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# Parent/Student Handbook 2019 - 2020

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**The policies, procedures, dates, times, and fees listed in this handbook are subject to change at anytime without notice. Please visit our website or Facebook for all current information on all policies, procedures, dates, times and fees.**

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# Welcome to Edgez Dance!

Edgez Dance opened in March of 2015 offering dance classes throughout rented spaces in Orlando. In January of 2016 Edgez Dance made a home at 2415 Curry Ford Road. With love and support from our dance family, Edgez Dance now offers a 2-room facility at 4602 E Michigan St. Orlando, FL 32812. Edgez Dance was created out of Melissa's love and passion for dance. Ms. Melissa funded her own dance education from the age of 16. With her parents not being able to put her in a dance studio when she was younger she was inspired to open Edgez Dance to ensure that children that want to take dance have the opportunity regardless of physical ability, appearance, or financial means. Edgez Dance welcomes students that have the passion and desire to dance into our dance family!

## Mission Statement

Our mission is to provide a judgement-free, positive, and fun dance environment where both parents, students & children feel welcomed, appreciated, and valued. We encourage each student to express their individuality while developing their artistry as a dancer. Our students will be provided lessons that not only further them in dance techniques, but also allow them to grow as an individual. Our classes can be enjoyed by students for recreational purposes and pre-professional interests at reasonable prices. Our desire is to break the stigmas and illuminate the creativity, beauty, and joy one can experience through dance.

## Acceptance Meetings

Edgez Dance requires one parent or guardian of a student that is attending Edgez Dance to participate in an "Acceptance Meeting". Parents/guardians can attend a group meeting or schedule a meeting individually. Within the meeting our full handbook in regards of our studio policies, studio calendar and payments dates will be discussed. A parent must schedule and attend an acceptance meeting before beginning classes for them to be recognized as an Edgez Dance student. Students may do their first class before a parent goes to an acceptance meeting but a student CANNOT take classes after that.

*(2019 Grace period: Parents have until November 9th to attend an acceptance meeting)*

# Tuition and Payments

## Admin Fee

Our annual Admin Fee is due upon registration and is \$30 for one dancer or \$40 for a household of two dancer's or more. Dancer's must **LIVE** within the same household to be eligible for the family admin fee. This is a one-time, yearly, non-refundable fee, that will be required in order for your student to be an Edgez Dance student. With this fee you will have 24/7 access to your student's online account which includes: reminders, emails, account balances and it also includes processing fees for use of card payments.

## Tuition Calendar

Edgez Dance has a set calendar of 23 weeks

Month	Class Dates	Weeks of Classes
October	October 21st - November 2nd	2 weeks (Half tuition)
November	November 4th - December 7th	4 weeks
Thanksgiving Break	November 25th - November 30th	<i>NO TUITION</i>
December	December 9th - December 21st	2 weeks (Half tuition)
Winter Break	December 16th - January 7th	NO TUITION
January	January 8th - February 4th	4 weeks
February	February 5th - March 3rd	4 weeks
March	March 4th - April 7th	4 weeks
Spring Break	March 16th - March 21st	NO TUITION
April	April 8th - April 21st	3 weeks (2 weeks class)
Dress Rehearsal	April 22nd - April 24th	(1 week dress rehearsal)

**\*These dates are subject to change due to the finalization of recital weekend\***

## Tuition Rates

### Monthly Tuition

Classes per Week	Monthly Tuition
1 class - 30 min	<b>\$35.00</b>
1 class - 45 min	<b>\$44.00</b>
2 classes	<b>\$80.00</b>
3 classes	<b>\$99.00</b>
4 or 5 classes	<b>\$120.00</b>

### Semester Tuition (5% off the yearly price) (23 weeks)

Classes per Week	1st Payment Due Nov. 2nd	2nd Payment Due Feb. 1st	Savings
1 class - 30 min	\$96.25	\$95.00	Original: \$201.25 <b>You pay: \$191.25</b>
1 class - 45 min	\$120.25	\$120.00	Original: \$253.00 <b>You pay: \$240.25</b>
2 classes	\$218.50	\$218.50	Original: \$460.00 <b>You pay: \$437.00</b>
3 classes	\$270.75	\$270.00	Original: \$569.25 <b>You pay: \$540.75</b>

