

# Fairport Dance Academy Studio Handbook 2016-2017



**Shoe Fittings:** All shoes and dancewear must be paid for when ordering at shoe fittings. We are not able to just add it to your account.

**Recital Dates:** June 9, 10, 16, 17, 2017

See page 14 for details.

**Costume Policy:** See page 12 for information.

# **ABOUT THIS HANDBOOK**

For more than 40 years our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and parents a clear understanding of their commitments and responsibility to the school.

## **Mission Statement:**

To impart the knowledge and training of traditional and contemporary dance forms and to foster a dance spirit that promotes personal growth, creativity, respect, responsibility, and teamwork within a caring and nurturing environment.

## **Key contact information for Fairport Dance Academy:**

Address: Fairport Dance Academy  
615 Plum St.  
Fairport Harbor, OH 44077  
Studio Phone: (440) 354-5062  
Nicole Hill DeBiase: (440) 488-7692  
E-Mail: fairportdanceacademy@hotmail.com  
Website: www.fairportdanceacademy.com

Director: Cheryl Hill  
Instructors: Rick Bocchieri, Kelsey Daubert, Nicole DeBiase, Katie Ely, Candy Gutowski, MaryKate Freeman, Cheryl Hill, Erin Hill, Robin Hribar, Nick Kelly, Carrie Langguth. Kelly Rice, Ernie Scales, Desiree Wood  
Office Manager: Nicole DeBiase  
Studio Manager: Dale Lintala

## **Key event dates for Fairport Dance Academy:**

Classes Begin: September 19, 2016

Recital Dates: June 9, 10, 16, 17, 2017

## **Fairport Dance Academy Closure Dates:**

October 31, 2016: Halloween

November 23-26, 2016: Thanksgiving

December 18, 2016-January 1, 2017: Winter Break – Classes resume on Monday, January 2, 2017

April 14-April 23, 2017: Spring Break – Classes resume on Monday, April 24, 2017.

May 29, 2017: Memorial Day

## **FOR OUR STUDENTS**

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. 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 of your technique, 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 a teacher or choreographer 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'RE IN THIS TOGETHER"***

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 be a part of your child's dance education.

Our programs rely on a positive atmosphere and an educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect – for other parents, the students, and the faculty – makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

## **Special Information for Parents of Preschool Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Fairport Dance Academy serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on coordination skills, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and rhythm building skills.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively. It is about helping them understand how their bodies move, and encouraging them to master basic coordination skills, while obtaining confidence and pride through this art form.

## **Separation from the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parents will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

## **It May Not be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress that they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

If your child stops attending class within the first month, the registration fee will be credited to the following year. We encourage you to have your child try again next year.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

# **FOR ALL PARENTS AND STUDENTS**

## **Understanding Dance Education**

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal – and perhaps even greater – value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. 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.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

## **Class Placement**

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

## **Dos and Don'ts**

Some parents compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other students – could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have any questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

## **Pointe Requirements**

Students ages 12 and up who are interested in taking Pointe classes for the following dance season should:

- Have progressed to the Intermediate 2 level of Ballet.
- Understand that you must take a Ballet class plus the additional Pointe class. Both classes cannot be scheduled on the same day.
- Attend all classes with a serious attitude.

Pointe dancing is not for everybody. Sometimes your physical anatomy will prevent you from going on pointe. It is imperative that pointe students make a serious commitment and have a positive mental attitude, which allows them to take constructive criticism. The student should also be responsible for demonstrating these corrections consistently throughout her training.

## **Classroom Observation**

Parents may occasionally observe the Preschool dance classes. Please check with your child's instructor before coming into the classroom to observe. Often, parents can be a distraction to the students in the class, whether they mean to be or not.

If you observe, please do not bring infants or other children into the classroom, use cell phones, or shout to your student during class time.

## **Medical Information**

Parents must notify the front desk and/or teachers regarding students who use an inhaler or who may require medications during their time at Fairport Dance Academy. It is also important to inform the front desk and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about your child is confidential.

## **Illness**

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Severe sore throat or cough
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

Please inform staff if your child has plantar warts or any other foot problems. If you know your child has plantar warts, it is very important that they keep their feet covered with shoes or socks while they are dancing as these warts are highly contagious.

## **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are printed and put in your child's mailboxes at the school. The same newsletters and updates are e-mailed to you.

