



Dancation Handbook

2018/2019

SEASON

DANCATION STUDIO
of Dance & Theatre

A studio welcoming all who want to
enjoy the art, the fun and the discipline
of dance.

Dancation Studio of Dance & Theatre

Parent/Student Handbook

Welcome to Dancation Studio of Dance & Theatre! I would like to thank you for your business and the opportunity to be a part of your child's dance education.

For over 25 years, Dancation Studio of Dance & Theatre has been welcoming all who want to enjoy the art, the fun and the discipline of dance. 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. Included in these pages are rules and guidelines designed to make the most of your dance year. Please read thoroughly, and keep this handbook to refer to throughout the year. If you have any questions, please do not hesitate to call, send us an email or stop by the front desk!

Studio Address:

3101 Route 9 North
Ticetown Square
Old Bridge, NJ 08857

Phone Number:

732.679.7676

Email Address:

DancationNJ@yahoo.com

Website:

www.DancationOnline.com

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OUR MISSION

Our mission at Dancation is to provide nurturing and challenging dance instruction that bring out a child's confidence and talents, and promote the performing arts in a safe, positive and lively environment. We promote appreciation of the performing arts and giving everyone the opportunity to dance. Above all we promote the importance of giving back to our community and instilling kindness and positivity in all of our students.

STUDIO PHILOSOPHY

At Dancation Studio of Dance & Theatre, we believe dance is an educational, fun and healthy activity that improves the coordination of your child, and promotes quick thinking, discipline, and self-confidence. We teach the basic movement and terminology of dance, poise, and posture as well as discipline, dedication, determination, and commitment. Not only do we strive to provide the best possible training in a fun and healthy way, but we make sure your child is being correctly educated in all styles of dance and theatre. Most importantly, we are a family!

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 teacher is essential. Listen to each correction given, whether it's directed at you or another dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. In our tradition of teaching and learning, if a student is given a correction, it is considered the highest form of a compliment. A correction is an honor; it shows how much a teacher cares about your progress as a dancer. Students should realize that their instructor has taken time to help correct them because the teacher cares about their overall technique and wants to help them improve. Corrections are not an opportunity to argue with the instructor; but an opportunity to learn. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

*Please also note that there will be times when the teachers may employ hands-on adjusting corrections to the students.

We believe that all dancers should develop a sense of respect for themselves, the other dancers in their class, and the instructors. In order to help foster that respect we ask the students to treat others as they would like to be treated. Students are expected to behave in class and listen to the teacher at all times.

Teachers will verbally discipline students if necessary and students that are disruptive to the class or who continually act out in an inappropriate manner during class may be asked to leave the class.

We place a strong emphasis on classroom behavior and manners. These concepts include learning how to take turns, waiting patiently, working together with others, showing respect for self, classmates, and teachers and having a positive attitude. All of these skills will be needed throughout a person's life - in and out of the classroom.

FOR THE PARENTS

We believe that a child'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 an 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 and the lesson of dedication are a big part of our school'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 and support among our faculty and our students' parents provides the children with the ultimate care and education.

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 is 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.

Some parents compare their child's progress 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 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.

Teacher Interaction

There is to be absolutely no outside contact with anyone on Dancation's faculty. Instructors are not permitted to be a dancer's or their family's "friend" on any form of social media. Instructors and dancer's/dancer's families are not allowed to communicate via phone/text/e-mail/social media, and the like. All communications between faculty and student/family must be done through Dancation. Instructors and dancer's/dancer's families are not allowed to meet outside of the studio.

Parent/Teacher Conferences

If you have any questions or concerns about your child's dance education (such as progress), please schedule a parent/teach conference. Talking only to other parents can lead to misinformation and confusion. Please make arrangements at the front office. Conferences will have the instructor and either the Artistic Director and/or Business Manager present. Instructors cannot discuss your child's progress between classes due to the next class will start late. This is not fair to other student's class time.

If you do request a conference, please listen carefully to what your child's instructors have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

Special Information for Parents of Preschool Students

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Dancation 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 coordination skills, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and rhythm building skills.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively. It is about helping them understand how their bodies move, and encouraging them to master basic coordination skills, while obtaining confidence and pride through this art form.

