



## 2022-2023 STUDENT HANDBOOK

### LOCATIONS & CONTACT INFORMATION

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# INTRODUCTION

On behalf of our staff and faculty, I want to welcome you to The DanceLife Center (DanceLife). Thank you for bringing your dancer to us! This will be a fun filled year with loads of new dance steps and exercise. This handbook is a resource to help DanceLife family succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancer and getting to know them.

## OUR HISTORY

The DanceLife Center, formerly the Jacqueline Bennett Dance Center, transitioned in 2010 to continue and enhance the legacy of quality dance instruction in central Illinois. In 2017, DanceLife expanded its operations into Effingham.

## MISSION & CORE VALUES

The mission of the DanceLife Center is to create a supportive and nurturing environment for every student to learn dance, whether for fun and exercise or whether to enter the arts on a professional level.

Our core values are that:

1. We are committed to nurturing and growing leaders.
2. We are committed to dance as creative self-expression, as an athletic art, and to dance as a way of life.
3. We are committed to instilling self-confidence, discipline and passion in all dancers, by incorporating various forms of dance.
4. We are committed to providing a wholesome, inspiring environment that meets the needs of all learners.

The DanceLife Center curriculum is comprehensive and is designed to give each Child or Adult the best possible dance education. Technique and discipline are stressed throughout each and every class. Building confidence in each Dancer's abilities and instilling a sense of commitment to themselves and their peers is an important aspect of dance training.

Dance is a performing art. The DanceLife Center provides many performing opportunities, which are vital to the Dancer's overall development. Performing teaches responsibility, provides an environment that requires group unity and effort for a common objective, instills confidence and rewards the performer with a sense of accomplishment.

While the DanceLife Center subscribes to a vigorous and professional approach in the training of your Dancer, the DanceLife Center continually employs various teaching methods designed to provide a "fun atmosphere" throughout his or her training. The DanceLife Center's philosophy is that dancing should be fun, and we feel this environment maximizes each Dancer's capacity to learn.

Whether your Dancer makes a long-term commitment to the DanceLife Center's program or stays with us only for a year, the education provided to these young people is important to their overall growth and development. Each Dancer is taught the proper techniques of movement

fundamentals that will enhance their confidence as they pursue activities from routine walking and running to activities that require complicated movement. Therefore, dance training is a most worthwhile investment. The legacy of the Jacqueline Bennett Dance Center is bolstered by the long list of distinguished alumni, several of whom have continued their involvement in the arts, either in performing and/or teaching. We are honored that some of these alumni have joined our faculty ranks. The DanceLife faculty are dedicated to teaching all students the art of dance and strive to instill in our students a passion for dance.

# CLASS DESCRIPTIONS

**BALLET.** Ballet dates from the 1500s and the Royal Court of Catherine de Medici, with the French terminology, specific training and technique classes having been developed during the reign of King Louis XIV. Classes begin with slow technique at the ballet barre, gradually developing into the center with adagio and allegro combinations. All exercises are done in a specific order to build strength and flexibility. The Dance Center trains the dancers in the Cecchetti (Italian) Method. This tradition of classical technique continues to train children, teens and adults in the foundation of all dance.

**Ballet Levels:** (Pre-Ballet I/Ballet I-VI/ Pre-Pointe/ Pointe) At each age appropriate level, the curriculum teaches the fundamentals of classical ballet. Student's benefit from the development of coordination, muscle strength, motor and listening skills along with the musical and spatial awareness that ballet offers. It is expected for a student to remain more than one year in a ballet level. New students will be evaluated for placement. Please contact the office to inquire about any placement questions. All students taking Pre-Pointe or Pointe must be in two Ballet classes, not inclusive of the Pointe class. One of these Ballet classes must precede the Pre-Pointe or Pointe class.

**Pointe/Pre-Pointe** is a class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph like; this is done by wearing special box toed pointe shoes. Students are recommended for pointe based on age and ability. A minimum of **two regular ballet** classes must be attended to dance en pointe, one of which must be the ballet class directly before pre-pointe or pointe. There is no recital for Pre-Pointe classes

**Tumbling** is a 30-minute class for students 3 to 6 years old. This class teaches the basics of floor tumbling including forward rolls, back bends, cartwheels and fundamental acrobatic strengthening and coordinating skills. There is no recital for Tumbling classes.

