

Parent
Student

HANDBOOK
2018-2019

Urbana
Dance
Studio
create. inspire. transform.

Vision:

Provide a balanced well-rounded dance education that lasts a lifetime

Mission:

To stimulate one's **CREATIVE** spirit, **INSPIRE** personal growth beyond perceived limits, and **TRANSFORM** mentally, physically, and artistically through a balanced, well-rounded dance education that lasts a lifetime

Urbana Dance and Performing Arts Studio accomplishes this mission by:

- Offering quality classes in a variety of genres that are held in a supportive environment balanced with tradition and discipline, yet flexible and accommodating;
- Offering continued education for the contemporary stage through workshops and master classes with current professionals;
- Offering opportunities to achieve one's goals, be it social, recreational, professional, or competitive, through shared values, mutual respect, and cultural appreciation; and
- By sharing a passion for dance as a means for creative expression and life-long wellness.

Staff:

CEO & Artistic Director: Sonja Davis, urbanadance@urbanadance.com

Studio Manager: Kim Switlick, kswitlick@urbanadance.com

Instructors:

Instructor photos and bios can be found on the studios website.

Contact Information:

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Website: www.urbanadance.com

Facebook: Urbana Dance and Performing Arts Studio

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Welcome

Thank you for choosing Urbana Dance for your child's dance education. Our programs serve beginner through advanced students aged two and a half and up. We also welcome college and pre-professional students in their continued training toward mastering technique.

The policies and procedures you will find here were created to give you a clear understanding of our mutual commitments and responsibilities. Parents are responsible for being aware of all dates, schedule changes, holiday schedules and recital information. Urbana Dance communicates via studio bulletin boards, emails, website, and facebook. Check ALL of these forms of communication often for important updates and messages.

Calendar of Events

A full Studio Calendar can be found on our website at www.urbanadance.com

The Dance Year

The dance year consists of the **Fall/Spring Season** and is a total of 35 weeks. Classes convene once or twice a week for 30, 45, 60, 75, or 90 minutes. UDS does NOT follow FCPS, MCPS, or any state public or private school closings. Please refer to the studio calendar for scheduled closings and special events.

The **Semester Season** is offered for students who wish to take ½ dance season classes and are looking for a shorter commitment than the full dance year. These 16-week classes do not participate in the recital. Two Semester Seasons run as:

Fall Session - October through January
Spring Session - February through June

The **Summer Season** classes are offered for students to stay active, fresh and on top of their skills. It is also a great opportunity for students to try a different genre of dance or for beginners to just try out a class. During the summer season UDS offers evening classes, camps & intensives, and workshops for students in beginning through advanced levels.

PLEASE NOTE: All policies and procedures outlined in this booklet must be adhered to regardless of which season students are enrolled.

Cancellations

You will be notified by email should any class need to be cancelled due to under-enrollment. UDS reserves the right to cancel any under-enrolled class, session, camp, or workshop, and place students in a comparable level if available. If a comparable class cannot be offered a full credit will be given within 10 days of the cancellation.

Snow Policy

UDS does NOT follow FCPS, MCPS, or any state public or private school closings due to inclement weather. We will make a decision to close approximately 2 hours before the day's classes begin.

Should we need to close to keep our students & instructors safe we will:

- Post all closings on our website and facebook page
- Send an email to the email address on file in the office
- Record a message on the studio answering machine

We will notify you should the Artistic Director decide make-up classes are necessary when the studio closes due to unforeseen and weather-related emergencies. UDS does not issue refunds due to cancellations caused by severe weather.

Registration Procedure

We are delighted you will be joining us for your child's dance education. Please do not hesitate to call the office should you have any questions regarding the registration process, tuition rates, fees, or creating your on-line dance account.

To Register

Fill out an online or paper registration form completely. Registration is open through December 31 or until class(es) are full, whichever comes first. Tuition is prorated for late enrollment.

A non-refundable registration fee is required at time of registration. The fees are:

New Students:	\$20 individual / \$35 family
Returning Students:	\$10 individual / \$15 family

Your space in class is reserved upon receipt of your registration form & fee, emergency medical form, and payment of first and last month's installment.

Waiver & Release

By its very nature, dance is physically demanding. In case of injury, parents and/or legal guardians grant UDS permission to administer first-aid as needed and waive the right to any legal action for such injuries sustained on studio property; either before, during or after class, or through participation in any community dance performance.

Emergency Medical Form & Injuries

A completed Emergency Medical Form is required at registration. Students with injuries (dance related or otherwise) must submit a doctor's note to be excused from and readmitted to class. However, it is the instructor's discretion if a student should join in all class activities and/or perform in the annual recital.