### Yearly Tuition (8% off the yearly price) (25 weeks)

Classes per Week	Original Price	Yearly Price Due Nov. 2nd	Classes per Week	Original Price	Yearly Price Due Nov. 2nd
1 class - 30 min	\$201.25	<b>\$185.25</b>	2 classes	\$460.00	<b>\$423.00</b>
1 class - 45 min	\$253.00	<b>\$232.75</b>	3 classes	\$569.25	<b>\$523.75</b>

*\*Any date changes resulting in overpaid tuition will be applied to the recital package\**

## Monthly Tuition Posting, Late Fees & Late Fee Pass

Tuition will be posted and due the 15th of the month before and is late on the 3rd of each month. **(Example: January Tuition: Due December 15th late January 3rd)** Tuition not paid by the 2nd of the month at 11:59p will have a Late Fee added to account on the 3rd. Edgez Dance will look for timestamps, tuition paid after 11:59pm on the 2nd will be counted as late. Once a late fee is posted it will be considered part of tuition. The **FIRST MONTH of the student/family attending the studio** tuition will be prorated & will not have a late fee. Tuition is due regardless of studio hours or closures as Edgez Dance provides auto payments & an online payment system that operates 24/7.

Accounts with a card on file will be charged a late fee of \$10

Accounts with **NO** card on file will be charged a late fee of \$20

Edgez Dance will be offering a **one use “Late Fee Pass”**, this pass will be automatically applied to accounts to waive a late fee, **one time**. After that first waived fee, Edgez Dance will not waive any late fees.

## Parent Portal

Edgez Dance provides an online access via Jackrabbit software that operates 24/7 for you to view your student's account. Within the portal you can see announcements posted, emails sent to your account, make payments, see student progression within select classes and update any health or billing information. It is highly recommended that parents login to their account 1 - 2 times a month to check messages and account balance.

### **PLEASE KEEP US POSTED OF CHANGES TO CONTACT/HEALTH INFO!**

Please update your account or contact the studio if you have moved, change your phone number, update billing information, want to change your emergency contact, or have any new medical or health concerns.

## Ways to Pay

*IN STUDIO:* Card, Cash, and/or Checks (Any checks can be made to “Edgez Dance”)

*ONLINE PAY:* Online via JackRabbit parent portal with card or bank account

*AUTO PAYMENT:* Electing for auto pay on the 15th, 1st or 2nd with card or bank account

## Overdue Accounts

Any student with an overdue account cannot take classes until the account is paid for including the late fee attached to that month. An overdue account is when the next month's tuition (or billing cycle) has started and the previous month's tuition and/or late fee has not been paid for yet. Overdue accounts will still be liable to pay for the entire month of a month's tuition (or billing cycle) even though the student may have not been permitted to take classes.

## Refunds

Once payment is received Edgez Dance reserves the right to deny any refunds on events, tuition, recital packages or other studio-related payments.

## Withdrawing From Classes/Studio

Tuition is posted the 15th of each month for the month before. For example January tuition will be posted December 15th. You are responsible for all tuition fees due until the end of the month, even if you are no longer taking class(es). (Example: If you wanted your last month to be December, the drop form would have been due by December 14th, if the form was filled out on or after December 15th you are responsible for January tuition). This is a courtesy to our teachers and other students participating in those classes, as it affects choreography and placement for performances.

For recital purposes after November 23rd: If you desire to no longer participate in a class, you must sign a drop form by the month before you wish to stop attending, forms filled out after the 15th will owe for the next month.

All students at Edgez Dance are expected to participate in our spring recital. We believe it can be discouraging to some students when they hear they are not going to be performing like every else, nor having pictures or getting a costume. Any fees for recital costumes, recital tickets and other items as such are non-refundable. ***Once a recital costume has been ordered for you, you are responsible to pay for that costume fully as they are made-to order and are non-returnable.*** If you wish to change classes or withdraw from a class it must be done so before November 23rd.



