

REVOLUTION DANCE FACTORY



Parent Handbook

660 NW Gilman Blvd, Suite C1 ~ Issaquah, WA 98027
www.RevolutionDanceFactory.com

Revolution Dance Factory (RDF) Parents and Students -

On behalf of the Revolution Dance Factory, I would like to welcome you to our studio. I am thrilled to be sharing this experience and artistry with you and your dancer. I thrive on teaching and watching these dancers grow and develop physically and mentally as they learn valuable lessons within our doors. I will strive to create a positive learning environment that is both nurturing and challenging for you and your family.

Remember "Dance is the hidden language of the soul"

I strongly suggest you keep this handbook throughout the year and reference our studio guideline and policies. We will be using email to communicate important information to you throughout the session, so please be sure to look out for this type of communication. Main topics will include recital information, class changes, cancellations, snow closures and much more. We are open to your comments and suggestions and hope that you would speak openly in a positive constructive manner. We look forward to working with you and sharing our love of dance.

Sincerely,
Leah Davies
Studio Owner
Admin@RevolutionDanceFactory.com

Core Values: Build Skills ~ Develop Talent ~ Produce Passion

Mission Statement:

It is the mission of Revolution Dance Factory (RDF) to provide an educational and inspirational view of the dance world for children of all ages, so that they may achieve their fullest potential as dancers and leaders in their communities.

To achieve this mission, RDF has identified four goals:

- RDF will provide an encouraging and educational environment that fosters creativity and personal growth for each individual student
- RDF will strive to help students acquire skills for lifelong lessons about dedication, team work, confidence and sportsmanship
- RDF will continue to elevate its educational and artistic standards, remaining current with trends in an artistically changing industry
- RDF will take an active role in shaping the local community by providing an open and positive dance education that encourages students to serve the community outside of the dance classroom.

Studio Guidelines

In order to ensure a productive learning environment for all students, we have established certain policies and guidelines for each student to follow. You may access all the handbook information on our website at www.RevolutionDanceFactory.com. All policies, dress codes and guidelines will be strictly enforced.

- 1. Dress Code:** We require all students to carefully observe our dress code outlined in this handbook in the below section.
- 2. Class Arrival / Departure:** We recommend arriving to the studio with adequate time to prepare for class, parking, changing, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Any child left without a parent 10 minutes of the end of class will have an account charge of \$5.00 and then \$1.00 per minute thereafter until the child is picked up. There is no supervision before or after classes because teachers are preparing lessons, and are not paid for this "Off" time.
- 3. Classroom Etiquette:** All students are encouraged to stay in the dance room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Creative Movement Parents: children may need your attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
- 4. Respect your teachers and peers:** Students are not to be socializing in a disruptive manner during dance classes. Please be courteous to your teachers and fellow students by giving full attention and cooperation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time. Dance class is education and fun, however, an important part of class work is developing discipline and respect for teachers and peers.
- 5. Student Injury/Illness:** During class, if a student complains of getting injured or being ill, the instructor will fill out an Injury/Illness Form and send the form home with the parent.
- 6. Observing Classes:** No parents or siblings are allowed in the dance studio room at any time unless invited by an instructor. Instructors have the authority to ask a parent to leave the dance studio room once classes begin. Class Viewing is available from the lobby area viewing windows ONLY. It is at the instructor's discretion whether or not to close the window blinds to prevent outside distractions.

Dress Code

It's important for students to abide by the dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No blue jeans or t-shirts (they are not dance attire).
- Recital type costumes may not be worn in class unless a dress up day is announced by the individual teacher.

Parent/Tot Classes (ages 18mos – 2.5yrs)

Girls: Athletic clothing and Socks (no shoes)

Boys: Athletic clothing and Socks (no shoes)

Creative Movement Classes (ages 2.5-4) must be potty trained

Girls: Any style leotard, pink tights, pink leather ballet shoes. Short dance skirts/tutus are optional. Hair should be secured away from face with rubber band or clip.

Boys: Solid color T-shirt, black pants, black leather ballet shoes

Petite Combo Classes (ages 5-6)

Girls: Any style leotard, pink tights. Short dance skirts/tutus are optional. Hair should be secured away from face with rubber band or clip. Pink ballet shoes and black tap shoes are required

Boys: Solid color T-shirt, black pants, black ballet shoes and black tap shoes are required.