If you have any questions regarding the information distributed, we encourage you to contact Nicole at (440) 488-7692 or fairportdanceacademy@hotmail.com, or Dale at the front desk (440) 354-5062.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• All students, including adult students, have a mailbox at the school. Please check your mailbox regularly.</li><li>• Please let us know if your e-mail address, mailing address, or phone number changes.</li></ul> |
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## **Website: [www.fairportdanceacademy.com](http://www.fairportdanceacademy.com)**

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

## **Facebook Page**

Fairport Dance Academy's official Facebook page is now available.

"Like" the Fairport Dance Academy page on Facebook to receive updates on school events. Please invite your family and friends to "like" the school.

Please do not post questions on the school’s Facebook page. Instead, please e-mail them directly to [fairportdanceacademy@hotmail.com](mailto:fairportdanceacademy@hotmail.com).

**Weather Cancellations**

During the winter season, you can find out if classes are cancelled due to severe weather conditions by calling the school (440) 354-5062, checking your e-mail, or by checking our website ([www.fairportdanceacademy.com](http://www.fairportdanceacademy.com)) **after 12:00 p.m.** We will also post the information on our Facebook page and on News channel 5, WKYC-TV3, and News Radio WTAM 1100 AM.

**DRESS CODE REQUIREMENTS**

Fairport Dance Academy maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings on inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face. A neat bun, braid or pony tail is preferred.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older. When hormones start to kick in, many times it is the younger students whose body odor is the most offensive.

**Fairport Dance Academy sells all dance shoes, dancewear, tights, and dance bags at our studio throughout the year.**

<b>Class</b>	<b>Dancewear</b>	<b>Shoes</b>
Creative Movement	Comfortable clothing or leotard and tights (any color). Dance skirt ok.	Pink Ballet Shoes (slippers or socks ok)
Pre-Ballet	Leotard and tights (any color). Dance skirt ok.	<ul style="list-style-type: none"> <li>• Bloch #205 or Revolution #150 Pink Ballet Shoes</li> </ul>



Ballet 1, 2, 3, 4	Leotard and tights (any color) Dance skirt or black dance shorts (not loose athletic shorts) ok. All should own a black leotard.	<ul style="list-style-type: none"> <li>• Bloch#205 or #208 or Revolution #150 Pink Ballet Shoes</li> <li>• Bloch Elastosplit Leather Ballet Shoes (ok for Level 4)</li> </ul>
Pre-Tap	Leotard and tights (any color). Dance skirt ok.	<ul style="list-style-type: none"> <li>• Bloch #352</li> <li>• Revolution #821</li> <li>• Dance Class #T401-403 Black Mary Jane-style buckle tap shoes. <b>No patent leather tie tap shoes please.</b></li> </ul>
Tap 1	Leotard and tights (any color) Dance skirt or black dance shorts (not loose athletic shorts) ok.	<ul style="list-style-type: none"> <li>• Bloch #352</li> <li>• Revolution #821</li> <li>• Dance Class #T401-403 Black Mary Jane-style buckle tap shoes. <b>No patent leather tie tap shoes please.</b></li> </ul>
Tap 2, 3, 4	Leotard and tights (any color) Dance skirt or black dance shorts (not loose athletic shorts) ok.	<ul style="list-style-type: none"> <li>• Revolution #501</li> <li>• Block #388 Black Jazz Tap Shoes</li> </ul>
Jazz – all levels	Leotard and tights (any color) Black dance shorts (not loose athletic shorts) ok.	<ul style="list-style-type: none"> <li>• Revolution #451 Black Tie Jazz Shoes</li> </ul>
Belly Dance	Form fitting tank top and pants	No shoes required. Capezio Foot Undeez ok.
Lyrical	Leotard and tights (any color) Dance skirt or black dance shorts (not loose athletic shorts) ok.	Capezio Foot Undeez
Contemporary	Leotard and tights (any color) Dance skirt or black dance shorts (not loose athletic shorts) ok.	Capezio Foot Undeez
Production-all levels	Black leotard & tan, pink or black tights. Black dance shorts (not loose athletic shorts) ok.	<ul style="list-style-type: none"> <li>• Ballet: Bloch#205 or #208 or Revolution #150 Pink Ballet Shoes</li> <li>• Tap: Revolution #501</li> <li>• Block #388 Black Jazz Tap Shoes</li> <li>• Jazz: Capezio Foot Undeez &amp; Revolution #471 Slip-on Jazz Shoes</li> </ul>
Boys	Comfortable clothing	Ballet: Black Tie Jazz Shoes Jazz: Black Tie Jazz Shoes Tap: Black Jazz Tap Shoes
Hip Hop	Comfortable clothing	Clean tennis shoes (not worn outside) for class. Recital shoes that students may need to purchase will be announced by January 2017.

