

Happy Feet Dance Company

2024-2025 Policy Handbook

Welcome to Happy Feet Dance Company where we believe that dancing should be a fun and enjoyable experience for everyone, which is why we strive to create a welcoming environment that feels like home. Our classes are designed to build your skills and technique while also giving you the chance to perform and make lasting friendships with fellow dancers. Whether you are an absolute beginner or an experienced dancer, our instructors are dedicated to helping you achieve your goals and reach your full potential.

Below you will find important information regarding our studio, classes, and policies. Please take a moment to carefully review the information with your dancer. We would also like for you to sign and return the last pages of this handbook for our personal records.

We look forward to sharing this year with you and your family!

FOR OUR STUDENTS: The first step to becoming a successful dancer is making a solid commitment to your classes. You are committing to a full school year of dance classes. Please do not enroll in other sports or activities if it has a conflicting schedule. Strong technique is a key ingredient and class is where you develop that technique. Come to each class each week prepared to learn and without personal distractions. Class time is your chance to focus on yourself; 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, 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. A correction is an honor; it shows how much a teacher cares about your progress as a dancer. Always say thank you when your teacher offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

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 support your child's dance education. Your child's presence at all classes is imperative. The spirit and the lesson of dedication are a big part of our dance program's learning process.

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.

Class Placement: When it comes to class placement, we take a lot of time accessing the dancer on skill, maturity, strength, technique, and their understanding of the class material. Keep in mind that each student progresses at a different rate based on many factors including the number of years they have danced, class attendance, and whether or not they practice at home. We don't want anyone intimidated by the class work and the speed at which the higher level is taught. In the upper levels, students must have mastered the material in previous levels so we do not have to continuously review what they should already know. It isn't fair for current students to slow down the class pace for new students who aren't prepared. Understand that we are concerned about the well-being of every child who enters our studio. When a dancer moves into a level they are not prepared for, they will struggle. When parents and dancers understand this, and dancers stick to the appropriate levels they will become more focused and stronger dancers. Your child worked hard and did a wonderful job last year. There is absolutely nothing wrong with being placed into the same level. It is a natural process in dance. It is not a repeat, the class will progress and continue to move forward. Your child will benefit both physically and artistically.

For Pointe classes a student will have to pass an instructor lead test and a doctor examination will be needed to make sure that their feet are ready for pointe shoes. We care about our student's safety and do not want any unnecessary injuries due to a student not being fully ready for pointe shoes.

Staying in the Loop: Keeping you informed is one of our primary goals. Please read through all emails and all handouts that are sent home. Most of our contact is through email, so please make sure you provide us with a current email address. We work very hard to keep you informed; however, it is your responsibility to keep up to date by checking your email on a regular basis.

Also, please make sure to keep your calendars updated with important dates (no class days, breaks, holidays, special events, performances, etc.) All of this information can be found on our website under the Calendar tab. If you would like to contact us, please send an e-mail to this address:

thehappyfeetdancecompany@gmail.com

Website: www.happyfeetdanceco.com

Questions: Communication is extremely important to us. If you have any questions, please contact us directly. Talking only to other parents/students can lead to misinformation and confusion.

Social Media: Happy Feet Dance Company is on social media! Check it out and don't forget to LIKE and FOLLOW us!

Facebook: **Happy Feet Dance Company**

Instagram: **HappyFeetDanceCom**

Dance Studio Policies

Registration: Students need to be registered by the second week of classes in the new season. If a student is not registered by then, they will not be able to participate in class until they are properly registered. By registering you are acknowledging that you understand our monthly tuition charges and the procedure for discounting classes. There will be a once yearly registration fee of \$25 per student or \$50 per family. This fee goes towards costs of operating the website and class registration software.

