



## Parent/Student Handbook 2022 - 2023

[www.EdgezDance.com](http://www.EdgezDance.com) | [melissa@edgezdance.com](mailto:melissa@edgezdance.com) | (321) 209 - 3415












[www.Facebook.com/EdgezDance](https://www.Facebook.com/EdgezDance) | [www.Instagram.com/EdgezDance](https://www.Instagram.com/EdgezDance)

4602 E Michigan St. Orlando, FL 32812

**The policies, procedures, dates, times, & fees listed in this handbook are subject to change at any time without notice. Please visit our website or Facebook for all updated/current information on all policies, procedures, dates, times & 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 relocated in October 2019 and 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 judgment-free, positive, and fun dance environment where 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 individuals. 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". Within the meeting, our full handbook, studio policies, studio calendar and payments dates will be discussed.

A parent must complete an acceptance meeting before the student is recognized as an Edgez Dance student. Students may do their first class but a student **CANNOT** continue without a parent/guardian completing the Acceptance Meeting Presentation and agreeing to the terms.

☀️ (2022 - 2023 Grace period: Parents will have 7 days after their students first class to complete the Acceptance Meeting Presentation)

## Acceptance Meeting Presentation

Starting August 1st; Please visit the following link to view the video and confirm your agreement: <https://forms.gle/6wEYP4W7MGAzyRb16>

## Returning Family Policy Acknowledgement

Starting August 1st; Parents of Edgez Dance that have participated in the 2021 - 2022 Acceptance Meeting will have the option to sign the "Returning Family Policy Acknowledgement" in place of watching the video presentation for the 2022 - 2023 dance season. This document highlights sections of the handbook that have been updated this season and that should be read by the parent prior to signing.

<https://forms.gle/pwYarUpqZAz52CGRA>

## Assumption of the Risk and Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Edgez Dance LLC ("Edgez Dance")** has put in place preventative measures to reduce the spread of COVID-19; however, Edgez Dance **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending the Edgez Dance could increase your risk and your child(ren)'s risk of contracting COVID-19.

By attending in-person classes, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your child(ren) and yourself may be exposed to or infected by COVID-19 by attending Edgez Dance classes and that such exposure or infection may result in personal injury, illness, permanent disability, and death. You understand that the risk of becoming exposed to or infected by COVID-19 at Edgez Dance may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Edgez Dance employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance/participation at Edgez Dance.

# Tuition and Payments

## Admin Fee

One Dancer on Account \$30; Two + Dancers on Account \$40

- Your admin fee will also cover processing fees for use of card payments.
- Your admin fee also gives you access to our Jackrabbit Parent Portal with Edgez Dance for 12-months, from August to July. You will have 24/7 access to your student's online account which includes: online payment options, announcements/reminders, access to emails sent from Edgez Dance, and virtual enhancements.
- Dancers must live at the same address to be on the same account

## Half Season Registrations

Accounts that register in August with the intent to deactivate their account will have a \$15.00 admin fee that will give them access to their account from August to December.

Accounts that register in January will have a \$15.00 admin fee that will give them access to their account from January to July.

## Summer Session Registrations

Accounts that register in June will have an \$8.00 admin fee that will give them access to their account from June to July.

## Tuition Calendar

Edgez Dance has a set calendar of 39 weeks; dates are subject to change due to the finalization of the recital weekend.

Month/Event	Dates	Weeks of Classes
August	August 8th - September 3rd	4 weeks of classes
September	September 5th - October 1st	4 weeks of classes
October	October 3rd - October 29th	4 weeks of classes
November	October 31st - December 3rd	4 weeks of classes
November - Hurricane	November 9th & 10th	<i>CLOSED - NO TUITION (Wed &amp; Thurs ONLY)</i>
Thanksgiving Break	November 21st - 26th	<i>CLOSED - NO TUITION</i>
December	December 5th - 17th	½ tuition - 2 weeks of classes
Winter Break	December 19th - January 7th	<i>CLOSED - NO TUITION</i>
Hurricane Make Up Days	January 4th & 5th	<i>1 week of classes (Wed &amp; Thurs ONLY)</i>
January	January 9th - February 4th	4 weeks of classes
February	February 6th - March 4th	4 weeks of classes
March	March 6th - April 8th	4 weeks of classes
Spring Break	March 13th - 18th	<i>CLOSED - NO TUITION</i>
April	April 10th - May 6th	4 weeks of classes
May	May 3rd - May 30th	<b>4 week total:</b> 3 weeks of classes & Recital Dress Rehearsal prior to recital (1 week of classes tuition)
2023 Recital	Confirmed Date	<b>June 3rd</b> Recital 2023: Please leave open availability for students to attend their show time between 10:00am - 9:00pm *Students will be scheduled to perform in 1 showtime* **Students with more than 2 classes a week, TA's and/or are a part of EDPT may be scheduled for 2/3 showtimes**