**Acro** is a 45-minute class for students 6 to 18 years old. This is an acrobatic style class that teaches floor gymnastics. Acro is a class that progresses from forward rolls and cartwheels to advanced tumbling, including aerial work. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork. **All students taking this class must participate in recital due to tricks and partner work.**

**CONTEMPORARY/MODERN.** These classes focus on creative movement of expression involving the various techniques of Ruth St. Dennis, Martha Graham and Jose Limon. Dancers will be introduced to improvisation, weight-bearing, choreography, locomotors and non-locomotors movements as they related to the styles of lyrical, jazz, near and far east cultures. These classes are designed for pre-teen through adults.

**EARLY CHILDHOOD DANCE.** All classes include locomotor and non-locomotor movements, gymnastic mat work and improvisation using imagery, props and movement stories in addition to the following –

**Zumbini/Wiggles & Giggles (0 – 2 year olds)** These classes provide an opportunity of sharing the fun of music and movement along with loving caregiver. An experienced instructor leads each class through a series of fun exercises designed to improve

balance, increase coordination and develop body awareness. Children follow along, imitate their adult counterparts and socialize with other toddlers.

**Pre K Paws (3 & 4 year olds).** Ballet technique and introduction to the ballet barre, beginning the development of center work including use of arms, legs and head together with the teaching of basic jumps, leaps and turns.

**Kinderdance Cats (5 year olds).** Continues to develop the skills taught in the Creative Movement levels, additional ballet technique in preparation for our Beginning Ballet program, encouraging at-home practice and performance skills.

**JAZZ.** Jazz was the music of the World War I generation which included dance styles of the foxtrot, shimmy, ragtime, Charleston, etc. The center of jazz was New Orleans with it's mix of ethnic backgrounds which helped jazz music and jazz dancing to evolve into many forms. These forms include theatrical dancing for movies and musicals, lyrical with a ballet foundation and high-energy steps from breakdancing, funk, hip-hop and rhythm and blues. This class is designed to give the dancer a solid dance technique and style foundation.

**POP & HIP HOP.** Pop & Hip Hop refers to dance styles, mainly street dance styles, primarily danced to pop and hip hop music, or that which has evolved as a part of the pop and hip-hop culture. The classes are designed to increase imagination, diversity of thought and dance perspective, developing personal expression and “rounding out” an individual style in the supportive atmosphere of the DanceLife Center. The class involves warm-up exercises, old school and new school funk moves (krumping, Harlem shake, etc.), popping, locking and gliding. Taught in an age and music appropriate environment.

**TAP.** Tap dance began in the 1830s in New York City as a fusion of Irish and the African shuffle – most influential of all was the Irish Jig. Tap flourished in the U.S. from 1900 to 1955 when it was the main performance dance of Vaudeville and Broadway (remember Fred Astaire and Gene Kelly?). Tap dancers use their feet as a percussive expression of rhythm, music and syncopation. At the Dance Center, we use many forms of tap dancing, including traditional (Broadway, Shim Sham), Irish (Jigs & Reels), percussive, clogging, Latin and funk. Tap dancing is energetic, fun and an exciting way to make friends.

**MUSICAL THEATRE** Musical theatre is a form of theatre combining music, songs, spoken dialogue and dance. The emotional content of the piece – humor, pathos, love, anger – as well as the story itself, is communicated through the words, music, movement and technical aspects of the entertainment as an integrated whole. Since the early 20<sup>th</sup> century, musical theatre stage works have generally been called simply, “musicals”.

# CLASS ATTIRE

Proper class attire is essential and the following guideline must be strictly followed for all classes and rehearsals:

## ALL DANCERS

- HAIR** Must be pulled back away from the face and secured in place.
- DANCEWEAR** Pink, black or white dance sweaters may be worn over the leotard if they are close fitting. Long sleeve turtleneck or t- shirt may be worn underneath the leotard in extremely cold weather.
- DANCE BAG** All Students in Ballet, Jazz, Tap & Modern must have a dance bag with the following items; dance shoes, comb or brush, bobby pins, barrettes, rubber bands, note book (8-1/2" x 11") and pen or pencil.

## ZUMBINI/WIGGLES & GIGGLES

- ALL STUDENTS** Any comfortable clothing that doesn't bind or restrict movement can be worn. Bare feet/ socks.

## PRE-K PAWS & KINDERDANCE CATS

- FEMALES** Black leotard, optional Black Ballet Skirt (must be permanently attached to the leotard) & bare feet for summer. Pink ballet tights and ballet shoes,
- MALES** Black shorts, white t-shirt and bare feet for summer. Black shorts or dance pants, white t-shirt, white socks and black ballet shoes to be worn September through May.

## BALLET

- FEMALES** Black leotard, no ballet skirt or shorts, pink ballet shoes & pink ballet tights.
- MALES** Black shorts, black dance pants, white t-shirt, white socks and black ballet shoes.

