

Mandi's Dance Studio Handbook

2022-2023 Season

A Guide for Students and Parents

As a condition of enrollment at Mandi's Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Mandi's Dance Studio, its director, faculty, and staff. Mandi's Dance Studio reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Mandi's Dance Studio!

This handbook will serve as your guide to Mandi's Dance Studio and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

ABOUT THIS HANDBOOK

We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

➤ **Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates.**

QUICK REFERENCE:

- First day of class is August 22nd. Last day of class is June 4th, *see page 2*
- Payment is due the 15th of each month, if not paid by the 15th, a \$10 late fee per child will be applied, *see page 8*
- Please give us 24-hour notice that you will be absent from class to be eligible to use your make up class, *see page 10*
- In the event that you must voluntarily terminate your enrollment at the studio, we require a minimum notice of termination before the **FIRST** day of the month, *see page 9*
- Minimum dress code for all females are leotards, tights, and required shoes, *see page 5-7*

Key contact information for Mandi's Dance Studio:

104 Evans Road
724-822-9465
mandisdancestudio@gmail.com
www.mandisdancestudio.com
Owner: Mandi Barron

Key event dates for Mandi's Dance Studio:

2022-2023 Season begins August 22nd
Last Day for 2022-2023 Season: June 4th
Recital 2023: Tentative June 2023

Mandi's Dance Studio Closure Dates:

Labor Day Break: September 4th-5th
Halloween: October 31st
Thanksgiving Break: November 24th-November 27th
Holiday Break: December 24th-January 1st
Easter/Spring Break: April 5th-April 9th
Memorial Day: May 28th-29th

FOR ALL PARENTS AND STUDENTS

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child. Each student is placed by years' experience, age, and ability to meet the goals and skills of the requested class.

Classroom Observation

In-class observations take place during December and March. This is the chance for you to see firsthand what the classroom experience is like for your child. Please do not bring infants or other children to the in-class observation week. Due to limited space for observation, we only allow one adult per child per class.

Never disrupt class. During the in-class observation week, please refrain from shouting instructions, spotting your child, or distracting your child in any way.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Mandi's Dance Studio. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Dos and Don'ts

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school on their personal devices.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Important updates are printed and handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the Mandi's Dance Studio website, Facebook page, and cork board (in studio).

If you have any questions regarding the information distributed, we encourage you to contact the office at 724-822-9465 weekdays between the hours of 5:00pm and 9:00pm.

We answer email on a daily basis. Feel free to email questions to the office at mandisdancestudio@gmail.com.

Website www.mandisdancestudio.com

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page www.facebook.com/MandisDanceStudio “Like” the Mandi's Dance Studio page on Facebook to receive live updates on school events. Please invite your family and friends to “like” the school.

Please do not post personal questions about classes on the school's Facebook page. Instead, please email them directly to mandisdancestudio@gmail.com

Weather Cancellations

School closures due to severe weather conditions will be announced by 2:00pm on that day. The studio does not always close when the local schools are closed. Notifications of weather cancellations will be emailed, posted on the website and the Facebook page, announced on WPXI.com and KDKA.com, and

on our text message alert system. It is your responsibility to check for studio closures. Please check with the office that we have the most current email and phone number on file.

Dress Code Requirements

Mandi's Dance Studio maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents. Place name on the inside of the shoes.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred. Male students should wear their hair tightly secured if the hair is long.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.
- See Dress Code Requirements below, fig1, and Shoe Requirements, fig 2. All shoes for recreational dancers are a suggested style listed below. Shoes that look similar in style and color are acceptable. Competition dancers will be required to purchase certain style of shoes.

Fig1

<u>Class</u>	<u>Boys</u>	<u>Girls</u>
Little Hercules <u>No Required Shoes</u>	Sweatpants and T-Shirts, Loose comfortable clothing	Loose Comfortable Clothing
Preschool	Black sweatpants or leggings, white T-shirt, black ballet shoes, Black tap shoes	Leotard, tights, pink ballet shoes, Tan tap shoes.
Ballet	Black sweatpants or leggings (or tights with dance belt for ages 10 and up), white T-shirt, Black ballet shoes.	Leotard, pink or tan tights, pink ballet shoes. (Pink pointe shoes may be required.) Skirts allowed only.
Jazz	Black sweatpants, leggings or tights, white T-shirt, Black jazz shoes.	Leotard; black, pink or tan tights; Black or Tan jazz shoes. Shorts, capris, or jazz pants allowed.
Tap	Black sweatpants, leggings or tights, white T-shirt, Black Tap shoes.	Leotard; black, pink or tan tights; Black or Tan Tap shoes. Shorts, capris, or jazz pants allowed.

