

# Stephanie's Dance Shoppe Handbook

## A Guide for Students and Parents

Welcome to Stephanie's Dance Shoppe!

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

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance and tumbling 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.

### Philosophy

Stephanie's Dance Shoppe is committed to providing high-quality classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance, and tumbling, with qualified, nurturing teachers.

We believe that dance & tumbling training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, our classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Stephanie's Dance Shoppe faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-trainings, conferences, and other learning opportunities.

### ABOUT THIS HANDBOOK

FOR MORE THAN 20 years our studio has been a leader in dance education in our community. 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/or your calendar for updates.

### Key contact information for Stephanie's Dance Shoppe:

3105 E Beltline #1  
Hibbing MN, 55746  
(218) 969-9487  
office@danceshoppe.net  
www.danceshoppe.net

## **Key event dates for Stephanie's Dance Shoppe:**

Online Registration Begins – August 17  
Start of classes – September 21  
Toys For Tots Performance – TBD  
Nursing Home Performance Week – TBD  
Dress Rehearsals – June 9-10, 2021  
Recital – June 10-11, 2021

## **Stephanie's Dance Shoppe Closure Dates:**

MEA Break – October 14-18  
Halloween – October 31  
Thanksgiving Break - November 23-27  
Winter Break – December 14-January 10  
Spring Break – March 31-April 6  
Memorial Day – May 31

## **FOR OUR STUDENTS**

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## **FOR THE PARENTS: "WE'RE IN THIS TOGETHER"**

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

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.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

## **Special Information for Parents of Preschool Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Stephanie's Dance Shoppe serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and games in an environment of creativity. Some preschool students will incorporate simple tap-dance movement at ages 4 and 5.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

## **Separation From the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher
- Avoid prolonged good-byes
- Ask the teacher for help in separation, and know that we expect occasional crying (usually the tears are for the parent's benefit)

## **It May Not Be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

If your child stops attending class within the 4 lessons, the registration fee (\$15) will be credited to the following year. We encourage you to have your child try again next year.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

## **FOR ALL PARENTS AND STUDENTS**

### **Understanding Dance Education**

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

➤ You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.

### **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.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

### **Classroom Observation**

In-class observations take place during the first week in December. 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.

Never disrupt class. During the in-class observation week (or at any time if the door to the classroom is open), please refrain from shouting instructions 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 Stephanie's Dance Shoppe. 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**

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

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. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage

our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

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. Talking only to other parents can lead to misinformation and confusion. Please contact the studio 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 studio.

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.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

## **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 emails and other studio information.

Emails and important updates are sent out to the email address on file. We send emails regarding costume information, picture schedules, recital info, and more. The same information and updates are posted on the Stephanie's Dance Shoppe website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the office at (218) 969-9487 between the hours of 9a-2p Monday-Thursday.

We answer email on a daily basis, except on weekends and holidays. Feel free to email questions to the office at [office@danceshoppe.net](mailto:office@danceshoppe.net)

## **[www.danceshoppe.net](http://www.danceshoppe.net)**

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/stephaniesdanceshoppe](http://www.facebook.com/stephaniesdanceshoppe)]**

"Like" the Stephanie's Dance Shoppe page on Facebook to receive daily updates on studio events. Please invite your family and friends to "like" the studio too.

## **Weather Cancellations**

School closures due to severe weather conditions will be announced by noon on that day. Notifications of weather cancellations will be emailed, texted, and posted on the website and the Facebook page.

## **Dress Code Requirements**

Stephanie's Dance Shoppe maintains a dress code to encourage concentration and a sense of inclusiveness. 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 dance shoes in a dance bag. Please print your child's name on the bag as well as on all of its contents
- 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
- Students are expected to observe good personal hygiene habits. Deodorant is highly recommended for students age 10 and older

<b>Class</b>	<b>Boys</b>	<b>Girls</b>
Preschool	Black sweatpants, white T-shirt, black ballet shoes. (Black tap shoes are required for Level 2.)	Purple leotard, pink tights, pink ballet shoes. (Tan tap shoes are required for Level 2 students.)
Ballet	Black shorts or pants that allow for movement (or tights for ages 10 and up), white T-shirt, black ballet shoes.	All levels - pink tights, canvas ballet shoes. L1 – light pink leotard L2 – light blue leotard L3-5 – black leotard Pointe students will need pointe shoes too
Jazz	Black pants that allow for movement, white T-shirt, black jazz shoes.	L1 – pink leotard L2 – blue leotard L3 – black leotard All – tan jazz shoes, tights, and shorts/skirt are optional
Tap	Black pants that allow for movement, white T-shirt, black tap shoes.	L1 – pink leotard L2 – blue leotard L3 – black leotard All – tan tap boot, tights, and shorts/skirt are optional
Modern	Black sweatpants or tights, white T-shirt, no shoes.	L1 – pink leotard L2 – blue leotard L3 – black leotard All – half sole canvas modern shoe, stirrup tights, and shorts/skirt are optional
Hip-hop	Black pants that allow for movement, sweatpants are ok, any color T-shirt, black hip-hop shoes.	L1 – pink leotard or tank L2 – blue leotard or tank L3 – black leotard or tank All – Black bottoms (sweatpants, or leggings) black hip hop shoes

