

*Please save this 2017-18 handbook
to refer to throughout the year!*



DANCE PREMIER
PARENT/STUDENT HANDBOOK

DANCE PREMIER (Studios A, B & C)
26613 SE Duthie Hill Road
Issaquah WA, 98029

Phone (425) 427-2328
www.dancepremier.com
Office Email: admin@dancepremier.com

Studio Owner/Director --Stephanie Rud
steph@dancepremier.com

Office Administrator --Courtney Flores
admin@dancepremier.com

Business Manager --Ann Jackson
ann@dancepremier.com

7/20/17

DANCE PREMIER'S MISSION STATEMENT

Dance Premier is devoted to providing students of all ages a positive environment where they are given the opportunity to grow and excel. Whether a parent is looking for an outlet for their child to dance for fun or with the hopes of entering the arts on a professional level, we are here to guide you along the way. The Director and teaching staff at Dance Premier strive to deliver the highest quality dance training and excellence in dance education by building self-esteem and recognizing each individual student's unique gift of talent and creative self-expression. We believe that dance lessons are life lessons which can be applied whether the student chooses a dance career or not.

Dear Dance Premier Families,

On behalf of the entire teaching staff, I am happy to welcome our students and parents to the 2017-2018 school year. We have an exciting year of dance planned for you! This handbook will help acquaint you with our school's policies/guidelines and answer your questions. Please take time to read through the handbook information and review the important calendar dates. If you have any questions or concerns, please call or email us at your earliest convenience.

We request that you save all email correspondences when you receive them from our office as this will be the primary means of communication throughout the school year.

You will be receiving information about participation in our annual Spring Recital when you register for the 2018 Winter/Spring Session in December.

We welcome your comments and suggestions. If any parent/student who wishes a private conference concerning your individual dance goals or other concerns, please use the CONTACT US link on our website to set up an appointment. We are happy to work with you to ensure that your experience will be one of pleasure and growth.

The entire faculty and staff wish you a fantastic year of dance!

Sincerely,



Stephanie Rud
Studio Owner/Director

Studio Guidelines

In order to ensure a productive learning environment for all students, we have established certain policies and guidelines for each student to follow. You may access this handbook information on our website at www.dancepremier.com. All policies, dress codes and guidelines will be strictly enforced.

- 1) We require all students to carefully observe our **DRESS CODE** outlined in this handbook and on our website.
- 2) Any student arriving more than 10 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
- 3) We ask that you arrive at the studio no earlier than 15 minutes prior to the start of class- that gives adequate time to prepare for class, parking, changing, restroom, etc. Students enrolled in classes who are under the age of 6yrs old, must have a parent stay onsite during their class. Also, it is not okay for parents to leave siblings (of any age) without parent supervision at any time while on the premises of Dance Premier. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Any child left without a parent 5 minutes of the end of class will have an account charge of \$5.00 and then \$1.00 per minute thereafter until the child is picked up. There is no supervision before or after classes because teachers are preparing lessons or need to leave to teach another class.
- 4) Students are encouraged to stay in the dance studio room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. **Parents need to remain in the lobby when enrolled in Tiny Tutus, PreDance & KinderCombo classes (or another parent has been designated to be responsible during your absence).** We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
- 5) **School age children/teens: *please practice respect*.** Students are not to be socializing and a disruption during dance class. Please honor your teacher and fellow students by giving your full attention. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time. Dance class is educational and fun, however, an important part of class is developing an attitude of discipline and respect for teachers and fellow students. Following our classroom etiquette will provide an environment whereby classes at DP will be a pleasure for all concerned.

(STUDIO GUIDELINES continued)...

- 6) During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified with a phone call (if a parent is not on the premises). An injury report will also be filled out by the instructor and sent home with the student.
- 7) Parents and siblings are not allowed in the dance rooms at any time unless invited by an instructor. Instructors have the authority to ask parents to leave once classes begin.
- 8) Class Viewing is available from the of the viewing windows ONLY. It is at the instructor's discretion whether or not to close the viewing window blinds to prevent outside distractions. During Winter/Spring session, blinds will be closed often to prepare for our Spring Recital.

