



# Rachel Park Dance Center

*Providing quality dance training since 1993!*

## **Policies & General Information 2019-2020**

*Classes Begin Monday, September 9<sup>th</sup>!*

***Welcome to the Rachel Park Dance Center!*** We're proud to celebrate our 27<sup>th</sup> year and we are so happy you have decided to join us! Our philosophy is to recognize, encourage and develop every student, instilling a positive self-image, a sense of discipline and an appreciation of dance as an art form.

We are committed to providing high-quality dance training to every student who passes through our doors. We strive to provide a safe and nurturing environment to encourage our students to explore dance with qualified, nurturing teachers.

For 26 years the Rachel Park Dance Center has been providing quality dance training. We believe that our success comes as a result of providing solid training and quality service, as well as maintaining a professional, yet family-friendly atmosphere. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the dance center.

➤ Dates and/or expenses listed in this handbook are subject to change. Please check the website and your email for updates.

### **Key contact information for the Rachel Park Dance Center:**

Mailing Address: P.O. Box 694, Middleboro, MA 02346

Phone: 508-946-2380

Email: [info@rachelparkdance.com](mailto:info@rachelparkdance.com)

Website: [www.rachelparkdance.com](http://www.rachelparkdance.com)

### **Key event dates for the Rachel Park Dance Center:**

Monday, September 9<sup>th</sup> - 1<sup>st</sup> day of classes

Saturday, November 30<sup>th</sup> – Middleboro Christmas Parade

Saturday, May 23<sup>rd</sup> - Recital Dress Rehearsal \***Tentative Date**

Sunday, May 24<sup>th</sup> - Annual Recital \***Tentative Date**



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## **Rachel Park Dance Center Closure Dates:**

Columbus Day – Monday, October 14<sup>th</sup>

Halloween – Thursday, October 31<sup>st</sup>

Thanksgiving Break – Wednesday, November 27<sup>th</sup> through Saturday, November 30<sup>th</sup>

Christmas Break – Monday, December 23<sup>rd</sup> through Wednesday, January 1<sup>st</sup>

Winter Break – Monday, February 17<sup>th</sup> through Saturday, February 22<sup>nd</sup>

Spring break – Monday, April 20<sup>th</sup> through Saturday, April 25<sup>th</sup>

## **Classroom Observation**

During our designated “class observation weeks”, parents may observe classes through our viewing windows located in the hallway outside of each classroom.

Class observations take place during the first week of the following months: October, November, December, February, March & April. This is a great chance for you to see firsthand what the classroom experience is like for your child and what they have been learning. It also provides insight into what your child may need to work on at home.

Never disrupt class. During observation weeks (or at any time if the door to the classroom is open), please refrain from shouting instructions or distracting your child in any way.

## **Medical Information**

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at the Rachel Park Dance Center. It is also important to inform the director 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 our students is confidential.



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## **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 posted on the bulletin boards located in the waiting room and copies are available in the office. The same newsletters and updates are emailed to you and posted on the Rachel Park Dance Center website.

If you have any questions regarding the information distributed, we encourage you to contact the office at 508-946-2380 between the hours 4:45pm-8:15pm (Tues) 5:00pm-8:00pm (Wed) 5:00-8:00pm (Thurs) and 9:00am-12:30pm on Saturday.

We do our best to answer email daily, except on weekends. Feel free to email questions to the office at [info@rachelparkdance.com](mailto:info@rachelparkdance.com)

**Website** [www.rachelparkdance.com](http://www.rachelparkdance.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** [www.facebook.com/rachelparkdancecenter](http://www.facebook.com/rachelparkdancecenter)

“Like” the Rachel Park Dance Center page on Facebook to receive updates on school events. Please invite your family and friends to “like” the dance center.

Please do not post questions on the dance center’s Facebook page. Instead, please email them directly to [info@rachelparkdance.com](mailto:info@rachelparkdance.com)

## **Weather Cancellations**

School closures due to severe weather conditions will be announced by 8am (for morning classes) and by 3pm (for afternoon & evening classes.) Notifications of weather cancellations will be emailed, posted on the website & Facebook page, and announced on the dance center’s outgoing voicemail message.