# Programs

- Preschool (2 years - 4 years) - Program Color: Green
- Tiny (3 years - 6 years) - Program Color: Blue
- Mini (5 years - 10 years) - Program Color: Red
- Recreational I (7 years & up) - Program Color: Yellow
- Recreational II (9 years & up w/admission) Program Color: Purple

## Programs Requirements

- Recreational II is a program offered to students that have acquired all the skills from the Recreational I program.
- All Contemporary students, Rec I & Rec II are required to enroll in a Ballet class in addition too, Contemporary. Previous years of Ballet classes doesn't exempt them from this rule.
- Acro Dance Rec I students are **not required** to take a Jazz or Ballet class but it is highly recommended for training & personal growth in the acrobatic program.
- Acro Dance Rec II students are **required** to enroll in a Jazz or Ballet class in addition to Acro Dance. Previous years of Jazz or Ballet classes doesn't exempt students from this rule.

## Program Placements

***Students should expect to be in a program for a minimum of 2 - 4 years.***

*It is up to the Edgez Dance Staff to determine the best program for a students growth.*

An individual's placement within these "Programs" is determined on an individual basis of age, ability, teamwork, dedication and self-esteem. We believe a student's ability **CANNOT** be rushed by the student or the parent thinking or saying they are ready for the next program. Sometimes the dancer's cognitive ability might exceed the program but they may lack the physical ability or vice versa. The physical ability of a student is a priority for placements in classes for safety reasons, especially for Acro Dance.

Students that don't meet the minimum class standard requirement will be asked to remain in their current program or move down a program. Edgez Dance wants to ensure that the student has a strong foundation in that style for future dance training.

# Dress Code

***\*When you wear the right pair of shoes you can conquer the world\****

Just like sports, you need the right equipment to succeed in dance! At Edgez Dance we **require that students purchase the proper footwear for all classes**. Students may be allowed to dance barefoot for the first few classes until their shoes are purchased. Students will not be allowed to participate in a tap class without shoes for safety purposes. All attire and footwear can be purchased at Edgez Dance. Due to limited sizes on site, attire/footwear may need to be ordered. **Orders go out each Friday** and can take 1 - 2 weeks to arrive. Student(s) needing dancewear should come to get sized for dancewear **outside of their normal dance class time and not during class time**.

## Street Shoes

**IT IS MANDATORY FOR STREET SHOES TO BE WIPED OFF BEFORE ENTERING THE DANCE ROOM EACH TIME!**

WEARING STREET SHOES WORN OUTSIDE INTO THE DANCE ROOMS CAN TRACK DIRT, OIL, AND GRAVEL THAT WILL BE INGRAINED INTO OUR MARLEY FLOORS! Edgez Dance will be providing lysol wipes at the entrance of each dance room for parents/students to use. Dancers should **never** wear any dance shoes (Ballet shoes, Jazz shoes or Tap shoes) outside as it damages the bottoms of the dance shoes!! Parents/students **will be responsible** to purchase a new pair of dance shoes if they are ruined by walking outside repeatedly.

## Attire Options

### Ladies

- 1) Leotard with or without shorts or a ballet skirt and tights
- 2) Biketard and tights
- 3) Active wear (Example: leggings and a t-shirt they can comfortably move in)

### Gentlemen

- 1) T-shirt & boy's/men's tights
- 2) Active wear (Example: Sweatpants and a t-shirt they can comfortably move in)

*\*All T-shirts should be fitted or long enough to be able to be tucked in for all students\**

## Tights

Students that choose to wear shorts that are not skin tight and that are above the knee must wear tights - no exception.

## Shoes

Ballet: Pink Ballet shoes (ladies) // Black Ballet shoes (gentlemen)

Jazz/Theatre Jazz/Acro Dance: Tan Jazz shoes

Tap: Black Tap shoes

Contemporary: Tan Half-soles

Hip-Hop: **WIPED OFF or CLEAN** tennis shoes w/ laces, Velcro, or dance sneakers

(To help preserve our marley floors we ask that students use a lysol wipe to clean the bottom of their shoes before entering the dance room. Students can also have a pair of “studio-only” sneakers that they bring and change into and **ONLY** wear in the studio)

## Not Acceptable Attire

Edgez Dance doesn't permit students to wear loose tops or bottoms, jeans or jean shorts, skorts, skirts or dresses even with shorts underneath. When students wear loose fitting clothes or shorts it may show undergarments or private parts. Students will be dismissed from class and asked to change if they are not dressed appropriately. If they do not have a change of clothes they can purchase attire from Edgez Dance.