Tuition: Tuition is due in full on the first day of the month. Tuition is calculated and billed through Dance Studio Pro. Tuition rates are listed on each individual class, as well as on our website. We also offer special discount rate packages for families and single students. Please email us at the time of registration if you would like to take advantage of one of our packages. You may also pay by cash or check at the studio drop box. If tuition is not paid by the 10th of the month a \$15 late fee will be charged to your account.

Tuition remains the same regardless of absences and whether it is a long 5-week month or a short 3-week month. Tuition is per month, not per class. Tuition will NOT be prorated for late starts.

Attendance: Students are expected to be in class each and every week. It is important that students attend all of their classes in order to benefit from their training. Absences or tardiness can have a negative effect on the entire class. When dancers miss class frequently, spacing and formations become very difficult to work on. It is very unfair to those who attend regularly and can result in frustration for the student and their teachers and classmates. You are committing to a full school year of dance classes. Please do not enroll in other sports or activities if it has a conflicting schedule. Students who do not fulfill their commitments for the entire school year will be charged a **cancellation fee of \$50 per dance** as it affects the entire class. **will not be charged if your student can only do the winter showcase or only the spring recital.*

Please make sure you notify the teacher if you are going to be absent from class. If a student is absent from class, they are responsible for learning the steps taught in the lesson missed. A student may do a make-up class in any class in their age range.

The safety of our students and their families is very important to us. If the local schools are closed for inclement weather, the studio will also likely be closed. Notification of the studio closing will be sent out by 2pm.

If a student misses two or more classes the month before the recital, the student will not be able to participate in the end of season performance. The weeks leading up to the recital are very important, missing classes during this time can have negative effects on the performance.

Class Attire: We ask that all students please wear appropriate attire to class. All students should arrive dressed in proper attire and ready to dance. No jeans are permitted in any class, except Line Dancing. Hair must always be pulled up away from the face and tightly secured. No jewelry or accessories are permitted as they can cause a distraction in class.

Ballet: Leotard, pink tights, pink ballet shoes. Ballet skirts are optional.

Lyrical: Leotard or form fitting t-shirt/tank top, leggings or jazz shorts, tan jazz shoes or ballet shoes. No baggy clothing.

Hip Hop/Jazz: Leotard or t-shirt/tank top, leggings or jazz shorts, black jazz shoes or clean INDOOR ONLY tennis shoes. No baggy clothing.

Tap: Leotard or t-shirt/tank top, leggings or jazz shorts, tap shoes. No baggy clothing.

Acro Dance: Tight fitting leotard, camisole, sports bra and tights or tight fitting leggings/shorts.

Fitness Classes: Leotard or form fitting t-shirt/tank top, leggings or jazz shorts, clean INDOOR ONLY tennis shoes.

BOYS: For ballet and acro: Tight fitting shirt and pants. **All other classes:** Athletic shirt and athletic pants or shorts. NO JEANS

Class Etiquette: Bring a good attitude to class. We expect students to observe common courtesy and to be respectful of their teachers and fellow class members. Proper respect is expected at all times. We feel it is important that students learn to work efficiently as a group and behave in a respectable manner. A positive attitude and proper behavior is necessary to ensure a rewarding and productive dance class. Disrespect for teachers and other students, gossiping and other behaviors that adversely affect the class will not be tolerated. We love to teach and watch your children grow. Please help us continue our tradition of positive, constructive dance instruction by supporting us and your amazing children.

- No food or drink in the classroom, besides water.
- No chewing gum or snacking during class.
- No interrupting the teacher during class.
- Cell phones are not to be used during class and should be turned off or on mute.
- Profanity, unsportsmanlike conduct, and gossip will not be tolerated during class.

- No hands on the mirror.
- No hanging on the barres.
- No jewelry or accessories are to be worn in class.
- Always remember to smile, learn, and have fun in each class.

