Disrespectful, mean or uncooperative behavior or attitudes will not be accepted from anyone. In order to provide the best possible dance experience, the following behavior will not be allowed:

* Disrespectful behavior towards the instructor or anyone else, Disruptive behavior- excessive talking, crude language, racist language, Rough-housing, running or horseplay, Destruction of property, Speaking negatively about one another, an instructor, or anyone else, Comparing abilities or ridiculing another's abilities, Harassment or intimidation of any kind, including bullying, Pushing, shoving or fighting of any kind, Not respecting other student's space—KEEP YOUR HANDS TO YOURSELF!

All students are expected to behave in a way that demonstrates self-respect and a desire to learn.

We have a 3-strikes policy that includes a verbal warning on the first offense, a written warning on the second, and an expulsion on the third. For flagrant violations, at the discretion of Miss Amanda, the first two steps may be skipped.

If two students have an issue with one another, they will be made to sit and discuss their issues with instructor mediation until they can handle themselves civilly.

No refunds are given for students dismissed due to behavior.



2. Attendance & Parent Viewing: We ask that all students continue regular attendance in classes through the year. Especially in the spring, inconsistent attendance can affect recital dances, formations, and your child's progress. New this year: If a student misses more than 25% of their classes in April and May before recital they will not be permitted to perform in the recital with no refunds given. It's not fair to their classmates to have to spend class-time reviewing and redoing dances due to truancy. We do have four parent viewings scheduled into the year. We believe it's important for parents to observe the growth and dance development of their children, however, we limit it to 4 a year because we have found that constant parents in a classroom causes children not to listen to instructors, shyness among children who are unfamiliar with the new faces, and an overall hindrance to the education we try to provide. Our last parent viewing of the year this year we are having a "parent participation" class. We are encouraging parents to come to class that week in comfy clothes and we are going to allow you to take class with your child and let them show you in a very hands on way all the things they have learned.

3. Lobby & Dress Code: Please have your children clean up after themselves in the lobby and refrain from rough housing and running. Please do not let students play in the parking lot. Parking is located next to the building in the unmarked spots, and to the left of the back door in the chained off Hub City lot. We will ask you to move if we see you parked anywhere you shouldn't. Dress code for all classes except hip hop is leotard or sports bra with leggings or shorts, and hip hop is comfortable and loose clothing. See Miss Amanda for all shoe requirements.



Starting in September, our tuition is “all inclusive”. This means no more separate registration fee, recital fee, or costume fee. The monthly tuition includes it all, and comes with one free costume per class*. Additional fees through the year are all paid out to other companies, and are optional, such as recital DVDs, pictures, and recital tickets.

We accept payments through Paypal, Stripe, check, or cash. For ALL cash payments, please enclosed them in an envelope with your child’s name. NEW THIS YEAR: You can also enroll in autopay through our parent portal. Securely enter your credit card/bank info (we use Stripe to keep your info secure) and it is automatically withdrawn the 1st of each month. No hassle and no worries!

There is a \$25 fee for returned checks. There is a \$15 late fee for any tuition not paid by the 15th of the month, and due to the new software we have, this will be added automatically this year and not able to be retracted.

We will prorate fees for any student starting halfway through a month, but will not prorate if a student misses class.

All Fees are Non-Refundable for any reason.

*Free costume is contingent upon at least five months of paid tuition, and does not include competition team or performance team. They have separate costume fees given out in the fall.

Fees

1 Class/
Week:

\$50/month

\$25/month for each
additional class/week

Siblings 25% off

Private lessons for competition are \$15/half hour for solos, \$10/half hour for duets/trios per person. Due to the large amount of students wanting specialty dances for comp, request forms will be available in the studio from August-September 8. Fall schedule for privates will be posted Sept 19 at 5:00 before petite comp auditions, and privates will begin the week of Oct 2. We have very few spots for private lessons this year, and we will not be able to accommodate every request.

If you are unable to attend a private and give more than 24 hours’ notice, you do not have to pay for that private. However, if the time given is less than 24 hours, half the rate of \$8.50 will still be charged. For anyone failing to attend a private without notice, full rate of \$15 will be charged. Due to the time constraints, no private will be able to be rescheduled for another time if the student is unable to attend.