Dress Code

It is important for all students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
- Recital type costumes may not be worn in class unless a dress up day is announced by the individual teacher.

(Dress Code continued)...

Pre-School/Kindergarten Programs for ages 3-6

All attire & shoes can be ordered through our website “Merchandise” page as well as <http://www.curtaincallforclass.com/my-studio/43533>
Passphrase: *DancePremier1*

Tiny Tutus (ages 3-4)

Girls: Solid colored leotard, pink tights, pink leather ballet shoes. Short dance skirts/tutus are optional. Hair should be secured away from face with rubber band or clip.

Boys: White, short sleeve T-shirt, black sweats or pants, black leather ballet shoes with white socks

Pre-Dance (age 4-5)

Girls: Solid colored leotard, pink tights, pink leather ballet shoes and black patent leather tap shoe with elastic ties or velcro strap. Short skirts are optional, tutus are not allowed. Hair should be secured away from face with rubber band or clip.

Boys: White, short sleeve T-shirt, black sweats/pants, black leather ballet & black lace up tap shoes.

PreDance Jazz COMBO (age 4-6)

Solid colored leotard, pink tights, pink leather ballet shoes and black slip on style jazz shoes (no laces) are required. Skirts may not be attached to leotard. Hair must be secured away from face w/rubber band or clip.

KinderCombo w/ Tumbling (age 5-6)

Solid colored leotard, pink tights, pink leather ballet shoes and black slip on style jazz shoes (no laces) are required. Skirts may not be attached to leotard. Hair must be secured away from face with rubber band or clip. Longer Hair in a pony-tail or bun.

KinderCombo w/ Tap (age 5-6)

Solid colored leotard, pink tights, pink ballet shoes and black patent leather tap shoes with elastic ties or velcro strap. Skirts may not be attached to leotard. Hair must be secured away from face with rubber band or clip. Longer Hair in a pony-tail or bun.

(Dress Code continued)...

Ballet Program (ages 6-18yrs.): Mini, Junior, Teen & Senior

All attire & shoes can be ordered through our website "Merchandise" page as well as <http://www.curtaincallforclass.com/my-studio/43533> Passphrase: **DancePremier1

- ❖ **Hair-** All hair must be pulled back. Short-Medium length hair should be secured into a ponytail and long hair pulled into a bun. Students who do not have hair done appropriately will be excused from class.
- ❖ **NO Gum Chewing, no jewelry and proper hair/clothing must be adhered to!**

Mini Level 1 and 2- Solid Light Blue leotard, pink leather ballet shoes.**

Junior Level 1 and 2- Solid Burgundy leotard, pink leather ballet shoes.**

Teen and Senior Level 1 and 2- Any style Solid Black leotard, pink leather ballet shoes.**

Level 3- Mini, Junior, Teen, Senior- Any Style Solid Black color leotard, pink leather ballet shoes.**

Hip Hop (ages 6-18)

Hip Hop (all levels): Athletic wear that allows freedom of movement (sweats, basketball shorts) NO TIGHT SHORTS or TOPS! Short sleeved shirts or LOOSE tops/hoodies are recommended.

Shoes: clean, non-marking sneakers that are NOT worn outside of studio. (Shoes worn outside are not permitted on the dance floors of any DP studio). NO UGGs or combat boots of any kind!

Tap (ages 6-18)

All attire & shoes can be ordered through our website "Merchandise" page as well as <http://www.curtaincallforclass.com/my-studio/43533> Passphrase: **DancePremier1

Tap (all levels- ages 6-18) Solid colored leotard (any style) or form fitting camisole top, with jazz capri pants/leggings or dance shorts (NO long pants, gauchos, baggy pants or jeans are allowed). **Black leather SLIP ON STYLE tap shoes** worn with tights or thin socks. (**see website link above for purchase).

(Dress Code continued)...