## ☀ Tuition Rates

### Monthly Tuition

Tuition Rates (Time per Week)		
Total time (hrs:mins)	Monthly Tuition	Example number of classes (per week)
0:30	<b>\$40.00 (\$10.00 per class)</b>	One 30 min
0:40	<b>\$50.00 (\$12.50 per class)</b>	One 40 min
1:00	<b>\$80.00 (\$10.00 per class)</b>	Two 30 min
1:10	<b>\$84.00 (\$10.50 per class)</b>	One 30 and one 40 min
1:20	<b>\$88.00 (\$11.00 per 40 min class)</b>	Two 40 min <b>or</b> one 80 min
2:00	<b>\$123.00 (\$10.25 per 40 min class)</b>	Three 40 min <b>or</b> one 80 min and one 40 min
2:40	<b>\$152.00 (\$9.50 per 40 min class)</b>	Four 40 min <b>or</b> two 80 min
3:20+	<b>\$175.00 (\$8.75 per 40 min class)</b>	Five 40 min <b>or</b> two 80 min and one 40 min

### Semester Tuition (5% off the yearly price) (39 weeks)

Classes Time per Week (hrs:mins)	1st Payment posted when requested - 1 month of tuition due to start class remainder due September 2nd 9:00 pm	2nd Payment Posted January 1st and will be due February 2nd 9:00pm	Savings
0:30	\$185.25	\$185.25	Original: \$390.00 <b>You pay: \$370.50</b>
0:40	\$231.50	\$231.50	Original: \$487.50 <b>You pay: \$463.00</b>
1:00	\$370.50	\$370.50	Original: \$780.00 <b>You pay: \$741.00</b>
1:10	\$389.00	\$389.00	Original: \$819.00 <b>You pay: \$778.00</b>
1:20	\$407.50	\$407.50	Original: \$858.00 <b>You pay: \$815.00</b>
2:00	\$569.50	\$569.50	Original: \$1,199.25 <b>You pay: \$1,139.00</b>

*\*Semester billing method not available after August 31st\**

**Semester Accounts:** Accounts must be signed up for both semester payments. You have until February 2nd to pay the 2nd half of the semester tuition. If not paid by the next billing cycle then you will be placed on monthly billing. (Example: Semester tuition is due by February 2nd, you will have a late fee added on February 2nd and will be placed on monthly billing on February 3rd.)

**Yearly Tuition (8% off the yearly price) (39 weeks)**

Time per Week	Original Price	Yearly Price Due Aug 23rd		Time per Week	Original Price	Yearly Price Due Aug 23rd
0:30	\$390.00	<b>\$358.00</b>		1:10	\$819.00	<b>\$753.48</b>
0:40	\$487.50	<b>\$448.50</b>		1:20	\$858.00	<b>\$789.36</b>
1:00	\$780.00	<b>\$717.60</b>		2:00	\$1,199.25	<b>\$1,103.31</b>
There are no discounts for > 2:00 per week; as it is discounted directly in tuition rates.						

*\*Any date changes resulting in overpaid tuition from the semester or yearly tuition will be applied to the recital package. Parents/Guardians will be responsible for additional charges in added weeks of tuition.\*\**

## **Starting at Edgez Dance**

All spaces for classes are first-come, first-serve. You will be required to pay the Admin Fee listed AND tuition for at least the first class, within 7 days of your registration or before the first class. The student will be removed from that class if there is no payment. You can choose to pay a "drop-in" which is for 1 class, one time, or you can pay for the session/month in full. If you choose to pay a drop-in you can pay the difference to add the full session/month.

Please allow 3 business days to process your account and have the correct fees posted to your account. If you entered a card in our online registration to have on file for your account, payment DOES NOT get processed on this screen. You have to log in to your parent portal to approve any payment via our system.

## Monthly, Semester, Yearly Tuition Posting

Tuition will be posted on the 1st of each month for the month before and is late as of 9:00 pm on the 2nd of each month. **(Example: January Tuition will be posted on December 1st and will be considered LATE if paid after January 2nd, 9:01 pm).** Both Yearly & Semester tuition will be posted and due as listed in the Tuition Rate table above.