Competition Team:

Dance Academy XIV is happy to be able to offer four competition teams by audition only. Petite team (ages 5-8), Mini Team (8-11), Junior Team (10-14), Senior Team (12+). These auditions are held in September and the classes begin in October after the cast lists are posted.

Breakdown of how competition works: Auditions will consist of all students learning segments of dances that will be cast. After learning the short segments, the group will be divided into smaller groups to perform the dance. No solos are required. Dancers will be cast in dances based on their performance and movement quality, attitude, and experience. After cast list is posted, from Oct-Jan dances will be learned during class. From February until the competitions the dances will be cleaned and Saturday practices may be required as well. The studio will perform at three competitions. Past competitions have been held in Hancock, Harrisburg, Lancaster, or Philadelphia. More information will be given at the competition parent meetings before auditions.

Competition is the same tuition as a normal class, but costumes are not included.

Special Programs

Performance Team:

Performance team is a non-competitive team open to anyone ages 8+, and will perform locally at the Shippensburg Halloween parade, the Shippensburg and Chambersburg Christmas parades, at a Shippensburg University game halftime, and possible other venues. This team will have a parent meeting the first day of class to discuss extra rules and obligations, and students are required to take ballet or jazz (preferably both) to participate.

National Honor Society of Dance Arts:

We are honored to be one of 8 dance studios in the state of PA that is a chapter sponsor for the NHSDA. The NHSDA is open to any high school juniors and seniors - with inductions held in the winter. The program is based off of dance activity credits, GPA, and leadership. Any students wishing to apply must pick up a credit criteria form from Miss Amanda. Thirty credits are required for acceptance, and it takes roughly 1½ - 2 years to complete, so sophomores wishing to enroll their junior year may start their credits at the end of their freshman year. In addition to the credits, students must have a GPA of 3.5 and be actively involved in the studio while maintaining a positive attitude in classes and performances. Acceptance into NHSDA opens the doors for some awesome scholarship opportunities through the National Dance Education Organization (even if you do not major in dance), and it also looks great on college applications.





September 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Competition auditions with parent meetings at the beginning: Petite- 5-5:45, Mini- 5:45-6:30, Junior and Senior- 6:30-8:30 Performance Team Parent Meeting at the beginning of their first class. Please remember to be patient this month while we correct classes and level placements!					1	2
3	4 Classes Begin	5	6	7	8 Special Dance for Comp request forms due	9
10	11	12	13	14	15 Late Fees on tuition applied	16
17	18	19 Comp auditions & Parent Meetings During Comp Times & Private Schedule Posted at 5:00pm	20	21	22	23
24	25	26	27	28	29	30



October 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Parent Viewing Week Private Lessons Begin	3 Competition Class Begins	4	5	6	7
8	9	10	11	12	13	14
15	16 Late Fees on tuition applied	17	18	19	20	21 Performance Team at Ship Halloween Parade
22	23	24	25	26	27	28
29	30	31 Halloween Studio Closed	First Parent Viewing Week! Feel free to take videos and photos and share them with us on Facebook and Instagram... and don't lose them because in a few months you can look back and see just how much progress your child made! Also, make sure to be parking in our designated spots when you come to watch please! We would like to be good neighbors!			





November 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Snow Closings: We will have posted on Facebook & Instagram and an email sent out by 2pm any day we will be closing for snow- we do not follow school closings. Anytime we miss more than one night of any given weeknight, we will make that day up over spring break.			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Late fees on Tuition applied	16	17	18
19	20	21	22	23	24	25
				Studio Closed Happy Thanksgiving!!!		
26	27	28	29	30	Happy Thanksgiving Everyone!	



