

Dance Revelation Studio

Student/Parent Handbook

School Philosophy, Policies and Procedures

About this Handbook

The objective of this handbook is to keep the students, parents and staff dancing to the same beat. The philosophies, policies, and information included in this handbook reflect the attitude, beliefs, and goals of the director and staff. Please take time to read this entire handbook. Questions and suggestions are always welcome.

Mission Statement

Dance Revelation's goal is to be a future leader in dance education. We aim to encourage individuals to be the best dancers they can be; which is why we are inclusive of every student no matter their level of experience.

We believe a teacher's influence on the future of a student extends far beyond what happens in the classroom. Our teaching philosophy is centered in instilling a passion for dance while building self-esteem and confidence in every student. The students' well-being is our priority; their capability is secondary.

The Classroom

At Dance Revelation Studio we value the opportunity to be a part of each of our students' lives. Along with providing the best possible dance training for each student; we encourage positive traits such as high morale, high self esteem, responsibility, self discipline, teamwork, concentration, perseverance, and most importantly, the realization that if students work hard they can achieve their goals. Having an "I can do it" mentality takes our students to the next level in dance.

Be ready to learn, grow, and receive constructive correction. Our teachers will be friendly but firm to help our students grow. Discipline and dance go hand in hand; students who understand discipline are the most successful dancers.

Teachers prepare for classes by setting goals for what they wish to accomplish with each group of students, depending skill level. We look forward to the opportunity to become acquainted with each student this coming year.

We desire to create a positive atmosphere which will encourage freedom for students to grow in their passion for the art of dance.

Each student will be treated equally by the teachers and staff. Teachers will absolutely not encourage competitive attitudes as this can become destructive to the students and the school. We encourage our students to make every effort to be the best they can be.

Attendance

Attendance will be taken at the start of each class. Good attendance is imperative as absences can hold back an entire class, and the studio cannot jeopardize its responsibility for the rest of the class because of one dancer.

Students may only miss 4 classes from September to December and then another 4 classes from January-June. Students in Competition are only allowed to miss 2 classes from September-December and 3 classes from January-June.

We do ask that dancers try to arrive 5 minutes before their class time to prepare for class. When dancers arrive late to class it is extremely distracting to both the teachers and the dancers.

Please make every effort to be on time for class. If you know you will be running late please notify the office, by phone or e-mail. Then the teacher will be notified. If tardiness becomes an ongoing occurrence, you will not be able to participate, but only observe the first half of class. Make-up classes are available for students who cannot attend their regular class time. **Make-up classes exist in the form of other regularly scheduled classes that a student may attend, but the class may or may not be in his or her skill level.** If a dancer is absent for three weeks, the teacher will notify the office who will then contact the parent/student to determine the reason for the absences.

If a student is tardy 3 times, it will result in observation of the first half of the next class.

Parents are expected to pick up their children immediately following class. If a child must remain later, please notify the office in advance.

Dress Code

Dancers are to wear appropriate attire to class.

Pre-School I-II: Any color leotard and tights, pink ballet shoes (please cut excess strings from laces), black tap shoes (please get buckles or elastic to fasten the shoes, NO ties please). The child's name should be printed in each shoe.

Jazzette: Black Leotard, pink, black or tan tights. Pink ballet shoes and black tap shoes.

Beginner Teen: Any color leotard or form fitting tank top and shorts; black, pink, or tan tights, pink ballet shoes, tan tap shoes.

Intermediate-Adv. Teen: Black leotard, pink, tan, or black tights, pink ballet shoes, tan jazz shoes, and tan tap shoes.

Intermediate I-II: Black leotard and black, pink, or tan tights, pink ballet shoes, tan tap shoes. Skirts and shorts can be worn after barre work.

Pre-School Hip Hop: Shorts, T-shirt, Sneakers (with clean soles).

Tech1-Tech 3: Black leotard and black, tan or pink color tights, pink ballet shoes, tan jazz shoes, black adv tap shoes and dance paws are okay for jazz class as well.

