

# Studio Handbook

## 2020-2021 Season

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### **WELCOME:**

Thank you for choosing the Deborah School of Dance for your dance education. We are a family owned and operated studio that have been in business since 1981. We strive to maintain a family-friendly environmental. We want all our students and parents to feel “at-home” while they are at the studio.

This handbook will provide important information that will help you understand what to expect throughout the dance year. Feel free to ask questions if there is anything you don't understand.

By signing the registration form or registering for classes online you agree to this Studio Handbook.

### **CONTACT INFO:**

5908C Boydton Plank Road  
North Dinwiddie, VA 23841  
(804) 732-6104 or (804) 721-0149  
DSODInfo@aol.com  
www.DeborahDance.com  
Also find us on Facebook

### **SCHEDULE / HOLIDAYS:**

September 14	Classes start
November 23-27	Closed for Thanksgiving, reopen November 30
December 21-January 1	Closed for Christmas, reopen January 4
April 5-9	Closed for Spring Break
May 28-29 (Tentative)	Dance Recital

**We are not closed on teacher workdays or holidays not listed above!**

### **INCLEMENT WEATHER:**

If the weather is bad due to ice or snow please call 721-0149 or 732-6104 or check our website or Facebook Page for up-to-date closing information. We will also try to send out emails or phone messages regarding any unscheduled closings. Should more than one week of classes be missed due to inclement weather, make-up classes will be scheduled.

### **ATTENDANCE:**

Weekly attendance is essential for progression in dance. Tardiness and excessive absences are inexcusable and not tolerated. To be fair to all students, class time will not be used to review missed material. After January 1, all students will be responsible for learning the choreography for our end of year recital. Excessive absences could result in a student being eliminated from portions or all of the choreography. Even though it is important for students to be in class every week, please do not bring a student to class if they are sick.

## **TUITION POLICY:**

Full season tuition is broken down into either monthly or quarterly installments for your convenience. First installment (nonrefundable) is due at time of registration. All remaining installments are due by the 1<sup>st</sup> of each month (October through May) with a grace period of 5 days. A \$20 late fee will be applied to installments paid on and after the 6<sup>th</sup> of each month. After 2 months of non-payment, a child could be denied access to class until tuition is up-to-date. Tuition paid is non-refundable.

Once registered, tuition installments will be charged each month (October-May) unless proper withdrawal notice is provided. **If a student decides to quit his/her class(es) after the session has started, you are responsible as the child's parent or guardian to let us know in writing that the child has quit.** A class withdrawal form is available on our website, on the Parent Portal or at the front desk. Withdrawal forms must be completed and signed by the person whom signed the registration form. They must be received by DSOD staff prior to the 1<sup>st</sup> of the month in order to stop further tuition installments. You will be responsible for any installments charged prior to receipt of a withdrawal notification regardless of attendance. No refunds are given for non-attendance. Credits may be applied toward another class, sibling or season.

Any tuition and fees not paid in full by May 5, a 10% interest will be charged each month outstanding. Any student with an outstanding balance will be unable to register for the next season until paid in full.

## **TUITION PAYMENT OPTIONS:**

There are several options to help break down your full season tuition into management payments. They include

- **Monthly** - Tuition is payable in 9 installments. First installment (nonrefundable) is due at registration. The remaining 8 installments are due the 1st of each month (October-May). A late fee of \$20 will be applied to payments made after the 5<sup>th</sup> of the month.
- **Automatic Monthly** – You have the option of setting up automatic payments at the time of registration. First payment is paid at the time of registration and the remaining payments are automatically withdrawal the first of each month (Oct-May). You are responsible for making sure all credit card information is kept up-to-date. Late fees will apply if a card is declined for any reason and installment is not paid by the 5<sup>th</sup>.
- **Quarterly** – Tuition is payable in 3 installments due the 1st of September, December and March. A late fee of \$20 will be applied to payments made after the 5<sup>th</sup> of the month.
- **Payment in Full** - There will be a 10% discount for those who pay in full. This discount only applies if paid by the first week of classes. Sorry there are no refunds once you pay in full.

You will receive email and/or phone notifications if your account should become delinquent at any time.