Pre-Pointe & Pointe: Black leotard, pink tights, pointe shoes, hair secured neatly back in a bun. Students may wear skirts.

\*Ballet shoes and pointe shoes must be sewn completely. Tights must be worn over the feet; no jewelry. Girls must wear a black sports bra if one is needed.

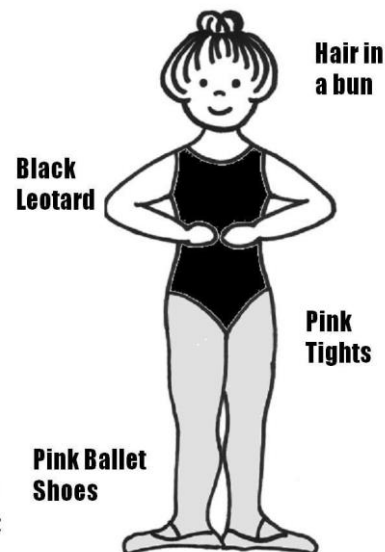
## CONTEMPORARY/MODERN

- ALL** Black leotard and black footless tights or black leggings. Barefeet or sandasols.

## HIP HOP

- ALL** SHORTS OR LONG PANTS & T-SHIRTS. SNEAKERS.

### Proper Attire for Ballet I-V



**MUSICAL THEATRE**

ALL Any loose comfortable clothing that doesn't bind or restrict movement can be worn. Jazz sneakers or shoes that are not worn on the streets

**JAZZ**

FEMALES Black leotard and tights or black shorts, black jazz shoes

MALES Black shorts, black jazz pants, white t-shirt, black jazz shoes

**TAP**

FEMALES Black leotard and tights or black shorts, black tap shoes

Children's (A) and Preteen (B) – Mary Jane style shoes

Teen (C & D) – Full-Sole , lace-up or slip on black tap shoes

MALES Black shorts/black jazz pants, white t-shirt, black tap shoes  
All levels – lace-up or slip on black tap shoes



# DANCEWEAR SOURCES

## AUSTINS

12 Main Street, Champaign, IL 61820.

Telephone: 217-359-2231.

## DANCE DISTRIBUTORS – ONLINE RETAILER

50 South Cameron Street, Harrisburg, PA 17101

Telephone: 1-800-33DANCE

Order toll free anytime (24/7). Call for catalog.

## DANCEWEAR SOLUTIONS – ONLINE RETAILER

Telephone: 1-866-542-6500

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

## DISCOUNT DANCE SUPPLY – ONLINE RETAILER

Telephone: 1-800-328-7107

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

## GRACE'S DANCEWEAR AND MORE

6045 US -36. Decatur, IL 62521

217-855-7927

## KINNEY DANCEWEAR,

2434 East 62<sup>nd</sup> Street, Indianapolis, IN 46220.

Telephone: 1-317-255-8111.

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

## MACK MOORE SHOE STORE,

305 Lincoln Street, Charleston, IL 61920.

Telephone: 217-345-3479.

## ST. LOUIS DANCEWEAR

9644 Olive Boulevard, Olivette, MO 63132

Telephone: 314-733-5678

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

# TUITION & REGISTRATION FEES

## REGISTRATION

- Annual Registration Fee per Family      \$35

## MONTHLY COSTS

### Monthly Cost - Early Childhood Dance

- Zumbini/ Wiggles & Giggles      \$30
- Pre-K Paws/Cubs      \$43
- Kinderdance Cats      \$53

### Monthly Cost - Children's (A), Preteen (B) and Teen (C & D)

- 1 hour class      \$53
- 1 ¼ hour class      \$63
- 1 ½ class      \$77
- Pre-Pointe/Pointe      \$25      *(Other restrictions apply)*

## MISCELLANEOUS FEES

- Late Tuition Fee      \$25
- Returned Check Fee      \$25
- Check Processing Fee      \$3

Payment processing fee (to avoid this fee, you must pay all at once with a check -\$200)