Acrobatics <u>No Required Shoes</u>	Black sweatpants, leggings or tights, white T-shirt.	Leotard, stirrup or footless tights. Shorts, capris, or jazz pants allowed.
Modern/Lyrical	Black sweatpants, leggings or tights, white T-shirt, No shoes required.	Leotard, stirrup or footless tights, Half-soles (turning shoes). Shorts, capris, or jazz pants allowed.
Hip-Hop	Comfortable clothes (not jeans) and Hip-Hop sneakers.	Leotard; tights; Hip Hop sneakers. Shorts, capris, or jazz pants allowed.

Fig2

Class:	Brand:	Description:	Style:	Color:
Little Bear Tap	Weissman	Ribbonette Tap Shoe or similar	W600 or similar	Carmel
Little Bear Tap (Boys)	Weissman	Lace-up Tap Shoe or similar	W1600 or similar	Black
Little Bear Ballet	Weissman	Canvas Split-sole Ballet shoe or similar	W200 or similar	Pink
Little Bear Ballet (Boys)	Capezio	“Hanami” Canvas or similar	2037c, 2037 or similar	Black
All Levels of Ballet	Capezio	Hunami Canvas or similar	C:2037c A:2037w or similar	Pink
All Levels of Ballet (Boys)	Capezio	Hunami Canvas or similar	A:2037w or similar	Black
All Levels Tap (Boys)	Weissman	Lace-up Tap shoe or similar	W1600 or similar	Black
Great Bear Tap	Weissman	Mary Jane Tap shoe or similar	W700 or similar	Caramel
Milky Way Tap (Unisex)	Capezio	Tic Tap Toe Top	C:443c A:443	Black
Eclipse/Supernova Tap (Unisex)	Capezio	Tic Tap Toe Top	C:443c A:443	Black

All Levels of Jazz (Unisex)	Weissman	Leather Slip-on Jazz shoe or similar	W800 or similar	Girls: Tan Boys: Black
All Levels of Hip Hop	Converse	Low Cut Chuck Taylor All Stars		Black Canvas, White Sole
Contortion	Capezio	Leather Pirouette II	HO62	Skin Tone
Competition Routines	Varies	See office for Required Shoes	Varies	Varies

Discount Dancewear and Shoes

Mandi's Dance Studio offers dancewear and shoes for individual purchase at any time during the school year. See the store for current in stock supply or request to place a catalog order from our wholesale dealer. If you would like to order online yourself, we also recommend ordering from Discount Dance or Dancewear Solutions for shoes, tights and leotards. You can also buy directly from Capezio's website for shoes and apparel. Check out All That Jazz in Wexford for more dance selections and shoes!

Go to www.discountdance.com and search for style names above. Don't forget to enter our studio code (TP42347) in the check out to get a discount and support our school!

Registration Fee

An annual registration fee of \$30 for first child, \$25 for each additional child, covers the cost of mailings, insurance, handbooks, rehearsals, and so on. Registration fees are not refundable and non-trans fundable.

Tuition and Expense Policy

Full monthly tuition is due by 15th of each month. **Payments not received by the 15th of the month will result in one \$10 late fee per child.** If your class tuition is **two or more** months' delinquent, you will not be allowed to participate in classes or recital until all accounts are up to date.

We accept cash, checks, online payments through the Parents Portal or cards for tuition payment. Please write your child's name in the memo portion of the check. If you pay with cash, please place in envelope with child's name if putting in payment box. If you enroll in AutoPay program and have to have your payments held for any reason, you will be released from the program and have to re-enroll.

Tuition starts with \$55 for the first monthly class. The second class or child receives a \$5 discount for each additional hour. Six hours or more of classes move to a flat rate tuition:

6-7.5 hours: \$300

8-9.5 hours: \$400

10 or more hours: \$450

Additional discounts available such as; early bird registration, referral, autopay, and pay in full.