## Ways to Pay

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

***\*\*No payments will be taken during the 10-minute arrival time of a class\*\****

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

*AUTO PAYMENT:* Electing for auto pay on the 15th, 25th, 1st with card or bank account

## Unpaid Accounts

Any student with an unpaid account cannot take classes until the account is paid for including the late fee attached to that month. An Unpaid Account is when the next month’s tuition (or billing cycle) has started and the previous month’s tuition and/or a late fee has not been paid for yet. Unpaid accounts will still be liable to pay for the entire month’s tuition (or billing cycle) even though the student may have not been permitted to take classes as they have their spot reserved in the class.

As stated above, when a late fee is posted it will be considered part of tuition. The account with paid tuition but has an unpaid late fee will still be considered an Unpaid Account.

## Services provided

Edgez Dance reserves the right to automatically charge the card on your account if service is provided such as hair/makeup appointments requested, tights given to students for dress code, or care fees. Edgez Dance will notify you by phone call, email then we will proceed with payment.

## Refunds

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

## Late Fee Pass

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, provided by Edgez Dance, there will not be any other waived late fees. The Late Fee Pass can only be applied **once per family account per dance season** (excluding summer).

## Late Fees

If tuition is not paid by the 2nd of the month at 9:00pm, a Late Fee will be added to the account. Edgez Dance will look for timestamps, tuition paid after 9:01pm on the 2nd will be counted as late. Once a late fee is posted it will be considered part of tuition. Tuition is due regardless of studio hours or closures as Edgez Dance provides auto payments & an online payment system that operates 24/7.

Accounts will be charged a late fee of \$10.00, then an additional \$5.00 for every 5 days after.

1st Late Fee (Posted 2nd of the month 9:01pm)	Total of \$10.00 added to tuition
2nd Late Fee (Posted 7th of the month 9:01pm)	Total of \$15.00 added to tuition
3rd Late Fee (Posted 12th of the month 9:01pm)	Total of \$20.00 added to tuition
Students will be dropped from classes as of the 15th of the month without payment	

## Force Majeure Clause

Uncontrollable natural forces and/or acts of god are classified but not limited to natural hazards outside human control, such as a hurricane, earthquake, tsunami, or pandemics for which no person can be held responsible. Edgez Dance will have the power to modify a families obligation under the recital contract if we are prevented from performing anticipated events, due to such as natural disasters, war, governmental actions, strikes and pandemics.

If services have already been performed or materials purchased, there are NO refunds for said items. This includes but is not limited to costumes ordered, pictures taken, alteration appointments, awards purchased, and class tuition. Edgez Dance will do everything in its power to ensure a safe and successful dance season.

## Studio Commitment & Recital

Edgez Dance offers a spring recital each year that offers our students a professional environment for their performance. This allows them to present the results of a year's hard work, dedication, and progress to their families and friends. A huge part of dance training is learning through performance. Performance opportunities can not only prepare students for a possible career in dance but it contributes to success in other non-dance activities. The rehearsal process is a tremendous learning experience as well. Dedication to the recital is the responsibility of both students and their parents. All students enrolled in classes labeled: RECITAL are expected to participate in our annual recital unless they are withdrawn from the studio, please see withdrawing policies below. Students will be automatically withdrawn for the remainder of the dance season if they are not signed up for the recital as of January 1st.

## Withdrawing from the Studio

For recital purposes, if you desire to no longer participate in classes, you should notify Edgez Dance in person or via email.

This is a courtesy to our teachers and other students participating in those classes, as it affects choreography and placement for performances. 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 everyone else, nor having pictures or getting a costume.

If you choose to withdraw your student within January - June, any fees that have been already paid for such as recital costumes, recital tickets, and other items are non-refundable. ***Once a recital costume has been ordered for you, you are responsible to pay for that costume fully as they are ordered by size and are unable to be returned.***


## Temporary Withdrawal from the studio

If a dancer misses three consecutive classes, without notification to the office, they will be considered a dropout. The account will be deactivated and students will be withdrawn. If the dancer wants to return, there will be a \$5.00 reactivation fee and the dancer will be placed in an appropriate level class that is not full if their spot was filled in their previous enrolled class(es).

# Parent/Guardian Responsibilities and Resources

## Responsibility to be Informed

Edgez Dance provides 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. Parents/Guardians are held responsible to be informed about studio events and information that is posted in our newsletters, handbooks, emails or portal.

 Edgez Dance staff are here to help. To filter repetitive questions we ask that prior to reaching out to Edgez Dance have you checked the following resources: current newsletter, Facebook/Instagram, current Parent/Student handbook.