## **Dancewear and Shoes**

**Fairport Dance Academy sells all dance shoes, dancewear, tights, and dance bags at our studio throughout the year.**

Dance shoe and dancewear fittings can be done during our registration week at the school, August 29-31, 2016, and throughout the school year.

If a student buys new shoes at the beginning of the dance season and outgrows their shoes during the dance season, we have a shoe exchange program that allows them to trade their used shoes for another pair of used shoes in a larger size. If you don't want to trade your old shoes, the cost for used shoes is \$5.00 per pair.

The shoes that we sell are quality shoes at an economy price. **Please do not purchase Payless or other discount store shoes made of vinyl or synthetic materials.**

## **TUITION AND EXPENSES**

### **Registration Fee**

An annual registration fee of \$20 per family covers the cost of mailing, insurance, handbooks, and rehearsals. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season.

There are nine tuition payment periods. Each payment period covers four weeks of classes.

**Monthly payments are due NO LATER than the following dates:**

- |                 |                |             |
|-----------------|----------------|-------------|
| 1. September 24 | 4. December 17 | 7. March 25 |
| 2. October 22   | 5. January 28  | 8. April 29 |
| 3. November 19  | 6. February 25 | 9. May 27   |

Tuition payments can be made in person at the dance school or mailed to: Fairport Dance Academy, 615 Plum St. Fairport Harbor, OH 44077.

We accept cash, checks and all major credit cards.

Check payments should be made payable to: Fairport Dance Academy. A \$35.00 fee will be charged to your dance school account for any checks returned to the school for insufficient funds.

## Tuition Rates Per Student

Tuition Rates for each student are determined by the following scale:

Class Hours Per Week	Monthly Payment	Annual Tuition
1	\$47.00	\$423.00
1½	\$64.00	\$576.00
2	\$81.00	\$729.00
2½	\$98.00	\$882.00
3	\$115.00	\$1035.00
3½	\$132.00	\$1188.00
4	\$149.00	\$1341.00
4½	\$166.00	\$1494.00
5	\$183.00	\$1647.00
5 ½	\$200.00	\$1800.00
6	\$217.00	\$1953.00
6 ½	\$234.00	\$2106.00
7	\$251.00	\$2259.00
7 ½	\$268.00	\$2412.00
8	\$285.00	\$2565.00
8½	\$302.00	\$2718.00
9	\$319.00	\$2871.00

A Family Discount of 10% will be applied to each child's monthly tuition rate if your children take a total of 6 to 9 dance classes per week. If they take a total of 9 ½ to 12 hours per week, the discount will be 15% per child. If they take 12 ½ hours or more, the discount will be 20% per child.

Missed Classes: Tuition is not refundable for missed classes.

Dropped Classes: Tuition is not refundable for the payment period during which a student chooses to drop a class.

## **Additional Fees**

Tuition does not include the registration fee, dancewear, shoes, costumes, or recital tickets.

## **Recital Costumes**

Costuming our students for the spring recital is very time consuming and a huge expense. To make this more affordable for our dancers, we require each student to buy only one costume if they take 4 hours of class or less, which they keep.

**\* Students who take more than 4 hours of classes per week, will be responsible for purchasing 2 costumes. \***

Additional costumes will be provided by the dance school and a small rental fee will be charged for each borrowed costume. The dance school will also do the fitting, altering, steaming and bagging of all costumes and accessories for each student. **Students MUST return all borrowed costumes after their last recital performance.**

## **Costume Deposit**

There will be no costume deposit this year. See below.

## **Costume Balance**

The balance due on recital costumes will be sent out in the month of November and is due by December 10, 2016. We need to order the costumes in December in order to receive them in time for the recital.

Your costume will not be ordered until your balance has been paid in full. Late costume orders/payments will be subject to additional shipping and handling fees and late costumes.

## **Costume Rental Fee**

To help cover the huge expense of costuming our dancers for the spring recital, students will be charged a rental fee of \$15.00 for each borrowed costume owned by Fairport Dance Academy. Costume rental fees will be due by March 4, 2017. Rental fee covers costume alterations, steaming and accessories.

## **Recital Tights**

Recital tights will only be included with costumes for students in our Pre-Ballet, Tap (& Jazz) classes, ages 4-7). All other students in Levels 1 and up (including all Production students), will be responsible for purchasing their recital tights from the dance school before the recital. A list of required tights will be distributed in the Spring.