Beginner adult: Any color leotard or form fitting top and bottom, any color dance tights, pink ballet shoes and jazz shoes or dance paws for jazz portion of class.

Lyrical and Worship workshop classes: Any color leotard or form fitting skirts/shorts and a tank top; black, pink, or tan tights, pink ballet shoes, tan tap shoes, fitted top and bottom, dance paws, jazz or ballet shoe.

Boys may wear a white t-shirt, black stretch pants or shorts, and white ballet shoes, black tap shoes and black jazz shoe for ballet/tap/jazz classes.

Hair must be pulled neatly away from the face. Jewelry should be kept to a minimum – no dangling necklaces, bracelets, or earrings.

If necessary, please wear a supportive *sports bra* underneath tops/leotards.

Class Attire & Regulations

All female students **MUST** wear:

- Pink ballet slippers with pink elastic **securely sewn**. *Please do not purchase imitation ballet slippers*. The best brands are Capezio, Bloch, Sansha, and Fuzi.
- Pink/black/tan convertible tights (transitional-hole in the bottom of foot) for all classes except Pre-School.
- Wearing a leotard is mandatory if it applies to your level.
- **Only leotards are allowed during barre work** (during the winter season, you may wear warm-ups during the first exercise at the barre).
- Ballet skirts, shorts, and capris are allowed during centre work, but not at the barre (except adult ballet classes).
- Lyrical class will be barefoot (or dance paws).
- **In order to provide proper training and to correct body alignment, clothing (baggy and fitted) such as tee shirts, shorts (of any kind), skirts, pants, leg warmers, etc. will not be allowed during the barre portion of class** (except adult ballet classes).
- Competition line students should follow the dress code in the competition handbook.

All male students **MUST** wear:

- White ballet shoes with white elastic **securely sewn**
- White socks
- Beginner levels may wear shorts, as you progress you must switch to black pants
- Fitted tee shirt

All female students MUST have their hair pulled away from their face. For ballet class, hair must also be off of the neck (in a bun/braid/ponytail). Body alignment is critical in ballet, and the instructor must be able to see the line of a student's body from the ears, the back of the neck, and down the spine. Hair not up and off the neck can prevent this.

All student's belongings must be marked with the student's name. Every student should have a dance bag with their name clearly marked. All belongings must fit into the student's dance bag while the student is in class. Please do not leave belongings scattered in the waiting room.

Do not wear jewelry in class. Very small stud earrings are the only jewelry allowed in dance class. Please do not bring jewelry to the studio.

Laces and strings must be tucked into ballet slippers. If the strings are too long, please trim, but be sure to leave enough for adjusting. Do NOT pull the string out of the shoe.

Students ARE NOT allowed (at any age) to enter or leave the premises dressed only in leotard, tights, and dance shoes. Please wear a cover-up to and from the studio. A large tee shirt, a dress, shorts, pants, etc. will act as a cover up

DANCE SHOES ARE TO BE WORN ONLY IN THE STUDIO. For the safety and enjoyment of the dancers we have installed a state of the art, sprung dance floor and its surface can be damaged by dirt or rosin. **No street shoes are allowed on the dance floor.** Please do not allow your child to wear their ballet shoes on a dirty floor or outside. If the bottoms of the shoes are turning black and dirty, then the studio floor will be damaged.

All students are required to pick up after themselves and to leave the waiting area, studio, and restroom neat and orderly. I encourage healthy snacks after school. Please be aware of snacks consisting of sugars and caffeine can make it very difficult for the student to concentrate while in class. Please do not bring foods that leave odors or grease such as hamburger or popcorn. Toys and books are to be returned to their proper place.

Please bring a water bottle from home as it is important to be hydrated while dancing. However, please do not bring any other beverage to the studio.

Students should arrive and be ready to dance at least 5 minutes prior to their scheduled class time. *It is very important not to be late for class.* Students should not be dropped off and left unattended more than 10 minutes before class.

Please do not allow younger children to touch or hit the glass or to stand on the benches.

If a student is unable to attend class, please call or e-mail the studio (796-6010)/ drs@dancerevelation.com and leave a message to let the child's teacher know they will be absent.