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

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

## Resources

Within your parent portal, each class will be listed with "Resources" that will include access to Google Classrooms. Each instructor will provide the ability for students and parents to view class videos, pictures, music, and recital choreography. Each class can be updated by the instructor's preference but will minimally be updated on the date listed in our dance calendar. Instructors will NOT be responsible for uploading videos the night of nor the day after their class has commenced. Instructors will be required to upload a video by the date listed for video week per the studio calendar.

## **How to access Virtual Viewing/Virtual Attendance**

All students/parents can access our online learning/viewing via the parent portal. Click on “Virtual Viewing/Attendance” underneath your class. Students and parents should “enter” the class at arrival time.

# Attendance

## Studio Attendance & Makeups

### Absence Policy

All students are given 8 excused absences per class during the dance season September 5th - April 1st (25 weeks). Students are then given 3 excused absences per class during the eight weeks leading up to the recital, April 1st 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.

### Makeup Policy

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. Due to COVID-19 our makeup classes will be limited. Students can make-up classes online; however, if a student wants to make up class in person there must be space for the student to do so.

### Absence Consequences

There are no make-up classes starting April 1st, 2023 (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 April 1st, 2023. 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.

## In-Person Attendance

All students should attend in-person

- Traditional face-to-face dance class
- Students will be required to come to the studio at the designated arrival time
- Student should bring a water bottle with them for class
- Students will be required to follow the most recently stated mask/social distance policies

## Virtual Attendance

☀ In the event a student is unable to attend in-person, students can virtually attend class.

Edgez Dance offers Virtual Attendance on a case-by-case basis as a compliment to in-person attendance. Virtual Attendance is meant for students that are sick or unable to attend for that specific day. **Virtual Attendance is not meant to replace In-Person Attendance, students can only attend 8 classes virtually per class per season.**

In-person students that are sick and/or unwell can confirm via email, call, or text that the student will be attending virtually for their class. **MUST GIVE AT LEAST 12 HOURS NOTICE** so that the instructors/staff can prepare accordingly. **Students that show up virtually WITHOUT notification of Virtual Attendance will be marked absent.**

### Virtual Attendance Guidelines

- Students will be able to join in the class at-home at the scheduled time of class
- Students will be attending virtually but will take up a spot within the class roster
- Students should have a clear 6'x6' space to dance, with their webcam on and microphone muted - students may be asked to unmute when asked a question or if they have a question pertaining to the class. Being on mute allows background noises to not be distracting to other students.
- We encourage students to set up their webcam so it can see the student fully in order for the teacher to give corrections to the student effectively
- Consider your student in-class - no distractions, water bottle, dressed for dance

Virtually attending students will be dismissed and marked absent if...

- The student is in an environment unsuitable for learning such as a house party, bowling alley, doctor's office, car, etc. that is deemed unsafe for them to dance.
- The student who turns off their camera multiple times when asked to stay on screen
- The student continues to go off-camera and/or are unresponsive to the instructor

Students that are marked absent 3 times and dismissed from virtual attendance will be unable to attend class virtually for the current dance season.

In the event the studio would need to shut down in-person classes for a short-term, whether that is mandatory or voluntarily, class would continue as normal but all students that are “in-person” would continue in our virtual learning format in which ALL students are online.

If the situation arises in which instructors are unable to be in the studio, per government mandates, the instructor is allowed to run class from their home. If this situation occurs, all students would be attending online as virtual students. Once circumstances clear, virtual students should resume in-person attendance.

## Programs

- |  |                       |
|--|-----------------------|
| • Petite (Ages 2 - 4)                  | Program Color: Green  |
| • Tiny (Ages 3 - 6)                    | Program Color: Blue   |
| • Mini (Ages 5 - 10)                   | Program Color: Red    |
| • Junior (Ages 7 - 12)                 | Program Color: Orange |
| • Youth (Ages 11 - 24)                 | Program Color: Yellow |
| • Select (Ages 11 & up) with admission | Program Color: Purple |

Edgez Dance recommends you enroll your student with the youngest program that fits their age. Program colors are used for our admin side of Jackrabbit as well these colors may be used to help outline things via our newsletter or scheduling.

## Class Recommendations & Requirements

- **Lyrical:** Students are recommended to take a Ballet class but it is not required
- **Acro Dance:** Students are recommended to take a Jazz based or Ballet class but it is NOT required
- **Acro Dance (/ or +):** Based on required skills for progress, students are required to enroll in a Jazz based or Ballet class
- **Pre-Pointe:** All Pre-Pointe students are required to enroll in the Ballet class prior for warm-up/foundation purposes
- **Contemporary:** All Contemporary students are required to enroll in the Ballet class prior for warm-up/foundation purposes

## 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 student's 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/parent thinking/saying they are ready. 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 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.