- 1) **Registration Fee:** A \$35 non-refundable registration fee per family is due at time of registration. Payment and electronic or paper registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically or on paper registration.
- 2) **Tuition Late Fee:** Tuition is due on the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email. Additionally, a \$5 charge will be charged each month until the total amounts due including late fees are paid.
- 3) **Methods of Payment:** DanceLife accepts personal checks, credit cards, debit cards, e-bank payments, and cash as methods of payment. One-time payments may also be made via the customer portal. If paying by check, credit card, or debit card, please write the student's name in the memo section of your check or at the top of the receipt. Checks should be made payable to "The DanceLife Center" or "DanceLife". A penalty charge of \$35.00 will be assessed for each returned check. Or debt account disputes. In the event of a second returned check, further payment will then be paid in cash or credit/debit card only. Only checks may be deposited into the tuition box located in the lobby.
- 4) **Online Registration / E-Payment:** By registering online, you are automatically signed up for e-payment and you are authorizing DanceLife to use the account

information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and any other studio or dance related items purchased on account). You are agreeing to take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to your account if your credit card/bank account is declined and cannot be processed for the amount due at that time. To discontinue enrollment in e- payment, after registration fee plus required tuition has been drafted, you must fill out an “Account Removal Form” (found in the handbook or available in the front office) and return to the studio office.

- 5) **Advanced Payment:** You may pay in advance for tuition and fees; however, there is no discount.
- 6) **Tuition is not refundable or transferable.** Tuition, Fees, Registration, Performance Fees, or Costume Deposits are not refundable.
- 7) **Payment:** Tuition is due by the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>, and can be paid via cash, credit card, debit card, check or online through the customer portal. All accounts that sign up online are automatically set up for e- payment and you are authorizing DanceLife to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and other studio or dance related items purchased on your account). After the 10<sup>th</sup> of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e- payment accounts. Late notices will be sent via email. Additionally, a \$5 charge will be charged each month until the total amounts due including late fees are paid.
- 8) Tuition is **not pro-rated** for absences or studio closures. Students are encouraged to attend makeup classes for classes missed. Dual studio students must make up their missed classes at the location of the missed class.
- 9) **Past due accounts:** The DanceLife center reserves the right to collect on pass due and owed fees. On any and every account that falls behind on payment for 150 days or more the DanceLife center reserves the right to submit that account to a third party collection agency to allow them to collect the uncollected debt. If this happens the account will be charged a \$50 processing fee. Once the account is turned over to the collecting agency, the delinquent account holder will need to follow up with the collection agency to resolve the debt. Please note that any account submitted to the collection agency for collection may appear on your credit report.

# SCHEDULE & PLACEMENT

## CLASS SCHEDULE

For the most updated version of our class schedule please visit [www.Dancelifecenter.com](http://www.Dancelifecenter.com) and click on Classes on the drop down and then go to the appropriate selection.

## SCHEDULE CHANGES

- 1) **Class Changes:** A student may drop and add classes depending on availability.. Dancers wishing to change classes after then must have the instructor's permission **and** must possibly purchase an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
- 2) **Withdrawal:** To withdraw a student from any DanceLife class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents are responsible for giving at least 30 days written notice and are responsible for tuition and other fees incurred during this timeframe. If costumes have already been ordered, you will still be required to comply with the Handbook policy on pick-up and payment of costumes. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$15 shipping fee per costume.
- 3) **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your customer portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

## STUDENT CLASS PLACEMENT

- 1) **Age Groups:** All classes are based on the student's age as of September 30<sup>th</sup>. A student may select a class in a younger age group, but may not choose a class in an older age group. The instructors have the final say as to which class (es) students are placed.
- 2) **Kinderdance Cats** is for dancers 5 years old or young 6 year olds. It is designed to prepare dancers transitioning from Kinderdance to our Ballet program. If you are unsure of whether your dancer should attend Pre-Ballet or Ballet AI, please call or email the office or email your dancer's current instructor.
- 3) **Ballet :** Ballet is for dancers 6 years old and up. Ballet levels are based on skill set and age.

# COMMUNICATION & FACULTY

## PARENT PORTAL

You have access to your studio account via the Parent Portal. Each person that would like to manage the students account will need their own login. From your portal, you are able to send messages to the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Online Registration page of the website for more information.

## STUDENT DATA CHANGES

Please ensure accurate information to the best of your knowledge in the Parent Portal. Please note that parents/ guardians are responsible for notifying DanceLife of any changes on student data (for example, phone number or address changes, guardianship, etc.)

- 1) **Contacting Instructors:** Instructors can be contacted via the Remind App. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
- 2) **Social Media:** We are on Facebook, Twitter, and Instagram! Become a fan and keep up with latest DanceLife news!
- 3) **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, the Remind App is best.
- 4) **Disruptive Behavior:** Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day. Please review our studios behavior policy.
- 5) **Opening Class Doors:** Please respect our instructors. All classes are closed session. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.
- 6) **Winter & Spring Parent Observation:** Parents will be invited to attend and watch the entire class. Classes will be conducted with a closed-door policy. It is very disturbing to the students and the teachers when there is a lot of noise in the reception area. It is up to the discretion of the Teacher to invite parents into the class to serve as a practice audience for the dancers.
- 7) **Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your customer portal. If you want to opt-out of studio emails, please contact the office or opt out through your portal. Please note that opting out will mean you miss out on important studio reminders and announcements.