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 parents 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.
- 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 for help in separation. We expect the crying (and 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 class, don't panic. If we push children and create more stress that 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.

FACULTY

The instructors at Dancation Studio of Dance & Theatre are chosen with great care. We have regular staff meetings where we discuss curriculum and teaching methods. Instructors monitor and discuss students' progress across each of the disciplines to make sure that each student is performing to the best of his or her ability. Our instructors strives to give each student the individual attention and instruction he or she needs to reach their potential.

Each of our instructors brings a unique perspective, personality and skill set to the classroom environment. Students benefit from these differing approaches and environments as they mirror the professional environment dancers will encounter throughout their dance career.

Master classes will be made available periodically throughout the year and registration information and requirements will be in monthly newsletters and our studio bulletin board. We encourage every dancer to take advantage of this opportunity to study with a guest instructor who has exceptional credentials and provides our dancers with the opportunity to learn new and different techniques. We feel it is important for our students to be exposed to different styles of teaching as it makes the dancer a more well-rounded dancer.

The studio reserves the right to provide a substitute instructor if the regularly scheduled instructor is ill or otherwise unable to teach classes.

CLASS STRUCTURE

All of our classes have a consistent structure, whether it is ballet, tap, jazz, modern or hip hop. The instructor begins with barre work or center warm ups. This warm up is not the same as stretching. It is the basis of the specific dance technique the student is learning. Similar in learning to spell, a student first needs to know the alphabet. Each step used in the warm up is used later in the class as part of the center work or part of the work across the floor. For example, pliés (bending of the knees) are done at the beginning of each ballet class. Pliés are then used each time the dancers jumps and as preparation for many types of turns. If pliés are done incorrectly, the dancer risks injury. We, therefore, use the beginning of each class to establish correct placement and execution of pliés.

Class Descriptions

Tiny Tots Ages 2-2.5

A 30 minute introductory dance class containing ballet & creative movement. Young dancers will learn the basic steps while learning how to follow direction and imitate movement in a positive environment. Engaging music is used to get these little guys inspired to dance. The use of props such as Twinkle bears and hula hoops, enables the young dancers to use their imagination, creativity and, most of all, have fun!

Creative Movement Ages 3-4

An age specific hour long class containing ballet, tap and jazz/creative movement. The purpose of the class is to introduce young dancers to the three styles of dance and inspire movement and creativity within a positive environment. Dancers will also learn basic steps and terminology in all three styles. For example, all dancers will learn what a “plie” is and how to demonstrate one. The use of fun, age appropriate music engages the young dancers’ minds and bodies.

Pee Wee Ballet/Tap Ages 5 & 6

This is a combination class consisting of one half hour of ballet and one half hour of tap. This program takes the basics of ballet technique & tap and through the use of props and imagination, gives the children a fun and educational class. Large motor skills are highlighted as well as stimulating the brain’s coordination. Ballet focuses on correct technique and terminology. It will also cover proper alignment and body placement. All classes end with tap, where rhythms and smaller motor skills are emphasized as they cover an introduction to basic tap steps.

Pee Wee Jazz Ages 5 & 6

Concentrating on ballet technique this class will include various leaps, jumps, turns and isolations of the body using Broadway and contemporary styles.

Pee Wee Jazz/Tumble Ages 5 & 6

This class is an introduction into the worlds of Jazz, Hip Hop & Tumble! This is a high energy class where they will learn jazz leaps and turns with a little hip hop flare and the fundamentals of acro.

Broadway Jazz Ages 7 - 12

This is a great supplemental class for those who are taking our Musical Theatre class or those who love the style of Broadway jazz. Learn the techniques and styles of some of the Broadway greats while learning the fundamentals of jazz technique.

Acro for Dancers Ages 7 & up

This class not only focuses on technical dance acro, but also flexibility and strength. Acro for Dancers is a combination class that teaches the student how to raise their dance technique to a new level by incorporating certain acrobatic technique such as tumbling, flexibility, strength, balance, contortion and group/partner tricks.