## Hair

The student's hair should be pulled up and out of their face so that it doesn't distract them or get in the way of their activities. It is recommended that students store extra hair ties, bobby pins, clips, and hairspray within their dance bag. Students that forget a hair tie can get one from an instructor for 25 cents or 4 push ups. The push ups are considered payment for the hair tie.

For picture week & recital purposes **ONLY** each class will be assigned a hairstyle.

## Class Specific

### Acro Dance Students

**Must be** able to tuck-in their shirts or wear a leotard/unitard - students will not be allowed to dance with exposed tummys or undergarments.

### Hip-Hop Students

Should wear long shorts, pants, or leggings *that cover their knees for floor work*. Likewise, students should wear a shirt that is able to be tucked when tricks are being taught or there is a mat portion of class.

Hip-Hop students will also be required to purchase specific shoes from Edgez Dance for recital and it will be added into the cost of the recital performance package.

### Both Acro Dance & Hip-Hop Students

No buns, high ponytails, or other hairstyles that would bother the student during tumbling or headstands.

# Student Conduct

Edgez Dance holds individuals responsible and liable for their actions. We will not tolerate the use of drugs or alcohol, or any disrespect to the staff or classmates. Any misconduct in these areas is grounds for immediate dismissal from class and the possibility of removal from the studio. It's important for Edgez Dance families, students and staff to promote a healthy lifestyle, encouraging environment and positive attitudes.

Students should never be running in the studio/lobby, not listening to instructors/staff, tumbling without permission/supervision, touching each other inappropriately, horseplaying, endangering themselves, endangering others, or any other disruptive behaviors within classes or the studio

## Consequences

Students that break these conduct guidelines follow the disciplinary progress:

1. The instructor/staff will pull the student aside giving said student the opportunity to fix their behavior
2. The student will be asked to stand or sit on the side of the classroom/lobby to regroup their thoughts and/or take a breather
3. The student will be sent out of the class/studio and will be asked to leave for the day

If a student is sent home for bad behavior within class/studio it will be up to the instructors or staff whether they can makeup the class they were dismissed from.

## Negative Behavior/Bullying/Drama Parents or Students

Edgez Dance reserves the right to remove any participant who may cause injury to themselves or others physically or emotionally. That behavior includes but is not limited to not listening to Edgez Dance Staff, running/cartwheels in the studio without permission of instructors, hanging on the ballet barres and similar behaviors that would hurt the student or others around them.

We have a zero tolerance for BULLYING from students and parents. This includes talking to or about the students/parents/staff to hurt them; in person, on social media or any other forms. Students and/or parents found participating in bullying of any form will be talked to ONCE. Further issues/incidents will set the student/family at risk to be banned from returning to Edgez Dance.

## Student Class Participation

Edgez Dance expects and encourages each individual to participate in each class to the fullest extent, including trying new skills, with instructor permission and guidance.

Edgez Dance Staff will be held accountable for informing parents/guardians when they have not achieved skill sets for the day/week due to their participation. Dance is an art of passion and students that work hard within class and *outside of class time* will progress with or above lesson plans. Students that are not motivated to do the same will meet or fall behind lesson plans and are responsible for their own lack of progression.

To ensure that the students feel confident about their skills in class(es) and performances, we ask parents/guardians to encourage their student(s) to rehearse skills from classes and their recital choreography on a weekly basis at home.

## Bathroom Use

Edgez Dance has two bathrooms for students and parents to use. Dance teachers can not leave a classroom unattended to help your dancer in the restroom, if they need assistance parents/guardians should be available to help.

It is appreciated/respectful that dancers use the restroom before his/her class time. Therefore, parents/guardians should ask their students if they need to use the bathroom at home before coming to the studio or using the bathroom upon arrival to the studio. We understand and will still allow students to use the bathroom at any point in the class, however, this can help eliminate the "Bathroom Train" - when one student goes to the bathroom suddenly everyone else has to. Simply asking before class can help!