# ATTENDANCE, ABSENCE & MAKE-UPS

**Illness Policy:** Parents are advised to keep their students at home for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing wheezing or a persistent cough.
- Fever (100°F/38.3°C or more) or Nausea and vomiting.
- Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
- Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
- Children with known or suspected communicable diseases or lice.
- If a student misses due to illness then they can make up the class missed. See class make up policy.

**Missing Classes:** If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.

**Excessive Absences:** Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.

**Inclement Weather:** In the case of inclement weather, there will be information on the telephone's outgoing message as well as a Facebook. We will also send an email notification, and Remind notification.

**Make Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure. These can be made up any time before May 1st in an age appropriate class– even if it's a different style than what the student is taking. **\*\*Students must schedule their makeup through the studio office for the location the class was missed.\*\***

**Excused Absences:** Due to illness or scheduled family vacations are to be made up during the semester in which classes were missed. All "make-up" classes must be scheduled with the permission of the Teacher. There will be no refunds or credits for classes not made up. Please do not permit your Dancer to miss classes or leave classes early because of birthday parties, ball games, cheerleading practice, etc. Regular class attendance is important to the training of your Dancer, and the "make-up" of these unexcused absences cannot be allowed.

If you know in advance that your Dancer will miss two or more consecutive classes, please contact his or her Teacher, so that your Dancer's schedule may be re-arranged, if possible. Please let us know if your dancer is unable to make it – you can use the Remind App to do so.

## SICKNESS/ DANCER INJURIES DURING CLASS

During class, if a Dancer complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the Parents/ Guardians will be notified if not on the premises. (*See also Attendance & Makeup Classes*)

Only Dancers with a pre-existing, non-contagious sickness/injury are allowed to observe class. The Parents/ Guardians must notify the office if a Dancer is to observe class. If Dancers sustain an injury during a class, Teachers are required to inform Parents/ Guardians and the Director when the injury takes place. Please note that the Director will contact Parents/ Guardians to follow up on the incident.

If the student must un-enroll from classes or pause their attendance due to injury, please submit a doctor's note explaining the injury and stating that the student is unable to participate. At that time, a decision can be made about the students remaining classes.

## CONCERNS

If Parents/ Guardians have concerns, please inform the Teacher and the Director to ensure that it can be sufficiently addressed.

# INCLEMENT WEATHER POLICY

If any dance classes are cancelled due to weather, etc., you will be notified by one of DanceLife's faculty or by the Director. Also, please check our homepage and online schedule for cancelled classes. However, always exercise caution first.

When a tornado warning is issued, the city government will activate the emergency siren system.

- In Charleston: This siren is audible to most of Charleston. Upon hearing the siren, all faculty, students and visitors shall move quickly and carefully to the designated tornado shelter within the building—basement. Faculty and staff that have received the emergency message are to notify other faculty, staff and students, visitors and the hearing impaired in their areas of the tornado warning. All personnel are to remain in the tornado shelter until notified by either the Director or by police that it is safe to leave.
- In Effingham: This siren is audible to most of Effingham. Upon hearing the siren, all faculty, students and visitors shall move quickly and carefully to the designated tornado shelter within the building—the Bike & Hike shop next door.

## EMERGENCIES & EVACUATIONS

In case of an emergency, faculty and the Director will assume responsibility to ensure that all students get to the required access point. Parents/ Guardians will be notified immediately if it is not safe to return to the Studio, and if classes will be dismissed.

In the event of an emergency and a building evacuation, Dancers will be asked to:

- Pay close attention to the teacher and/or main office.
- Remain calm.
- Walk, do not run.
- Keep noise to a minimum.
- Move in an orderly manner with your class to the exit.
- Do not push or crowd on the stairs.
- Hold on to handrails in the stairwell.
- Move to the assembly area.
- Stay at the assembly area until a decision has been made by the Director or the faculty to either return to the Studio or to dismiss classes.
- If the decision is to return to the Studio, please move in an orderly manner with your class.

Designated Access Point in Charleston: Fetchers Pet Store Parking Lot

Designated Access Point in Effingham: Gopher's Grill Parking Lot

Parents/ Guardians waiting in the Reception Area: We ask that you go with your Dancer to the Assembly area, instead of taking them away right away. We need to make sure that all our Dancers are accounted for, if and when they are dismissed.



