



Studio Policy Handbook & Health and Safety Guidelines 2021-2022 (updated January 2022)

Please read over the enclosed information carefully. These are the rules and policies by which we run our studio. We believe that enforcement of these guidelines helps to maintain a respectful and productive environment for our students, their families, and our instructors.

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Thank you for choosing to be a part of Dance Classics!

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Policy Overview

At Dance Classics, we value the discipline of dance as well as the technical Art form itself. To that end, we have developed rules that we feel enhance the dancer's, their families and the instructor's experience at the studio. We try to foster an atmosphere of mutual respect and understanding, but we feel that it is important to do so within the guidelines that we feel help to define our studio and our respect for the art of dance.

Student and Family Conduct

For the safety and respect of all the dancers and the families who choose Dance Classics, we ask that you observe what we feel are rules of common courtesy.

Our Front Desk, Lobbies and Break Room are now open to dance families. Parents - we ask that you limit your time visiting our studio. One parent each from our 6 & under students is recommended to wait in our Lobbies during your child's class. Parents of our students age 7 years or older are encouraged to use our drop off/pickup format as much as possible. Please refer to our Healthy and Safety Policy Handbook for more information.

- There is no smoking permitted at Dance Classics.
- ~~Please keep food and drinks in the break room. Please be courteous of others waiting to use the break room, and please take any dishes or containers with you when you leave. These items will be thrown away at the end of the night if they are left.~~ Food will only be allowed to remain with the dancer in their assigned dance rooms and may be consumed during assigned breaks or when allowed by the instructor. This will typically happen when a dancer remains at the studio for several back-to-back classes or rehearsals. The instructor will keep dancers in an assigned distanced space between each dancer to consume their food and drink during their break.
- There is a Lost & Found box located in the break area. Please check it regularly. Remaining items are donated at the end of each month.
- Please refrain from the use of profanity or conversational topics that are not appropriate in front of young children.
- Please do not discuss the conduct of other students or their parents while at the studio.
- If you have questions or concerns about a class, please speak directly with the instructor about the issue.
- Please be sure that your dancer is picked up from the studio within 15 minutes after the end of their class.
- AADC assumes responsibility for your child while they are in the dance studio classroom. If your child needs assistance using the restroom, we ask that you stay and be available to your child. When your child's class is over, you are responsible for the conduct and whereabouts of your child. The desk staff cannot be responsible for all the children while the classes are changing. If you are going to be late picking up your dancer, please call the studio so that we can let your child know. Please do not rely on the desk staff to babysit!
- There are books, coloring books and crayons for young children in the lobby. If you take these out, please put them away before you leave.
- Please do not move the chairs from the break room or lobby areas. Please do not allow children to stand on the chairs.
- Please do not enter the teacher's office, utility closet or costume room without permission.
- We have one girls' restroom with two bathroom stalls and one family/unisex restroom available at the studio. Please be courteous of others by not using the restroom for an overly extended period of time.

Student Classroom Conduct

The following rules are common and accepted standards for any quality dance class:

- Dancers should arrive on time to class. Missing warm-ups is potentially harmful to the dancer and disrespectful to the other students and the instructor.
- Dancers should not talk during class. The focus should be on the instructor, the student demonstrating, or the student whose turn it is to move across the floor.
- Dancers should raise their hand if they have a question.
- Dancers should follow the Attire requirements for each dance subject in the Class Description found on our website by clicking [here](#).
- Dancers should not sit down in class (unless instructed to do so).
- Dancers are discouraged from folding their arms, yawning, or leaning on the barres of walls. A dancer may be excused from class because of these behaviors (in excess) in an advanced class. Because this is an educational experience, instructors will simply give reminders about these behaviors to the younger dancers.
- Dancers should move out of the way of other dancers when their turn is completed.
- Dancers should cross along the back of the room, not in front of the mirrors, when they are moving from one end of the room to the other.
- Dancers should maintain a respectful attitude to their instructors and peers at all times.
- Dancers are expected to attempt all exercises in which they are instructed.
- Time-out in the classroom will be used with preschool aged dancers who refuse to participate or who are disruptive to their classmates.