To help manage classroom bathroom use as well as keeping head count, Edgez Dance instructors will only be allowing **one** student out of the classroom, with a "Bathroom Pass" to use the bathroom at a time.

## Meeting with Instructors

If you have a question or issue that you would like to discuss, or if you would like to meet to discuss a student's progress, please feel free to call and set up a time outside of class. The instructors will not be available for meeting with parents between classes, as the classes run continuously one immediately after the other. Thank you for respecting the time between classes.

For your convenience, you may also email the studio at [melissa@edgezdance.com](mailto:melissa@edgezdance.com).

# Coming to Edgez Dance

## Parking

Edgez Dance is located in Mariner's Village and we ask that you plan accordingly to look for parking. The open parking lot allows our dance families anywhere in front of Edgez Dance. We ask that parents be mindful and always watch their students when they are in the plaza & parking lots, even if they are on the sidewalk. Edgez Dance Staff **CANNOT & WILL NOT** be responsible for students outside in the parking lot. Edgez Dance is only liable for watching over students that are registered & in the studio classrooms during their specific time frame.

## Drop-Off & Pick Up

Edgez Dance asks that parents walk-in to drop-off & pick-up student(s), but no more than 15 minutes before/after their scheduled class time. Edgez Dance **EXPECTS** students to arrive at least 5 minutes before their scheduled class time as this allows the student(s) to change their shoes/clothes and relax before a class begins.

We would like to ask that students DO NOT arrive more than 15 minutes before their scheduled class time, to be respectful of other students class time. Meaning if your class time is at 7:00p you shouldn't bring your student EARLIER THAN 6:45p. If you notice that all the chairs and space in the lobby is full please do not step in and block the doorway, simply wait outside until the students leave the class before your child's.

## Care Fee

We do not permit students in Edgez Dance without a parent or guardian for more than 15 minutes before/after class. Parents will be charged an "care fee" of \$10 per additional 15 minutes before or after class that a student is at Edgez Dance.

An hour after the scheduled class has occurred, and if parents/guardians cannot be reached, the proper authorities will be contacted. Edgez Dance reserves the right to call the proper authorities if parent or guardian cannot be contacted or is not willing to pick up participant(s).

# Studio Policies

## Studio Attendance & Makeups

**All students are given 8 excused absences per class during the dance season** October - February 18th. Students are then given 3 excused absences *per class* during the eight-weeks leading up to the recital, February 19th until recital.

**Students that exceed the excused absence limit, will be withdrawn from that class for the remainder of the season.**

There will be no excused absences for dress rehearsals. Students must attend dress rehearsal in order to participate in the recital.

Edgez Dance does not offer refunds or tuition adjustments for missed classes. Instead, we offer the option to make-up the missed class time in another class that is the same age/same style of dance.

Missed classes can be made up within 2 weeks of the date of absence. If a class is not made-up within 2 weeks, the money paid for the class is forfeited. You can schedule your make-up class in written form via email, text or scheduled in-studio with the office staff. You can schedule the make-up class one time and you can reschedule the make-up class one time – a total of (2) times. If you miss the 2 times you have scheduled your make-up time, the money paid for the class is forfeited.

There are no make-up classes starting February 19th, 2020 (8 weeks leading up to recital) students are expected to be in **EVERY** class there are no make-ups, no discounts, or refunds on tuition for missed classes. Students can only miss up to 3 classes after February 19th, 2020. Once a student misses more than 3 classes in those 8 weeks they will be **withdrawn from that class** and will not be allowed to participate in the recital. Students that arrive 15 minutes or later will be marked late (2 late notes = 1 absence). Legitimate documented excuses - Family death, Sickness, Vomiting or Contagious - will be reviewed for an excused absence on a case-by-case basis. The importance of being in class is not only to continue growing one's technique and education but the weekly commitment to the teacher and the other students that rely on everyone's attendance.



## Mobile/Electronic Devices

All electronic devices will be asked to be silenced while classes are in session. Observers with tablets or other media devices are asked not to play sound or use headphones instead.