## **Hip Hop Costumes**

If your student is only taking Hip Hop **and no other classes**, you do not have to pay the \$50.00 costume fee due in November. Typically, Hip Hop students rent their costumes from the school. Hip Hop students will need to purchase their shoes for the recital. Shoe requirements will be announced in January 2017.

## **Recital Fee**

Each student will be charged a \$35.00 recital fee. The recital fee will be used to purchase extra recital costumes, props, set materials, recital music, sound technician, lighting, etc. Recital fees are due by April 8, 2017.

**Recital Information**

- We have 4 different recitals, each show is approximately 2 hours long.
- Performances have reserved seating and recital tickets will go on sale in May.
- Students who take Ballet, Tap and Jazz, with no elective classes, are only in 1 recital performance.
- Recital rehearsals and shows follow the schedule below.
- We will let you know which recital performance your child is in during December 2016.
- Spacing and Dress Rehearsals are very important. They help your child get used to dancing in a different space with stage lighting.
- It is very important that all students attend their recital spacing and dress rehearsal.
- **Please do not schedule family vacations during recital weeks.**

**JUNE 2017**

**Week One**

<b>Monday, June 5</b>	<b>Tuesday, June 6</b>	<b>Wednesday, June 7</b>	<b>Thursday, June 8</b>	<b>Friday, June 9</b>	<b>Saturday, June 10</b>
Spacing Rehearsal #1	Spacing Rehearsal #2	Dress Rehearsal #1	Dress Rehearsal #2	Recital Performance #1	Recital Performance #2

**Week Two**

<b>Monday, June 12</b>	<b>Tuesday, June 13</b>	<b>Wednesday, June 14</b>	<b>Thursday, June 15</b>	<b>Friday, June 16</b>	<b>Saturday, June 17</b>
Spacing Rehearsal #3	Spacing Rehearsal #4	Dress Rehearsal #3	Dress Rehearsal #4	Recital Performance #3	Recital Performance #4

**Friday recital performances begin at 7:00 p.m.**

**Saturday recital performances begin at 3:00 p.m.**

WEEK ONE STUDENTS – Students who have Spacing Rehearsal on Monday will have Dress Rehearsal on Wednesday and their Recital Performance on Friday. Students who have Spacing Rehearsal on Tuesday will have Dress Rehearsal on Thursday and their Recital Performance on Saturday.

WEEK TWO STUDENTS – The same format will be followed: Monday-Wednesday-Friday or Tuesday-Thursday-Saturday.

## **Discipline Policy**

In order to maintain a happy, healthy, professional environment, students are taught the importance of being part of a group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

## **Termination of Enrollment**

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Fairport Dance Academy to meet the child's needs

## **Class Attendance Policy**

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

The quality of what you learn and how you perform in class and on stage will be a direct result of your yearly attendance. Each class is comprised of individual students who work together as a single unit or team to create this visual experience called dance. When team members are missing from class, this experience is diminished. **Schedule your other activities around your scheduled class times.**

## **Absences**

Please call the school to let us know that you will be missing class due to illness, a school event or vacation. If you know in advance, you can sign the “Going to be Absent” sheet at the front desk.

## **Make-Up Classes**

Make-up classes will be offered, as a courtesy, from September through December when all classes are working on fundamentals and technique. Students can attend a similar class on a different day or time for make-up. Make-up schedules will be made available at the beginning of the dance season. Please sign up at least one week in advance for your make-up class. No make-up classes will be offered after winter break—this is when each class begins to learn its own recital choreography. Make-up classes can be schedule with Nicole at the front desk.

## **Drop and Add**

**If a student chooses to drop and/or add a class, they must first fill out a Drop/Add form at the front desk.** Adding a new class will be based on class size limitations and the approval of the Director, Cheryl Hill. After the Drop/Add form is completed and approve, office data forms will be updated, and class rosters adjusted.

## **Arrival and Departure**

We encourage students to arrive 15 minutes before class starts.

For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 15 minutes after their class is completed.

## **Parking**

Parking is permitted on the West side (dance school side) of Plum Street ONLY. Parking is permitted on the NORTH side of South Street ONLY (playground side). Parking and leaving your car on the wrong side of the street could result in a ticket. **PLEASE DO NOT PARK** in the **Church lot** next door or in the **dance school driveway**. Thank you!

## **Lost and Found**

Please mark all dancewear, shoes, and personal items with your child’s name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

The Lost and Found dancewear box is located under the table next to the front door of the studio.

Lost and Found dance shoes are held at the front desk.