When any of the rules of Classroom Conduct are violated, the instructor will first give feedback to the child in the classroom. If the problem persists, the instructor will discuss the problem with the parents. Excessive violation of these rules may result in the student being asked to sit out from class temporarily or being removed from the class permanently.

Student Attire Requirements

The guidelines for dance class attire are important in enforcing the discipline of dance. Proper dance attire provides support to the dancer while allowing for full range of motion. Dancewear is also designed to allow the instructor to see the muscles and lines of the body so that corrections can be made accordingly. A student should not need to adjust their dance wear or hair during a class. A dancer in violation of the dress/hair guidelines may be asked to leave class. Reminders will be given to younger students. Older students (middle school and high school) may be asked to leave the class to fix their hair, etc. For all tap, jazz and hip hop, any color shoe is permitted for class, but specific colors will be required for the recital, so please check with the instructor if you are purchasing new shoes. The Attire Requirements for each subject are located in the Class Description found on our website by clicking [here](#).

Attendance

Dancers are expected to attend class weekly. At AADC, we respect the students' need to miss class occasionally for family events or school functions, and, of course, for illness. Please call the studio to let us know if you/your child will be missing class. If a dancer misses three consecutive weeks of class with no notification, we will try to contact you. If no contact is made after four consecutive absences, we will drop the student from the class. No tuition credits will be given to students who drop out without notification. A dancer is enrolled in the class and responsible for the tuition until we are provided with written notification by the parent/guardian that the dancer is dropping out. No tuition refunds or credits will be made for dancers who drop out after Oct. 15 during the Fall dance months or Feb 15 during the Winter/Spring dance months.

Dancers who miss more than 50% of their classes may be dropped from the recital dance at the discretion of the instructor. We try to avoid this situation, but it is unfair to a group of dancers if one person has not taken the responsibility of learning the recital piece. It is especially important to be present in April, May and June as final rehearsals for the recital are taking place.

Classroom Observation

Observation is permitted by observing through the window of each dance room. Observers may watch through this window, but they are not permitted inside the classrooms unless approved by the instructor. Observers can be distracting to the dancers, and we want our young dancers to get used to being in the classroom without their parents and siblings present.

Class Placement

We appreciate your choosing Dance Classics for your dance education, and we want to make each child's dance experience as fulfilling and productive as possible. You have entrusted us with the training of your child; this includes our making the decision about the best class level for your dancers. We hope that this will help you to understand the criteria we consider in making this decision. We are interested in involving you in this decision, but please keep in mind that the instructor has the final authority regarding the placement of any dancer.

Technical Ability – Our primary criterion for placement is technical ability. A dancer needs to have the technical skills required of a given level in order to perform effectively in that class. Without these skills, the dancer will be overwhelmed when they are presented with new material, as the skills build upon one another. Some dancers advance more quickly than others, and may find that they are performing ahead of their peers. Classes are structured primarily by technical ability.

Maturity and Social Skills – Sometimes young dancers quickly achieve technical expertise, but do not exhibit the social maturity to perform in a higher level class. A dancer needs to be able to follow the rules of classroom etiquette so that they are not disruptive to the class. This is also a consideration in class placement.

Age – At Dance Classics, age is the first criteria for our families to place their child when registering for classes online. However, it is a secondary criterion for placement for our AADC Staff. We understand that dancers are most comfortable when they are grouped with people of the same age. Unfortunately, this is not possible if the dancer does not possess the necessary technical skills for advancement. We try to take age into account as much as possible, but will not make a class placement based exclusively on the dancer's age.

AADC common class level path - Although each dancer advances at his or her own pace, we find it helpful to share general expectations regarding progress. For Creative Dance 3/4 and Primary Combo 5/6, a dancer will typically stay at that level for 1-2 years. For Mini 7/8 and Petite 8/9 level dancers are usually at that level for 1-2 years. For Junior, Pre-Teen, Teen and Senior levels, a dancer may continue at that level for 2-3 years or even more. Our most advanced dancers quickly learn the value of participating in a lower level class in order to maximize their own skills.