Please note: tuition is based on the season regardless of how many weeks are in a given month. Tuition payments average out to four classes each month. Tuition is non-refundable and not transferable. **New this year: May tuition will be half off due recital scheduled in early June.

Additional Fees

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, recital fees, private lessons, or special events.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Mandi's Dance Studio to meet the child's needs

In the event that you must voluntarily terminate your enrollment at the studio, we require a minimum notice of termination before the **FIRST** day of the month. Any classes that have already been paid for must then be used and CANNOT be refunded. You are responsible for paying, in full, any past due balances and invoices before leaving the studio. Notices after the First day of the month will be charged for the new month's billing and required to be paid before leaving the studio. Any unpaid accounts will be turned into collections if left unpaid.

Arrival and Departure

We encourage students to arrive 5-10 minutes before class starts to put on their dance shoes and mentally prepare to enter class.

For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 15 minutes after their class is completed.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class not only leaves a child one step behind the other students, but also affects the other students attempting to learn choreography. It is the responsibility of the student to find out and learn what was missed in a previously missed class by another student. See “Makeup Classes” for more attendance policies. Your child’s presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school’s educational process. Student’s with “Perfect Attendance” are rewarded at the end of each season with a special award.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 15 minutes late may be asked to observe class for reasons of personal safety.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as “Bring a Friend Week” and in-school performances. No one is to enter the dance floor area except teachers and students who are scheduled for the class they are present for. Only enter if asked by a teacher. Please remove shoes before entering the dance floor area.

Makeup Classes

If a student needs to be absent, please inform the office a minimum of 24 hours prior to scheduled class, if possible. “No call, No shows” will NOT be eligible to use their make-up. Make-ups must be made no later than 30 days after missed class. Please give the office 24-hour notice of when you plan on using your make-up. Please check in at the front desk when you arrive for a make-up. Emergency situation absences may be eligible for make-up but are based on a case-to-case situation.

Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child’s health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately. Minor illnesses are encouraged to sit and observe class.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking areas with extreme caution. Never Park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking area. We have other businesses that share our lot. Only use the spaces directly in front of our building. There is additional parking behind our building.

Student and Parent Use of Social Media

Use of Facebook, Instagram, SnapChat, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Mandi's Dance Studio's students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Mandi's Dance Studio. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Mandi's Dance Studio.
- Students and parents should neither claim nor imply that they are speaking on behalf of Mandi's Dance Studio.
- Never post anything that could compromise the self-esteem of students who attend Mandi's Dance Studio.
- If you post videos of class or rehearsals, you are not permitted to post any choreography in its entirety; Mandi's Dance Studio owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Please do not Facebook message or personally email instructors of the studio with concerns about your child. ALL issues must be directed to the office, 724-822-9465 or
- mandisdancestudio@gmail.com.

General Policies

- Absolutely NO outside street shoes to be worn on the dance floor. Outside dirt and rocks can damage the flooring material. Remove shoes if you must enter.
- Parents and students should not enter the office space of the school, unless requested by the director for a private meeting.
- Use of the school telephone is limited to emergencies only.
- Studio internet is reserved for office staff and instructors only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the dance floor area. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- No cell phones or computers may be used during class time by students. (This means no emailing, Internet use, or text messaging.)
- Students and parents are restricted from contacting teachers by phone, email, text messages, Facebook, etc. All communication with teachers or the director must go through the Mandi's Dance Studio office.
- Never speak negatively about teachers, students, or parents from our studio or other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

ADDITIONAL INFORMATION AND ACTIVITIES

Recital

Recitals are held each year in the spring. Detailed Recital packet will be distributed closer to time of the Recital. Recitals are mandatory for all currently enrolled students. Next recital will be in June 2023.

Bring-a-Friend Week

One week in the fall and spring will be “Bring-a-Friend Week.” Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Students’ friends attend class free of charge during this week. A form will be handed out for friend’s parents to fill out and return before they can participate.

Summer Program and Camps

Each summer Mandi’s Dance Studio offers summer programs and camps for both current and new students. A complete brochure of all summer programs will be distributed in April or May.

A FINAL NOTE

WELCOME to Mandi’s Dance Studio! We look forward to an exciting, rewarding season!