# WHILE AT THE STUDIO...

## WAITING ROOM & LOBBY RULES

**Hallways Must be Clear:** Per the Fire Marshal code, there is no sitting or standing in the hallways. Please remain in the lobby area while waiting for class to begin or let out. All strollers are to be parked in the stroller parking area by the front door.

**No Horseplay:** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.

**No Acrobatics:** Students should not be performing any gymnastics in the halls or waiting areas.

**No Food:** No drinks, sodas, coffee, gum, or food of any kind in the main studio areas; only in the homework and/or lobby area. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.

**Student Drop Off:** Students 7 and older must be dropped off and picked up inside the lobby on time (no more than five minutes before or five minutes after drop off and pick up time). **Due to traffic and other safety concerns, parents must park and come into DanceLife to drop off and pick up students.** Students will not be released to older siblings.

**Street Access:** No student of any age should hang out in front of the studio without a parent present.

**Leaving the Studio:** No student under the age of 13 may leave the DanceLife premises unattended by a parent/guardian. If a student is between 13 and 17 years of age, the student may leave the DanceLife premises unattended by a parent/guardian (including but not limited to times between classes) **only if the student's parent/guardian indicates his/her permission in the Customer Portal under the My Student tab (for current students) or on the Web Registration Form (for new students).** This Authorization is also required for students under the age of 18 who drive themselves to and from DanceLife. Parents/guardians who elect not to give off premises authorization in the portal are responsible for telling their student(s) about their election and for ensuring that their student(s) understand they may not go outside of the DanceLife building unattended at any time for any reason.

**Time Between Classes:** The premises of DanceLife outside of the classroom studios are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes.** You are responsible for arriving on time for drop-off and pick-up, for coming into the studio for drop-off and pick-up, and for instructing your student that they may not leave the DanceLife building without you. Students left over five minutes past class end time will be charged a late pick-up fee of \$1 per minute. **If a student is 7 or older and is participating in multiple classes on the same day,** the student may remain on the premises of DanceLife unattended by a parent/guardian between classes provided that the student abides by the Waiting Room & Lobby Rules and Kids' Room Rules contained

in the Student Handbook.

**Courteous:** Please be courteous to fellow dancers and parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

## KIDS ROOM (CHARLESTON)

**Quiet:** This is a quiet area for study. Please respect those focusing on their work.

**Proper:** Do not sit or stand on the study counters or furniture.

**Neat:** Please pick up after yourself.

**Food & Drink:** This is the only room that food and drink are allowed in. We encourage healthy snacks and require that all drinks be clear liquids (water, clear Gatorade, etc.) In the event of a spill please advise the front office so we can clean up the mess as soon as possible. No food or drinks, besides water bottles, are allowed in any studio at any time. **No one is to bring food products containing nuts of any kind onto the premises of DanceLife Center.** DanceLife cannot, however, guarantee that its premises will be free from allergens of any kind, including but not limited to food containing nuts.

## PERSONAL BELONGINGS

**Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the students **first and last name**. Please write your dancers name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the “pick-up drawer” located in the studio office.

**Lost & Found:** The lost and found is located in the plastic bin by the dancerooms. Please check the office for lost jewelry or hair items. Items will be donated at winter, spring, and summer breaks and when the bin becomes overfull. Please check these bins regularly. DanceLife is not responsible for lost or stolen items.

## PHOTOGRAPHY RELEASE

DanceLife uses photographs and videos of its own dancers in its marketing and promotional materials. However, DanceLife will not include names of any dancers under the age of 18 beside a photograph or video unless specific permission from a parent/guardian has been obtained. You are granting DanceLife full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, “Images”) for DanceLife marketing and promotional purposes during and after the student’s participation in DanceLife programs. Further, you acknowledge that DanceLife shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to DanceLife your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images.

**IF YOU WISH TO OPT OUT:** If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by DanceLife or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate

that you are opting out in the appropriate online box. Specifically, new registrants must type “I OPT OUT” in the appropriate box on the Web Registration Form. Current families must log into their portal, go to the My Account tab, and type “I OPT OUT” in the appropriate box.

## MEDICAL INSURANCE AND CARE

DanceLife Center does not carry medical insurance for its students. Dancelife Center does not render medical care, including medical diagnosis or treatment, to students or others, and that any assistance that DanceLife staff may offer to student will be limited to responding to an emergency.

# PERFORMANCES

The following performances are offered to our Dancers:

- *Winter Performance.*
- *The Littlest Dancer.* This is an opportunity for our Creative Movement and Pre-Ballet Dancers to have their very special performance. The program consists of classroom techniques as well as a presentation of a children's ballet with choreography adapted from a children's story.
- *Spring Performance.* All students are invited to participate in this professionally presented performance.