Split level classes (for example, Ballet Pre-Teen/Teen) are intended to group those dancers on the high end of their level who are not quite yet ready to advance to the next level. These classes allow us to tailor material more specifically to the abilities of the enrolled dancers.

We respect the rights and privacy of each of our dancers and their families. We evaluate each dancer independently, and we do not make comparisons across dancers. We will not discuss the progress of any other dancer at the studio, nor will we discuss the progress of your dancer with anyone else. If you have questions about the placement of your child, we will be happy to discuss it with you, and we strongly discourage your consulting with other parents regarding the level to which your dancer is best suited.

Studio Class Policy

A class typically needs four registered students in order for the class to run the dance season. If a class is cancelled, another class will be offered to each student to transfer into. If the new class time is unacceptable, a refund for the remaining lessons not taken will be given.

If a student arrives to class and that student is the only one in class that week, the instructor will teach a 30 minute private lesson.

Teaching assistants will be placed in large classes for levels Beginning and below. Assistants may act as substitute instructors for those classes, and will assist classes during the recital as well.

Recital

In June of each year, AADC presents its annual recital. The recitals are typically held on a Friday and Saturday, and the Dress Rehearsals are typically held on a Wednesday and Thursday. Recital is not required, but most dancers choose to participate, as it is a nice opportunity for the dancers to show what they have accomplished throughout the year and to gain performance experience.

Costumes

Participation in the recital requires that a costume fee be made in the fall and the student be measured for a costume. Costume fees are due by December 1st. Costumes are ordered in December over the Holiday Break. The costume fee for all class levels includes 2 recital tickets:

Preschool to Beginning Class levels

\$60 costume, per student, per class

Junior to Senior Class levels, YDE Benefit Concert, Competition & Solo, Duets, Trios

\$70 per costume, per class or per routine

On occasion, competition costumes may be priced over the \$70 costume fee. This is due to additional accessories, embellishments (rhinestones, Appliqués, etc.) sewn and created by design, or tailored. We will notify these competition groups in advance of any extra charges. Competition groups basic accessories such as headpieces, gloves, etc. will be purchased by Ann Arbor Dance Classics, will be borrowed by the dancers and must be returned to Ann Arbor Dance Classics.

The Front Desk staff will measure each student during the months of November, December and January once the costume deposit has been paid. We will do our best to order the appropriate size for each dancer, allowing growth for the recital in June. Sometimes alterations are required. Dancers are responsible for their own alterations. Costume companies do not accept refunds, only exchanges. Exchanges are rarely possible before the recital, as the costume companies treat exchanges as new orders.

Tickets

Tickets for the recital can be purchased in the spring and range in price from \$15-\$18 each depending on auditorium rental fees. A detailed recital information packet is handed out in April. Samples from previous years are available at the front desk.

Tuition Policy

- Class tuition is computed on a monthly basis, September to June. Dance lessons are held from mid-September through the mid-June recital for 9 months total. Pro-rated September (1/2 month) tuition payment is due at registration. Monthly payments are due within the first week of each month-October to April. A pro-rated June (1/2 month) tuition will be added to the May final tuition payment. Our online registration system will send you email reminders when payments are due.
- A \$25 late fee will be charged per month for each past due account.

