



Ann Arbor Dance Classics'
Studio Policy Handbook & Health and
Safety Guidelines
2022-2023
(revised 08.23.2022)

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, and we feel that it is important to do so within the guidelines that 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 open to dance families. Parents - we ask that you limit your time visiting our studio. We recommend that parents of students 6 & under wait in the Lobbies during their child's class. Parents of our students aged 7 years or older are encouraged to use our drop-off/pickup format as much as possible. Please refer to the Healthy and Safety Policy at the end of this handbook for more information.

- There is no smoking permitted at Dance Classics.
- Please keep food and drinks (other than water) 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.
- 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 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 Descriptions page on our website.
- 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. In an advanced class, a dancer may be excused from class because of these behaviors (in excess). 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 toward 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. Dance wear 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 Descriptions page found on our website.

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 the student's family. 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

Observers may watch through the window of each dance room, 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.

Studio Class Policy

A class typically needs four registered students in order to run. 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 Petite and below. Assistants may act as substitute instructors for those classes, and will assist classes during the recital as well.

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 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 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 your child's placement, 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.

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 payment be made in the fall and the student be measured for a costume. Recital costume fees are due by October 1st. YDE costume fees are due by September 1st. Costumes are ordered between November and January.

Preschool to Petite class levels:

\$65 costume, per student, per class

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

\$75 per costume, per class or per routine

On occasion, competition costumes may be priced over the \$75 costume fee. This is due to additional accessories, embellishments (rhinestones, Appliqués, etc.) sewn and created by design, or tailored. We will notify competition groups in advance of any extra charges. Competition groups' accessories such as headpieces, gloves, etc. will be purchased by AADC, borrowed by the dancers, and must be returned to AADC.

The Front Desk staff will measure students between November and January, once their costume fee 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 through June. Dance lessons are held from mid- September through the mid-June recital for a total of 38 lessons. Tuition only includes payment for taking the class. Additional fees include: costume fees, competition or convention fees, YDE membership fees, and/or master class fees.

Tuition payments 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 on our website.

Payment deadlines:

- A \$35 annual, non-refundable, per family registration fee is due at registration. This fee helps pay for the registration system AADC uses and additional administrative fees.
- September tuition payment is due at registration.
- Monthly payments are due within the first week of each month-October to June. June tuition is pro-rated (½ month).
- Our online registration system, Classbug, will send you email reminders when payments are due. We encourage all families to use the autopay system available through ClassBug to pay your monthly tuition.

Overdue payment policy:

When you register with AADC, you agree to keep a credit card on file in your ClassBug account. You also agree to allow AADC to charge any fees (including costume fees, competition or convention fees, YDE membership fees, or master class fees that are more than 5 days past due to the card on file in your ClassBug account.

Additional tuition information:

- 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.
- Refunds requested after the 7th of the month, will be made effective on the first of the following month.
- We will not offer any refunds for post-dated classes already held.
- 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, costume fees, competition entry fees, conventions, master classes, solos/duets/trios or private lessons.
- 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 2nd Recital Ticket Order Deadline.
- 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.

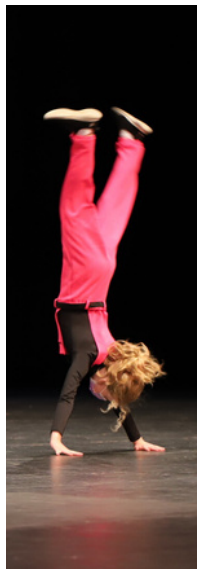
Snow Days

Please check your email, our Facebook and Instagram pages, and/or the studio voicemail 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 through mid-June and one summer session in mid-July and early August. A detailed calendar of each dance season is located on the following page, on our website, 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 2022-2023 AADC Calendar is located on the next page.



2022-2023 Season Calendar

All YDE Level 2 & Level 3 families should also follow the calendar located in the YDE Requirements.

September 1	YDE Costume Fees Due
September 7	AADC Open House
September 12	Classes Begin
October 1	2023 Recital Costume Fees Due
October 31	Studio Closed: Halloween
November 23-27	Studio Closed: Thanksgiving
December 8-9	YDE Nutcracker Set Building & Dress Rehearsal (<i>confirmed</i>)
December 10-11	YDE Nutcracker Performance (<i>confirmed</i>)
December 21-January 5	Studio Closed: Holiday Break
January 28	Final Day to Register for the 2022-2023 Season
March 18-19	YDE Benefit Concert (<i>confirmed</i>)
March 25-April 2	Studio Closed: Spring Break
April 7	Studio Closed: Good Friday
April 17-23	Early Bird Recital Ticket Order Begins
April 24-May 6	Recital Ticket Order #1
May 15	Recital Ticket Pickup #1 Begins
May 15-June 3	Recital Ticket Order #2
May 27-29	Studio Closed: Memorial Day
May 30-June 5	2023 Recital Picture Week
June 6	Recital Ticket Pickup #2 Begins
June 6-12	Last Week of Classes
June 14-15	2023 Recital Dress Rehearsals (<i>confirmed</i>)
June 16-17	2023 27th Annual Recitals (<i>confirmed</i>)
June 19-23	CRU Dance Nationals Rehearsals
June 26-30	CRU Dance Nationals (Chicago, IL)
July 10-August 3	2023 4-Week Summer Class Session
August 7-11	2023/24 YDE Summer Class & Choreography Rehearsals
September 7	AADC Open House
September 11	2023-2024 Dance Season Begins

Health and Safety Guidelines

At Ann Arbor Dance Classics, we value the health and safety of our students, their families, and our staff. We ask that all of our families please read the health and safety guidelines to help us in keeping our community healthy. One of the best ways to help keep our community healthy is to stay home if you are feeling ill. We ask that all students, families, and staff refrain from attending class, dropping off their kids, or working if ill. Students and families, please notify the front desk if your student will not be in class due to illness.

In order to maintain a healthy and safe environment, AADC:

- Regularly cleans all surfaces in the studio.
- Provides hand sanitizer in all lobby, breakroom, and classroom areas.
- Sets and enforces standards for behavior (physical and verbal), attire, and participation in the classroom. Please review the prior parts of this handbook for more information about those standards.

Dance Classics recognizes that the COVID-19 virus is still being transmitted, and we encourage our students, families, and staff to take appropriate precautions to maintain their wellbeing during this time. In accordance with current guidance from the Centers for Disease Control and Prevention (CDC) and the Washtenaw County Health Department (WCHD), masking will be optional during the 2022-2023 season for any students, their families, or staff while on AADC premises. Any students, families, and staff who would like to wear a mask for any reason (i.e. health risks, vaccination status, or simply want to) should feel comfortable doing so while on AADC premises. Any disparaging comments or discriminatory behaviors made towards individuals wearing masks while at AADC will not be tolerated.

AADC reserves the right to change its masking guidance or requirements during the 2022-2023 season. If a mask mandate is instituted at the organizational (i.e. school, competition, etc.), local (Washtenaw County), state (Michigan), or federal level at any point during the 2022-2023 dance season, AADC will follow and enforce the guidance of such a mandate. In addition, if community COVID-19 levels rise, AADC will evaluate the situation and CDC/WCHD guidance to determine if changes need to be made to safety and masking guidance for our studio.

Thank you for your continued support and understanding!