Returned Check Fee: There will be a \$35.00 service charge for all returned checks. Returned checks and fees can only be paid via cash or money order.

## **HOW TO MAKE A PAYMENT**

Payments can be made using cash, check, money order, Visa, or MasterCard. Checks and money orders should be made payable to *Deborah School of Dance*. When making payments at the studio please put check, cash or credit card slip in an envelope and put it in the Payment Box located in the waiting room.

Please be sure your child's name is in the memo section of the check, on credit card slip or written on the outside of the envelope so you can be properly credited. You can also make payments via credit/debit online by logging on to our Parent Portal.

Hardcopy statements are no longer printed unless requested. Your account activity is available 24/7 by logging onto the Parent Portal. If you have questions regarding your bill or would like to request a hardcopy of your statement, you can send an email to DSODInfo@aol.com.

### **DRESS CODE:**

Proper dance attire is required at all classes and rehearsals.

#### Class Attire

Girls – Pink Tights, any color leotard

Boys - Sweatsuit or shorts & T-shirt, no jeans

No street clothes are allowed in any class!

#### Shoes

Ballet & Tap

- Age 2-Grade 3: Pink ballet shoes/ Tan flat buckle or velcro taps
- Grade 4+: Pink split sole ballet shoes / Tan Bloch Tap On Buckle Taps
- Boys: Black ballet shoes/ Black lace up tap shoes

Jazz – Tan jazz shoes

Baton students – Tan jazz shoes

Gymnastic students - Bare feet

Hip Hop students – Black jazz sneakers

Absolutely no dance shoes shall be worn outside and no street shoes are allowed in the classrooms.

### **DANCE SUPPLIES:**

Dancewear, shoes and supplies are available at the studio. We will be happy to measure your child for shoes and dancewear. If not in stock, all items are available in approximately one week.

#### Shoe Trade-In Program

Does your child have a pair of gently used dance shoes that are too small or are no longer needed? Turn in those shoes and receive a \$5 credit toward your purchase of a new pair. Shoes must be in good condition and in colors described in the dress code. Used shoes are also available for sale.

### **CLASS RULES:**

- Hair must be worn up, away from face at all times.
- Proper dance attire must be worn or the student will be unable to participate. No loose fitting shirts or pants. It is recommended that girls age 9+ wear a sports bra under their leotard.
- Proper hygiene is expected. Age appropriate student must use deodorant and it is a good idea to keep deodorant in your dance bag.
- No jewelry (Only post earrings allowed).
- No cell phones in the classrooms.
- No iPods, MP3 players, or tablets in the classrooms.
- No chewing gum.
- No food or drinks allowed in classrooms. Water is allowed as long as it is in a sealed container.

- Talking should be minimal during class.
- No walking out of class without permission from the teacher.
- Proper respect for all teachers and assistant teachers is expected.
- No one is allowed in the classroom except students and teachers. Parents, friends or guest must wait in the waiting room.
- Students must be on time and ready for class, which would include proper dress and shoes.
- Students must be picked up no later than 5 minutes after class has ended.
- Students are to remain in the building until a parent or guardian comes inside to pick them up.
- **Absolutely NO dance shoes should be worn outside. Dance shoes are not made to hold up in outdoor conditions and wearing them outside brings dirt into the studio and can damage the dance floors. Wearing dance shoes outdoors will also shorten the life of the shoes. Please be courteous, protect your investment so we can protect ours.**

### **DANCE RECITAL AND COSTUMES:**

Beginning in January, all classes will begin working on choreography that will be performed at our end of year recital. This performance is usually scheduled for late May-early June and will be held at Virginia State University. Exact date will be posted once available.

All classes require a costume for the recital. Dance tights are included in the price of costumes. Kinderdance through Grade 1 classes will have 2-in-1 costumes; all other classes require one costume per class. Dance tights come with the costumes. A 2-in-1 costume is one costume that can be worn in two or more ways for different looks.

Price of costumes: All classes (all sizes)     \$75.00 per costume

Half of the costume money is due by November 1. A \$20 late fee will be applied if not paid by November 5. The second half is due by December 1. Again, a \$20 late fee will be applied if not paid by December 5. Costumes not paid in full will not be ordered. No child will receive their costume(s) until full payment of tuition and fees is received. Costumes will be passed out during Parents' Week in May.

