

# STUDENT/ PARENT HAND BOOK



2016/2017

## Dance Evolution

*At Dance Evolution our goal is to provide high quality dance instruction to children and adults in a non competitive, fun environment. We believe that the arts enrich the life of students and families while building community through cultural awareness & acceptance. Our students are encouraged to become technically proficient and at the same time build self esteem, cooperation, leadership skills and have fun!*

# Student/ Parent Hand Book

## STUDIO POLICIES AND PROCEDURES

### Teaching Staff-

The teaching staff at Dance Evolution is chosen with great care. All of our instructors have either a college degree in dance, have danced professionally or have at least 5 years minimum teaching dance to the specific age of their class. We do not allow high school students or inexperienced teachers to teach classes. We have regular staff meetings where we discuss curriculum and teaching methods. Teachers 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 staff strives to give each student the individual attention and instruction he or she needs to reach their potential.

Each of our teachers 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.

### Class Structure-

All of our classes have a consistent structure, whether it is ballet, tap, jazz, modern or hip hop. The instructor begins with floor 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. After warm-up each class will then move in to learning technique.

### Uniform and Class Attire-

Our dress code was established to promote the students' freedom of movement and the instructor's observation of correct technique. We require that all Ballet students Ages 2.5-12 wear leotard & tights of any color (tutu is optional). Hip-Hop, Tap and Jazz students must wear comfortable dance attire of any brand, breathable and moves easily with student. No over sized or baggy clothing. If your student is wearing a leotard please make sure they are also wearing tights.

### Class Descriptions-

**Baby Ballet:** Designed for walkers thru three years. This class is done with an adult helper to assist dancer through movement combinations, yoga positions, obstacle courses, and games that work on developing fine motor skills.

**Tiny Tots:** This is a fun introduction to dance class where dancers learn ballet positions, creatively move, patterns & dance combinations, and tap skills with shoes. Great for your 2.5-3.5 mover.

**Little Tumblers:** We get you little one moving with this class! They will use their large muscle groups by running, jumping, tumbling, playing movement games. This is a great way to burn off energy for your 2-3 year old.

**Princess Ballet:** Dress as your favorite princess or ballerina each week and learn beginning ballet. We will learn to move gracefully like a ballerina with magical turns and waltzes fit for a castle ball. This is a fun way to combine your 2-4 year old's favorite things!

**Super Hero Creative Movement:** Creative movement will assist your 2-4 year old in movement exploration while being in their favorite super hero or character costume. We will teach some tumbling, tip toe ninja moves, and of course, basic flying.

**Hip Hop 1:** This is designed as a first introduction to hip hop dancing for your 6-9 year old. They will learn how to move and groove to today's most popular music and learn dance routines with fresh steps.

**Hip Hop 2:** This is a fast moving dance class for your "ready to be challenged" 9-14 year old. They will learn to move like their favorite TV idols to current popular music. This is a fun outlet to get your tween moving!

**Zumba Kids:** Learn dances from around the globe with Zumba Kids! Each week we will explore a different culture by learning how they dance. We do choreographed routines to the native inspired music and have passports with fun learning pages that get stamped each week. Caregivers are welcome to join their 4 and older children!!

**Ballet/Tap 1:** Is your 3-6 year old dancer ready to learn to tap dance and more advanced ballet lessons? We will build off of Tiny Tots by adding positions, introducing new exercises, as well as tap shoes!

**Ballet/Tap 2:** This is the next level after one has been conquered. We will continue to build on traditional techniques and add more challenging combinations in both ballet and tap. Suggested age is at least 7 unless approved by instructor.

**Ballet 3:** This is a traditional ballet technique class which focuses on precision of positions, exercises, and movements. Age suggestion is 7-10 with prior ballet class training.

**Adult Ballet:** This is a fast moving traditional ballet class for those who have had previous training. Welcome ages are 12 and above.

**Tap 3:** Level three is for students that have had at least beginning tap training. Those skills will be built on in this class to advance technique, speed, and accuracy. Age suggestion is 7-9.

**Tap 4:** This is a fast moving tap class for students who have excelled in level two and are ready to be challenged. Starting age is 9 unless approved by instructor.

**Adult Tap:** This is a great class to revisit the love of tap! We suggest you have had prior training and are age 12 and above.

**Jazz:** Jazz dance is perfect for your 8-14 year old! Dance classes will build on classic fundamental jazz techniques with quick foot movements, balance, agility, and fun choreography.

**Musical Theater:** This class teaches the fine art of singing, dancing, and acting. Your 7-10 year old student will learn acting techniques to help with performance as well as singing and dancing along to popular

musicals. No former experience required, please note that this is a performance based class so attendance and participation is very important and time practicing at home will be suggested.