Studio Guidelines

- Parents are NOT encouraged to be in class during class time, however there is a viewing window for parents to watch what their children are learning
- Parents should take their pre-school aged children to the restroom before class begins
- Only appropriately dressed dancers attending class should be in the studio rooms unless permission is given by the director or assistant teacher
- No rough play
- No foul language
- No food, drink, gum, or candy permitted in classrooms
- No hanging on the barres
- No running
- Do not criticize fellow dancers
- Avoid talking while teacher is talking

Manners for Dancers

Dancers show respect for themselves by:

1. being prompt for class;
2. being dressed properly for class in assigned color leotard, without jewelry other than small earrings, and with shoe strings either tucked in or tied in a knot and cut off;
3. having their hair up and off the neck. For shorter hair, pulled back from the face with a headband or clips is acceptable. No hair covering the neck or the face.

Dancers show respect for others by:

1. keeping their hands to themselves during class;
2. waiting quietly for others to have a turn and for instructions from the teacher;
3. waiting until the music is finished before entering the classroom if they are late to class;
4. talking with one another only during Share Time.

Dancers show respect for their teacher and the art form they are learning by:

1. being properly dressed and ready for class on time;
2. listening when the teacher speaks;
3. always standing in a “proper dance stance” while listening to the teacher give combinations or corrections;
4. being prepared for their turn;
5. always asking before leaving the room for any reason and upon returning, enter quietly and go around to the back of the room, never through the dancers who are dancing;
6. always finishing every exercise, never walking off noisily or showing anger or aggravation.

Dancers show respect for the studio by:

1. leaving gum, food, or drinks outside;
2. never hanging or leaning on the barres;
3. never running or doing gymnastics in the studio or lobby;
4. putting trash in its proper place;
5. putting away books and magazines when finished with them;
6. always keeping all belongings zipped inside their dance bag.

Parents show respect for the dance class, teacher and studio by:

1. knocking before entering the classroom if class is in progress;
2. making every effort to attend observation day
3. standing away from the viewing window if it becomes obvious that students are being distracted
4. not letting children stand and hit the viewing window

5. making sure your child has had the opportunity to go to the restroom before entering class;
6. having students ready for class before entering the classroom;
7. having students at class on time and picking them up promptly after class;
8. letting us know in advance, if possible if a student will be absent;
9. making arrangements with their child's teacher to make up missed classes;
10. clearly marking all of their child's items with the child's name and leaving toys at home;
11. teaching children to sit quietly and read while waiting, remembering that the waiting room is also a homework area for many dancers;
12. teaching children to never run or scream in the studio, waiting areas, or parking lot.

Please review all of this information with your child. It is important in providing the best classroom environment for your child.

Payment information

Registration Fees:

A \$30 non-refundable registration fee is required with the registration form to reserve a space in class. For a family with two children the registration fee is \$50, and for every additional child the registration fee is an additional \$5. A registration is not considered complete until the registration fee is paid in full.

***PLEASE NOTE- NEW THIS YEAR:**

Once class registration has been completed scheduling changes become very difficult. For this reason an **administrative fee of \$20** will be assessed to each request to change a class, once you have been registered.

Tuition is based on a minimum of 32 classes per session (September-June). Should a class be cancelled due to weather or other unforeseen circumstances, or should a student miss class because of illness, a makeup class can be scheduled *within one month*, with prior instructor consultation as to appropriate class placement. Tuition refunds are not given for missed classes.

If a student wishes to discontinue their classes, they must inform the studio by the 25th of the previous month otherwise they will be billed for the next month regardless of whether classes are attended.

Tuition Payments:

Tuition is due on the **1st of the month**. Students who fail to pay by the **10th** of each month will be charged a \$10 late fee. If the tuition is turned in later than the 10th of the month and the late fee is not included, your file will be marked as "late fee owed". If your account is 30 days past due, your child will be unable to participate during class. He or will be asked to sit down and observe.