Parent(s) or Guardian(s) will be given the opportunity to include their Dancer in various performances throughout their dance training. While the Dance Center feels performing is a privilege and an important aspect of the young Dancer's development, it is not mandatory that your Dancer participate in each and every performance. Dancers are not required to perform. If your Child prefers not to perform, please advise your Child's Teacher.

## PERFORMANCE FEES

Performance – Early Childhood Dance \$125

- Performance Fee
- Costume (s)
- Pictures (Memory Mate)
- Camisole & Tights

Performance - Children's (A), Preteen (B) and Teen (C & D)

- Christmas Program \$40
  - Costume Rental
  - Accessories
  - Performance Fee
  - Performance Tights
- Spring Performance \$225
  - Performance Fee
  - 1st Class Costume (including Combo) (\$90 per additional class)
  - Pictures (Memory Mate)
  - Performance Camisole & Tights

## REHEARSALS

Rehearsals for performances are vital, and attendance at these rehearsals is mandatory, whether regularly scheduled class time or additional rehearsal time. Dance Company Members are required to perform in all performances in which they are cast.

If a rehearsal scheduling conflict is foreseen, the Teacher must be contacted well in advance in order that arrangements, if any, may be made. It is important that discussion take place between the Parent(s)/Guardian(s) and Dancer relating to the commitment required for performance participation (rehearsals, costumes, effort, etc.). Performing is fun and rewarding, and requires extreme discipline, cooperation and commitment from

all participants. Therefore, should a Dancer have an unexcused absence from a rehearsal, the Dance Center may be forced to withdraw the Student from the performance. If dismissed, no refunds will be made for tickets that may have been purchased in advance, class or classes missed or anticipated to be missed, costume(s) deposits and/or costs and/or fees, performance fees or any other related expenses. Dance Company Members are expected not to have scheduling conflicts.

**Please note that a performance contract will be provided between the DanceLife Center and principal roles for a performance.** A Dancer cast in a principal role will not be allowed to rehearse or perform unless a performance contract is signed, in consultation with Parents/ Guardians.

## PRACTICE

Dance is a valuable part of your Child's overall education. Please take an active interest in your Dancer's class or classes. Watch class at least once a month to keep informed of your Dancer's progress. Make certain your Dancer has their notebook so they can take class notes. Please review their notes with your Dancer and ask him or her to demonstrate what is to be practiced.

Insist that your Dancer set up a weekly practice schedule even if it is only fifteen minutes a day. Ask them to show you any new steps they have learned. Watch your Dancer practice at least once weekly. A student will not excel in the classroom if they do not do their homework, nor will they excel in dance if they do not practice daily. ***Dancers must practice.*** If your Dancer is ill and misses class, please contact the Teacher about a "make-up" class. Dancers should not go one week without a class. If you know in advance that they will miss a class, please make arrangements for a pre "make-up". Make certain it is a valid reason for missing class. ***Do not permit your Dancer to arrive late or leave early.***

Ballet B, C and D Students are to have their own copy of *Gail Grant's Technical Manual and Dictionary of Classical Ballet*. This publication will be on sale at the DanceLife Center at Central Registration. We also suggest purchasing this text from [Amazon.com](https://www.amazon.com). Your Dancer will be provided information needed to purchase their music for practice at home. The DanceLife Center cannot make copies – reproduction of our music is a violation of copyright laws. We also suggest purchasing tracks from [iTunes.com](https://www.itunes.com).

*The Dance Center is the learning place; home is the practice place!*  
*"Perfect practice makes for improvement."*

## FEES & OPTING-OUT

**Performance Fee:** Performance fees can be paid monthly. If paying in full, performance fees can be paid at any time. Fees for your performances will be charged to the card or bank account you have on file, unless you have set up a different payment arrangement.

**Opting Out of Recital:** students must participate in recital for all classes or not participate in the recital at all. Students cannot pick and choose particular classes for recital. Please notify us by October 1 if opting out of the Winter

Performance, and by November 1 if opting out of the Spring Performance.

**Performance Manuals:** Performance manuals will be available closer to each performance.

**Costumes:** Costume amounts are approximate and subject to change. Changes in a student's schedule can result in a change of costume and costume fees. Costume amount includes costume, tights and tax.

- Combo classes will perform both numbers in the performance, but will have only one costume.
- Children's Level A dancers may be asked to perform in the littlest dancer performance in addition to their spring performance.
- All other classes will have one costume per class.
- Dancers will receive their costume(s) during our Parent Observation Week – this is a great opportunity to see your dancer in their costume for the first time and video the recital routine. Please remember we do not allow these videos to be posted on social media.
- Refunds: There will be no costume refunds for dropped classes, withdrawals from the studio, or decisions not to participate in performance after published deadlines. Costumes not picked up by then will be donated.