Ballet Ages 7 & up

All of our Ballet classes stress correct placement (body alignment), and correct classical ballet technique, as well as ballet terminology. We teach all of our students by The Cecchetti method. The Cecchetti method is a training system with special concern for anatomy within the confines of classical ballet technique. The goal is for the student to learn to dance by studying and internalizing the basic principles, in an effort to become self-reliant rather than imitating the movements executed by their teacher. The structure of this traditional ballet class enhances students' physical and mental discipline while reaffirming posture, placement, flexibility, and strength. Each class begins with barre, followed by center work, and finally exercises across the floor. Students learn performance skills and basic music fundamentals while cultivating self-confidence and presence.

Hip Hop Ages 7 & up

A style of dance which evolved out of street dancing styles and is showcased in most music videos. Hip-Hop is a fast-paced class that uses lyrics and hip-hop beats along with intricate movements to tell a story.

Jazz Ages 7 & up

Concentrating on ballet technique this class will include various leaps, jumps, turns and isolations of the body using Broadway and contemporary styles.

Lyrical Ages 7 & up

Focusing on ballet and jazz techniques, this class will consist of interpretation and expression of music. Must have strong ballet & jazz technique.

Musical Theatre Ages 7 & up

A one hour acting/rehearsal workshop focusing on improvisation, audition techniques, monologues and scene study. This class will also consist of vocal and dance training.

Street Tap Ages 7 & up

A combination of tap and hip hop. This class will incorporate different rhythm techniques with a looser feel to the upper body.

Tap Ages 7 & up

This class will consist of rhythm training and transition of the feet with proper tap technique while also concentrating on upper body poise.

Master Classes/Workshops

Master classes will be made available periodically throughout the year and registration information and requirements will be in monthly newsletters and our studio bulletin board. We encourage every dancer to take advantage of this opportunity to study with a guest teacher who has exceptional credentials and provides our dancers with the opportunity to learn new and different techniques. We feel it is important for our students to be exposed to different styles of teaching as it makes the dancer a more well-rounded dancer.

Privates

Looking to take your dancing to the next level? Private lessons are always available for anyone who wants to improve in a certain area, are in need of a routine or just need to prepare for an upcoming audition. Private lessons give you the chance to work one on one with one of our amazing faculty members. If you are interested or have any questions about private lessons please see the front office manager.

DRESS CODE POLICIES

In order for students to fully participate in class and the learning experience, they should wear clothing that permits movement and allows instructors to easily view muscles and body lines making for easier corrections. Students are required to wear specific shoes to ensure safety and ease of motion.

All students must have the proper dance shoes by the 3rd lesson. Dance shoes must never be worn outside. **Please write your child's name inside their shoes in case it is left behind.**

Students will need to leave their belongings (coats, backpacks, bags, shoes, clothes, etc.) in the dressing room. Please do not leave any valuable items unattended at the studio. Dancation is not responsible for lost or stolen items.

Students may not wear bracelets, necklaces, big or dangling earrings or any other jewelry during class.

Hair must be worn up and off the face. Long hair must be secured so that it will not hit anyone while moving or turning. Hair must be fixed before class begins. Students should not have to touch their hair during class.

Instructors may request students to remove inappropriate items. If the student does not comply with the instructor's request, then they may not participate in class. Students will get one warning if they come to class not wearing the proper attire. If the student comes unprepared for class again they may not participate in class.

Dress Code

If you come to class and are not following the proper dress code you will be asked to call your parent to bring the proper attire or dismissed from class resulting in an unexcused absence. There are no exceptions to the dress code and must be taken seriously. The dress code must be followed throughout the entire year. Ballet classes have a strict dress code that must be followed at all times.

* Hair for ballet should be in a neat bun.

Hair for all classes must be worn up and off the face.

All Dancation clothing (shorts, tanks, etc.) are allowed to be worn in all classes, besides ballet.