Jazz (ages 6-18)

****All attire & shoes can be ordered through our website "Merchandise" page as well as <http://www.curtaincallforclass.com/my-studio/43533> Passphrase: *DancePremier1***

Jazz Mini, Junior, Teen, Senior (ages 6-18)

Attire- Any solid color Leotard or form fitting dance top with boy cut dance shorts. Long pants, gauchos, sweats, baggy pants or jeans are NOT allowed.

Black leather split-sole, slip on style jazz shoes (no laces) are REQUIRED.

(**see website link above for purchase).

Foot thongs or socks are not permitted in jazz class.

Hair- Hair must be secured off of face into a ponytail. Students who do not have hair done appropriately will be excused from class.

Lyrical/Contemporary (ages 6-18)

****All attire & shoes can be ordered through our website "Merchandise" page as well as <http://www.curtaincallforclass.com/my-studio/43533> Passphrase: *DancePremier1***

***NOTE: Students enrolled in certain Lyrical levels, must also be enrolled in ballet classes.**

Form fitted shirt or solid leotard with boy cut dance briefs or shorts. Footless tights may be worn under shorts. Lower body should not be hidden under jazz pants or baggy sweats to help teacher evaluate proper alignment and technique.

SHOES: Dance paws/foot thongs, turners or bare feet are required for class.

(**see website link above for purchase).

SCHOOL POLICIES

Adding or Dropping a Class

Dance Premier has a Class Change form located on our website for adding, dropping or changing classes during the school year. Until you submit your completed form to the office manager, we will assume you plan to attend and you will be responsible for paying for those classes (and costumes). Telling your teacher verbally is NOT sufficient. This form needs to be reviewed and approved by the office manager. WE CANNOT BE FLEXIBLE ON THIS POLICY. Many of our classes have a waiting list for students who want a spot in that particular class. This action is taken into account when this form is *received* by the business manager, NOT WHEN THE CHILD STOPS ATTENDING CLASS.

Annual Registration Fee

A non-refundable registration fee of \$35.00 is due for each student who registers. This fee is applied toward a school calendar year and will be due again the following school calendar year. There is a family registration fee of \$65 for those with registering more than 2 children at once. In the event that a student chooses not to continue throughout the entire dance session, this fee is forfeited and is considered payment toward administrative costs of **Dance Premier**.

Class Confirmation and Attendance

Registration is not completed until a confirmation has been sent to you by email by the office. Dance Premier does offer drop in classes for a fee. These drop in classes may be taken one time per genre and must be prearranged through the office prior to attendance. Once you have pre-paid the drop in fee and the office has determined that there is availability in the class at that time, the office will give you a form to hand to the teacher so your child can attend to try the class. Showing up for any class without the drop in form or prior arrangement through the office, is not permitted and your child will be excused from the class to wait in the reception area. After attending a drop in class, if your child would like to enroll, registration must be completed online (we do not hold space in class for drop ins- enrollment is on a first-come first-served basis). Once you have secured space in an available class, drop in fees prepaid for that session will be applied toward registration and tuition fees.

Class Viewing

Dance Premier maintains an open studio policy, whereby all parents are welcome at any time to observe classes and lessons FROM OUR VIEWING WINDOWS. Each individual instructor may have certain policies regarding class observation. While parents may contact the specific instructor for their student, the general rule is that parents may observe from outside the teaching space for classes and lessons.

Students must wait outside the dance room with a parent until their appropriate class time. Parents of younger dancers may escort their dancer into the studio, say a quick good-bye and then exit the room. At no time will parents be allowed to sit inside the dance studio unless given prior permission from instructor. Dancers who are unable to leave their parents sight during a class are NOT YET READY TO PARTICIPATE. Your instructor will discuss with you if she feels that your student is not emotionally ready to engage in the discipline of dance.

