

RAINIER DANCE CENTER 2019-2020 STUDENT HANDBOOK

Welcome to Rainier Dance Center! Attendance, discipline and self-esteem are essential parts of dance. The policies below are designed to instill structure and give responsibility to students for their dance education. RDC wants to give each student an opportunity to learn, grow and have fun!

Attendance Policies

ATTENDANCE

- ❖ Students are encouraged to attend all classes throughout the year in order to maximize their technique and skill. We know families sometimes have conflicts or other priorities, so we suggest missing no more than six classes
- ❖ If a student must miss a class, please notify RDC prior to the absence. Students in level 1 classes and above that miss class are responsible for learning the material they missed. If you have a fever or something contagious, **DO NOT** come to class. Good rule of thumb: If you stay home from school, don't come to dance!
- ❖ Level 2 and above: If a dancer is injured, sick or has medical restrictions, the preferred option is to come to class and make modifications. If they are unable to participate in class at all, dancers will receive a full absence for each class they miss unless a doctor's note is provided.
- ❖ **Recital:** All students participating in the recitals on June 20 and 21, **MUST** be in all classes during performance preparation weeks between May 4 and June 19. This is key preparation time and this will ensure they are ready to perform! If a student misses more than three classes between April 1st and the recital (June 20/21), the teacher may remove the student from the recital dance.

TARDINESS

- ❖ It's recommended that your student arrives 5-10 minutes prior to their class start time. All students should be dressed, with shoes on, hair secured, waiting in the lobby, five minutes prior to each class start time. **PLEASE BE SURE YOUR STUDENT HAS USED THE RESTROOM PRIOR TO CLASS STARTING.**
- ❖ Students in level 1 and above that are more than 20 minutes late for class will not be permitted to take class. They miss warm-up and this becomes a safety issue. They will still be required to observe class, complete an observation form and offer feedback. Class observations count as 1/3 of an absence and will count toward the total absences for the year.

MAKE-UP

If you miss a class due to illness, you may make it up in any open class within the same level between September and April 1. Please notify the teacher when you arrive that you are there for a make-up. Making-up in a closed (full) class is at the teacher's discretion. Between April 1 and recital, there are no make-up classes due to recital preparation.

Class Policies

AGE REQUIREMENTS

Students **MUST** be at least the minimum age listed on each class on or before September 1, 2019 in order to enroll.

CLASS LEVEL ASSIGNMENTS & PROGRESS TRACKERS

- ❖ It's important that each student is placed in the appropriate level so they get the maximum benefit of every class, while being challenged and inspired throughout the year. Although we put age and experience ranges on our schedule to give general recommendations, we may suggest something different for your dancer. Our teachers look at age, maturity, behavior/attitude, technique/ability and overall level of the class when determining what class is the best fit. RDC may suggest a level change for your student if we feel it's important!
- ❖ Most students repeat the same level more than once. Levels change and become harder each year, based on students.
- ❖ RDC gives every student a progress tracker at the end of every dance year. We believe that empowering students with the knowledge of their progress is important and key to faster growth! Our progress trackers include; general information about their progress, attendance and behavior and includes class recommendations for Summer 2020 and 2020-21 classes.

CLASS DRESS/HAIR CODE

- ❖ All students are expected to follow the dress and hair policies for all classes. They may be asked to observe or dismissed from class if they are not in the appropriate attire. The complete policy is posted at the studio and on the RDC website at www.rainierdancecenter.com.
- ❖ If your student has back to back classes with different dress/hair codes, please be sure to plan ahead so dancers don't have to change their clothes or hair between classes. There is not enough time to allow for this.
- ❖ No underwear is needed when wearing tights under a leotard. The tights act as the undergarment.
- ❖ **Please be sure your student's name is in all clothing and shoes and provide a bag for your student's dance clothes/shoes.**

Code of Conduct

CODE OF CONDUCT

- ❖ Every student is expected to follow the RDC Code of Conduct inside and outside of class (including social media):
 - ❖ Students will not talk during class, except to request assistance from the instructor.
 - ❖ Students will be respectful and kind to the teacher, other students and the space (mirrors, barre's, dressing room).
 - ❖ Students will maintain a positive attitude and be open to trying new things.
 - ❖ Students will work hard and try their best at all times.
- ❖ If a student is consistently giving verbal warnings, RDC staff may ask that a parent stay to monitor their behavior during class and assist.
- ❖ If any student is aggressive, verbally or physically, towards anyone, they will be asked to leave the classroom and/or the studio.
- ❖ **Rainier Dance Center and its staff reserve the right to remove any student from class or the studio for failure to observe any of its policies or code of conduct. Normally, the progression of consequences for violations will be as follows, but based on behavior, this is subject to change and is at the discretion of the instructor:**
 1. Student is given a verbal warning.
 2. Student is given a five minute 'time out' and is seated to quietly watch class until they can successfully rejoin.
 3. Student is removed from the rest of class and seated in the classroom to quietly watch, or in the waiting room. At this point, parents may be contacted to try and help resolve the issue.
 4. Should these efforts fail, and/or a student exhibits inappropriate or disrespectful behavior or language, RDC reserves the right to remove any student from any class at any time, for the balance of the school year.

General & Performance Information

REGISTRATION & INSURANCE

It is required that all dance students be covered by their own family insurance policies, and if injury occurs, it is understood that the student's own policy is his/her only source of reimbursement. A liability release waiver must be signed for each student enrolled.