Photo Release

Upon registration parents/guardians grant permission for Urbana Dance Studio to photograph and video minor students to be used in promotional materials including but not limited to printed materials, advertising, website, facebook, youtube, DVDs and other marketing materials. Further, such materials become the sole property of Urbana Dance to be used by others only with express written permission and without compensation.

On-Line Dance Account

Once you are registered your on-line dance account will be created. To access your account:

Go to the website: www.urbanadance.com

Scroll over "Programs" in top menu, then "Schedule", click on "Registration

This will bring you to UDS' secure registration portal. Please follow the instructions.

Tuition

The tuition rates for the **Fall Spring Season** are calculated as a yearly commitment and divided into 10 equal monthly installments due on the first of each month. First and last installments are paid in advance at registration, reserving your spot in class. Example: You register for class on Sept. 15th and pay first and last installment. Your next installment is due on Oct. 1st. Tuition is prorated for those registering after classes have begun and will be taken at time of registration.

Fall/Spring Season tuition and fees (i.e. costume payments) must be paid via auto payment (Visa or MC) through your online dance account. A debit/credit card must be on file. **Upon registration, you grant permission to charge the credit card on file for monthly tuition installments on the 1st of each month and for costume fees as they become due.** However, if you wish to pay by cash or check, payment must be submitted before the 1st of the month to void the automatic transmission. Tuition payments are non-refundable and non-transferable.

The Summer Season tuition is due at time of registration. Class, camp, intensive, and workshop fees can be found in the Summer Season brochure and on the UDS website.

Cancellations for summer classes/camps/workshops are subject to the following:

- Cancellation prior to July 1; 75% tuition is refundable
Please note: the registration fee is NOT refundable
- After July 1; 50% tuition is refundable.
Please note: the registration fee is NOT refundable
- No refunds given if cancellation occurs within 7 days prior to camp or class start date
- No refunds given if a student withdraws at any time after camp or class begins
- There are no reduction of tuition amounts for late arrival, early departures ; missed classes or weather related closings

Adults, College Students, and PreProfessionals should inquire at the office for class cards and/or drop-in rates.

Discounts

Class / family discount offered with the second class / child enrolled is \$5.00 with each additional class up to \$20.

Withdrawals & Refunds

We hate to see you go, but understand sometimes withdrawals are necessary due to unforeseen circumstances. Please complete a withdrawal form in person during office hours no later than 30 days prior to your scheduled withdrawal. Tuition will continue to accrue until this form is submitted and signed by both the parent/guardian and a representative of UDS.

The registration fee, tuition and costume fees are non-refundable and non-transferable. Studio credit, valid for one calendar year, is given for any tuition credit you may have at time of withdrawal.

In the unlikely event UDS terminates enrollment of any student, a pro-rated tuition refund will be issued.

If student hasn't showed up in four consecutive classes and/or is a month behind in tuition and all attempts to communicate have failed, that student will be dropped from the class. Should they decide to come back, they must re-enroll and are subject to all back tuition.

Late Fees & Service Fees

A \$25 late fee is charged for all declined transactions not reconciled by the 10th of the month. A \$25 service fee is charged for checks returned unpaid. UDS reserves the right to charge the credit card on file if a check is returned unpaid. Accounts more than 30 days in arrears will cause the student(s) to be dismissed from the studio, unless acceptable arrangements are made in writing with the Finance Director.

Studio Policies & Guidelines

Studio Etiquette

All formal dance training is rooted in respect for others and UDS upholds this proud tradition. Disrespect of any kind toward fellow students, parents and their families, instructors, or staff will not be tolerated.

Urbana Dance is committed to offering a high quality, well-rounded dance education to its students and the studio is a place for dance education requiring quiet and appropriately controlled behavior in all areas of the building. . Please be courteous by keeping voices low, as sounds outside the classrooms can be disruptive to student's learning.

Please be responsible and refrain siblings from running, yelling, or opening/closing doors to the studios. Young children should not be left unattended. All hallways must remain open and clear for emergency exit, thus strollers are not permitted in the hallways.

Waiting Area

Our lobby area is small and your cooperation is appreciated to keep the inside noise level to a minimum while classes are in progress. UDS provides a study/snack area for families and students and is equipped with a microwave and refrigerator. Be considerate and clean up after yourself.

The shopping center provides several options while waiting for students. Feel free to mention Urbana Dance when frequenting these establishments. As always, please be prompt when returning to the lobby to pick up your student dancer, and remember we discourage students from leaving the lobby on their own.