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## Dress Code Requirements

The Rachel Park Dance Center maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of 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.
- Watches, jewelry and baggy clothing should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured in a neat bun for Ballet & a neat bun or ponytail for all other classes.

<b>Class</b>	<b>Boys</b>	<b>Girls</b>
Preschool	Black sweatpants or shorts, white T-shirt, black ballet shoes, black tap shoes.	Pink leotard, pink footed tights, pink leather split-sole ballet shoes, black patent slip-on tap shoes.
Ballet (Primary–Senior Level)	Black sweatpants or shorts, white T-shirt, black ballet shoes.	Black leotard, pink footed or convertible tights, pink leather split-sole ballet shoes. (Please speak with instructor if pointe shoes are required.)
Jazz	Black sweatpants or shorts, white T-shirt, black jazz shoes.	Black leotard; pink or black tights; suntan stretch jazz boots.



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Tap	Black sweatpants or shorts, white T-shirt, black tap shoes.	Black leotard; pink or black tights; tan u-shell tap shoes (Primary-Int Level) black premium jazz/tap shoe (Jr-Sr Level)
Modern	Black sweatpants or shorts, white T-shirt, tan sole shields.	Black leotard, pink or black footless or convertible tights, tan sole shields.
Hip-Hop	Comfortable plain-colored clothing (t-shirts/sweats) and black sneakers.	Comfortable plain-colored clothing (t-shirts/tank tops/shorts/pants) and black glam pie glitter sneakers.
Acro	Fitted shirts and fitted shorts, bare feet.	Black leotard, pink or black footless tights or black bike shorts, bare feet.
Musical Theater	Black sweatpants or shorts, white t-shirt, black jazz shoes.	Black leotard, black or pink tights; suntan stretch jazz boots.
Lyrical/Contemporary	Black sweatpants or shorts, white t-shirt, tan foot undeez or sole shields.	Black leotard, black or pink footless or convertible tights, tan sole shields.

## Discount Dancewear and Shoe Packages

The Rachel Park Dance Center makes it easy for parents and students with “all you’ll need” packages. A dance bag with the Rachel Park Dance Center logo on it contains everything students need to begin their journey into the wonderful world of dance.

Class/level	Cost	What’s included
Preschool	\$75	Pink tank leotard and pair of pink footed tights, ballet shoes & tap shoes



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Primary	\$85	Black tank leotard and pair of pink footed tights, ballet and tap shoes
Elementary-Intermediate	\$125	Black tank leotard and pair of pink footed tights, ballet, tap and jazz shoes
Junior-Senior	\$155	Black tank leotard and pair of pink footed tights, ballet, tap and jazz shoes



### Discount Dancewear and Shoes (Individual)

The Rachel Park Dance Center also offers dancewear and shoes for individual purchase at any time during the school year.

Item	Child	Adult
Footed Tights	\$9	\$10
Convertible Tights	\$11	\$13
Footless Tights	\$11	\$13
Short-sleeve Leotard	\$21	\$25
Tank Leotard	\$20	\$24
Camisole Leotard	\$20	\$24
Rhinestone Crisscross Back Leotard	\$29	\$33
Black Dance Shorts	\$14	\$16
Skirted Short-Sleeve Leotard	\$26	NA
Pull-On Dance Skirt	\$15	NA
Pink split-sole ballet shoes	\$32	\$32
Tan stretch jazz boots	\$40	\$40
Black patent slip-on tap shoes	\$25	NA
Girls tan u-shell tap shoes	\$33	\$33
Girls black premium jazz/tap shoes	\$65	\$65
Boys tap shoes	*Special Order	*Special Order
Black Hip-Hop Sneakers	\$55	\$55
Tan sole shields	\$18	\$18

### Registration Fee

An annual registration fee of \$30/student \$35/family reserves your spot in class and covers the cost of mailings, insurance, handbooks, rehearsals, and so on. 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. Registration fee and first month's tuition is due at time of registration.