DRS offers the option to participate in automatic payment withdrawal from a credit, debit card/ checking account. By completing the **Recurring Charge Authorization Form** and submitting to the office, you are giving consent to have monthly tuition automatically paid. Accounts will be charged on the 10th of each month. If the 10th of the month falls on a weekend or holiday, charges will occur on the next business day.***Note- New addition:** A space is provided to authorize costume deposits to be automatically charged to your account as well. These charges occur the first week of November and December.

Tuition can be paid by cash, check, MasterCard/Visa/American Express/Discover. Please make checks payable to **"A.N.G.A."**

If you are paying tuition with a check, **please write the student's name on the memo line.** Tuition is based on a 4 week month. Tuition will be the same whether it is a 3 or 5 week month. There are no prorated fees for missed classes. There will be no refunds for missed classes.

All checks returned for NSF will be charged a \$30 processing fee.

Class Descriptions

Pre-School 1 and 2: This class, recommended for ages 3-6, will teach your child discipline, self-control, and how to work as a team. Students will learn to listen to the teachers and raise their hands to speak. They will build friendships with other children in a positive environment. Students will have opportunities to sing a long with some of the music, releasing a more relaxed and friendly atmosphere. Each class begins with 20 minutes of tap, followed by 15 minutes of ballet and ends with jazz and a fun cool-down. Tap will exercise coordinating the hands and feet movement together and learning the basic tap steps. Ballet will teach all five positions and the basic ballet warm ups. Also in ballet, making it fun and interesting, we will incorporate the students' imaginations while performing steps down the floor. Lastly, jazz will allow them to use their gross motor skills, like skipping, jumping and stretching. (Also, a fun activity is offered for the last five minutes—if the class behaves.)

Pre Jazzette: This class, recommended for ages 5-7 years old, will fine-tune the student's technique in ballet and tap. The students will be introduced to more ballet and tap terms and will be expected to be able to retain this information. This class will start with 20 min of tap and move onto 20 min of ballet/ gross motor skilled activities. We will end the last 5 min of class with a fun activity such as butterflies, parachute exercises.

Pre-School Hip Hop: (Mini 3-4) (Kinder 5-6) This class will teach your child discipline, self-control, and how to work as a team. Students will learn to listen to the teachers and raise their hands to speak. They will build friendships with other children in a positive environment. The class will start with 15 min of teaching how to isolate different parts of the body with up beat children's music. They will learn how to use sharp movement to hit different positions, the difference between high and low dancing, bouncing to the rhythm of the music and putting combinations together. It is a fun class for students to break out of their shell and dance to the fun up beat music.

Jazzette: Jazzette is recommended for ages 7-9, is the next level your child will attend after the pre-school level. (It is also a beginner class for the suggested ages, although there are exceptions for more skilled younger students or less skilled older students.) Jazzette 2 is for advanced younger dancers, ages 8-11, in a 1.5 hour class. Jazzette will teach the basic beginner level of ballet, tap and jazz. Students will learn how to put ballet movement together at the bar and center floor work. The Tap portion will put the basic steps together into combinations, cultivating the student's mind to think quickly while performing combinations. The Jazz will continue to develop stretching techniques and fun combinations to the latest music. The fun atmosphere will help students feel more comfortable expressing their "inner" selves.

Jazzette 2: This class, recommended for ages 8-11, will build on the foundation of Jazzette 1. The students are required to know the basic vocabulary of ballet and tap. Their technique will continue to build in both ballet and tap. This class is 1 hour and 30 min long. It is the last level we offer with both ballet and tap in the same class setting.

Intermediate 1 Ballet/Lyrical: This more complex class, recommended for ages 8-10, is built of the basic ballet steps taught in the Jazzette level. It will also offer lyrical after the ballet barre and center work, enabling students to tap into a more contemporary type of dance. New choreography will be taught often,

which will inspire students to add their own “style” to the piece and learn to quickly pick up on new choreography. (This class is not typically for beginner students.)