# PERFORMANCE COMPANY

The **DLC Performance Company** is a competitive dance company designed for dancers who are highly motivated and conscientious in performing arts. We believe that dance teaches lessons beyond the stage and the studio, and as such, the DanceLife Center approaches competition with a few things in mind:

Education – Competition allows our dancers and teachers the opportunity to see the performing arts on a professional level and provides dancers the ability to grow and develop their performance skills.

Experience – The competition aspect of the DLC Performance Company should be considered a ‘performance’ opportunity. What is more important is the experience of being on stage, of getting the opportunity to perform for an audience, and developing one’s stage craft.

Fun– DanceLife wants to attend competitions that are fun for the whole family. Students learn team-building skills, performing arts skills and develop self-confidence that will last a lifetime. Having fun is the number one priority in this program.

## COMMITMENT:

Company members are required to participate from August 2022 – June 2023 and participants are expected to fulfill their commitment.

## CLASSES:

Company students are required to take at least 2 classes per week in addition to a company rehearsal.

## COMPETITION CONTRACT:

We encourage all parents to read over the contract and go over necessary sections with your dancer. It is important for parents and students to fully understand our expectations.

## WINTER SHOW & SPRING SHOW

Competition Students are required to perform in both the Winter and Spring Shows.

## EXTRA PERFORMANCE OPPORTUNITIES:

Throughout the year, the DLC Dance Company performs in various functions and community events. It is important for DanceLife to be involved and remain connected in our local communities.

## COSTS (~\$310)

- 2 Competitions Registration fee
- Additional Fees
- Routine Creation
- Rehearsal Fee
- Staff Travel
- Admin Fee

If interested, please contact the Company Directors, Antoine & Krishna Thomas.

# PREPARING FOR CLASS

Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back (bun for Ballet) and proper dance shoes on. Please do not wear street shoes into dance rooms.

Dance bags: Dance bags may be the cubby area of changing rooms.

Combo classes: (preschool through 6 years old) will need to have their tap shoes on each week when entering class. Please put ballet shoes in a dance bag that they will bring into class with them. Put your child's name on shoes and bag. The teachers will help dancers change shoes in the middle of the class.

Changing Room: There is a changing room with cubbies available for all our dancers in there dressing rooms.

Cell Phones & Electronic Devices: Please be sure all cell phones and electronic devices left in dancer's bags have their ringers and sounds set to silent.

## WHAT TO EXPECT YOUR FIRST WEEK

- The halls are very crowded the first few weeks of classes. This will settle down after the first few weeks.
- There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often have to change at the same time, so that dancers can go to the different subjects they are taking.
- Like school, the first few weeks of class are based on reviewing skills. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
- If dancers have been placed into classes that are not correct for them –Don't worry - we will find a more suitable class!
- Parking is the #1 complaint with parents in dance schools around the nation. This is something that can't be helped. Please be careful to watch for children!
- It is best to get your dancer in class on time, ready to dance.
- Please keep the hallways clear; dancers will be walked out into the main lobby area for pick up.
- The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
- Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.

**Always let us know if you have questions or concerns.**

**Every staff member wants your DanceLife experience to be positive and rewarding.**



## QUICK REFERENCE

PAYMENT SCHEDULE				
MONTH		DATE	AMOUNT	METHOD
Registration Fee <i>Non Refundable</i>		Registration	\$35.00	
September	Tuition	09/01		
	Performance	09/01		
October	Tuition	10/01		
October	Performance	10/01		
November	Tuition	11/01		
November	Performance	11/01		
December	Tuition	12/01		
December	Performance	12/01		
January	Tuition	01/01		
January	Performance	01/01		
February	Tuition	02/01		
February	Performance	02/01		
March	Tuition	03/01		
March	Performance	03/01		
April	Tuition	04/01		
April	Performance	04/01		
May	Tuition	05/01		
May	Performance	05/01		

*We Dance*

How do you put a price on inspiration?  
 How do you capture the spirit of humanity?  
 How do you create a world of connection?  
 How do you light the fire of dreams?

*You dance.*

I dance to grow and learn.  
 I dance to inspire the next generation.  
 I dance for my story and yours.  
 I dance for life itself.

*We dance.*

We dance to speak of the magic of the arts.  
 We dance to speak of beauty and grace.  
 We dance for peace.  
 We dance for love.  
 We dance for joy