### **Acro Dance Program At Edgez Dance**

Edgez Dance is a certified Acrobatic Arts studio through Ms. Melissa Geltz with certifications in Module One (Levels: Primary through 6), Aerial, Handsprings, and Back Handsprings.

#### Recommended Training per Level from Acrobatic Arts

**Primary Level - Level 1:** 40 minutes of Acro Dance

**Level 1 - 2:** 40 minutes of Acro Dance & 40 Additional Minutes of Dance

**Level 2 - 3:** 40 minutes Acro Dance & 80 Additional Minutes of Dance

**Level 3 - 7:** 80 minutes Acro Dance & 80 minutes to 3+ Additional Hours of Dance

#### Acro Dance Code at Edgez Dance

Primary Level - Level 2 (^)

Level 2 - 4 (/)

Level 3 - 7 (+)

## **Recommendations & Requirements at Edgez Dance:**

Acro Dance students in (Code ^) are recommended to take a Jazz based or Ballet class but it is not required. Students that take an additional class will see faster growth in their abilities.

Acro Dance students in (Code / or +) are required to enroll in at least one Jazz based or Ballet class to work on dance skills that will be used in Acro Dance Choreography. This includes but is not limited to pirouettes, leaps, and footwork such as jazz squares, pivot turn, chasses, etc.

### **Class Layout**

**Preschool, Tiny:** Will have their own designated mat for tumbling but will use the remaining classroom as designed by the instructor for choreography or class skills

**Mini, Junior, Youth & Select:** Will use the mats and space as a class as students are mature enough to follow directions on spacing and sanitization

### **Spotting**

Students/Parents that prefer not to have spotting (the teacher giving hands on correction and or assisting hands-on for skills) should notify Edgez Dance prior to the start of the dance season.

### **Partnering**

Students/Parents that prefer not to have their students involved in partnering should notify Edgez Dance prior to the start of the dance season.

**The remaining Acro Dance Program & Requirements document is listed on our website.**

# Dress Code

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

Please note we will be transitioning our dress code to be reflective of all the beautiful skin tones of our dancers! We will be selling skin-toned shoes in the hopes to see more dance companies and vendors continue to make more merchandise for all skin tones. Students can choose to wear different color shoes for classes but are required to have skin tone colors starting January 2023 for recital season.

**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!**

**\*\*Students wearing shorts above the knee should wear tights\*\***

Just like sports, you need the right equipment to succeed in dance! At Edgez Dance we **require that students purchase the proper attire and 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. Student(s) needing dancewear should come to get sized for dancewear **outside of their normal dance class time and not during class time/check-in/arrival time.**

**Virtual Learners are expected to dress as if they are in class. They should be dressed properly in their attire & dance shoes, as listed below. Students that are attending a tap class should wear Ballet or Jazz shoes during the tap portion at home, to protect the floors at home. Our dress code allows the student to get into the mindset of being in class, even though they're at home.**

## Attire Options

Female/Non-Binary Dancers (All program levels & all styles of dance)

Hair: Must be gathered and pulled away from the face but in a style of your choice of braids, bun, or ponytail.

Attire: Leotard & tights

*No specific colors are required but this allows students to focus on skills within classes without their clothes moving around/body parts being exposed. Leotards may be complemented with leggings, ballet skirts, and/or dance shorts to be worn on top of the leotard so long as it is form-fitting.*

Male/Non-Binary Dancers (All program levels & all styles of dance)

Hair: Must be gathered and pulled away from the face but in a style of your choice of braids, bun, or ponytail.

Dress: Form-fitting t-shirts and/or bottoms

*\*T-shirts should be fitted or long enough to be able to be tucked in\**

*\*\*Dance belts/athletic compression will be recommended for male dancers over the age of 10\*\**

## Nude Leotards

A nude leotard is a must-have piece for every dancer's wardrobe. Nude leotards are for layering as the base for show and costume pieces. Nude leotards are not meant for wearing alone as it is meant to create the illusion of the dancer being bare.

## Unacceptable Attire

Edgez Dance doesn't permit students to wear oversized t-shirts, loose tops/bottoms, sweatpants, jeans/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 not in proper attire will have to change prior to class.**

Parents will be notified that their student is not dressed properly and they have the following options:

1) Purchase dancewear from Edgez Dance

2) Take their student home and schedule a makeup class (if makeup classes are offered permitted)

This includes but is not limited to wearing jeans, skirts, wearing shorts that are above your knees without tights, crop tops, etc.