Parents should understand that other parents may take videos or pictures that may also show other students in the class, that may be shared by other parents. Parents should try not to include other students in pictures or videos without permission of the parent. Parents are not allowed to take videos of the ENTIRE class and post it online. Students IN CLASS will not be allowed to be on their phone or other media devices. All student media devices should be put away and silenced during class. Breaks given are meant to be used as a breather and a refresher for water and are not for phone usage. Students will be allowed to record class choreography for recital purposes but should ask the instructor when would be an appropriate time to do so.

## Parent Observation & Lobby

Students & parents cannot enter the facility of Edgez Dance more than 15 minutes of their scheduled class time. Students in our indoor/outdoor seating area are **NOT** under supervision of Edgez Dance Staff. We are not liable for students left unattended.

Edgez Dance now has 2 dance rooms and will provide viewing through our televisions with closed-circuit cameras.

Parents/guardians will **ONLY** be allowed in the dance rooms at specific time frames throughout the year, otherwise, parents/guardians will not be allowed in the dance room for the benefit of all the students in the class their class time and dance education.

Do not for any reason stand by the desk to block the doorway.

Be mindful of the volume of your voice in the lobby while dance classes are in progress as some sound can be heard. Parents & observers understand that it is the teacher's responsibility first to control all students in the classroom. If a student cannot be controlled, then the student will be sent out of the classroom to the parent or observer.

Edgez Dance will offer opportunities for parents to view and take pictures of the classes throughout the year.

## **Co-parenting**

Edgez Dance recognizes students may have parents who may or may not live in the same household. We encourage both parents to be listed on the account to ensure communication is open to both parties. Edgez Dance cannot and will not be held accountable to reach out to a parent at the request of the other parent. If parents choose to split payments it is their responsibility to come to an agreement on when and/or how to do so. Our Jackrabbit system allows parents to make partial payments if they choose to split tuition or other fees. Late fees will be applied to an account just as any other account even if one parental party forgot or refuses to pay. Edgez Dance will hold the primary account holder responsible to keep account up-to date.

## **Food & Drink**

Edgez Dance offers snacks and beverages in-studio for purchase.

We ask that any food brought in to Edgez Dance has a lid or cannot be spilled. No soup, soda cans, cups, or liquid snacks that can't be covered. Violators will be charged a clean-up fee for any accidents that occur with snacks spilled in the studio (minimum \$5.00).

## **Internet & Social Media**

We love our dance family and we love to show it!

Be sure to:

“Like” Edgez Dance on Facebook ([www.facebook.com/edgezdance](http://www.facebook.com/edgezdance))

Join our closed facebook group for parents

“Heart” our pictures/videos on Instagram: (<https://www.instagram.com/edgezdance>)

“Watch” us on Youtube:

([https://www.youtube.com/channel/UCfNG-N8VWhfVWD-MMwb\\_hw](https://www.youtube.com/channel/UCfNG-N8VWhfVWD-MMwb_hw).)

## **Photography & Video Release**

Edgez Dance has the right to photograph or video your student during class or events that pertain to Edgez Dance. These photos/videos may be used in social media such as YouTube, Facebook, Instagram, our website or other sources of advertising. Edgez Dance respects parents and if you wish your student's pictures not to be used for advertising, we will try our best to avoid putting them on our media. However, recital group pictures, videos or other related performance media will be distributed throughout social media as well as other parents will have rights to group pictures and the DVD. Edgez Dance cannot guarantee that your student(s) face will or will not be shown in any media. Furthermore, parents do not have any permission and will not be compensated for any media that is distributed during performances, recitals, or classes.

Parents should not upload recital choreography performed within the studio to social media for privacy and the creative rights of the instructors and their artistry.

Cameras within the studio will record and stream video over a closed-circuit network to displays on the premises. Edgez dance retains the rights to the footage and may or may not distribute it.

## **Legal/Safety**

Edgez Dance does not carry medical insurance for students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood that the student's own policy is the only source of reimbursement. Dancers must complete a parent waiver to participate in any studio activity.

## **Choreography and Copyright**

Edgez Dance choreography is protected by copyright laws and requires that all students and families obtain permission before using any routines outside the studio for personal events. These laws also prevent the public from videotaping the studio's annual recital and dress rehearsal without the expressed written consent of the owner.

End of document