**Special Sparkle:** This is a dance class for kids with special needs. We will design the class for the children who sign up being mindful of ages and work to enhance their talents. The class will explore creating shapes and movements to mimic animals, games such as "freeze dance", obstacle courses that challenge fine motor skills, Zumba kids choreography

## **Billing/ Payments-**

We ask that all students enroll in automatic payment deduction from a credit/debit card. All payments will be deducted on the 1st of each month. Payment by check is accepted with authorization from front office with a \$5 service charge. We offer several payment options, online through our student portal at [www.Danceevolutionfitness.com](http://www.Danceevolutionfitness.com)

### **Late Fee Policy:**

All payments are due on the 1st of the month, and considered late after the 7th. Late fees are \$10 and are charged every month until balance has been paid in full. (Example: An invoice that is 3 months late will have a \$10 late fee applied for each month. Total late fee would be: \$30.) You or your student will not be allowed to attend class if you are more than 30 days delinquent in tuition payments.

### **NSF or Failed Auto-payment:**

Customers are responsible for making sure credit/debit cards will clear on the payment date. If payment fails for any reason, a \$20 failed payment processing fee will be charged. NSF checks will incur a \$25 NSF charge. Please note that clients are responsible for updating the payment method to avoid failed payment fees when credit cards expire, or are over limit.

Example: Failed Auto-payment: If your automated payment fails for any reason and the original amount of the automated payment is \$104. A \$35 payment failed fee + \$25 late fee will be added to your bill.

Example Above:  $\$104 + \$35 + \$25 = \$164$  is now due.

## **Discounts-**

Are you looking to save a little money? We will offer discounts for families who chose to pay in advanced payments in full.

- Month to Month Full Price
- 3 months advance- 10% discount
- 6 month advance-15% discount
- Full Year 10 months-20% discount

## **Refunds-**

If your student wishes to discontinue their classes before the end of the term, we ask that you provide a two week written notice; you will be responsible for all charges prior to the end of the two week notice. If you receive a discount for advance payment, and then choose not to stay for the amount of time for which you received the discount, you will be charged the full price of services and then refunded the amount which is remaining. Registration and Supply fees are non-refundable.

## **Absences-**

Good attendance is imperative to a dancer's progress. We would appreciate advance notice of necessary absences. Students will be allowed four make-up classes at or below their level. Students with inconsistent attendance may be dismissed from their class and/or moved to another class.

## **Tardiness-**

The slow warm-up of muscles is crucial to the prevention of injury. Students more than 10 minutes late may be asked by their teacher to sit and observe the class.

## **Make-up Classes-**

Students are entitled to 4 make-up classes per class they are enrolled in. Make-up times should be obtained from Dance Evolution prior to the make-up class. You may not use make-ups to enroll in a new class. No make-up classes can be used during Observation Weeks.

## **Performances-**

### **Seasonal/Holiday**

During the Christmas season each class will have the opportunity to perform a special holiday routine for their families in the studio during a private viewing. This performance is small in scale and will usually be held at a local community venue, there will only be a small performance fee of \$10 to pay for holiday costume decorations. Performances will take place on the last week of the dance season. Participation is not mandatory and is only for fun to show case the students hard work and talent. Tickets will not be required for these private performances and all family and friends are welcome to attend.

### **Spring**

Every year we do one big performance. In spring we showcase to parents, family and friends all that our students have learned throughout the year. We follow a main theme such as "Viva La Dance" or "Live Love Dance" and each class will perform one routine that they have practiced and mastered in their dance year. Performances are purely for fun and participation is optional. If you want to be involved in the spring performance you will need to let you instructor know as early as March 1st of each dance year. We will begin collecting costume deposits in early March. A \$50

deposit is required to hold your child's spot in the performance, there will be an addition fee collected once costumes have been selected. Also a participation fee of \$20/ per student is required to help pay for cost of facility rental for the show. Tickets will be sold using Ticket Pro Online:

[https://dancestudio-pro.com/apps/buy\\_tickets.php?id=zaqlxajd29jd253a99de02434409jasdklj21dx53a99de0243bb](https://dancestudio-pro.com/apps/buy_tickets.php?id=zaqlxajd29jd253a99de02434409jasdklj21dx53a99de0243bb).

## **Communications-**

Our main source of communication is via email, so we ask that all parents confirm their email address upon registration. We also use our Facebook and Website to post updates and pictures.

Website-[www.Danceevolutionfitness.com](http://www.Danceevolutionfitness.com)

Facebook-<https://www.facebook.com/danceevolutionFit/>

Apple App-Dance Evolution

Email- [DanceEvolution@outlook.com](mailto:DanceEvolution@outlook.com)

Phone Numbers- (360) 608-8387 Or (360) 954-5472

Please feel free to contact us with any questions or concerns.