



**PARENT/STUDENT HANDBOOK**

## 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

UDS 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

**Finance & Marketing:** Kim Switlick

**Studio Manager:** Kim Switlick

**Instructors:**

Instructor photos and bios can be found on the studio's website.

## CONTACT INFO:

3317 Worthington Boulevard

Ijamsville, Maryland 21754

Phone: 301.874.4367

Email: [urbanadance@urbanadance.com](mailto:urbanadance@urbanadance.com)

Website: [www.urbanadance.com](http://www.urbanadance.com)

Facebook: Urbana Dance and Performing Arts Studio

## Welcome

Thank you for choosing Urbana Dance for your child's dance education. Our programs serve beginner through advanced students aged three 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 **email, website, and Facebook**. Check **ALL** of these forms of communication often for important updates and messages.

## 2023-24 Studio Calendar



### September 2023

6 Wed | First day of Fall/Spring classes

### October 2023

31 Tues | Halloween | Studio Closed

### November 2023

22-26 Wed-Sun | Studio Closed (Fall Break)

### December 2023

20-24 Wed-Sun | Studio Closed (Winter Break)

25-31 Mon-Sun | Studio Closed (Winter Break)



### January 2024

1 Mon | Studio Closed (Winter Break)

2 Tues | Re-Open after Winter Break

### February 2024

15 Thur | Recital Fees Deposit Due



### March 2024

15 Fri | Recital Fees Balance Due

27-31 Wed-Sun | Studio Closed (Spring Break)

### April 2024

1-7 Sun-Sun | Studio Closed (Spring Break)

### May 2024

24-27 Fri-Mon | Studio Closed (Memorial Weekend)



### June 2024

1 Sat | Last day of Fall/Spring classes

3-7 Mon-Fri | Tentative In-Studio Dress Rehearsal

8 Sat | Tentative Recital Day (times to be determined)

## The Dance Year

The dance year consists of two sessions.

The **Fall/Spring Session (Sept-June)**. Classes convene once or twice a week for 40, 55, 70, or 85 minutes. UDS does **NOT** follow FCPS, MCPS, or any state public or private school closings. Please refer to the studio calendar on the studio website for scheduled closings and special events.

The **Summer Session (July-Aug)**. 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 needs 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 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.

### How To Register

Fill out an online or paper registration form **completely**. Registration is open through October 31 (Fall/Spring Session) and June 30 (Summer Session) 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:	\$25 individual / \$35 family
Returning Students:	\$10 individual / \$15 family

Your child's space in class is reserved upon receipt of registration (online or paper), registration fee 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.

### COVID-19 Liability

Urbana Dance Studio will not issue any credits or refunds for any registration fees, tuition fees, dance team fees for any issues, absences, closings related to or caused by Coronavirus/Covid-19 or any variants. UDS has a program in place to transition to online classes if necessary. Parents must complete a COVID-19 Liability Form prior to classes starting.

### 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](http://www.urbanadance.com)
- Hover on **Class Schedules** on the menu bar
- Click on **How to Register** from drop down menu
- Click on **Returning Students**, you will be redirected to our online student registration portal, The Studio Director
- Enter your email address and password provided upon registration
- If you do not know your password, click "Forgot your Password" and a new password will be sent to your email

### Tuition & Fees

**For the Fall/Spring Session:** Tuition rates are calculated on the total cost for all classes in the session and divided by 10 installments due on the first of each month in that semester. The **First and Last monthly installment along with your registration fee is due at registration**, reserving your spot in class. Example: You register for class on Sept. 15<sup>th</sup> and pay first and last installments plus a registration fee. Your next installment is due on Oct. 1<sup>st</sup>. Tuition is prorated for those registering after classes have begun and will be taken at time of registration. Your last installment will be due on May 1<sup>st</sup>.

A debit/credit card must be placed on file in your dance account. Upon registration, you grant permission for UDS to charge the credit card on file for monthly tuition installments on the 1st of each month and for other fees as they become due. However, if you wish to pay by cash or check, payment must be submitted before the 1<sup>st</sup> of the month. Tuition payments are non-refundable and non-transferable.

**For the Summer Session:** Full tuition is due at time of registration.

## Discounts

Class / family discount offered with the second class / child enrolled: \$5.00 with each additional class, up to \$25.

## 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 10<sup>th</sup> 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.

## Recital Fees

UDS holds its annual recital at the end of each Fall/Spring Session. Recital is optional for all students participating in a recital class (i.e., LET is not a recital class). Parents will need to decide in December if their child will not be participating in the annual recital by completing a commitment form.

The Recital Fee includes **a class costume, rehearsal fee, digital download or recital video and t-shirt**. These fees are non-refundable, i.e., if a student should drop out after these fees have been paid, They will not be refunded. The recital fees will be collected as follows:

- Recital Fee of \$150, **deposit of \$75 will be due on February 15 and balance of \$75 will be due on March 15** by auto-pay and charged to the credit card on file. This initial fee is for one class only.
- For each additional class your child is in and participating in recital a separate Recital Costume fee of \$80 will be due. A **deposit of \$40 will be due on February 15 and balance of \$40 will be due on March 15** by auto-pay and charged to the credit card on file.

Other fees associated with recital are shoes, tights, show tickets, etc. which are the responsibility of the parent.

## 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

Currently, our lobby is closed. Parents will drop at the door and pick up at the door. Parents are welcome to wait in the car or at a local restaurant. Students will only be dismissed once their parent has arrived.

### Drop Off/Pick Up

**All students should be dropped off for class no earlier than 5 minutes prior to class starting.** 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 Studio to find out which classes will be an appropriate make up class. **Three** excused absences are permitted during the Fall/Spring Session.

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 Fall/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

**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 page 2 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 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. 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 back of the studio. It is emptied at the beginning of each month and items are donated to Goodwill.

## Observation Days

Parents may be invited to observe classes depending on space availability. These classes will be announced in advance. Classes are **closed** to the public at all other times so as not to disrupt students’ concentration.

## 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](mailto: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 classmates

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.

### **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 session. 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.

## **Annual Recital**

Participation in the Annual Recital is optional. Students learn showmanship, teamwork, choreographic skills and opportunities to express individual personalities through movement. Our goal is to make the recital production experience as organized and exciting as possible. It is a team effort with students, parents, instructors, volunteers, and staff contributing to the success of the show and we thank you all in advance.

### **Participation**

The end-of-year recital is an exciting and rewarding experience for students and parents alike. Most classes, except technique classes such as LET, participate in the performance.

### **Recital Fees**

Please refer to section above under Tuition & Fees.