

Dance Academy XIV 2019-2020 Handbook



WELCOME TO OUR YEAR

Welcome to a wonderful year at Dance Academy XIV! This handbook should act as your guide to the upcoming months. This year is super exciting because we are in our new space! Thank you for being with us on this journey! We will be venturing on uncharted territory this year and ask for your support and help as we find our new normal in our new home! We like to view our parents and students as our family -your feedback and partnership is important to us. We try to keep everyone informed through newsletters (available the first week of each month in the lobby and website under Resources), Facebook, Instagram, and our studio app (available on the app store under Dance Academy XIV). Even though we try to keep everyone 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 at danceacademyxiv@gmail.com, her phone 717-404-6754, or Facebook. Her available hours are Monday-Friday, 9am-9pm. She will be able to respond to you quickest through electronic means.

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.

If your child is a first time student, some separation anxiety is expected. Please allow up to 6 weeks for them to fully acclimate to the classroom environment before making a decision about them continuing with classes. Some suggestions for easy transitions:

- Discuss with your child beforehand what will happen when they get to class - that the teacher will come to get them, that the parents need to wait in the lobby and may not come to class, and how that exciting it is that they will make new friends.
- Give a quick kiss and goodbye, and we recommend not walking them up to class or entering the classroom.
- Be waiting at the bottom of the stairs at the end of class and be supportive of their new independence and growth.
- If your child has any special considerations we need to be aware of, please discuss with the instructor or email Miss Amanda before class.

We try to not only teach dance, but also encourage individual independence, growth, and responsibility. Your help and support in that is appreciated!



Photography
by Hann's On
Portraits

FEES & SPECIAL TEAMS

One Class/Week- \$52/Month
\$27/Month Each Additional Class/Week
Siblings 25% off

Our tuition is "all inclusive". This means no 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, & recital tickets.

We accept payment through Paypal, Stripe, check, or cash. For ALL cash payments, please enclosed them in an envelope with your child's name. 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!

Private lessons for competition are \$20/half hour for solos, \$10/half hour for duets/trios per person. 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 \$10.00 will still be charged. For anyone failing to attend a private without notice, full rate of \$20 will be charged. Due to time constraints, no private will be able to be rescheduled for another time if the student is unable to attend.

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.

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+). Auditions are held in August and the class begins in September. After auditioning, dancers will be cast in dances based on their performance and movement quality, attitude, and experience. After cast list is posted, dances will be learned during class. From February until the competitions, those 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, and 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.

PERFORMANCE TEAM:

Performance team is a non-competitive team open to anyone ages 6+, and will perform locally at the Shippensburg Halloween parade, the Shippensburg and Chambersburg Christmas parades, several Wilson College sporting events, and other opportunities as they present throughout the year. 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. 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.



DANCE FAMILY RULES

- 1. Be Kind- NO DRAMA POLICY:** 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 verbal warning on the first offense, written warning on the second, and 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. We understand that issues may arise through the year, but disrespect is never the way to handle issues, and we want to set the best possible example for the next generation.
- 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. 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 have several 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 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. This year for our last parent viewing we are having a "parent participation" class. We are encouraging parents to come to class that week in comfy clothes. 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:** To continue with the teaching of respect, and respecting the dance space, please have your children clean up after themselves in the lobby and refrain from rough housing and running. Please do not let students play outside the studio. We are not responsible for any injuries or issues that occur outside the studio. Dress code for all classes except hip hop is leotard or sports bra with leggings or shorts. Hip hop is comfortable and loose clothing. See Miss Amanda for all shoe requirements.

STUDIO PROCEDURES AND POLICIES

BATHROOM POLICY:

We ask that all students use the restroom before coming to class, but in the event of emergencies, we will have an assistant instructor escort students to the restroom during class. If your child has special needs in regards to the restroom, please let us know in advance.

CELL PHONES:

Cell phones are prohibited from being used in all studio rooms during class times. Students may have them off or on vibrate in their bags. This includes smart watches- they may be on, but not used, during class time.