Acro for Dancers

Top : Leotard (any color) or Tank Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : NONE

Shoes : NONE

Hair : Low Pony or Braid

Ballet

Top : Plain Black Leotard

Tights : Pink

Shoes : Pink Split Sole Ballet Shoes

Optional Items : Plain Black Skirt/Ballet Shorts/Ballet Leg Warmers/Ballet Shrug

Broadway Jazz

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : Pink, Tan or Black Tights

Shoes : Caramel Pull-On Jazz Boot (EJ2)

Creative Movement

Top : Plain Pink Leotard

Tights : Pink

Shoes : Pink Leather Ballet Shoes & Caramel Tap Shoes w/Buckle Strap (3800C)

Optional Items : Plain Skirt/Ballet Shorts/Ballet Leg Warmers/Ballet Shrug

Hip Hop

Top : Tank Top or Tight T-Shirt

Bottoms : Workout/Dance Pants, Capris or Sweatpants

Shoes : ALL BLACK (including laces and rubber sole) High Top Sneakers

Jazz

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : Pink, Tan or Black

Shoes : Caramel Pull-On Jazz Boot (EJ2)

Lyrical

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : Footless or Stirrup Pink, Tan or Black

Shoes : NONE

Musical Theatre

Comfortable Moveable Clothing

Shoes : Caramel Pull-On Jazz Boot (EJ2)

Pee Wee Ballet/Tap

Plain Black Leotard

Tights : Pink, Tan or Black

Shoes : Pink Leather Ballet Shoes & Caramel Tap Shoes w/Buckle Strap (3800C)

Optional Items : Plain Black Skirt/Ballet Shorts/Ballet Leg Warmers/Ballet Shrug

Pee Wee Jazz

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : Pink, Tan or Black

Shoes : Caramel Pull-On Jazz Boot (EJ2)

Pee Wee Jazz Funk/Tumble

Top : Plain Black Leotard or Tight Tank/T-Shirt

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : NONE

Shoes : NONE

Street Tap

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Shoes : Black Capezio Fluid Tap Shoes (CG17)

Tap

Top : Plain Black Leotard, Tight Tank/T-Shirt or Crop Top

Bottoms : Plain Black Dance Shorts, Capris or Leggings

Tights : Pink, Tan or Black

Shoes : Caramel Capezio Fluid Tap Shoes (CG17)

Tiny Tots

Top : Plain Pink Leotard

Tights : Pink

Shoes : Pink Leather Ballet Shoes

Optional Items : Plain Ballet Skirt/Ballet Leg Warmers/Ballet Shrug

None of the following items are permitted :

Sweatshirts, Pajamas, Jeans/Jeggings, Street Clothes, & all types of baggy clothing.

DANCE SUPPLIES

Curtain Call For Class

This year Dancation wanted to give parents the ease of shopping for dance wear by offering a convenient one-stop shopping experience with shipment direct to you all at a discounted price!

Step 1 : Visit curtaincallforclass.com

Step 2 : Login as Parents/Students

Step 3: Type Dancation Studio & click our name when it pops up

Step 4: Enter passphrase Dancation08857

Step 5 : Click your class to view the recommended available products

Retailers

Dancin' On the Moon 732. 238. 8808

Village Green Shopping
Center, 405 NJ-18
East Brunswick, NJ

M&I Dancewear..... 888. 282. 0333

227 Route 33 East, Unit 2
Manalapan, NJ

Online

Dancewear Solutions

www.DanceWearSolutions.com

Discount Dance

www.DiscountDance.com

Discount Dance Coupon Code

Get 10% off your first order and 5% off each order after! Studio/Teacher ID # TP74640

REGISTRATION

Class size limitations will be strictly observed and we do not hold spots for returning students, so please register as soon as possible. Registration for classes is on a first come, first served basis and all registrations are processed in the order received. We require a minimum of 4 students to run a class. There is an annual registration fee of \$25 per family which covers the costs of mailing, insurance, handbooks, and rehearsal. Registration fees are non-refundable and non-transferable.

June 2019 tuition payment is due at the time of registration which is non-refundable and non-transferable!

Tuition

Tuition is pro-rated and is based on a guaranteed number of weeks of dance instruction. This means you will pay the same amount every month whether there are 2 lessons or 5 lessons in the month.

