



*Dance Academy XIV*

# *Studio Handbook*

*2022–2023*

# 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. 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 Sami through email at [danceacademyxiv@gmail.com](mailto:danceacademyxiv@gmail.com), the studio phone (223) 345-7627, or Facebook. 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.

## 2022-2023 Schedule

Tuesdays	Studio 5	Studio 3		Studio 1	Studio 2	Studio 4
4:00	Beginner Dance	Hip Hop 4	415	Ballet 1	Mini Jazz	
445		Beg Ninja	5	Ballet 2	Junior Jazz	Tap 1
530	Acro 1	Hip Hop 2	545	Ballet 1	Elite Jazz	Tap 2
615	Acro 2a	Hip Hop 1	630	Pointe 1		Musical Theater 2
700	Beginner Dance	Hip Hop 3	715	Ballet 5/6	Contemp 2	Tap 4
745		Int Ninja	800	Partnering		Tap 3
Wednesdays	Studio 4	Studio 3		Studio 1	Studio 5	Studio 2
4:00			415	Ballet 2	Acro 1	
445			5	Ballet 1	Acro 2c	Contemp 1
530	Jazz 1	FEM 2	545	Ballet 3	Beginner Dance	Senior Jazz
615	Lyrical	FEM 1	630	Modern 2	Flexibility	Contemp 4
700	Modern 1	Adult Self Defense	715	Modern 3	Performance Team	Contemp 3
745			800		Acro 4	
Thursdays	Studio 4	Studio 3		Studio 1	Studio 5	Studio 2
4:00			415	Ballet 2	Beginner Dance	
445		FEM 2	5	Ballet 3	Acro 2b	Jazz 1
530	Yoga	FEM 1	545	Ballet 4	Hippity Hoppity	Musical Theater 1
615	Beg Bollywood	Kickboxing	630	Pointe 2	Beginner Dance	Jazz 2
700	Adv Bollywood		715	Ballet 5/6	Acro 3	Jazz 3
745			800	Pointe 3		Jazz 4/5

# Prices, Refunds & Costumes

## PRICING

Classes are \$52/month for one class/week

\$27/month for each additional class/week

Siblings are 25% off

Registration Fee & Recital Fee are included in tuition

Costume rentals are provided free of charge for all performances.

Tuition will be posted the 1st of each month and is due by the 15th. Any tuition not paid by the 15th will accrue a \$15 late fee. This year we are starting auto pay to make the payment process more convenient for parents! If you want to pay in advance to avoid the auto pay fees, you will need to pay by the 11th of each month. Please be sure to set up your account for auto pay or pay in advance so that you avoid any late fees. Any card that we run that is declined will be charged an additional \$10 for each decline.

We also accept payment by Paypal, Stripe, cash, or check.

There are no refunds given for tuition for any reason. If a student is unable to attend a class, they may attend another class as a makeup if one is available in the same genre and level, or the same genre and a lower level.

If you have to unregister your child for any reason, please let us know through email or do so on the portal ASAP so that your account is not billed incorrectly. Registering your child in a class is to hold their spot so unless notified, we will assume they are coming back and will continue to charge your account. You will be responsible for paying all charges on your account if you do not notify us of dropping classes.

## COSTUMES

One huge benefit of DAXIV is that costume rental is free for all recreational classes for all performances. If a student wishes to keep a costume post recital, they may do so for an additional \$20. If a costume is not returned and not paid for within 30 days, a \$50 fee will be charged to the student's account.

Because costumes are free, there is a chance your child may have the same costume recurring years. We try to avoid this, and with two recitals it is unlikely that they will have a recurring costume for both. We do wash and clean all costumes after performances, and do also purchase some new each year to keep inventory and sizing current. We will take care of any repairs and major size alterations, however, minor size alterations are the responsibility of the parent if desired.

## CLOSURES & SICKNESS

In the case of snow, we have it built into the year that each night of the week can be missed once. After the first, the classes will be held via Zoom if needed due to snow or ice.

We will email and post on social media by 2pm if we need to ever cancel due to the weather.

If you have been exposed to COVID, have any cold or flu symptoms, or need to quarantine for any reason, we ask that you use Zoom for the full 5 days. Since we are no longer masking our students, we are trusting personal responsibility that you will not bring yourself or child into the studio if there is a risk of any illness or exposure. Since we don't use Zoom unless necessary, if you will need access please let us know in advance.

# Recital & Other Events

## Recital

This year we are going back to having a regular recital with three shows for our end of the year performance.

There will not be a Christmas show this year. Our recital is on Saturday, June 10th with shows at 10am, 2pm, and 6pm at the Chambersburg Area Senior High School. The auditorium is HUGE so we are so excited to have such a large space to be able to use this year! Our dress rehearsals for the show will be at the dance studio during the week of June 5-9th.

Tickets will go on sale for the recital on April 30th at 8pm online and will be \$10/ticket in advance and \$12/at door.



## Additional Performance Opportunities

This year, we have decided to open up our performance team opportunities to the whole studio. We received a lot of feedback that people want to do it but do not want to make the commitment to the whole year. This year we are going to try allowing people to do the various events that they chose. Events include the Shippensburg Halloween Parade, the Shippensburg Christmas Parade and a Spring performance which is typically the Cumberland Valley Sampler. Dancers can also participate in the recital if they choose! Rehearsals for each event will be held during the performance team practice time and there will be a sign up sheet for each event prior to rehearsals starting. We will share the dates of each event as we find them out. If your child wishes to be a part of this but is unable to make the performance team time slot, please contact the studio and we can try to work out another time!