- A \$30 annual non-refundable registration fee per family is due at registration. This fee helps pay for the automated system roster AADC implements each season and additional administrative fees.
- Tuition may be made online or in person payable to Ann Arbor Dance Classics by check, cash or debit/credit cards. All credit card payments and online payments will be charged a 3% service fee. The ClassBug autopay system is the best way for our families to pay tuition to Ann Arbor Dance Classics. You can access all ClassBug information and instructions from our website by clicking [here](#).
- A refund will only be made effective the date when the parent/guardian notifies the Front Desk in person, by email or by telephone that the dancer is dropping the class. For dancers who drop classes, tuition will be charged at \$15 per class taken (drop-in rate), in addition to the \$30 deposit. No tuition refunds or credits will be made for dancers who drop after Oct. 15 (during the fall months-mid-September to December) or after Feb. 15 (during the winter/spring months-January to mid-June).
- There are no refunds for missed lessons. It is the student's responsibility to make-up missed lessons.
- An automatic Family Discount of 10% is given to families taking three or more technique classes per week. Discounts do not apply to YDE Rehearsal fees, competition rehearsal fees, competition entry fees, solos/duets/trios, private lessons, or costumes.
- All unpaid accounts will not be allowed to register for future dance seasons. Recital tickets may not be purchased until account balances (including costumes) are paid in full by the first week of May.
- A \$25 fee will be charged for each returned check.

Parking Policy

Dance Classics prefers that you park in a parking space and allow your child to enter with you through the Front Entrance, especially for our younger dancers. Please do not use the Handicap space as a drop off/pickup space, as it is designated for handicap patrons only (violators may be ticketed). Older dance students are encouraged to park in the back of the studio and enter through the back entrances. For the safety of all our patrons, if you must drop off/pickup your child, we ask that you please use only the curb directly in front of our main entrance and not the other side of the street.

Snow Days

Please check your email, our Facebook page or the studio voice mail for potential snow days. We typically follow the lead taken by the public schools, but there are times when the roads are clear by the end of the day and we will hold classes as scheduled.

Calendar

AADC operates on a monthly basis from mid-September to mid-June and two summer sessions: one in July and one in August. A detailed calendar of each dance season is located on the back of this booklet, inside the studio brochure and at the Front Desk. In addition to holiday breaks, AADC takes one week off for Spring Break which typically follows the Washtenaw County School District Spring Break.

The 2021-2022 AADC Calendar is located on the next page.

2021 - 2022 Important Dates to Remember(updated January 2022)
 (*All performance dates are confirmed. All YDE Level 2 & Level 3 families should also follow the YDE Requirements Calendar located in the YDE Requirements.)

September 8	AADC Open House
September 13	Classes Begin
October 1	2022 Recital Costume Fees Due
October 31	Studio Closed - Halloween
November 24-28	Studio Closed - Thanksgiving
December 11-12	YDE Nutcracker Performance*
December 19-January 2	Studio Closed - Holiday Break
March 12-13	YDE Benefit Concert*
March 27-April 3	Studio Closed - Spring Break
April 15-17	Studio Closed - Easter Weekend
May 9	26th Annual Recital Ticket Orders Due
May 16	Recital Ticket Order Pickup Begins
May 28-30	Studio Closed - Memorial Day
May 31-June 6	2022 Recital Picture Week
June 7-13	Last Week of Classes
June 15-16	2022 Recital Dress Rehearsals*
June 17-18	2022 26th Annual Recitals*
June 19	CRU Dance Nationals Rehearsals
June 20-26	CRU Dance Nationals Chicago, IL
July 11-August 4	4-Week Summer Class Session
August 8-12	YDE Summer Class & Choreography Intensive
September 7	AADC Open House
September 12	2022-2023 Dance Season Begins

Keep Dancing!!!

Health and Safety Guidelines (updated January 2022)

The information below are all the guidelines Ann Arbor Dance Classics plans to follow throughout the duration of this pandemic and ask all of our families to please read these guidelines and implement the ones we request of each student and their family members.

Ann Arbor Dance Classics will implement the following steps:

