



DANCE ACADEMY XIV  
HANDBOOK 2020-2021

# 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 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](mailto: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.



## CORONA PROCEDURE FOR YOU

- \*Do not enter the studio if you or a family member has had a fever, cough, shortness of breath, is being tested for corona, or has had a direct exposure to someone else who is suspected of being positive.
- \*Upon entering the building, use the hand sanitizer on the wall.
- \*Masks must be worn at all times in the hallway and lobby and may only be removed by dancers when in their 6 foot spaces in the studio.
- \*Please limit the amount of parents/family members in the lobby. When possible, please remain in your cars and drop off and pick up.
- \*Please change your child before they arrive, arrive no more than 5 minutes early, and make sure your child uses the restroom at home to prevent traffic through the studio.

## CORONA PROCEDURE FOR US

- \*The studio will be disinfected at the end of each night and in between each class.
- \*We have air purifiers in the studio to help filter and clean the air running at all times.
- \*All of our staff will wear masks at all times
- \*All students will be distanced by 6 feet at all times in class

## IN CASE OF EXPOSURE....

- \*In the event a teacher is exposed, all classes will be notified and a sub brought in for two weeks after the studio has been thoroughly disinfected.
- \*In the event of exposure from a student or parent, an email will be sent out with the class and times affected and we will ask that students in that class either attend on zoom for two weeks or wear a mask the entirety of the class for two weeks. The studio will again be disinfected before anyone returns. The positive student will not be permitted into the studio for 2 weeks.

This year, we are striving for the safety of our students, parents, and instructors in every manner possible, while understanding that physical education and social interaction is a cornerstone to proper development of youth- so striving to provide an experience for all the above in a safe haven facility.

# SCHEDULE 2020-2021

Monday								Thursday				
430-5	Christmas Rehearsal							415-5	Modern 1	Choreography		Beginner Dance
5-545	Christmas Rehearsal		Mini LTC					5-545	Modern 2	Jazz 2	Tap 1	Performance Team 2
545-630	Christmas Rehearsal		Mini Comp	Junior LTC				545-630	Ballet 3	Hippity Hoppity	Christian Hip Hop 1	Beginner Dance
630-715		Senior LTC	Senior E LTC	Junior Comp				630=715	Pointe	Jazz 3	Musical Theater 1	Performance Team 1
715-8	Senior Comp	Senior Comp	SE Comp	SE Comp				715-8	Modern 3	Adult Jazz	Christian Hip Hop 2	
8-845	Christmas Rehearsal							8-845				
845-930												
Tuesday	1	2		3	4	5		Friday				
415-5	Worship Dance	Jazz 1	445-530	Beginner BW	Hip Hop 4	Beginner Dance		415-5	Acro 1		Integrative Dance 430-5	
5-545	Ballet 1	Jazz 2	530-615	Advanced BW	Tap 5	Flexibility		5-545	Beginner Dance		Ballet 1	
545-630	Ballet 2	Jazz 4	615-7	Adult BW	Tap 4	Acro 1		545-630	Beginner Dance	Hip Hop 1		
630-715	Ballet 4	Jazz 5	7-745		Tap 2	Acro 4		630=715		Hip Hop 2		
	Ballet 5/6 (715-815)		745-830			Acro 3		715-8		hip Hop 3		
815-9		Jazz 6	830-915									
								Saturday				
								10-1045	Boys Hip Hop			
Wednesday								1045-1130	Hip Hop 1			
415-5	Ballet 2	Acro 1	445-530	Jazz 1								
5-545	Ballet 3	Beginner Dance	530-615	Contemp 2	Tap 2							
545-630	Ballet 1	Acro 2	615-7	Contemp 3	Tap 3							

# CHANGES FOR 2020-2021

## Costumes

At Dance Academy, costumes are part of our all inclusive tuition. That makes it difficult when the costume companies raise their prices. This past year saw an increase across the board with costume prices, and we don't feel right increasing the tuition cost in the wake of a pandemic when so many are struggling as it is. After much thought, we are changing our costume process.

For 2020-2021 and moving forward, your tuition is all inclusive with a costume RENTAL for recital. Your child's class will be given a costume for recital that will be returned after recital, cleaned, and reused for future years. If it is a costume you love or want to keep, you will still have that option as well- it will just be an extra \$20 for any costume you wish to keep.

Benefits to rental vs owning:

1. Costumes are already in stock, no waiting and stress for back-orders.
2. Reduce cost increases based on costume companies
3. No bins and bins of barely used costumes sitting in your basement
4. May still have the purchase to own if desired.

Along with this, while we have tons of brand new costumes unused from previous years, we are trying to replenish our stock and are offering a costume buy back program. Get your old costumes to us end of October and we will give you \$5/costume back in cash or studio credit.

Since this is a huge change for us as a studio, we will keep you apprised of details through the months, but are excited for this independence!