Payments may be made at the front desk, mailed to the studio address or dropped in our mailbox located on the right side of our front door. We accept cash and checks made payable to Dancation Studio. Receipts for cash payments will be given upon request. When writing a check, please include the student's last name if it differs from the last name on the check.

There is a \$20 late fee added for monthly payments that remain unpaid by the 15th of the month plus an additional \$20 for each month it remains unpaid. Returned checks will result in a \$20 handling fee.

We reserve the right to hold costumes, recital tickets and/or other ordered merchandise if you have an outstanding balance on your account, including late fees or returned check charges.

If payments are past due by 30 days students will not be permitted to take class.

Payment Plans

Dancation offers two different payment plan options. At the time of registration, you will sign off on which payment plan you agree to.

Bi-Monthly Payment Plan:

5 installment schedule. Receive a discount on tuition! First installment will be due at registration and then by the first class of October, December, February, and April.

September 2018 & June 2019 installment payment is due at the time of registration. June 2019 tuition is non-refundable and non-transferable!

Monthly Payment Plan:

10 installment payment schedule. First installment will be due at registration & then by the first class of every month. (September through May)

June 2019 installment payment is due at the time of registration. June 2019 tuition is non-refundable and non-transferable!

Credits

Expire by the end of the current season (recital day) and are non-transferable.

Refunds

There are no refunds for missed classes. If you miss any classes they may be made up within 1 month of the missed class. Please ask the front desk when your child can make up the class. Tuition is due regardless of student's attendance. Please mail your payment to Dancation Studio if student is absent.

The second month's tuition will be refunded if a child drops out and you pay bi-monthly. However, any month that has already been started by the student will not be refunded, but the student may finish his or her classes for that month.

ATTENDANCE

We encourage consistent attendance. The curriculum is ongoing and cumulative. Students who attend classes on a regular basis are those that experience the most from their dance education.

Good attendance habits must be maintained to keep up with the classes. This is done for the benefit of both the student and the entire class. Poor attendance slows the class down because of the need to repeat prior lessons.

Attendance will be taken in each class daily. Students will be expected to be at 80% of classes - each student may have up to 5 absences in a class.

Absences

If a student misses too many classes, he/she will fall behind and be frustrated. We understand that conflicts or illness may cause dancers to miss a class and we have established a make-up policy to address this situation. If a student should miss a class you have a one month period to make it up. Call the studio or ask the front office for make-up class information. The make-up class must be any class within the same age range.

*Tuition will not be pro-rated for missed classes.

Tardiness

All students are expected to arrive on time and in the appropriate attire. We understand that circumstances may delay you, sometimes. If you are late arriving to your class please enter quickly and quietly to not disturb the class in session. If you are more than 10 minutes late, you may be asked to sit and watch the class. Classes are designed to warm up muscles slowly and properly. Jumping into a class that has already started may cause injury. If you are tardy, please see the instructor, apologize for your late arrival and ask him/her whether you can join the class or watch. Please respect your instructor's decision in this matter; they are only looking out for the student's best interest. We understand that being late is sometimes unavoidable, but being consistently late is not only hindering your child's dance education, but the entire classes.

*If you must leave early please inform your instructor at the beginning of class.