- Staff will self monitor for symptoms prior to entering the building.
- All AADC staff will be required to wear masks.
- Lobbies and Break Room will be open to our families, although we recommend you be vigilant with your use of our lobbies and restrooms and try to remain spaced amongst other dance family members.
- We will keep a door or window open in each area to keep airflow going as long as the weather permits.
- AADC staff has been instructed to practice frequent and thorough hand washing while at the studio each day.
- Hand sanitizer is placed in each studio, at the Front Desk, and all staff and students will be asked to use it before and after class until further notice.
- Frequent attention will be given to wiping down, steam mopping or vacuuming high traffic areas daily. This will include door knobs, mirrors, countertops, chairs, barres, floors, sinks and toilets.
- Standard deep cleaning practices will be implemented every day.
- Excellent attendance by each student is highly recommended, but please do not attend class if you show any signs or symptoms of illness whatsoever. Please contact the studio promptly when you will be absent from class.
- AADC will follow the WCHD guidelines for dance/fitness after school organizations when a family notifies us of a Covid positive student.
- AADC limits the amount of enrolled students per class less than the square footage and 6 foot social distance measurements of each dance room.
- Online registration is required and auto payments are highly recommended using a credit/debit card or e-check. Payments by check or cash are now accepted in person during our normal Front Desk hours: Monday-Thursday 4-8pm, Friday 5-7pm and Saturday 9am-2pm. Credit card payments are also accepted at the Front Desk using your ClassBug account card on file.

We request all AADC Dance Families to implement the following steps:

- We ask all families to keep students home from class if they show any sign or symptom of illness. We will help students find makeup class options (or provide a Zoom link) upon their return to class.
- We ask any family member who may be ill to refrain from entering the building to drop off or pick up a student.
- We ask all families of our preschool and primary combo dance students (ages 6 and under) if you must remain in the studio during your child's dance lessons that only one parent/guardian/caretaker is allowed in the dance studio during your child's regularly scheduled class time. Masks must be worn at all times and you must keep your movement throughout our lobbies to a minimum.
- We ask that all students and parents wear face masks at all times in the studio. This policy will remain in affect until we are officially out of the Covid pandemic and are classified as endemic.
- While our Front Desk, lobbies and break room are now open, we ask that families use a drop off/pick up system when bringing their student (ages 7 and older) to class as much as possible.
- Dance students are encouraged to use the following designated entrances as follows:
 - Aqua Room-its own outside door from the Front.
 - Purple Room-its own outside door from the Back.
 - Mint Room-The main front entrance.
 - Pink Room-its own outside door from the Back.
- We ask that all our families wash their hands after using our restroom before returning to class.
- Students and families who have traveled, we ask you to follow the most current MDHHS travel guidelines. The MDHHS recommends all travelers to get a PCR or Antigen Viral Covid test before (1-3

days) and after (3-5 days) travel and return to all normal activity with a negative Covid test result and 7-day quarantine. Please email us should you need to miss a class due to quarantining. We will then be able to send you the Zoom link to attend the class during your quarantine.

- We ask all families to notify us immediately if their student tests positive for Covid. We will then follow the WCHD guidelines for dance/fitness after school organizations.
- We will follow the WCHD safety protocols regarding close contact notifications.

Prior to, and upon arrival at AADC, we ask you do the following:

Please make sure your child has a normal temperature. Please refrain from entering our studio if your child is not feeling well or has a temperature. We will help students find makeup class options upon their return to class.

Please be dressed and ready to dance before you leave your home on your way to AADC.

Upon entering any dance studio entrance, you will still need to be already wearing your face mask.

Hand sanitizer is available in each dance room and at the Front Desk.

Once you have entered the dance studio, please place your belongings in an assigned area along the wall directed by the instructor.

We encourage you to bring your own identifiable bottled water to the studio from home. However, we are now providing bottled water for purchase at the Front Desk for \$1 each. The drinking fountain may only be used to fill your own water bottle at this time.

You will be asked to take water breaks periodically. You will then need to go to a spot at least 6 feet away from your fellow dancers. This is the only time you may remove your mask. Once you have taken a drink, please put your face mask back on and return to the dance floor.

Restrooms are available if needed. Our female restroom should only have no more than 2 people in at a time and our Family restroom should only have 1 person at a time (or 1 young person with their parent when necessary).

Please make sure you wash your hands thoroughly before you leave the bathroom and return to class. You will need to sanitize your hands once you re-enter the dance room.

Once class is over, please gather your belongings and wait for the instructor to excuse you from class. You can exit using the dance studio entrance you came through once your ride has arrived.

Thank you for your continued support and understanding!