## Parent Viewings

We know parent viewings are the highlight of the year for most families, and even with Corona, we want you to be a part of your child's learning and development. Although it is not the same, our first two parent viewings for the year will be via Zoom. Your class links will be on the parent portal and you can log in and observe their class live- and even share that link with other family to be a part as well. We are hopeful we can do our parent participation week in the spring. Please understand that this is not our preference, but we want to keep you involved in your child's progress while keeping everyone safe.

## Distance Learning

We are now offering distance learning via zoom for the year. All classes will be live and streamed during classtimes and teachers will be watching and instructing both groups of students. Even if you go on vacation, need to quarantine, or it's a snow day, you can log in anytime. For more info, email the studio.

## Distance Learning Lab

We are now offering a daytime option for any students or parents who are cyber schooling. From 8-4, drop your child off at the studio for a morning of learning and schooling, and an afternoon of dance classes (schedule below). Pricing is \$40/day. To register, email the studio.

Monday			Tuesday			Wednesday		
	Studio 1	Studio 2		Studio 1	Studio 2		Studio 1	Studio 2
8 to 12	Ages 6-9	Ages 10+	8 to 12	Ages 6-9	Ages 10+	8 to 12	Ages 6-9	Ages 10+
12 to 1	Free		12 to 1	Free		12 to 1	Free	
1 to 2	Acro/Stretching	Jazz	1 to 2	Ballet	Jazz	1 to 2	Acro	Jazz
2 to 3	Jazz	Acro/Stretching	2 to 3	Jazz	Ballet	2 to 3	Jazz	Acro
3 to 4	Free		3 to 4	Free		3 to 4	Free	
After School Care			Pickup/After School Care			Pickup/After School Care		
Thursday			Friday					
	Studio 1	Studio 2		Studio 1	Studio 2			
8 to 12	Ages 6-9	Ages 10+	8 to 12	Ages 6-9	Ages 10+			
12 to 1	Free		12 to 1	Free		Pricing: \$40/Day		
1 to 2	Acting	Acro/Stretching	1 to 2	Ballet	Acting	To Register, Email <a href="mailto:danceacademyxiv@gmail.com">danceacademyxiv@gmail.com</a>		
2 to 3	Acro/Stretching	Acting	2 to 3	Acting	Ballet			
3 to 4	Free		3 to 4	Free				
After School Care			Pickup/After School Care					

# FEES

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 rental 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, otherwise, half the rate of \$10.00 will still be charged. For anyone failing to attend a private without notice, the full rate of \$20 will be charged. No privates 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.

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

All Fees are Non-Refundable  
for any reason.

# SPECIALTY CLASSES

## COMPETITION TEAM

Dance Academy XIV is happy to be able to offer four competition teams by audition only. 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. 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 purchased, not rented.



## PERFORMANCE TEAM:

Performance team is a non-competitive team open to anyone ages 6+, and will perform locally. Given the situation with covid this year, we are searching for opportunities to perform and are hopeful to still find something local.

## 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 on 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.

## RHYTHM WORKS:

We are proud to be a rhythm works certified studio to teach dance to students with special needs. For more information, reach out to Miss Amanda or forms can be found on the website.

# DANCE FAMILY

- 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. Disrespect is never the way to handle disagreements, 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; we limit it because we have found that the constant presence of parents in a classroom causes children to lose focus on instructors, causes shyness among children who are unfamiliar with the new faces, and therefore causes 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. Dress code for all classes except hip hop consists of a leotard or sports bra with leggings or shorts. Hip hop requires 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 may not be used in any 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.

## Dancer Injuries:

It is extremely rare for significant injuries to occur during classtime. Usually, for minor cuts/scraps/bumps/bruises we offer bandaids 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 licensed medical physican'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:

Please notify staff if you will be late so that 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. If a parent is continually late, 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. If any parent or guardian has an issue or concern, please 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.

# IMPORTANT DATES

## SEPTEMBER

**Sept 8- Classes Begin**

**\*Please be patient the first month as we evaluate levels and move students for their benefit.**

**\*Make sure to sign all waivers and update all online classes as needed.**

## OCTOBER

October 5-9- Bring a Friend Week

All friends must have waiver signed. Friend week via Zoom also acceptable.

October 26-30- Costume Week

## NOVEMBER

**Nov 2-6- Parent Viewing Week Via Zoom**

**Nov 25-27- Studio Closed for Thanksgiving**

## DECEMBER

December 12-13- Tentative Date for Christmas Production

December 13-18- Beginner Dance Christmas Parties in Class

December 18- Studio Christmas Party, No Regular Classes, 5-7PM

December 19- Jan 4- Studio Closed, Winter Break

## JANUARY

Jan 4- Classes Resume

Jan 18- MLK Day, Studio Open

## FEBRUARY

**Feb 1-5- Parent Viewing Via Zoom**

## MARCH

March 14-19- Spirit Week

March 22-27- Spring Break Studio Closed

## APRIL

**April 5-9- Parent Participation Week, Corona Permitting**

**April 25- Love Notes Due & Tickets on Sale 8PM**

**End of April/Beginning of May- Picture Weeks**

**\*Get your recital handbook this month!**

## MAY/JUNE

May 31- Memorial Day, Studio Closed

June 1-4- Rehearsal Week, No Regular Classes

June 5- Recital 2021

Late fees are applied by the 15th of each month. In the event of snow days or the need to quarantine for a period of time, classes will be held via Zoom. All dates tentative and subject to change due to COVID concerns.