GENERAL STUDIO POLICIES

Studio Etiquette

- Parents/Family Members/Guardians: please do not enter the classroom unless you are invited in by the instructor. Opening the door to talk to your children or the instructor is not allowed. It is distracting and disrupts the flow of the class. Please do not signal to your child to come out in the middle of class.
- Please take care not to disturb classes while observing from the windows.
- If your child is not potty trained, you must stay in the studio the entire length of their class. For our younger students who still need assistance in using the restroom, their parent(s) or guardian(s) must remain in the studio the entire length of their class. Please note that no Dancation faculty are permitted to take children to the restroom.
- Other students, parents and Dancation faculty are not expected to supervise your child. You are responsible for them when they are not in class. Siblings must be supervised at all times and are not free to run around the lobby or classroom areas. This is for the safety for everyone at Dancation.
- Persons waiting in the building during classes must keep noise down in the waiting areas. All persons are asked to sit quietly while waiting for students in classes. Young children being disruptive in the waiting areas will not be permitted. Running, screaming and climbing will not be tolerated.
- We have leased and created this space for you. Please take care of it. Anyone found defacing Dancation property will be charged. If amenities are abused they will be removed. Students and parents are expected to clean up after themselves. All snacks and drinks should be taken with you or put in the trash before your leave. The cubbies in the student area are not benches and cannot be used as such.
- Empty classrooms are off limits. No one is allowed in the classrooms without the supervision of an instructor.
- Keep your belongings neat and in their place.
- Parents and students should not enter the office at the studio.
- Never speak negatively about teachers, students, or parents from this or other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

Classroom Rules

- Dancers are to enter the studio quietly and respectfully as classes may be in session and the students dancing must not be disturbed.
- Only water bottles will be allowed in the studio rooms. No other food or drinks will be allowed in the studios. If water bottles have condensation please wrap in foil as the condensation damages the flooring.
- Be prompt for class, dressed correctly and modestly with hair up and no jewelry.
- Go to the restroom at home or during breaks.
- No gum while in class.
- Keep your hands to yourself.
- Do not hang or push on ballet barres.
- Mouths and tap shoes quiet while the teacher is talking.
- Pay attention and be a good listener in class.
- Wait quietly while others have their turn.

Arrival and Dismissal Procedures

If you are not staying with your child while he/she is in class, please do not drop off any children under the age of 13 earlier than 10 minutes prior to their class. Dancation is not responsible to watch children when they are not in class. If for any reason you need to drop off your child earlier or will be late picking them up, please call the studio and let the front desk know to keep an eye on your child.

Preschool and elementary aged children will not be permitted to leave the building without a parent. Junior High and High School aged dancers must wait inside until they see their ride has arrived.

If your child is consistently being dropped off early or being picked up late (more than two weeks), a babysitting fee will be charged by the minute. It is \$20 per child for the first 15 minutes and \$1 per child for each additional minute.

If the child is not picked up after 30 minutes and we cannot get in touch with the child's parent(s) or guardian(s) the police will be called.

If you should be running late please contact the studio at 732.679.7676

Medical Situations

We are not doctors. Please do not ask us for medical advice. If you feel that you/ your child is injured please take them to the doctor or emergency room. If the student cannot dance or has limitations a doctor's note will need to be submitted to the office.

A doctor's note must be submitted to return to full participation of class. If a student sits out of class without a doctor's note they will not be allowed to participate again without a doctor's note allowing full permission to dance.

If a dancer is sitting out of classes they still must be dressed in approved attire with proper hair. No cell phones will be permitted in the classroom. Dancer must bring a notebook and pen/pencil to take notes during class. Same attendance/tardiness rules apply. If choreography is missed, dancer must know the choreography upon full permission to return to class. No refunds are given when dancers observes. They are still learning as an observer/instructor. Observing class is important to the development of the students dance education

Parents must notify the front desk and/or instructors regarding students who use an inhaler or who may require medications during their time at Dancation Studio of Dance & Theatre. It is also important to inform the front desk and/or instructors about your child's existing medical conditions 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, and the more we know about your child, the better the dance experience will be for all involved. All information about your child is confidential. All medical limitations must be noted upon registration with the studio with a doctor's note. Failure to note such a condition is equal to assurance by the parent that such a condition does not exist. Your signature on the registration form is certification of your child's ability to participate in his/her dance class. Please inform your child's instructor of any previous injuries or physical limitations.

Illnesses

If a student is sick, please do not attend class. We do not want the dancer to end up sicker and we want to minimize the transmission of it spreading throughout the studio. 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:

- Severe sore throat or cough
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

**Students must be fever free for at least 24 hours before they are allowed to return to their scheduled class.

**Students with lice must be treated before they are allowed to return to their scheduled class.

***Tuition will not be pro-rated for missed classes.

Please inform staff if your child has warts, plantar warts or any other foot problems (ie: athlete's foot). If you know your child has warts it is very important that they keep the wart covered. If they have plantar warts or other foot problems it is very important that they keep their feet covered with shoes or socks while they are dancing. Warts and plantar warts are very contagious and we want to eliminate the spread of these to other students. Please have the warts/plantar warts removed quickly to prevent further issues.