PERFORMANCES

- ❖ RDC has two performances per year. Every class participates except Toddler/Caregiver, adult classes, and classes that may start in 2020.
 - RDC Winter Showcase (casual, work-in-progress show): Sunday, December 15, 1-7pm.
 - RDC Annual Recitals (formal w/ costumes): Sat. June 20 and Sunday, June 21 (Mandatory dress rehearsal Thursday, June 18 and Friday, June 19)
- ❖ Students are not required to participate in our June recitals. If you don't plan to participate, you must let us know by November 16th.
- ❖ It is imperative that all students participating in the recital on June 20 and 21, be in all class between May 4 and June 19. This is key preparation time for the recital and this will ensure they are prepared.
- ❖ Recital dances are similar to a team sport. Teachers and students work hard to learn individual steps, but they also learn group formations and do partner work. If you need to drop a class or not participate in the recital, we'd prefer you let us know ASAP and prior to April 1st, as a student who drops the class after this date will affect every student in the class.

TUITION AND SESSION COMMITMENT

- ❖ By enrolling in a class, we assume your student plans to continue the class for the entire dance year (Sept-June) and participate in both of our annual performances. You don't have to commit to taking a class that long or do the performances, but we must know ahead of time if you choose not to! **We need your commitment to one of the three options below by Saturday, November 16, 2019. YOUR THREE OPTIONS ARE:**
 1. Default - Commit to your class(es) for the dance year and participate in the recital (99% do this).
 2. Commit to your class(es) for the dance year and choose NOT to participate in the recital.
 3. Month to month class commitment (\$10/month increase in tuition) and NO participation in the recital.
- ❖ If you commit to option 1 or 2 above and then drop the class before the end of the year, you will be responsible for:
 1. 50% of your remaining monthly tuition costs. For example, if you drop the class in March, you will owe 50% of your monthly tuition for April, May and June.
- ❖ Tuition is due monthly and is due by the 5th of each month. It is late after the 5th, and will incur a \$15 late fee per month. You may pay online via your account or in-person at either location. RDC accepts cash, check and credit cards.
- ❖ If a check is submitted for payment and is returned for Non-Sufficient Funds (NSF), the bank charge will be added to the student's account, in addition to a \$25 NSF fee.
- ❖ If your account is more than 60 days past due, your student **will not be permitted to take class** until your balance is paid in full.
- ❖ Class tuition fees are non-refundable except in the case of prolonged illness or severe injury. In these cases, you must notify the RDC prior to the absence.

RECITAL COSTUME DEPOSITS & FEES

- ❖ All costumes and related fees are non-refundable.
- ❖ Each class will be categorized either a phase 1 or phase 2 class and fees will be added based on phase dates.
- ❖ A \$70 per student, per class, recital costume deposit is due on or before the dates below. If your deposit is not paid by the dates below, we will not order a costume for your student.
 - Phase 1 classes: Saturday, December 21
 - Phase 2 classes: Saturday, February 15
- ❖ Any additional costs over the \$70 deposit, including sales tax, or any refunds due back for costumes less than the deposit will be posted to your accounts and due on or before:
 - Phase 1: Saturday, February 1
 - Phase 2: Saturday, April 11
- ❖ If tights are requested by the teacher, RDC orders these with costumes for each student. Tights are an additional \$10 plus sales tax, per costume.

SAFETY & PICK-UP/DROP-OFF

NO STUDENT WILL BE ALLOWED OUTSIDE OF THE STUDIO UNLESS ACCOMPANIED BY AN ADULT. Please come inside the studio to drop off and pick up your student. DO NOT double-park to drop off your student or wait for your student to come outside after class. This is a safety hazard, both to students and other drivers. Your student MUST be picked up promptly after class. Additional fees may be added if your student is picked up late.

INFORMATIONAL NOTICES

Throughout the school year, we will provide students with hard copy notices and send updates via email. These notices/emails provide important information about class schedule changes, special events, the recital and policy changes and are critical.

CLASS OBSERVATION and WAITING ROOM

Parents are welcome and urged to observe during the designated watch weeks. During all other classes, parents and visitors may leave the studio and return to pick up students after class, or must remain in the waiting room. **Parent watch weeks:**

- ❖ **Fall:** Week of November 11-16, 2019
- ❖ **Spring:** Weeks of Feb. 24-29, and May 11-16 (costume fittings), 2020
 - **Note:** If students between the ages of 3-8 are absent or do not have a parent present in class during the week of May 11-16, you will be responsible for altering your costume(s) on your own.

DRESSING ROOM, LOST & FOUND and CELL PHONES

- ❖ Dance is a discipline that goes beyond the classroom. Students must make sure to pick up all food, trash and clothing in the dressing room and lobby.
- ❖ **Rainier Dance Center is not responsible for any losses of personal property, clothes or valuables.** The lost and found box is located in the dressing room. Unclaimed items will be donated to charity at the end of the dance year.
- ❖ **Cell phones are NOT permitted in class and should be left in the dressing room or waiting area at all times.**
- ❖ To be respectful of others in our lobby, if you need to take a phone call, please step outside. Thank you!

SNOW/INCLEMENT WEATHER

In the event of snow or other weather conditions that may cause problems for class attendance, please call or email the office to verify class schedules and check the website. Classes canceled for snow/weather conditions will be made up.

QUESTIONS/CONCERNS/FEEDBACK

Please contact RDC if you have questions or concerns. We're always looking to improve, and we're open to any feedback you have.

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