# RECITAL 2021

**Recital 2021 is our TENTH recital!! We are so excited!**

## **Recital considerations:**

- \*We publish a recital handbook in April. It is imperative you grab one and read it.**
- \*We are planning ahead with optimism in the hopes recital will be possible, but depending on COVID, changes might need to be made.**
- \*Tickets are required for recital, and will be \$8 in advance and \$10 at the door. They will go on sale online [www.recitalticketing.com/23890](http://www.recitalticketing.com/23890) on April 25 at 8pm. DO NOT PUT OFF BUYING YOUR TICKETS, they can sell out fast.**

## **COSTUMES:**

As stated before, this year costumes are all rented as part of your tuition. There will be a bin to return costumes at the door to the recital venue, so please bring clothes to change your child before leaving. Any costume kept past recital can incur a charge of \$20 Please let us know if you plan on keeping your costume in advance, and any unpaid costumes not returned by July will accrue a \$10/month charge until paid.

## **SCHEDULE FOR RECITAL:**

June 1-4- Rehearsal Week in the studio & dress rehearsal on stage  
June 5- Recital 2021! Shows at 10am (beginner dance), 2pm, & 6pm  
We will release the schedule for levels later this year. If necessary for social distancing, a 4th show may be added.

## **EXTRAS:**

**We have several extras through the year paid out to other companies to help make recital special. Extras include:**

- \*Costume Photography by Hann's On Portraits**
- \*Videography of recital**
- \*Makeup application the day of recital**
- \*Flower orders/delivery day of recital**

**These companies all charge their own fees and are optional.**



# INSTRUCTORS



Miss Amber



Miss Amanda



Miss Jenna

Mr. Briston



Miss Sami



Miss Sam



Miss Anu



# Sign and Return by end of Sept

Coronavirus Waiver 2020-2021

The Novel Coronavirus- COVID-19- has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and believed to be spread mainly by person-to-person contact. As a result, Federal, State, and Local government organizations have put social distancing regulations into place.

Signee is aware of the current pandemic and the risks involved.

Dance Academy XIV is following all CDC recommendations, however, we can not guarantee you will not come into contact with COVID-19 in our studio, as any public place increases risk of transmission.

By signing, you acknowledge you understand the risks involved in attending classes at Dance Academy XIV for you and your child, and hold harmless Dance Academy XIV LLC, it's staff, contractors, and owner of any responsibility if you or anyone with you that enter the building are exposed to the virus.

## General Waiver

Photograph Release: I agree to allow photographs of myself/ my child taken during class time, in the studio, or at an outside event to be used for Dance Academy XIV's advertising or publication media purposes.

I have enrolled my child or myself in a program of physical activity offered by Dance Academy XIV. I hereby affirm that I am or my child is in good physical condition and does not suffer from any disability that would prevent or limit participation in this dance program. I hereby release Dance Academy XIV, Amanda Chesnut-owner, her family, and her employers from any claims, demands, and causes of action arising from my or the above named person's participation in any of the above stated programs, and I hereby release Dance Academy XIV, Amanda Chesnut-Owner, her family or employees, from any liability now or in the future concerning illness, soreness or injury however caused occurring before, during or after participation in any program offered at Dance Academy XIV at any time, while in the vicinity of the premises of the above stated business, or in any activity sponsored, represented, or organized by Dance Academy XIV for any reason. By signing, I hereby affirm that I have read and fully understand and agree with the above waiver.

I understand that I am responsible for all monthly or yearly tuition payments depending on payment schedule. If payment is not made by the 15th of each month, a \$15 late fee will be added. These payments are non-refundable for any reason and neglect in payment of said tuition will result in termination of my child from dance programs at Dance Academy XIV.

Studio Policies: Please review and agree to our studio policies:

1. Parking lot- DO NOT EVER LET YOUR CHILD PLAY IN THE PARKING LOT.
2. Send your student(s) to the studio prepared for class- Have the student(s) dressed appropriately for the class they are attending.
3. Parents are only allowed to view classes on respective parent viewings.
4. Before and after class- Most classes start as a class ends. Please gather your child and be prepared to leave the building after class is over. Please be courteous to the class that comes after your class is over.
5. Communication- Please contact Miss Amanda by phone, email, or facebook with any concerns. Teachers have to teach classes and should not be contacted to deal with problems during class time.
6. All students and parents are to show respect for their instructors and each other. We have a "no drama" policy. This includes demeaning conversations, criticizing performances of others, negative attitudes, back talking, not listening, and any other behavior that divides the Dance Academy XIV family. Disciplinary action will be taken if ignored - 1. Verbal warning to student. 2. Verbal and written warning with student and parent. 3. Dismissal of student from class.

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Name

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Date