Students can still dance barefoot if they forget their shoes; after 2 marks we will request the parent to purchase new shoes; **after 4 marks they will have the 2 options listed above.**

## Merchandise Orders

All dancewear is ordered online and parents/students are given guidelines/advice for the best fit and color on their orders. There are NO REFUNDS/RETURNS, on any issues with ordered merchandise, Edgez Dance will determine the best solution on a case-by-case basis. There is no shipping fee charged to the parents/students but parents/students will be liable for an additional payment of \$5.00 for rush orders or more than 1 reordering, past Edgez Dance's recommendations. Edgez Dance has the right not to reorder if the product is what the customer ordered. Orders will be placed each Friday of the month and parents/students should allow up to 2 weeks from the Friday the order was processed. Merchandise is not ordered until the payment is received.

### Tights

Students that choose to wear shorts that are above the knee must wear tights - no exception. No specific color is required, but it is recommended for dancers to have transition/stirrup tight in skin color or black.

## Shoes

**Ballet:** Skin-toned ballet shoes OR Black ballet shoes for non-binary/male dancer

**Jazz/Theatre Jazz/Acro Dance:** Skin-toned jazz shoe OR Black jazz shoes for non-binary/male dancer

**Theatre Heels:** Black character heels (1 - 2 inches)

**Tap:** Black tap shoes

**Contemporary:** Skin toned half-soles

**Hip-Hop:** WIPED CLEAN white/tan soles sneakers/tennis shoes with laces or velcro straps (NO SLIP ON'S OR BLACK SOLE SHOES)

**Petite class students will only need ballet shoes!**

### Pointe Shoe Policy

Students — and parents — must realize that teachers have to be firm: there is a risk of serious injury in introducing pointework too soon. Starting pointe work is not just a question of age or physical maturity but also readiness depends on strength, technique, attitude, and commitment.

The bones of the foot are not fully developed until sometime between ages 13 - 15. Of course, there is a great deal of individual variation. If a young dancer attempts pointework without proper strength and technique, the significant forces created by the combination of body weight and momentum can permanently damage those not-fully-developed bones.

It is recommended that students are professionally fit for pointe shoes when approved for pointe work by an instructor. We do not recommend purchasing or using pointe shoes outside a professional/supervised setting. Students interested in pointe will be expected to take at least three or four ballet hours a week.

We love to see the enthusiasm within our dancers but we do not want our dancers to injure themselves by using ill-fitted shoes or practicing on pointe shoes without supervision. When your student is ready for pointe we will be sure to communicate that and it will be a celebratory time!

More information: <https://dancer.com/ballet-info/in-the-studio/when-to-start-pointe/>

## Street Shoes

To help preserve our Marley floors we ask that students use a wet wipe to clean the bottom of their shoes before entering the dance room if they are using their street shoes for class. Students are recommended to have a pair of “studio-only” sneakers that they bring and change into and ONLY wear in the studio. Shoes worn outside must be wiped! Edgez Dance will be providing wipes at the entrance of each dance room for dancers to use.

Dancers should never wear any dance shoes (ballet, jazz, tap, etc) 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.

All shoes worn inside the studio should not have black soles (except black jazz shoes) as they leave scuff marks on the floor.

## Shoe Rental

Edgez Dance does offer the ability to rent a pair of dance shoes monthly. Shoe rentals are available for students who are waiting on ordered shoes, students who are doing a makeup class, or who are doing a trial class. Shoe rental fitting is conducted outside of check-in/student arrival time.

The cost of shoe rental is for fitting/finding shoes as well as replacing and maintaining shoes available for rent. Shoe rentals are checked out/returned at the desk at the end of class for daily rentals or by the end of the 4-week rental period. Students are required to put down a \$10.00 deposit that will cover if they lose, do not return rental shoes or are brought back in an unusable condition (broken straps, chewed on by pet, ripped a part, etc). The deposit will be returned when the shoes are returned. Students must have ordered their shoes by January for recital/picture week.

Deposit (Refundable when returned)	1-Day Rental	4-Week Rental
\$10.00	\$2.00	\$6.00

## 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.

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

## **Class/Program Specific Attire/Hair**

### Tap Students

For safety, tap students cannot take class or tap portions of combo classes without tap shoes.

### Acro Dance Students

- No buns, high ponytails, or other hairstyles that would bother or hinder the student from doing headstands or tumbling.
- Students will be required to remove any loose clothing such as sweatpants, t-shirts, or other warmups. Since students will be upside down we do not want to create hazards during tumbling or inversions. Likewise, during spotted/partnered activities loose clothes can be grabbed instead of the correct limb or spotted area, this helps avoid slips, falls, and injuries.