Inclement Weather

The safety of our students, faculty and parents is of utmost concern. In case of inclement weather, please call the studio for closing information. Dancation Studio will not be held responsible for closings due to inclement weather; however, you may make up the classes on your own. You may also refer to our studio website and our Facebook page for updates. We can not make individual phone calls so please make sure to check before leaving the house if the weather is questionable.

Lost Items

Please label all belongings. A lost and found box can be found in the studio's dressing area. All items must be left in the student area. The student area is not being watched which is why no valuables should be brought to the studio. If student's bring valuables they are doing so at your own risk. The studio cannot be held responsible for lost items. All items that remain in the lost and found for more than 3 months will be donated.

RECITAL

Dancation Studio of Dance & Theatre's recital is held at the beautiful State Theatre in New Brunswick, New Jersey at the end of June. Confirmed recital date will be finalized by September.

While participation in our recital is not mandatory, we find that the chance to perform is a rewarding and confidence building experience. We believe that performing is a vital part of the dancers' education and providing opportunities for our students to develop performing skills is an important aspect of our studio goals.

Once your child has committed to the recital, we expect the dancer to attend class on a regular basis. Good classroom attendance is vital to the choreography of the piece and to developing a strong working relationship with the other dancers in the piece. This relationship helps the student feel comfortable, confident and relaxed on stage. There is nothing more frightening to a student than being on stage in front of hundreds of people and not know what he/she is doing.

Only a portion of class time is dedicated to learning the recital dance. If you choose not to participate in the recital, please continue to attend class as we will continue to introduce new material from the curriculum. Additionally, those students who choose not to participate in the recital will still learn the dance with the entire class. Learning a routine helps the dancer understand sequencing and timing.

A few months prior to our Recital, we will email everyone a Recital Packet with detailed information about Dress Rehearsal, Recital, Recital Memorabilia, Show Line-Up, Recital Tickets, Individual & Group Picture Day, Program Ads, DVD Sales, and tips to make your Recital run smoothly!

Dress Rehearsal

Having a formal dress rehearsal is designed to help the dancer understand the expectations for the performance. It helps the dancer get his/her bearings on stage, develop a level of comfort in front of an audience and allows teachers to set the lighting, finalize blocking and address any costuming issues.

All students ***MUST*** attend Dress Rehearsal in order to perform in recital. Absolutely no exceptions! Exact rehearsal date will be given out at a later date, so please reserve the week of recital.

Costumes

Costumes are required if your child is participating in our recital.

We put much thought and consideration into choosing costumes for the recital as to song, dance appropriateness, dancer's age, fit, and style for the students.

The instructors will measure each child for their costumes. Costumes do not come in "made to order" sizes. They usually come in S, M, L - child & adult. When measuring and selecting sizes for costumes, we try to accommodate for growth before June by adding 2 inches as it is much easier to take in than to let out.

You are responsible for any costume alterations to your child's costume that need to be made. If you need alterations and need a seamstress, ask the front office manager for details.

Costume Payments

Costume deposit of \$50 per class is due no later than
Saturday, October 13th, 2018

Costume deposit of \$25 per class is due no later than
Saturday, November 17th, 2018

When costumes are ordered, there will be a remaining balance that will be due by
Saturday, January 19th, 2019

If costume payments are late, a \$20 separate shipping fee will be added to the price.

*More information on costume payments will be sent out when classes begin.

Tickets

Each audience member is required to purchase a ticket for our recital performance. Ticket sales cover the cost of the theatre rental, stage technicians, program printing, seating area for dancers and much more. More information about ticket sales will be sent out at a later date.