December 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Studio Wide Christmas Party- Level 1 dancers and up are invited to join us at the studio for our studio-wide Christmas party. Games, pizza, and fun! Beginner Dance classes will have mini-parties during their classes the week before break. Studio Closed December 21-January 3 for Christmas and New Year's Break</p>					1	2
3	4 2nd Parent Viewing Week	5	6	7	8	9
10	11	12	13	14	15 Late Fees Applied on tuition	16
17	18	19	20	21 Studio Closed Christmas & New Years Break	22 Studio-Wide Christmas Party 5-7 pm	23
24	25	26	27	28	29	30
31	Merry Christmas and a Happy New Year!!					



January 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Studio Closed	2	3	4 Studio Reopens! Welcome to a New Year!	5	6
7	8	9	10	11	12	13
14	15 Late fees applied on tuition Happy MLK Day Studio is Open	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Costumes will have all been ordered in the past month and will be arriving anytime in the next several months. Please make sure to hang them up when they arrive, do not wash them, and keep them away from pets. See our newsletter next month for more costume information.		





February 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				4	5 Parent Viewing Week	6
11	12	13	14 Happy Valentines Day! (Studio Open)	15 Late Fees on tuition applied	16	17
18	19 Happy Presidents Day! (Studio Open)	20	21	22	23	24
25	26	27	28			





March 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Studio Closed for Spring Break March 5-9. If we need to make up any days for snow closings, we will do it during this week. Check your newsletters for any changes Spirit Week March 19-23. Show your Dance Academy spirit with our gear and colors all week! Specific spirit days posted in newsletter				1	2	3
4	5 Spring Break Studio Closed	6	7	8	9	10
11	12	13	14	15 Late Fees on tuition applied	16	17
18	19 Spirit Week! See Newsletter for more info!	20	21	22	23	24
25	26	27	28	29	30	31





April 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Happy Easter!!	2 Picture Week	3	4	5	6	7
8	9 Bring Your Parent to Dance Week	10	11	12	13	14
15	16 Late Fees on tuition applied	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Tickets go on sale online at 8:00pm	Recital Handbook is released this month. Please make sure to pick one up in the lobby or print it online. Picture week April 2-6- Please send students to class with costumes and dance clothes. They will still have class before or after pictures. Please also make sure you have your picture form and check with them when you send them- no pictures will be taken without payment (per photographer) *see newsletter Last parent viewing we as parents to participate in class! We want your student to be the teacher and teach you all they've learned for the year!				





May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Please make sure to read your recital handbook for all times for rehearsals this month! Make sure to get all recital forms and registrations in!	1	2	3	4	5 Love Notes Due	
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Dress Rehearsal at Studio Levels 1, 3, 5 Musical Theater, Choreo, Worship Dance, Performance Team	30 Dress Rehearsal at Studio Beginner Dance, Level 2, 4, 6	31 Dress Rehearsal at Auditorium Show 2 5-730	



June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Dress Rehearsal at Aud. Show 1 & 3 5-6:30 & 6:45-9	2 7th Annual Dance Extravaganza!! 10am, 1pm, 6pm

Dance Extravaganza 2018!

Our recital this year will be held June 2, 2018. We will once again be performing 3 shows - a show at 10:00 am with choreography and beginner dancers, a show at 1:00 pm that will contain levels 1, 3, & 5, and a show at 6:00 pm containing levels 2, 4, & 6. Students do not have to participate in the recital to take classes, just please let the instructor know they will not be participating. Show 1 will be approximately an hour, show 2 & 3 approx 2 hours. All students in a particular show will be expected to stay for the entire performance and will not be permitted to leave early. All level 1 and beginner dancers will need picked up after their dress rehearsals and the show from stage to avoid anyone getting lost.

Please read and review the recital handbook that will come out in April for all the details regarding the performances. Tickets are required for anyone attending the recital that will be occupying a seat (lap children are free). Tickets for show 1 are \$5 (since it is a shorter show), show 2 & 3 are \$8/advance and \$10/door. If you purchase tickets to both the 1:00 & 6:00 performance, the 10:00 performance is free (but you still need to get tickets so that you have your seat saved, they will just be at no cost). Tickets go on sale April 30 at 8:00 pm on-line (link TBA).

Recital pictures will be taken the first week of April in recital costumes - they are optional, but are a great way to commemorate the year. More information will be given nearer to time with pricing.





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