## Possible Additional Fees

We like to be transparent in all our fees for the year, so additional fees that might arise include:

- \*Dance Pictures: Done yearly by Hann's On Portraits, sign ups for dance pictures will be hung in the lobby prior to the performance and are an optional, but a fun, memory for you and your child.
- \*Recital Booklet- If you wish to put an ad or a love note in our recital booklet, information on that will be in the recital packet given before the show.

# 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. 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 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. If you have concerns about your child in class, please discuss with the instructor. We also do not live-stream classes into the lobby for the safety and privacy of your child.
- 3. Lobby & Parking:** 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 encourage your children to treat the studio with respect. Please do not let students play outside the studio. Discuss with your child what they are to do if you are ever running late, and that they are never to exit the studio without an adult. Parking is available on King and Earl St and public parking a block over. Ninja & hip hop classes can enter through the King St doors.



# Studio Procedures & Policies

## **Lobby/Play Area:**

The hallway to the studios is reserved for students trying to get to their classes. If you sit in this hallway, please be quiet and respectful to the classes going on in these rooms. Please respect the lobby and the lobby and the play area/toys. Any children, or parent, destroying any studio space will be asked to leave.

## **Bathroom Policy:**

We will never tell a child that they cannot go to the bathroom, however, 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 younger 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.

## **Dress Code:**

All students are expected to adhere to the correct dress code for their class. Hip hop, ninja, and acting classes can wear loose fitting clothing and sneakers. All other classes should have tight fitting clothing the student can move in and footwear appropriate for the class. Ballet requires a leotard or sports bra for girls. Long hair must be pulled back for all classes. Any student not appropriately attired will not be allowed to take class with no refunds given.

## **Dancer Injuries:**

It is extremely rare for significant injuries to 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 licensed medical physician's note as clearance to return to classes as normal.

## **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.

## **Child Custody & Divorce:**

In the case of child custody and divorced parents, the studio will only directly deal with the parent who signs the student up and makes payments on their account. If your custody agreement requires both parents to be notified and included, we expect to be notified by the parent that signed up the student in advance. If through the year it is clear that agreements can not be made and the studio is placed in the center of a custody disagreement, the family will be asked not to return to the studio until a civil arrangement can be reached.

## **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 or Miss Sami only, or schedule a time to meet with them 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.

# Tips for Beginner Dance

Our purpose is to provide the highest quality preschool dance education in a secure, nurturing, and stimulating environment. 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, ballet, tap and tumbling basics, and games in an environment of creativity. We understand and appreciate that your preschooler is a special and unique individual- please trust we have their best interests at heart and want to work with you and them to make dance a positive experience.

## **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 how

- 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/she is in class.
  - Avoid prolonged good-byes.
- Expect the crying (we do too!) and know that usually the tears are for the parent's benefit.

## **It May Not Be the Right Time**

If your child cries or does not want to take a class, don't panic. If parents push children and create more stress than he/she is already experiencing, the child 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, we understand. 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.

# Important Dates

## SEPTEMBER

Sept 6 - Classes Begin

Sept 26-30 - Bring a Friend Week (all friends must have a waiver signed)

\*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 10 - Columbus Day- Studio OPEN

October 24-28 - Costume Week

## NOVEMBER

Nov 11 - Veterans Day - Studio OPEN

Nov 14 - 18 - Customer Appreciation Week

Nov 23-25 - Studio Closed for Thanksgiving

## DECEMBER

December 12-16 - Christmas Parties in all classes

Dec 19 -Jan 1 - Studio Closed, Christmas Break

## JANUARY

Jan 2 - Classes Resume

Jan 16 - MLK Day, Studio OPEN

## FEBRUARY

Feb 14- Valentine's Day- Studio OPEN

Feb 20 - Presidents Day- Studio OPEN

## MARCH

March 6-10 - Spirit Week

March 13-17- Spring Break- Studio Closed

## APRIL

April 3 - Love Notes due

April 3-7 - Parent Participation Week

April 30 - Tickets go on sale at 8PM

End of April/Beginning of May - Picture Weeks

## MAY/JUNE

May 29 - Memorial Day, Studio Closed

June 5-9 - Rehearsal Week, No Regular Classes

June 10 - Dance Recital at C

Late fees are applied by the 15th of each month.  
All dates tentative and subject to change due to COVID concerns.



# Instructors & Staff 2022-2023

*Miss Amanda*  
Studio Owner, Instructor

*Miss Sami*  
Studio Director, Instructor

*Miss Sam*  
Competition Director, Instructor

*Miss Jenna*  
Instructor

*Miss Amber*  
Instructor

*Miss Anu*  
Instructor

*Mr. Brian*  
Instructor

*Miss Krissy*  
Instructor

*Miss Alcinda*  
Instructor

*Miss Mackenzie*  
Instructor

*Miss Corey*  
Substitute

*Mr. Cole*  
Instructor

*Miss Misty*  
Desk Staff, Costume Coordinator



Please initial & sign and return BEFORE your child begins in class

\*I have read the DAXIV handbook in its entirety

\_\_\_\_\_

\*I understand the studio's corona procedure and will not bring myself or my child if we are feeling ill or have been exposed to anyone who is.

\_\_\_\_\_

\*I understand the studio's pricing, that all fees are non-refundable for any reason, and that repeated late payments will result in my child not being able to participate in classes.

\_\_\_\_\_

\*I have read and understand all policies, rules, and procedures. I understand that violation of these will result in my child not being able to participate with no refunds

\_\_\_\_\_

\*I understand that all classes carry with them an inherent risk, and by bringing my child to participate, will not hold the studio liable for any injury or exposure to illness.

\_\_\_\_\_

\*My student(s) are allowed to have photos taken and be used on social media or promotional materials.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_: Signature of parent \_\_\_\_\_Date

\_\_\_\_\_:Name of Student(s)