### Hip-Hop Students

- Should wear long shorts, pants, or leggings that cover their knees for floor work. ALONG WITH THEIR LEOTARDS, students that are wearing wear a t-shirt. that shirt must be taken off or be able to be tucked when tricks are being taught or there is a mat portion of the class.
- Hip-Hop students will also be required to purchase specific shoes from Edgez Dance for recital and it will be added to the cost of the recital performance package.
- No buns, high ponytails, or other hairstyles that would bother or hinder the student from doing headstands or tumbling.

## Pre-Pointe Students

- Centered Hair in a bun should be worn during pre-pointe for center of balance. It is that extra orientation you need for pirouettes, tour jetes, and partnering. This is why it's important for your bun to be centered, rather than off to one side.

# Parent/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 the mirrors, touching props without permission, touching each other inappropriately, horseplaying, endangering themselves, endangering others, or any other disruptive behaviors within classes or the studio.

## **Disciplinary Consequences**

Students that break these behavioral conduct guidelines face these disciplinary actions:

1. The instructor/staff will pull the student aside giving the 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, they will only be allowed to make up for the class they were dismissed from if there is more than 20 minutes remaining.

## **Consequences for Not Following Policies in Handbook**

Students/Parents that do not follow handbook policies, face these disciplinary actions:

1. Acknowledgement of the situation, followed up with an email
2. Final notice - dismissal from studio for the day, followed up with an email
3. Removal from that class and/or removal from the studio

## 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 have trouble meeting 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. For choreography purposes Edgez Dance instructors reserve the right to remove students from partnered, solo, or group sections in recital class pieces which they are unprepared for either by consecutive absences, struggle of memorization or lack of rehearsing/practicing 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. We ask that if your student is not yet independent in bathroom use, that you remain in the lobby or in your vehicle in the parking lot and should your student need assistance, Edgez Dance will contact you.

It is appreciated and respectful for dancers to use the restroom before their 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. 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.

## ☀️ **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, mentally or emotionally. That behavior includes but is not limited to not listening to 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. Disrespect to parents, instructors, students, teachers assistants will not be tolerated. 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.

☀️ The use of vulgar language, racial slurs, or other negative phrases to instructors, staff or other Edgez Dance parents/students is grounds for immediate dismissal.

## ☀️ **Parents contacting instructors**

Students/Parents should not directly contact instructors to verify, correct or change absences, performance/class times, or payments. Correct information will only be given from an official Edgez Dance source of communication such as studio email ([Melissa@EdgezDance.com](mailto:Melissa@EdgezDance.com)) or ([EdgezDance@gmail.com](mailto:EdgezDance@gmail.com)), cellphone (321-209-3415), front desk number (321), official Facebook, or official Instagram.

## ☀️ **Unsatisfied Parents/Guest**

Edgez Dance reserves the right to remove a student or parent from attending Edgez Dance if a parent/guest continuously brings up any of the following: complaining about being in classes, the material of the class, or choreography placements; mentioning of money being spent in rebuttal of policies; spreading false or negative information about Edgez Dance staff or students. This includes in-person and online communications to the studio/staff or publicly.

## **Student Injury/Observing class**

With the vigorous training of dance students/parents should communicate any injury of dancers to office staff/instructors. To ensure proper healing of injuries and to avoid making injuries worse, students will have to provide a doctor's note if arriving to class with an injury for the **second** time in order to participate in class. This includes injury of wrist, knees, wrapped appendages, etc. Modified lessons can be given (if applicable) but not without details of the injury from the doctor including any specific restrictions. Students will be asked to watch class rather than participate if injury is present and there is no doctor's note.

## **Being withdrawn from the studio**

Edgez Dance reserves the right to remove or withdraw any parents or students from Edgez Dance or any off-site location or studio-related event at any time, with or without reason.

# Coming to Edgez Dance

## Arrival Time

**Dancers in the Petite, Tiny, Mini programs:** Edgez Dance asks that parents/guardians walk dancers **at least** to the front door of Edgez Dance.

**Dancers in the Junior or Youth programs:** Edgez Dance recommends curbside drop-off/pick up to avoid dancers crossing the road unattended.

Students are to be dropped off/picked-up, up no more than 15 minutes before/after their scheduled class time. To be respectful of other students' class time, 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 or block the doorway, simply wait outside/in your car until the students/parents leave.