**Tuition and Expense Policy**

First month's tuition is due at time of registration. Thereafter, full monthly tuition is due by the 15th of each month. We will accept cash, checks, or money orders for tuition payment. Please write your child's name & class in the memo portion of the check. If you pay with cash, please ask for a receipt. Payments may also be made online via PayPal at [app.thestudiodirector.com/rachelsdancers/portal.sd](http://app.thestudiodirector.com/rachelsdancers/portal.sd) (5% processing fee will be assessed). You may also go to our website [www.rachelparkdance.com](http://www.rachelparkdance.com). Go to the "enroll" page and click on "access your account". Tuition payments made after the 15<sup>th</sup> of the month must include a \$15 late fee. If tuition is not paid by the 30<sup>th</sup> of the month, you may be asked to keep your child home until you are able to bring your account up to date. There will be a \$35 service charge for all returned checks and a \$10 service charge for any check that the bank has to redeposit.

We offer a 5% discount on annual tuition that is paid in full by September 15, 2019. We also offer multiple class discounts (see below).

Please Note: tuition is based on the season regardless of how many weeks are in a month. Tuition payments average out to four classes each month. All tuition payments are non-refundable.

<b>Class Length</b>	<b>Rate</b>
½ hour	\$48/month
¾ hour	\$53/month
1 hour	\$57/month
1 ½ hour	\$76/month
<b><i>Multiple Class Discounts</i></b>	
1 <sup>st</sup> class at regular price	
\$10 off 2 <sup>nd</sup> class	
\$5 off each successive class	

**Additional Fees**

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tights, recital tickets, recital DVD, private lessons, jackets or special events.





## **Discipline Policy**

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the 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.

- Students who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a student strikes another student, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Students 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 students involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class. If a student's misbehavior continues to disrupt the class, the parent or guardian will be called to pick him/her up.

## **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 owner/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 the Rachel Park Dance Center to meet the child's needs

## **Arrival and Departure**

We encourage students to arrive 10-15 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.



## **Attendance**

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.

## **Tardiness**

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

## **Class Visitors**

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week" and in-school performances.

## **Makeup Classes**

Students who miss a class will have the opportunity to make it up with another similar class. Please check with the office to determine the best makeup class for your child.

## **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.

## **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, please keep your child at home.



If symptoms of illness deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

### **Parking Lot Safety**

There is parking in back of the Dance Center as well as limited curb-side parking. Please use caution when entering and exiting the parking lot. Please do not allow children to play in or around parking areas. If you are parking at the curb outside the Dance Center please remember that it is illegal to park directly in front of the Dance Center, even if you are in your car. Police do take notice. Please do not park directly behind Lindo's Pizza. Those spaces are specifically reserved for them.

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

Use of Facebook, Twitter, Instagram, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide the Rachel Park Dance Center 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 the Rachel Park Dance Center. 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 the Rachel Park Dance Center.
- Students and parents should neither claim nor imply that they are speaking on behalf of the Rachel Park Dance Center.
- Never post anything that could compromise the self-esteem of students who attend the Rachel Park Dance Center.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; the Rachel Park Dance Center owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing 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.

## **General Policies**

- Parent and students should not enter the office space of the school. Please feel free to communicate through the glass windows of the office.
- Use of the school phone 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.
- Please do not dispose of dirty diapers inside the school. Large trash cans outside the studio are better suited for such disposal.
- No cell phones or other electronic devices may be used during class time. (This means no emailing, Internet use, or text messaging.)
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

**Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers must go through the Rachel Park Dance Center office. Please direct all email correspondence to [info@rachelparkdance.com](mailto:info@rachelparkdance.com)**



## **Annual Recital**

Dress rehearsal: Saturday, May 23<sup>rd</sup> (*tentative date*)

Recital: Sunday, May 24<sup>th</sup> (*tentative date*)

All students participate in our annual recital, which is to be held at Taunton High School on Sunday, May 24<sup>th</sup> (*tentative date*). Dress rehearsal is tentatively scheduled for Saturday, May 23<sup>rd</sup> (*tentative date*). Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Preschool students perform one time in the annual recital. All other students perform one time in each of the styles of dance they are registered for.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

### **Recital Handbook**

In April we distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

### **Costumes**

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Preschool students will need one costume; all other students will need one costume for each dance form they train in. Costumes include all accessories (hats, gloves, hairpieces, etc.), but do not include tights or shoes.