Intermediate 1 Tap/Jazz: This class is recommended for ages 8-10. The basic tap techniques should be known when taking this class. It is important that the student can make all the basic [tap] “sounds” before speeding the steps up. There will be 20 minutes of a set warm up and then a practice of those steps down the floor. This class will help the student concentrate on the choreography of tap. Jazz will be about 20 minutes of stretching followed by jumps and turns down the floor. The choreography taught will show the student how to put the jumps and turns together while creating a stylized dance.

Intermediate 2 Ballet/Lyrical: This class is suggested for ages 9-11. The ballet barre work will become more advanced and the student will need to have a couple years of training before entering this level. The movement of the feet will be quicker and the technique will need to be shown through every step. Lyrical will be the last part of the class. Combinations will be taught and then expected to be performed down the floor. They will be taught how to further their expression and feel the music through the motions of their bodies.

Intermediate 2 Tap/Jazz: This class is suggested for ages 9-11. Students will be taught a 20-minute tap routine that will need to be done at the beginning of every tap class to warm up. This routine will incorporate basic steps and will pick up the speed of the steps. In this class, we will challenge the children to focus on making all of the sounds while performing a “tricky” routine. The children will then practice steps down the floor. As for Jazz, they will warm up for 20 minutes and then practice basic jumps down the floor. (More perfected jumps will be expected at this level). There also will be combinations to perform down the floor and in groups to get everyone working as a team and to build self-esteem.

Tech 1 Ballet/Lyrical: The suggested age for this class is 12-13. The ballet barre work will be more extensive, and the student will be expected to perform it in the center floor, maintaining their balance and technique. Students will also learn a lyrical warm up and combinations in ballet and lyrical to practice down the floor.

Tech 1 Tap/Jazz: The suggested age for this class is 12-13. There will be a set 20-minute tap routine to warm up at the beginning of the class. Students will be expected to do tap combinations down the floor. They should be able to make their sounds clear and keep up with the speed of the combinations. For jazz, they will have 20 minutes to follow in stretching and warming up. They will then practice jumps and turns down the floor. Choreography to the latest music, fit for this age group, will be taught. This will allow the child to put the jumps and turns practiced together and to add their own flavor of stylized dance to the choreography.

Tech 2 Ballet/Jazz: This class, recommended for ages 14-15, is on a more advanced ballet level. The technique in the student will have to be strong in order to do the barre work properly. The center floor will move more quickly and the foundation of the terminology should be well known. The Lyrical movements will be more advanced. The combinations taught in lyrical will be longer and the student will need to be able to quickly pick up the routines. This class will encourage the student to think outside the “dance box”.

Tech 2 Tap/Jazz: This class, recommended for ages 14-15, is a more advanced tap class. Making the correct tap sounds should no longer be a struggle. This class will provide challenging tap warm ups and routines down the floor. There will be more “tricky” combinations in this tap course. As for jazz, the student’s flexibility should be well established. There will be a 20 minute warm up in the beginning of jazz followed by combinations down the floor. There will also be choreography with the latest styles of contemporary dance. This class will offer students a safe environment in which to dance out everything inside of them.

Tech 3 Ballet/Lyrical: This class is suggested for ages 16-18. It is the most advanced class. The ballet work is the highest level and the combinations at the barre will be challenging for each student. The lyrical movement should come natural to the students. They will be expected to take the choreography taught to them and make it into their own piece. The more sophisticated routines will be taught to the latest

contemporary pieces. They will be expected to have a strong center that enables them to do multiple turns. Students at this level should be flexible and able to execute all jumps taught in the class.

Tech 3 Tap/Lyrical: This class is suggested for ages 16-18. The tap level is the most advanced level. The routines will be much faster and more complicated. There will be a 20 minute set warm up followed by routines down the floor. In jazz there will be a 20 minute stretching and warming up time, followed by turns and jumps down the floor. This class will also offer working out sessions periodically throughout the months. The routines will be more sophisticated and very advanced in all the jumps and turns.