Dancers are **EXPECTED** to arrive at the arrival time, as listed on their class schedule. Arrival time gives 10 minutes for students to wash hands, change shoes and take a moment to relax before class. ***All Edgez Dance classes will start 10 minutes after arrival time.***

***Parents/Guardians should arrive at Edgez Dance to pick up their dancer at least 5 minutes prior to class end time. We do not have the seating capacity to have additional kids nor the staff to watch them outside of their scheduled class time frame.***

## Arriving Late

Students that arrive at or after their class start time will be dismissed and asked to schedule a makeup. This is for the safety of the dancer as the class has already started and conducts warm up within the first 5 - 10 minutes of class.

## Recital preparations and tardiness

The 8 weeks leading up to the recital, students that show up 5 minutes past their class start time will be allowed to come into the class but it is the teacher's discretion if they can participate. They still will have late notes per studio policy.

## Care Fee

We do not permit students in Edgez Dance without a parent or guardian for more than 15 minutes before/after class. Edgez Dance will provide the family with one notice of student early drop-off/late pick up. After the first notice, Edgez Dance will place a posting to your account of a “care fee” of \$10 per additional 10 minutes before or after class that a student is at Edgez Dance.

*\*30 minutes 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 parents or guardians cannot be contacted or are not willing to pick up participant(s).*

## Waiting Between Class

**Dancers in the Petite, Tiny, Mini program:** Are not permitted to wait more than 15 minutes in the studio without a parent or guardian.

**Dancers in the Junior or Youth program:** Are not permitted to wait more than 60 minutes in the studio without a parent or guardian.

*Dancers that are unable to self-entertain and/or become disruptive to guests/staff/students that are within the lobby will be asked to have a parent/guardian that can pick them up or be present in-between classes. This includes but is not limited to standing around the desk, cartwheels, running, fighting, throwing items, standing in the way of traffic flow, etc.*

## Parking

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 of the studio. Edgez Dance is only liable for watching over students that are registered and in the studio classrooms during their scheduled class time.

## **Parent Observation & Lobby**

Current Policy as of August 1st, 2022: Parents/guardians/guests can enter the facility of Edgez Dance at this time but it will be limited to **TWO** guests per dancer. Due to the fire code, if there is no seating available we ask that you sit in your vehicle to wait. There are no strollers allowed and guests in the lobby should be seated while viewing/watching classes. Edgez Dance will continue to provide viewing through our webcams via Zoom. We ask that parents viewing via Zoom have their webcam off and the microphone muted. Edgez Dance will allow unmuted mics only when we have someone who is virtually learning in class. 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 in a way that blocks the doorway. Be mindful of the volume of your voice in the lobby while dance classes are in progress as sound can be heard through the doors/walls. Parents & observers understand that it is the teacher's responsibility first to refocus all students in the classroom. If a student cannot be redirected to focus in class, then the student will be sent out of the classroom to the parent or observer.

IF EDGEZ DANCE HAS AN UPDATE TO PARENT OBSERVATION POLICIES, SUCH AS CLOSING THE LOBBY, YOU WILL BE NOTIFIED.

# Other Studio Policies

## 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 the 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 phones 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.

## Events

In order to attend, all parents must sign-up for studio events such as Edge-o-Ween, Valentine's Day Sock Hop, Movie Nights, Hair/Makeup, etc. within the parent portal so that they can sign release forms. Edgez Dance staff cannot, for liability purposes, sign students up for events.

## 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 the account up-to-date.

## **Food & Drink**

Edgez Dance encourages ALL students to be sent into class with a water bottle. If needed, students can feel free to bring multiple water bottles.

Edgez Dance offers beverages in-studio for purchase. We ask that any food brought into 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).

## **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).*

## **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 video/audio 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.

## Lost Items

Edgez Dance, staff and recital/competition venues are not held responsible for any lost items including but not limited to dance shoes, clothing, electronic devices, jewelry, or other items brought to Edgez Dance and/or hosting venue by a dancer or guest. Edgez Dance asks that all valuable items be left at home to avoid lost or stolen items.

## Recital Choreography

It is the instructor's vision of choreography/recital dance. Dancers are placed in the formations according to choreography memorization or formation changes. Instructors will not be required to change choreography on student or parent requests. Any changes to special sections or features are allowed to be replaced and changed as needed.

## 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.

## 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 an injury occurs, it is understood that the student's own policy is the only source of reimbursement. Dancers must have a waiver on file to participate in any studio activity.

## 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 Edgez Dance Parents

(<https://www.facebook.com/groups/Edgezdanceparents>)

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

“Watch” us on Youtube & see our “How-To” videos:

([https://www.youtube.com/channel/UCfNG-N8VWhffVWD-MMwb\\_hw](https://www.youtube.com/channel/UCfNG-N8VWhffVWD-MMwb_hw) )

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