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the December



holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the dance center does not refund costume deposits.

**Costume Payment Schedule**

Class/Level	October 15	November 15	December 15
Pre-School - Primary (\$67/per)	\$25	\$25	\$17
Elementary-Intermediate (\$73/per)	\$30	\$25	\$18
Junior - Senior (\$78/per)	\$30	\$25	\$23

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. A late fee of \$15 will be added to costume payments made after December 15<sup>th</sup>. The Rachel Park Dance Center is not responsible if costumes are not received in time for the recital due to late payments. Costume payments are the sole responsibility of the parent or guardian.

**Recital Tickets**

Tickets for the annual recital will go on sale at the Rachel Park Dance Center on Saturday, May 2<sup>nd</sup> from 9:00am-12:00pm. Tickets are general admission and the performance is reserved seating. ***\*No refunds on recital tickets\****

After Saturday, May 2<sup>nd</sup> tickets will be available for purchase in the Dance Center office during regular business hours.

No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

**Recital Photos**

Junior, Senior Classes & all Competition Team photos will be taken on Saturday, May 9<sup>th</sup> at the Rachel Park Dance Center. **Dates and times are subject to change.** Please confirm your child’s time on the updated schedule to be distributed the week of April 20<sup>th</sup>. All students are required to be present for their class picture. There are no exceptions. *\*Pre-School, Primary, Elementary & Intermediate Level Class photos will be taken at dress rehearsal. Dates and times are subject to change.*

After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least half



an hour before your child’s scheduled time since photo shoots tend to run ahead of schedule.

### Important Recital Dates

When registering your child at Rachel Park Dance Center, you commit yourself and/or your child to the following dates and events.

Date	Activity	Location
October 15	Costume deposit #1	At RPDC
November 15	Costume deposit #2	At RPDC
December 15	Costume deposit #3	At RPDC
May 2 <sup>nd</sup>	Recital tickets go on sale	At RPDC
May 9 <sup>th</sup> ( <i>tentative</i> )	Recital photo shoot (Jr, Sr Classes & Comp Teams)	At RPDC
May 23 <sup>rd</sup> ( <i>tentative</i> )	Recital photo shoot (Pre-Sch, Primary, Elem & Int Classes)	Taunton High
May 23 <sup>rd</sup> ( <i>tentative</i> )	Dress rehearsal	Taunton High
May 24 <sup>th</sup> ( <i>tentative</i> )	Recital	Taunton High

## ADDITIONAL INFORMATION AND ACTIVITIES

### Bring-a-Friend Week

The last week of September is “Bring-a-Friend Week.” Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Students’ friends attend class free of charge during this week; however, they must sign-up 1 week in advance.

### Summer Program and Camps

Each summer the Rachel Park Dance Center offers summer programs for both current and new students. Summer classes are for students ages 3 to 18. Flyers and on-line registration for all summer programs will be available in April.



## **Studio Rental**

The studios are available for rental for meetings, rehearsals, birthday parties and other activities. Tables, chairs, sound systems are available. Whether you're planning a onetime, weekly, or monthly event, please email [info@rachelparkdance.com](mailto:info@rachelparkdance.com) to determine whether we can accommodate your group or activity.

## **A FINAL NOTE**

WELCOME TO THE RACHEL PARK DANCE CENTER! We look forward to an exciting year! If you ever have any questions or concerns, please don't hesitate to contact the office at 508-946-2380 or [info@rachelparkdance.com](mailto:info@rachelparkdance.com)