Students enrolled in the Pre-school levels at our studio (Tiny Tutus, PreDance, KinderJazz and KinderCombo) must be accompanied by a parent or guardian who will be responsible for them during dance class. If any student at any level is disrupting class and has not responded to previous warnings, that student will be asked to sit out of class for a period of time determined by the teacher. If, after discussion with a parent there is still a disruption, that child may be asked to leave class permanently. There will be no refunds given for behavior issues.

Current Events & News

Dance Premier handouts, studio notices, schedules and upcoming events (including changes) are sent via email and are posted on the studio communication bulletin boards in the waiting areas at both locations. It is the responsibility of each parent or student to check their emails associated with your DanceWorks account often. Parents may also refer to the studio communication bulletin boards for any missed handouts that may have been distributed during a class when a student was absent. It is up to the parent to notify **Dance Premier** of any address, phone or email changes and log in to their DanceWorks account and change their information. Please use the "Parent Access" to mydanceworks.net to update/edit your account with any changes as they occur. Any urgent studio information will be sent out via email AND will be added to the scrolling marquee at the top of our website home page: www.dancepremier.com

Drop Off & Pick Up Policies

Students in the Mini Levels and higher may be dropped off and picked up at the studio. Parents are responsible for dropping off and picking up students on time. Classes will begin and end on time. Students enrolled in the Pre-School levels at our studio (Tiny Tutus, PreDance, Kindercombo) must be accompanied by a parent or guardian who will be responsible for them during dance class. Please do not pick up your children in the parking lots. You are welcome to come into the studio five minutes prior to the end of class to ensure that your child safely leaves the building. Students who are minors must be accompanied by an adult when leaving their lesson. Please notify your child's instructor if a different adult will be picking him/her up. Please be mindful of when your child's class starts and ends as the office staff and teachers often have to leave immediately after class. Also, please do not leave minor-aged siblings, in the lobby/viewing areas of the studios without a parent/adult who is supervising them at all times. Dance Premier faculty and staff are not able to supervise siblings and **Any child not picked up within 5 minutes of the end of class, will have an account charge of \$5.00 and then \$1.00 per minute thereafter until the child is picked up.**

Fall Session- 2017

This **15 week** dance semester begins on **September 7th, 2017** and ends December 23rd with registration beginning in mid-July. *NO Classes on Thursday, Nov. 23rd thru Saturday, Nov. 25th.* Fall tuition is due in full (or agreement of our optional payment plans) upon enrollment in addition to an annual \$35 non-refundable registration fee. (Registration fees are collected once in a school calendar year). Prorated tuition is applicable only to students/families who register after the first 4 weeks. Students who paid a \$10 registration fee for summer session, will pay \$25 for their Fall registration fee.

Illness, Absences & Make Up Classes

We follow the guidelines of the Washington State Superintendent of Education and the King County Department of Public Health when it comes to sickness. While we appreciate the dedication of our dancers who are too sick to go to school, but rally just to come to dance that evening—we ask you to please keep your child home. If your dancer was too sick to go to school during the day, please keep them home that evening. This policy applies to *anyone* who will be on the premises of Dance Premier (studio, dressing rooms or reception areas)—including, students, parents, grandparents, siblings, friends, etc. Please do not come to the studio until 24 hours after being FEVER FREE and 24 hours after the last episode of vomiting or diarrhea. For our littlest dancers, if they are too

(STUDIO POLICIES- Illness, Absences & Make Ups continued)...

young to cover their mouths when they cough or have a constant runny nose that disrupts participation in class, PLEASE keep them home until they are feeling better.

Make-up classes for student absences due to illness or personal family vacations are allowed. PRIOR NOTICE OF AN ABSENCE IS REQUIRED FOR MAKE-UP. Notice should be given to the office in writing via email or a note left at the office. "Make up" classes are taken by attending any other class in the same level and/or age group as enrolled. Please contact Dance Premier's office staff at admin@dancepremier.com to notify them which class you would like to attend OR if you should need help figuring out an appropriate class for your child to take as a make up class. When your child attends the class as a "make up", please have them quickly tell the teacher prior to the start of class and attendance taking that they are there for a pre-approved "make up" class to avoid being charged for a drop in class.