PARENT POLICY:

As stated previously, we want parents to be a part of their child's progress, but also need to keep the growth of the class as a whole first and foremost the priority. Because of this, parents will only be permitted in the studio rooms during the assigned parent participation weeks. They may observe periodically at the door if desired- we never lock doors or lock parents out of the class- but we ask for limited interruptions so that we can best facilitate class flow. During the first several weeks, separation anxiety is common and expected. We can work with the student and parent to find the option that suits them best- but please let us know what you would prefer or how your child best handles separation. Usually, even though a child might cry initially, they stop crying as soon as the class begins, but sometimes it takes time for the studio to feel comfortable. We ask you give the classes six weeks to fully try to acclimate before making a decision if the child isn't ready for the class.

DANCER INJURIES:

It is extremely rare that we have significant injuries that occur during class time. Usually, for minor cuts/scraps/bumps/bruises we offer band aids or ice packs during the class and allow the child to sit for a period of time. For any injuries that might require a doctor's visit, we will notify the parent or guardian during the class to see if they would like the child to leave early, and we would require a doctor's note as clearance to return to classes as normal.

POWER OUTAGE:

In the case of power outages, we will keep dancers in the studio until we determine the estimated length of the power outage, at which point we will notify parents if we will continue with the class or they will be released early.

CHILD PICK-UP POLICY:

We ask that if you think you may be late that you let the studio know so we can keep your child with an instructor or helper until you arrive. In most cases, we understand things happen and are happy to accommodate things that arise. However, if a parent is continually late with no notice given, a babysitting fee of \$1/minute will be accessed after the first 10 minutes of tardiness.

COMPLAINTS/SUGGESTIONS/ISSUES:

We at DA XIV look at every issue as an opportunity to improve and value your input and opinion. Although the policies and procedures we have in place are time tested, we are aware that each year brings new challenges and situations we may not have faced before. Because of this, if any parent or guardian has an issue or concern, we ask that you either call or email Miss Amanda only, or schedule a time to meet with her in person outside of teaching hours. Our desk helpers are volunteers who give their time freely to help with taking payments and answering basic questions, and our instructors are there to teach, not to mediate or converse in or out of the classroom. Additionally, we strive to keep our lobby a positive and comfortable environment for everyone. Any parent vocalizing complaints will be held to the same “no drama” standards as the students.

CUSTODY ISSUES:

In the case of divorced parents, unless told otherwise at drop off, a student will only be released to the parent that dropped them off. If there is a volatile situation, we ask that you let us know so we can handle it better. Costumes will only be released to the parent that has paid the tuition for them.

SICKNESS & BODILY FLUID POLICY:

Please make sure your child is fever free for 24-48 hours, and is not actively displaying cold or flu symptoms before you bring them to class. Please do not bring students to class who are being treated for lice or pink eye. If a child has diarrhea or vomiting during class they will be sent home. If a student has an “accident” during class, they will have the option to leave or to change into one of the studio’s outfits to continue class.

DRESS CODE/HAIR:

It is important for students, for their own safety, to adhere to our dress code and to always have hair pulled back during class. If a student continues to come to class unprepared they will be asked to sit out until they are properly attired with no refund given.

OUTSIDE DRAMA:

The studio is a safe space from all outside drama and issues. Any issues that occur outside the studio between either dancers or parents will be expected to not continue past the studio doors, and we also will not be responsible for handling or resolving any issues that occur outside of the studio.



SEPTEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 Classes Resume	10	11	12	13	14
15 Late fees applied	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Please be patient the first month of classes as we sort out levels to make each student feel at home! If you have any questions during this month, please ask! We want this year to be a great experience for you and your child.				

OCTOBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day- Studio Open	15 Late Fees on tuition applied	16	17	18	19
20	21	22	23	24 Costume & Bring a Friend Week	25	26
27	28	29	30	31 Halloween Studio Closed	Students may bring a friend this month! Friends can be school buddies, siblings, or even parents! Also, come out and support the performance team at their first event this month at the Halloween Parade!	

NOVEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
 27	38	29	30	31	1	2	
Happy Thanksgiving Everyone!							
3	4	5	6	7	8	9	
10	Veterans Day- Studio Open	11	12	13	14	Late fees on Tuition applied	16
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
Studio Closed Nov. 27-29 Happy Thanksgiving!!!							

DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 1	2 Parent Viewing Week	3	4	5	6	7
8	9	10	11	12	13	14
15 Late Fees Applied on tuition	16	17	18	19	20 Studio-Wide Christmas Party 5-7 pm No Regular Classes	21
22 Studio Closed Christmas & New Years Break	23	24	25	26	27	28
29 Studio Closed	30	31	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 20 - January 3 for Christmas and New Year's Break			4

JANUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Snow Closings - will be posted by 3:00 pm on Facebook, Instagram, the app, and emailed out to everyone.	31	1 Studio Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Late Fees Applied on tuition	16	17	18
19	20 MLK Day- Studio Open	21	22	23	24	25
27	28	29	30	31	1 	2

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 	27	28	29	30	31	1
2 Parent Viewing	3	4	5	6	7	8
9	10	11	12	13	14 Valentine's Day- Studio Open	15 Late Fees Applied on tuition
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 Spirit Week See Newsletter For Details	9	10	11	12	13	14
15 Late Fees on tuition applied	16	17	18	19	20	21
22 Spring Break Studio Closed	23	24	25	26	27	28
29	30	31	Studio closed for spring break end of this month. Our snow policy is to make up any days missed more than one time over Spring Break, and we will post any days we will make up if necessary in our newsletter this month.			4 

APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 It's a busy month with a lot due! Make sure to stop in the studio at Parent's Week and get your recital handbook, and don't forget to get your recital tickets!! Share your Parent's Week pictures with us on Facebook and Instagram!	30	31	1	2	3	4
5 Bring Your Parent to Dance Week	6	7	8	9	10	11
12 Picture Week #1	13	14	15	16	17	18
19	20	21	22	23	24 Love Notes Due!!	25
26 Picture Week #2	27	28	29	30	1	2 

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Tickets go on sale Sunday, May 3. While we are hoping they don't sell out, DO NOT PUT OFF BUYING THEM! www.dancerecitalticketing.com/23890	27	28	29	30	1	2
3 Tickets Go Sale 7:00 PM	4	5	6	7	8	9
10 Happy Mother's Day!	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day- STUDIO CLOSED	26	27	28	29	30
31	1	2	3	4	5	6

JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 Dress Rehearsal at Studio Show 2	3 Dress Rehearsal at Studio Show 1&3	4 Dress Rehearsal at Auditorium Show 2	5 Dress Rehearsal at Auditorium Show 1&3	6 Extravaganza 2019! 10AM, 1PM, & 6PM Shows

RECITAL 2020

Our recital this year will be held June 6, 2020. We will once again be performing 3 shows: 10:00 am with beginner dancers, 1:00 pm that will contain levels 1, 3, & 5, and 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. The 10 am show will be approximately one hour, the 1 & 6 pm shows will be approximately 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 show from stage to avoid anyone getting lost. ***Please read and review the recital program 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 the 10 am are \$6 (since it is a shorter show), 1 & 6 pm shows are \$9/advance and \$12/door. If you purchase tickets to both the 1 & 6 pm performances, the 10:00 performance is free (you still need to get tickets so that you have your seat saved, they will just be at no cost). **Tickets go on sale May 3 at 7:00 pm online at www.recitalticketing.com/23890.**

STUDIO INSTRUCTORS



Miss Amanda
Owner, Artistic
Director



Miss Sam
Instructor



Miss Jenna
Instructor
Music Organizer



Miss Sami
Instructor



Miss Zena
Instructor



Miss Amber
Instructor, Convention
Coordinator



Mr Briston
Instructor



Miss Marlee
Instructor



Miss Anu
Instructor

Please Sign, Remove, and Return By End of September

I have read and understand the 2019-2020 Dance Academy XIV Handbook.
I understand the rules that are presented within, including that failure to pay, causing drama as a parent or student, and failure to adhere to the rules of the studio will result in my termination from the program.

I understand there is no refunds given for any reason.

My child is in good health, and has no illness or injury that should limit their movement in any way. I agree to release and hold harmless Dance Academy XIV LLC including its teachers, dancers, staff members and facilities from any cause of action, claims, or demands now and in the future. I/we will not hold Dance Academy XIV LLC for any personal injury or any personal property damage, which may occur on the premises before, during or after classes. Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Dance Academy XIV LLC.

Signature/Relationship to Student

Date