Drop Off/Pick Up

Keeping your child safe is of utmost importance to us, both in the studio and upon arrival/dismissal. UDS discourages pulling up to the curb for drop off and pick up, and waiting in the parking lot for our little ones 12 and under. All students are encouraged to remain in the lobby until parent pick up.

Please call the office as soon as possible if you are going to be late for pick up—your children worry about you! Limited staffing and space restrictions do not allow UDS to provide before and after class care. Due to abuse of this policy (and because our instructors and staff would like to get home to their families too), a late fee of \$5.00 for every 5 minutes will be added to your dance account after three repeated late pick-ups.

Attendance

Learning dance is a layering process with one class building upon the next. For students to grow and succeed, they are expected to attend all scheduled classes and arrive on time ready to dance. Please inform the office when absences are necessary. Tardiness may result in sitting out of class and taking notes once the student has missed important start of class warm-ups. Repeated absences and/or tardiness may result in being placed in a lower level class, termination of classes or pulled from any performance opportunities.

Unexpected absences due to illness, injury or other emergencies are excused. In this case, classes are to be made up as soon as possible. Please contact the Artistic Director to find out which classes will be an appropriate make up class. Three excused absences are permitted during each session: Fall (Sept-Jan) and spring (Feb-June).

Vacations and school programs (other than graded events such as chorus and concerts) are not excused absences. Students may jeopardize their participation in the end-of-year recital if more than three classes are missed during the Spring session. No refunds or class credits are issued for missed classes, excused or unexcused.

Class times may be shortened by 10 – 15 minutes in the event less than three students report to class.

Communication

Lobby bulletin boards, email, facebook, and the UDS website are the primary sources of current information and communication. Rarely are printed papers sent home with students. It is parents' responsibility to be aware of studio activities. Please add Urbana Dance to your email contact list and inform the office immediately of any address, email, or phone changes. Refer to our website (www.urbandance.com) for a calendar of studio events and "Like Us" on facebook at Urbana Dance and Performing Arts.

Music

UDS will make every effort to ensure that music played during class time does not contain lyrics about explicit sex, drugs, violence, etc. However, we cannot control how individuals may interpret different lyrics and will not be held accountable.

Food & Drink

Students are encouraged to bring capped water bottles into class with them. Other food or drinks are not permitted in the studios. Please clean up after yourself. **ABSOLUTELY NO CHEWING GUM**

Restrooms

Encourage your child to use the restroom before class to minimize "potty" breaks. Please use the dressing room for changing clothes, not the restrooms. Dirty diapers are not to be disposed of on site, please take them with you.

Lost & Found

We recommend all students write their name on their belongings. Lost and found is located in the dressing room. It is emptied at the beginning of each month.

Observation Days

Parents are invited to observe classes during observation weeks, refer to the website for the studio calendar to obtain these dates. Classes are closed to the public at all other times so as not to disrupt students' concentration. Studio observation windows are available, but can be closed at individual instructor's discretion.

Discipline Policy

Disrespect of any kind toward fellow students, parents and their families, instructors, or staff will not be tolerated. Disciplinary actions will be taken on a case-by-case basis in the following manner:

- Step 1: Instructor will talk with student about behavior and may be asked to sit out of class
- Step 2: Parents will be contacted and informed of student's behavior and may be asked to immediately pickup student
- Step 3: At the Artistic Director's discretion, the student may be suspended from class for one week

- Step 4: If issues cannot be resolved, the student will be expelled from all classes for the remainder of the year

UDS reserves the right to accelerate the disciplinary process and expel the student without intermediary steps. Should a student be removed from class, no refund or credits will be issued.

Concerns/Questions

Your concerns are our concerns. Please do not hesitate to contact us at (301) 874-4367 or email to urbanadance@urbanadance.com. Phone messages and emails are picked up on a regular basis and returned within 24-48 hours during normal business hours.

Class Policies & Guidelines

Class Etiquette

1. Be on time and ready for class
2. Show respect for your instructor and fellow dance mates
3. Do not enter a class in session without first getting permission from instructor
4. Do not sit or leave class without instructor's permission, except in emergency
5. Be considerate of students around you
6. Be attentive to the instructor's remarks
7. Be alert to all corrections/notes given to you and other students in the class
8. Keep an open mind and do not complain

Dress Code

Students must attend class with appropriate attire and shoes. Failure to wear the required apparel could result in the student being asked to sit out of class. Repeated failure to wear required attire could result in termination of classes.

The following Dress Code Requirements are generally to be followed. However, individual instructors may have specific attire requirements. Please do not purchase attire before receiving your class confirmation indication any specific attire requirements.