THERE ARE NO MAKE UP CLASSES DURING THE LAST SIX WEEKS OF THE WINTER/SPRING SESSION as our faculty and students are preparing for our Spring Recital. No refunds or pro-rates will be allowed for missed classes. Pro-rated tuition is offered for students who register after week #4 of a session, otherwise full tuition amount is due.

Holidays & Breaks- 2017-18

Dance Premier follows the Issaquah School District for breaks, although we do not close for one day holidays.

November 23-26, 2017

Dec 24-Jan 7th (Session ends Sat. 12/23)

February 19-25, 2018

April 9-15, 2018

May 25-28, 2018

Thanksgiving Break

Winter Holiday Break

Mid-Winter Break

Spring Break

Memorial Day Break

2018 Winter/Spring Session

This 20 week dance semester begins January 8, 2018 and ends June 9th. Picture week is Tues. Weds & Thurs, May 29, 30 and 31st. NOTE: Picture week times are not your regular class day/times (exact schedule will be emailed once available). Dress rehearsal classes takes place the last week of the session Friday, June 1st through Thursday, June 7th during your regular class time, day and location. Attendance during this week is MANDATORY. Students need to be in costume, with performance make up and hair styled as required for recital. This is the last opportunity the faculty has to make any corrections/suggestions to students before performance-- all parents are encouraged to stay and the class will be shorter than usual.

Registration takes place online for this session and begins November 29th, 2017 for existing students continuing from our Fall session. Existing students from Fall are guaranteed their space for Winter/Spring Session in their current class, if re-registration has been completed and tuition w/applicable costume deposits have been paid prior to Midnight December 5th. Any space not re-registered for in any given class will become available to new students via open registration. Open registration for new students starts Monday, December 6th, and is done online for your convenience. Registration for our 20 week Winter/Spring Session tuition can be paid for "in full", ½ and ½ installments or monthly payments upon enrollment--exact payment schedule and amounts will be confirmed through the office upon enrollment (registration fees and costumes deposits are not part of the installment plan and must be paid upfront). If your credit card on file cannot be processed on the agreed upon due date, there will be a \$25 late fee charged to your account per week until tuition is current (this fee cannot be waived). Also, due at this time is an annual \$35 registration fee (if not collected during Fall session) and a \$50 costume deposit per class—both fees are non-refundable.

Recital Costumes

Specific dance costumes will be purchased through the studio for each student and each class in order to participate in our Spring recital performance. Total costume prices typically range from \$55-\$95 per costume depending selected costume. A \$50 non-refundable costume deposit for each class will be collected in December (at the time of re-enrollment for the Winter/Spring session) with the balance being billed to you in the Spring prior to distribution. Once you pay your costume deposit, you are committing to having a costume ordered for your child. **Costume deposits are never refunded and if a costume is ordered for your child, you are responsible for any balance due when it arrives in April/May. See Studio Calendar for exact days and due dates.**

(STUDIO POLICIES-(Recital Costumes) continued)...

Any account with a balance at the time of costume distribution will not have a costume distributed until there is a zero balance. Costume balances that remain unpaid by the due date are also subject to a 20% late fee *per week*.

Your child will be measured by the office or teacher for their costume at the end of the Fall session (if they are continuing into Winter/Spring session) or measured at time of enrollment. The office may contact you for help getting the measurements if your child was absent or unavailable at the time this information was collected. Please keep in mind that dance costumes are mass produced by costume companies and are not custom made. There is a huge difference between sizes and if your child measures between two size ranges, we will need to order a larger size. For minor alterations, we do have an in-house seamstress, who can make alterations for you for a nominal fee.

Refund Policy – School Year Sessions

Refund policies for our regular school year sessions during Fall and Winter/Spring Sessions are as follows: A student is considered enrolled until we receive a filled out CLASS CHANGE FORM (which can be found on our website). Date of form will be the date received during business hours by our office, not the date student stops attending class.