Ballet Classes (ages 7-18)

Attire- Any style leotard, and pink tights

Shoes - Split sole pink leather ballet slippers with elastic straps.

Hair- All hair must be pulled back. Short-Medium length hair should be secured into a ponytail and long hair pulled into a bun. Students who do not have hair done appropriately will be excused from class.

Boys: White short sleeve T-Shirt, black pants, black leather ballet shoes

Hip Hop Classes (ages 5-18)

Attire - Athletic wear that allows freedom of movement (sweats, basketball shorts) NO TIGHT SHORTS or TOPS! Short sleeved shirts or LOOSE tops/hoodies are recommended.

Shoes: clean, non-marking athletic shoes. NO UGG-style boots of any kind!

Hair - Any style that is not fully down.

Jazz Classes (ages 7-18)

Attire- Any solid color Leotard or form fitting dance top with boy cut dance shorts or long yoga pants. Gauchos, sweats, baggy pants or jeans are NOT allowed.

Shoes: Black leather split-sole, slip on style jazz shoes (no laces) are required.

Hair- Hair must be secured off of face into a ponytail. Students who do not have hair done appropriately will be excused from class.

Boys: Athletic clothing, shirt with shorts or pants.

Lyrical/Contemporary Classes (ages 7-18)

Attire - Form fitted shirt or solid leotard with boy cut dance shorts. Footless tights may be worn under shorts as an option. Lower body should not be hidden under jazz pants or baggy sweats to help teacher evaluate proper alignment and technique.

Shoes: Dance paws/foot thongs or bare feet are required for class.

Hair- Hair must be secured off of face into a ponytail. Students who do not have hair done appropriately will be excused from class

Boys: Athletic clothing, shirt with shorts or pants.

Tap Classes (ages 7-18)

Attire - Solid colored leotard or form fitting top, with yoga pants/leggings or dance shorts (NO baggy pants or jeans are allowed).

Shoes - Black leather tap shoes worn with tights or thin socks.

Hair - Hair must be secured off of face into a ponytail or bun. Students who do not have hair done appropriately will be excused from class.

Boys: Athletic clothing, shirt with shorts or pants.

School Policies

Adding –Dropping-Switching Classes

RDF has a class change form located on our website for adding, dropping or changing classes during the school year. Until you submit your completed form to the office, we will assume you plan to attend and you will be responsible for paying for those classes (and costumes). Telling your teacher verbally is NOT sufficient. This form will be reviewed and confirmed by the office via email. WE CANNOT BE FLEXIBLE ON THIS POLICY. This action is taken into account when this form is received by the office manager, NOT WHEN THE CHILD STOPS ATTENDING CLASSES.

Annual Registration Fee

A non-refundable registration fee of \$30.00 is due for each student who registers. This fee is applied for each calendar school year and will be due again the following school year. In the event that a student chooses not to continue throughout the entire dance session, this fee is non-refundable and is considered payment toward administrative costs of RDF. *Price is subject to sales tax

Refund Policy – Fall/Winter/Spring

Registration and costume fees are never refunded. However, our tuition refund schedule is as follows:

Prior to first lesson – 100% refund. Withdrawal within first two weeks – 75% refund.

Withdrawal within first three weeks – 50% refund. Withdrawal within first four weeks – 25% refund.

NO REFUNDS ARE GIVEN AFTER THE FIRST 4 WEEKS OF CLASSES FOR ANY REASON, but unused (prorated) tuition will be issued in the form of an account credit toward future dance classes (not merchandise). Credit is not transferable. THERE ARE NO CREDITS GIVEN DURING THE LAST MONTH OF ANY SESSION. Refunded amounts are applied to the date that the class change form is received by the office manager, NOT WHEN THE CHILD STOPS ATTENDANCE.

Refund Policy – Summer

Cancellations of summer registration for camps and classes before June 5th may receive a 50% tuition refund. There are no refunds (or credits) for student withdrawals or cancellations after June 6th. Unused time on punch cards is not refunded so please plan accordingly, you can always purchase more hours during the summer session.