STUDIO RIGHTS

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being part of a group. We encourage students to have respect for other students, the instructors and faculty, and studio property, and we foster the development of good habits and compliance with rules of conduct. Our instructors 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.
- 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, it may be necessary for the school 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 or dangerous behavior by students, their parents, or siblings
- Abuse (verbal or physical) of other children, staff, or property by students, their parents, or siblings
- Inability of Dancation Studio of Dance & Theatre to meet the child's needs

Liability

Parents sign a contract with the studio at registration with the understanding that dance is a physical activity and there is an element of physical risk involved. All students are required to be covered by their own insurance, and if an injury occurs, it is understood that the student and their family are responsible for any medical costs.

Photo Release

The studio is granted permission to take photos or videos of students to use in brochures, studio website, advertisements or other promotional materials.

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 school information. Our studio bulletin board is updated monthly, with information from our newsletters, upcoming events and more!

Newsletters and important updates are regularly emailed so please make sure to check your emails often and add DancationNJ@yahoo.com & info@DancationOnline.com to your contact list to prevent emails from going into your spam folder.

If you have any questions regarding the information distributed, please send us an email, call Kaitlyn at 732.679.7676 or stop by the front desk during office hours.

Please let us know if your e-mail address, mailing address, or phone number changes.

Our website is updated often and has the most up to date information. News, important parent and student information, contact information, and more are available online 24 hours a day at www.DancationOnline.com

Like Dancation Studio of Dance & Theatre on Facebook to receive daily updates. Please do not post questions on the school's Facebook page. Instead, please e-mail them directly to DancationNJ@yahoo.com

Text Alerts

Text @dancation to 81010 to stay up to date with all studio news! With Dancation Alerts you will receive important text messages for upcoming studio events, reminders and weather closings! Normal texting fees apply.

2018/2019 Calendar

SEPTEMBER

Monthly Payment Plan Installment Due September 1st

Classes Begin : Monday, September 10th

OCTOBER

Monthly & Bi-Monthly Payment Plan Installment Due October 1st

Costume Deposit of \$50 per class is due no later than October 13th

Spooktacular Theme Week: Wednesday, October 24th - Tuesday, October 30th

Wear your Halloween costume to class! Please no props or fake weapons

Studio Closed : Wednesday, October 31st

NOVEMBER

Monthly Payment Plan Installment Due November 1st

Costume Deposit of \$25 per class is due no later than November 17th

Studio Closed : Monday, November 19th - Saturday, November 24th

DECEMBER

Monthly & Bi-Monthly Payment Plan Installment Due December 1st

Holiday Extravaganza Theme Week : Monday, December 17th -

Saturday, December 22nd *Wear festive Holiday clothing!

Studio Closed: Monday, December 24th - Thursday, January 3rd

JANUARY

Monthly Payment Plan Installment Due January 1st

Studio Closed: Monday, December 24th - Saturday, January 5th

Costume Balance due no later than Saturday, January 19th

FEBRUARY

Monthly & Bi-Monthly Payment Plan Installment Due February 1st

Dancation Spirit Theme Week : Monday, February 18th - Saturday, February 23rd *Wear purple and black! Decorate your hair and face! Stand out!*

MARCH

Monthly Payment Plan Installment Due March 1st

Summer Registration Begins : March 1st

APRIL

Monthly & Bi-Monthly Payment Plan Installment Due April 1st

Dancer Dedications/Program Ads Due : April 6th

Studio Closed : Thursday, April 18th - Thursday, April 25th

MAY

Monthly Payment Plan Installment Due May 1st

Bring a Friend Week : Monday, May 13th - Saturday, May 18th

Studio Closed : Saturday, May 25th - Tuesday, May 28th

Ticket Sale : TBA

JUNE

Fall Registration Begins : June 1st

NO CLASSES (Recital Week) : Monday, June 10th - Saturday, June 15th

Dress Rehearsal : Tuesday, June 11th

Picture Day : Wednesday, June 12th & Thursday, June 13th

Recital : Saturday, June 15th

Bring A Friend Week : Monday, June 17th - Saturday, June 22nd

Last Week of Classes : Monday, June 17th - Saturday, June 22nd

***Please Note : These dates are subject to change. You will be notified when dates are final.**