All costumes are ordered by January 1. Costume orders cannot be cancelled thus there are no refunds should your child decide to quite classes after that date. You will be responsible for full payment of costume(s) once they are ordered. We cannot guarantee on-time delivery of costumes ordered after January 1 due to late payment. If the option for expedited shipping is available on late orders, that additional fee will be passed to the parent.

If your child will not be participating in the recital, please let us know no later than November 1.

### **PARADES & SPECIAL PERFORMANCES:**

Participation in the parade and special performances are optional. A Deborah School of Dance sweatsuit may be required for the parade.

Dinwiddie County Fair  
Dinwiddie Christmas Parade

Cancelled for 2020  
Saturday, TBD

## **NEWSLETTERS:**

The staff of the Deborah School of Dance likes to keep you informed of all upcoming events throughout the year so there are no surprises, especially for any newcomers. All newsletters will be posted on the studio bulletin board and on our website. They will also be emailed to the address provided on the registration form. Please be sure your email is up-to-date in order for you to receive all important information through the year. You can update or add email addresses by logging into the Parent Portal.

## **NEW PROCEDURES DUE TO COVID-19:**

The COVID-19 pandemic has forced the Deborah School of Dance to put in place some additional procedures and requirements to meet all CDC and State Guidelines to keep everyone safe and healthy while continuing to provide dance education to our students. These new procedures and requirements will be in place as long as the pandemic continues.

- No one with a fever, symptoms or known exposure of any illness is allowed in the dance studio.
- Face mask are not required for dancers, but are required for all others entering the building.
- Classes are limited to eight (8) students per class.
- The waiting room is closed to parents except for those in Kinderdance classes. Parents shall wait in their cars or outside.
- The water fountain has been turned off. Dancers are allowed to bring water bottles or other sealed drink containers to class as long as they contain only water.
- It is requested that dancers bring only a dance bag with their shoes and a water bottle to class. Everything a student brings, with exception of the water bottle, must fit in their dance bag.
- During colder weather, it is requested that students wear a sweatshirt or thin jacket instead of a large winter coat so that it will fit in the dance bag. Students may also leave their jackets/coats or other belongings with a parent while they are in class.
- Temperature checks will be conducted upon entering the studio. Persons who have a fever of 100.4 or above or show visual signs of illness will be asked to leave.
- Upon entering the studio, dancers must wash their hands with soap and water or use hand sanitizer. Teachers may at any time during class, ask any or all dancers to wash their hands if they feel it is needed.
- Once they enter the classroom, dancers shall go to a colored X in center floor, put their dance shoes on and put their dance bags at the same color X along the wall. Dancer spots/rectangles have been marked and they will be instructed to dance within their colored markings throughout the class.
- We have temporarily discontinued use of all props, barres, and shared equipment during class. If the teacher feels it is necessary, due to safety, to use the barres or other equipment, they will be cleaned before and after use.
- Parents are asked to pickup students no later than 5 minutes after class ends. Students will be released one class at a time and must remain in the waiting room if their parent has not arrived upon release of class. Xs mark spots in the waiting room for students to sit while waiting.
- Classrooms are cleaned and sanitized in-between classes. Where there are combo class (for example: ballet and tap), classrooms will be cleaned at the end of the combo. This includes cleaning all handles, cubbies, and anything that students or teachers may come in contact with. All gym mats will be cleaned and sanitized after each class.
- It is the responsible of the dancer's parent or guardian to inform the Deborah School of Dance if a dancer, anyone in the their household or anyone they have been exposed to has tested positive for any communicable illnesses, to include COVID-19, flu, strep, chicken pox, etc. This notification must be provided as soon as possible after positive test results. Dancer and family must not return to class until they have either been released from care by their doctor and show no signs of illness OR

have served the recommended quarantine period and show no signs of illness.

- The Deborah School of Dance will promptly notify parents if a dancer has tested positive for an illness. Due to privacy laws, no names will be released, only that someone has tested positive and the type of illness. The studio, at its discretion, may cancel classes for a period of time if there are multiple cases of an illness.