Beginner/Intermediate Teen Ballet/Lyrical: This class, recommended for ages 14-18, the ballet will be more on a basic level but at a quicker pace. Students will also learn basic lyrical technique in a relaxed environment and get a great work out too! This is a class where you can come and exercise to fun music in a positive atmosphere. Combinations will be taught to show how to put the movements all together in the center floor. The Intermediate level is for teens that have taken dance for a few years or who are exceptionally fast learners. We want all students to be challenged yet confident in their class, so we place them into a teen level accordingly.

Beginner/Intermediate Teen Jazz/Tap: This class, recommended for ages 14-18, will learn a 20 minute warm-up routine that will be done at the beginning of every class. This will further the student's grasp of basic/ intermediate tap, as they learn to perform combinations down the floor. The jazz portion will include intense stretching and muscle-building warm-up and will incorporate jazz combinations performed down the floor. Also, students will learn monthly jazz choreography to the latest music to broaden their jazz repertoire. The Intermediate level is for teens that have taken dance for a few years or who are exceptionally fast learners. We want all students to be challenged yet confident in their class, so we place them into a teen level accordingly.

JR Hip Hop: This class, recommended for ages 7-11, will teach your child discipline, self-control, and how to work as a team. This class will expand upon Kinder hip hop. The class will begin with a cardio warm up, then move into isolations of the body, and work on muscle toning in the stomach and arms. We then teach how to put hip hop isolations and movement together. The class will also learn hip hop choreography.

Teen Hip Hop: This class is recommended for ages 12-18. Students will learn a 20 minute jazz/hip hop warm-up routine that will be done at the beginning of every class. The jazz portion will include intense stretching and muscle-building and will incorporate jazz combinations performed down the floor. The hip hop portion will offer a cardio workout and steps that teach students how to isolate different parts of the body. Students will also learn jazz/hip hop choreography.

Kids Worship Workshop: This class is for ages 5-8. This class will teach gross motor skills, rhythm, and expression – allowing what is on the inside to come out. We will use worship music and moves that better the understanding of how to incorporate dance education and technique into worship dance.

Youth Worship Workshop: This class, for ages 9-17, will offer a lyrical-esque warm up to the latest worship music. It will teach combinations to do down the floor. When the basics are learned choreography will be taught as a class to a set piece of music. This class will develop dance technique to incorporate in worship.

Beginner/Intermediate Adult: This class, for ages 19 and up, will offer basic ballet and jazz. The ballet will be more on a basic level but at a quicker pace. Students will learn technique in a relaxed environment and get a great work out too! The jazz portion will provide stretching and warming up by exercising the legs, arms and stomach area. This is a class where you can come and exercise to fun music in a positive atmosphere. Combinations will be taught to show how to put the movements all together in the center floor. The Intermediate level is for students that have taken dance for a few years or who are exceptionally fast learners. We want all students to be challenged yet confident in their class, so we place them into an adult level accordingly.

Adult Cardio/Hip Hop: This class, for ages 18 and up, will offer a cardio work out to get the heart rate up. We will have a set hip hop warm up. The basic hip hop steps will be broken down while teaching how to isolate different body parts. With up beat music and fun combinations, this class will help you burn calories and leave with a positive attitude. Choreography will be basic in the beginning and progress as the year goes on.

Adult Worship Workshop: This class is for ages 17 and up. It will offer a lyrical-esque warm up to the latest worship music. Students will learn basic combinations to do down the floor. Later on in the class, students will learn choreography to dance together as a team. During the course, students will learn how to dance together and broaden their dance stylization vocabulary. This class will develop dance technique to incorporate in worship.

Inclement Weather

Please check for e-mail notification if there is any question of classes being cancelled. It is not always possible to contact via telephone when inclement weather occurs... **E-mail is our primary method to communicate closings.** No refunds will be given for missed classes.

Water Breaks

We encourage students to bring water bottles from home. The studio also has a vending machine in which water bottles can be purchased.

Safety

The safety of our students is a priority. If a student is injured during class, all activity will be stopped and the incident will be reported to the office. In case of a serious injury, the parents will be notified and 911 will be called immediately.

Please visit our website www.dancerevelation.com for an electronic copy of the handbook.

Questions or comments? Please call or email (717) 796-6010 or drs@dancerevelation.com.