For all classes:

- Absolutely no jewelry, silly bands, friendship bracelets or ponytail holders on wrist
- No bright finger / toe polish
- No jeans or street shoes worn in class
- Sport glasses or goggles or none at all
- FOR BALLET: No shorts, cover ups or warm up clothing once class begins
- Shoes and tights must be in good repair with no holes or runs
- Hair must be tightly secured with bobby pins

Class Dress Requirements

Wiggles & Giggles, Intro to Dance, PreDance & PreBallet: Pink leotard, Capezio mesh transitional classical pink tights (preferred), pink leather full sole ballet shoes and black Mary Jane style tap shoes (**tap shoes for Intro to Dance**)

and PreDance classes only). Tap shoes will not be needed until November/December. Your instructor will notify you. Hair slicked back and pulled into a bun in the middle of the head.

Beginning Ballet 1, 2 & 3: Pink leotard, Capezio mesh transitional classical pink tights (preferred), pink leather full sole ballet shoes. Hair including bangs slicked back and pulled into a bun in the middle of the head.

Intermediate Ballet 1, 2 & 3: Maroon leotard, Capezio mesh transitional classical pink tights (preferred), pink leather full sole ballet shoes (canvas and split sole for students also enrolled in Pointe class). Hair including bangs slicked back and pulled into a bun in the middle of the head.

Advanced Ballet 1 & 2: Black leotard, Capezio mesh transitional classical pink tights (preferred), pink leather full sole ballet shoes (canvas and split sole for students also enrolled in Pointe class). Hair including bangs slicked back and pulled into a bun in the middle of the head.

Gentlemen in any Ballet Class: Black tights or leggings with dance belt, white fitted t-shirt tucked in, white dress socks and black leather full sole ballet shoes.

Jazz: Black leotard, black dance shorts, capri or jazz pants over leotard. Sports bras must be covered with a top (cami, tank, t-shirt) of any color, black jazz shoes. Hair including bangs slicked back and pulled into a ponytail or bun, no fly-aways. May use elastic sport band.

Lyrical/Contemporary: Black leotard, may add black dance shorts, capri or jazz pants over leotard. Sports bras must be covered with top (cami, tank, t-shirt) of any color. Shoes: Paws/Foot Undeez (skintone/nude). Hair including bangs slicked back and pulled up into a bun, no fly-aways. May use sport band.

Tap: Black leotard, may add black dance shorts, capri or jazz pants over leotard. Sports bras must be covered with a top (cami, tank, t-shirt) of any color. Shoes: Youth: Capezio or Bloch full sole oxford style, PreTeen & above: Capezio or Bloch split sole oxford style. All hair including bangs slicked back and pulled up into a ponytail or bun, no fly-aways. May use elastic sport band.

LET: Black leotard, may add black dance shorts, capri or jazz pants over leotard. Sports bras must be covered with a top (cami, tank, t-shirt) of any color. Shoes: Paws/Foot Undeez (skintone/nude). Hair including bangs slicked back and pulled up into a ponytail or bun, no fly-aways. May use elastic sport band.

Hip Hop: Black sweat pants, jazz pants, capri pants or dance shorts (no jeans), any color plain top (t-shirt, tank, cami) and black flat soled sneakers (i.e. Converse). Shoes are for classroom only, no street shoes allowed. Knee pads required. Hair including bangs slicked back and pulled up into a ponytail, no fly-aways. May use elastic sport band.

Poms: Black capri pants, jazz pants, or spandex shorts, any color top (form fitting), no loose or baggy clothing. Tan jazz shoes. Hair including bangs slicked back and pulled up into a ponytail or bun, no fly-aways. May use elastic sport band.

Placement & Advancement

UDS takes great care in appropriately placing each student in a class to be challenged, but not overwhelmed. Students new to UDS attend a placement class to be evaluated. In addition, instructors evaluate each student for proper placement during the first weeks of each season. Students are advanced through graded classes based upon their achievement of targeted goals and mastery of technique and syllabi.

Evaluations & Recommendations

Student evaluations are an ongoing process in every class and instructors will be pleased to discuss your individual child's progress. However, in order not to infringe upon class time, please schedule an appointment with your instructor outside of class time for a thorough and private consultation. Written evaluations with placement recommendations for the Summer and Fall seasons are distributed at the end of the dance year.

Instructor Conferences/Questions

If you wish to leave a note for the director or instructor, their mailboxes are located at the front desk. They will be happy to assist or address any concerns you may have. Please do not delay instructors before, during, between, or after class.