Registration fees and costume deposits/fees are **never** refunded. Our tuition refund schedule is as follows: Prior to first lesson - 100% refund. After the first lesson we offer partial refunds and the prorated balance to remain as a credit on account to be used toward future classes. Refund/Credit schedule is as follows: Withdrawal within first two weeks - 60% refund. Withdrawal within first three weeks - 40% refund. Withdrawal within first four weeks - 20% refund.

NO REFUNDS ARE GIVEN AFTER THE FIRST 4 WEEKS OF CLASSES FOR ANY REASON, **but** unused tuition will be prorated and issued in the form of an account credit toward future dance classes (not merchandise). Credit is not transferable outside of your immediate family and there are NO CREDITS given during the **last six weeks** of any session. This credit balance will never expire. Final costume balances are deducted before refunds or credits are issued during Winter/Spring session.

Additionally, there are no refunds or credits given for individual classes cancelled due to unforeseen or uncontrollable circumstances such as inclement weather, teacher illness, studio unforeseen emergencies (such as plumbing, flooding, electrical, etc.). (Please see section “Studio Closures and Class Cancellations”).

Refund Policy – Summer Session

Cancellations of summer registration for camps and classes before June 1st, may receive a 50% tuition refund and 50% credit on account for future classes. We must receive a filled out Drop Form in order to approve the cancellation—this form can be found on the website. Registration fees are never refundable, but can be applied toward that current year annual registration fee of \$35 collected in the Fall.

There are no refunds (or credits) for student withdrawals or cancellations after June 1st. Unused time remaining on summer punchcards is never refunded and there are no exceptions to this policy.

Studio Closures & Class Cancellations

Dance Premier follows the Issaquah School District for district wide closures due to inclement weather. If Issaquah Schools are closing early, then **Dance Premier** will also cancel dance classes, lessons and team practices. Please listen to local radio and television stations for ISD announcements.

All notifications of studio emergency cancellations will also be sent via email to the email address listed on your account and information will be updated on social media via Facebook, Instagram and Twitter. Please “LIKE” and “follow” Dance Premier to be sure you get these important posts.

Dance Premier does send out EMERGENCY ONLY Texts to those that sign up! All you need to do is send a TEXT to 313131 with this code: EZFQT90035.

If you are not sure whether a class will be held, please check our website home page as there is a scrolling marquee across the very top of the page which we will change in the event of emergencies. Studio website is:

www.dancepremier.com

Also, dance classes may be cancelled in the event of hazardous weather conditions OR unforeseen events such as teacher illness or studio maintenance emergencies (plumbing, flooding, electrical, etc.).

Classes cancelled due to uncontrollable emergency events, are not rescheduled or refunded. Of course, Dance Premier strives to avoid these emergency situations and all students inconvenienced are free to attend a “make up” class by attending any other class in their level (or below) and/or age group. Please contact the office at admin@dancepremier.com to notify them which class you would like to attend OR if you should need help figuring out an appropriate class for your child to take as a make up class.

2018 Spring Recital Information

All students are encouraged to participate in our annual Spring Recital! This year's Spring Recital will take place on Saturday, June _____ at (more info coming soon). There will be 4 shows throughout the day 11am, 2pm, 5pm, 8pm. Each class participates in ONE show, with the exception of level 3 classes, and classes who are asked to guest perform. Students are given this opportunity to showcase their dance skills and personalities in front of a live audience of friends and family. We believe this helps sharpen and solidify skills learned during the year but — more importantly — also helps to build self-esteem and social skills by giving dancers an opportunity to set and reach goals in a group setting. Parents with multiple dancers taking multiple levels of dance do stand the chance of having to attend more than one show. There are discounted tickets to the 2nd show offered to these families.

There is a tech rehearsal the evening before recital at the performance venue for levels 2 and 3 (more info. coming later). **Tech rehearsal is MANDATORY and closed to viewing.**

Recital tickets for our spring performance will be available for purchase online in early May through tututix.com. More information will be emailed to you closer to that time.