## **Emergency Evacuation**

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms and in the lobby. Students are to evacuate quietly and walk in single file as quickly as possible to the Plum St. sidewalk, where the teachers will check roll. Students and teachers are to return to classrooms when the all-clear signal is given.

## **Student and Parent Use of Social Media**

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Fairport Dance Academy students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Fairport Dance Academy. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Fairport Dance Academy.
- Students and parents should neither claim or imply that they are speaking on behalf of Fairport Dance Academy.
- Never post anything that could compromise the self-esteem of students who attend Fairport Dance Academy.
- If you post videos of class or rehearsals, don't post any choreography in its entirety.
- Respect the law, including those governing all defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Improper use of social media could result in dismissal.

## **General Policies**

- Parents and students should not enter the office space of the school.
- Use of the school telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.

- We love babies and young children and appreciate the chance to meet our students' siblings; however, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- No cell phones or computers may be used during class time. This means no e-mailing, internet use, or text messaging.
- Never speak negatively about teachers, students, or parents from this or other schools.
- Never recruit students from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.
- Hang coats, sweaters, sweatshirts, etc. on hooks. Extra coat hooks are located outside Studio C.
- Bring a water bottle with you if you are dancing for more than one hour. Please put your name on it. Cups and water will also be available.
- Use the trash cans for your trash. Clean up after yourself.
- **IMPORTANT:** After class check your mail box and bulletin board for any important announcements or information.
- Before leaving the school, make sure you have all your belongings. Put your name inside all of your dance shoes.

### **2016-2017 SCHOOL CALENDAR**

August 29, 30, 31, 2016	• Shoe Fittings 5:30-8:30 pm
September 19, 2016	• Classes Begin
September 24, 2016	• Tuition Payment #1 Due
October 22, 2016	• Tuition Payment #2 Due
October 31, 2016	• School Closed for Halloween
November 19, 2016	• Tuition #3 Due
November 23-26, 2016	• School Closed for Thanksgiving
December 10, 2016	• Costume Fees Due

December 17, 2016	<ul style="list-style-type: none"> <li>• Tuition Payment #4 Due</li> </ul>
December 18, 2016 – January 1, 2017	<ul style="list-style-type: none"> <li>• School Closed for Winter Break Classes resume on Monday, January 2, 2017</li> </ul>
January 28, 2017	<ul style="list-style-type: none"> <li>• Tuition Payment #5 Due</li> </ul>
February 25, 2017	<ul style="list-style-type: none"> <li>• Tuition Payment #6 Due</li> </ul>
March 4, 2017	<ul style="list-style-type: none"> <li>• Costume Rental Fees Due</li> </ul>
March 25, 2017	<ul style="list-style-type: none"> <li>• Tuition #7 Due</li> </ul>
April 8, 2017	<ul style="list-style-type: none"> <li>• Recital Fee (\$35.00) Due</li> </ul>
April 14-April 23, 2017	<ul style="list-style-type: none"> <li>• School Closed for Spring Break Classes resume on Monday, April 24, 2017</li> </ul>
April 29, 2017	<ul style="list-style-type: none"> <li>• Program Ads, Footnotes, Memories &amp; Senior Bios Due</li> </ul>
April 29, 2017	<ul style="list-style-type: none"> <li>• Tuition #8 Due</li> </ul>
May 27, 2017	<ul style="list-style-type: none"> <li>• Tuition Payment #9 Due</li> </ul>
May 29, 2017	<ul style="list-style-type: none"> <li>• School Closed for Memorial Day</li> </ul>
June 3, 2017	<ul style="list-style-type: none"> <li>• Last Day for Classes at the Dance School</li> </ul>
June 5-10, 2017	<ul style="list-style-type: none"> <li>• Recital Week 1</li> </ul>
June 12-17, 2017	<ul style="list-style-type: none"> <li>• Recital Week 2</li> </ul>

This calendar can also be found on our website: [www.fairportdanceacademy.com](http://www.fairportdanceacademy.com).

**Your Personal Payment Record**  
**Monthly Tuition Payments**

	Date	Amount	Check #/Cash Credit Card
Registration Fee (\$20.00 per Family) Paid for Year			
Tuition #1 Due September 24			
Tuition #2 Due October 22			
Tuition #3 Due November 19			
Costume Balance Due December 10			
Tuition #4 Due December 17			
Tuition #5 Due January 28			
Tuition #6 Due February 25			
Costume Rental Fees Due March 4			
Tuition #7 Due March 25			
Recital Fee (\$35 per student) Due April 8			
Tuition #8 Due April 29			
Tuition #9 Due May 27			