Class Observation: We appreciate our dance families and their support, but we ask that parents remain in their vehicles or observe from the outside while their students are in class as there is very little space in the studio for observation, with the exception of preschool age classes. If you must be in the studio during your child's class, please refrain from side conversations and have your cell phones on silent. It is important for all students to remain focused while in the dance room and if your presence is a distraction to the students, you will be asked to leave. Please do not communicate with your dancer or the instructors during class time, this is very distracting and will cause us to have to refocus the class.

Winter Showcase: In December/January we will have a Winter Showcase as a halfway point of our dance season to show off what we have been working on. This is also a chance for our competition team to perform their dances on a stage and in front of friends and family before their first competition. There will be no need to purchase tickets for the showcase, though we will be accepting donations.

Recital Fee: There will be no recital fee for the showcase.

Costumes: For the showcase we will be saving costs by reusing former costumes, if available. If not enough costumes are available we will use simple class wear in coordinating colors.

Rehearsal: We will have one dress rehearsal at the venue during the week of the performance.

Recital: The end of year recital is the highlight of the season for our dancers. This is their chance to show off all their hard work to their family and friends. Be aware now that a recital involves a lot of hard work, time, and of course expense. We hope by explaining our recital procedures now, that we will enable you to budget for the recital at the end of the school year. As soon as the recital date is finalized, we will post a notice in the studio, on the parent portal, and send out an email. Performing in the recital is strictly optional. However, we assume that your child will perform unless you notify us otherwise, in advance. Tickets will be available to purchase a month before the recital at a lower price than they will be at the door.

Recital Fee: There will be no recital fee.

Costumes: There will be a \$50 costume deposit PER CLASS due in January to ensure that we can order costumes in a timely manner. All costumes vary in price and any additional charges will be applied to your account when costumes arrive. If a costume needs to be sent back, additional shipping fees will be applied. Costumes will include tights, hanger and a garment bag.

Rehearsal: As we get closer to our performance dates, a rehearsal schedule will be sent out. Rehearsals will be held the week of the show. Students are expected to attend all rehearsals as it is their last chance to clean up, make changes, and polish their dances. One missing person can upset the balance of the spacing. If you are not present at rehearsal, there is a possibility that you will not be in certain parts of the dance.

Photos: Every now and then we like to post some photos or videos of our classes and performances. These photos are used for advertising, social media, and our website. If you do not want your child's photo to be used for these purposes, please sign the waiver attached.

Code of Conduct: Students and parents will conduct themselves in an appropriate manner while at Happy Feet Dance Company and at all performances and events in which Happy Feet Dance Company is represented. Proper respect for instructors is expected of all students, parents/guardians, and siblings.

Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at Happy Feet Dance Company.

Students will not speak negatively about one another or the teachers.

Any parent/guardian or student who disrupts class or approaches a teacher, another student, or parent with the intent to cause distress or contravene the policies and procedures of Happy Feet Dance Company will be dismissed immediately.

Thank you so much for choosing to dance with us at Happy Feet Dance Company. We look forward to a fantastic dance year.

Please fill out and return this page in person or by email.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE ABOVE INFORMATION and I understand the policies and procedures of Happy Feet Dance Company. I agree to adhere to all the rules and regulations asked of myself and my child.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Student signature not required for students under 7 years of age.

Liability

All care will be taken to see that no injuries are incurred during dance class, however, it is a physical activity and as such, the student/guardian must realize that the student needs to be in good physical health. If they have any concerns, they need to check with their healthcare provider before beginning this class.

If the student should be injured, they and their parent/guardian will in no way hold the Happy Feet Dance Company responsible and will not hold the instructors responsible.

I hereby agree to release Happy Feet Dance Studio and its staff from any and all liabilities due to any accidents or injuries that may occur while in class or on the premises.

Parent/Guardian Signature:

_____ Date: _____

I agree to allow my child to be photographed occasionally during class and performances and allow those photos to be posted on social media and for advertising purposes.

Parent/Guardian Signature:

_____ Date: _____

- I DO NOT wish for my child's photographs to be used on social media or for advertising purposes.