Attendance and Make-up Class

Make-up classes for student absence due to illness or personal family vacations are allowed. Make-up classes must be in a similar age bracket but can be a different genre. Arrive to the class and notify the teacher that you are taking a “Make-up Class” No refunds or pro-rates will be allowed for missed classes. The make-up class must be in the same session as the class that was missed.

Current Events and News

RDF handouts, studio notices, schedules and upcoming events (including changes) are sent via email and will be posted on the studio website. It is the responsibility of each student or parent to check their email accounts on a weekly basis. Parents may also refer to the studio website for any new pertinent information. It is up to the parent to notify RDF of any address, phone or email changes. Please use the “Parent Access” to mydanceworks.net to update/edit your account with any changes as they occur.

Holidays and Break

RDF follows the Issaquah School District for Breaks and Holidays. We do NOT close for one day Holidays.

Holidays we observe are:

October 31, 2017	Halloween: no dance classes, studio closed
November 23-26, 2017	Thanksgiving Break: no dance classes, studio closed
December 17, 2017 - January 1, 2018	Winter Break: no dance classes, studio closed
February 19-25, 2018	Mid-Winter Break: no dance classes, studio closed
April 9-15, 2018	Spring Break: no dance classes, studio closed

School Closures

Dance classes will be cancelled in the event of extreme weather conditions OR unforeseen events such as teacher illness. If you are not sure if classes will be held due to bad weather (ice or snow) check the website calendar before you leave home. Closure information will also be sent out over email and posted on our Facebook Page. **RDF** does follow Issaquah School closures for inclement weather. If Issaquah Schools are closing early, then **RDF** will also cancel dance classes, lessons and team practices. Please listen to local radio and television stations for these announcements. Classes cancelled due to inclement weather will not be rescheduled. A student may make up their class by attending a similar level class on a different day or location.

Drop Off & Pick Up

Students in Mini levels and higher may be dropped off and picked up at the studio. Parents are responsible for dropping off and picking up students on time as we strive to start and end each class at the designated time slot. Students enrolled in the Creative Movement levels and Petite must be accompanied by a parent or guardian who will be responsible for them during dance class. **Any child not picked up within 10 minutes of the end of class, will have an account charge of \$5.00 and then \$1.00 per minute thereafter until the child is picked up.**

Fall Winter Session

The 2017 Fall Session (15 weeks) dance session begins on September 5th, 2017 and ends December 17th, 2017. Registration opens mid- May. Registration fee (\$30 per student) and first tuition plan payment is due upon enrollment. Registration fees are collected once per school calendar year and are non-refundable). Prorated tuition options are available for this session. *Prices are subject to sales tax.

Winter/Spring Session

The 2018 Winter/Spring Session (20 weeks) dance session begins on January 2nd, 2017 and ends June 2nd, 2018. Registration opens November. First tuition plan payment is due upon enrollment. In addition, is the registration fee (\$30 per student) if you are NEW to this session. During this session there will also be a performance Recital that requires a costume. A costume deposit of \$50 is due upon enrollment and is non-refundable as costume are ordered very quickly. Remaining costume balances will be due March 15th. You will be emailed a statement reflecting the costume balance on March 1st. *Prices are subject to sales tax.

Recital Costumes

Specific costumes must be purchased for each student and each class in order to participate in our Spring recital. Costume prices range from \$60-\$100 per costume depending on selection. A \$50 non-refundable costume deposit for each class will be collected at the time of enrollment for the Winter/Spring session. Balance owed will be mailed out March 1st, with remaining balance due by March 15th. Once you pay your costume deposit, you are committing to having a costume ordered for your child. **Costume deposits are never refunded and if a costume is ordered for your child, you are responsible for any balance due when it**

arrives in May. Any account with a balance at the time of costume distribution will not have a costume distributed until there is a zero balance. *Price is subject to sales tax.

Spring Recital Information

All students are encouraged to participate in our Spring Recital. This recital will be on a weekend in June, more info TBD. Students are given this opportunity to showcase their dance skills and personalities in front of a live audience of friends and family. We believe this helps to build performance quality and teamwork by giving dancers a non-competitive, motivational outlet to showcase the skills they have worked so hard to achieve.