### **Dancewear and Shoes**

Stephanie’s Dance Shoppe has an online dancewear store that stocks all the leotards, shoes & tights one will need to dance at our studio. You will find this information on the Online Store link at our website, [www.danceshoppe.net](http://www.danceshoppe.net).

### **Registration Fee**

An annual registration fee of \$15 per dancer (1<sup>st</sup> dancer, 2<sup>nd</sup> dancer \$5, 3<sup>rd</sup> dancer \$5, 4<sup>th</sup> dancer and more in a family are free) covers the cost of insurance, handbooks, rehearsals, and so on. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season.

## **Tuition Policy**

Full monthly tuition is due by 1st of each month, if on a monthly tuition payment plan. Tuition is paid through online credit card payment, cash, check or credit card at the studio. Families on the annual payment plan will receive a 3.5% discount.

We will accept cash, checks, or money orders for tuition payment if received by the 9th of the month. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

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.

<b>Class length</b>	<b>Payment Plan 1 Amounts</b>
25 minutes	\$30/payment
35 minutes	\$35/payment
50 minutes	\$40/payment
70 minutes	\$55/payment
135 minutes	\$80/payment

## **Additional Fees**

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, 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. Parents of both children will be notified.
- 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 studio 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 Stephanie's Dance Shoppe to meet the child's needs

## **Arrival and Departure**

We encourage students to arrive 5 minutes before class starts.

For their safety, children under age 10 should be picked up immediately after class. Students age 10 and older must be picked up no more than 5 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 could leave a child one step behind the other students. During the months of January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

## **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 10 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 unless the director has given prior authorization.

## **Lost and Found**

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. Items that are left at the studio for longer than 14 days will be donated to local charity.

## **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 studio, 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.

When your child has a fever, please keep him/her at home until the temperature has returned to normal for at least 24hrs. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed, and that your child will be well enough to resume class activities the following week.

### **Emergency Evacuation**

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency exit is at the side door of the studio. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

### **Parking Lot Safety**

The school is home to children of all ages. Please enter and exit our parking lot 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 lot.

### **Student and Parent Use of Social Media**

Use of Facebook, Twitter, Instagram, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Stephanie's Dance Shoppe 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 Stephanie's Dance Shoppe. By that we mean you are forbidden to share personal information about the director, staff, other students or their families, or anything that is proprietary and/or confidential to them or Stephanie's Dance Shoppe.
- Students and parents should neither claim nor imply that they are speaking on behalf of Stephanie's Dance Shoppe
- Never post anything that could compromise the self-esteem of students who attend Stephanie's Dance Shoppe
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Stephanie's Dance Shoppe 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 studios or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, & 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.

### **General Policies**

- Parent and students should not enter the office space of the studio. Please feel free to communicate at the front desk, or ask for a private space
- Parents and students should never interrupt a class in session
- Only water is allowed in the studios. No food, drinks, or gum

- We love babies & young children, and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the studio premises. Children must be supervised at all times, and are not free to run around the lobby or classroom areas.
- Please do not dispose of dirty diapers inside the studio. Large trashcans outside the studio are better suited for such disposal.
- Profanity in the studio or lobby areas will not be tolerated
- Students and parents are restricted from contacting teachers by phone, email, text messages, Facebook message, etc. All communication must go through the Stephanie's Dance Shoppe office
- Never speak negatively about teachers, students, or parents from other studios
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the studio

## **Annual Recital**

Dress rehearsal: June 9-10

Recital: June 10-11

Additional rehearsals may be scheduled for students age 6 and older at the discretion of the teacher/choreographer. Parents will be notified of additional rehearsals at least two weeks in advance.

All students participate in our annual recital. Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Pre-K 1 students perform one time in the annual recital. All other students perform one time in each of the styles of dance they are registered for.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

### **Costumes**

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Preschool students will need one costume; all other students will need one costume for each dance form they train in. Costumes include all accessories (hats, gloves, tights, etc.), but do not include shoes.

In an effort to ensure that costumes are delivered in time for studio photographs, and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume deposits after October 31.

Costumes will be ordered for your child, unless we receive notification, in writing, that your child be withdrawing from classes. Costume payments are the sole responsibility of the parent or guardian.

## **Recital Tickets**

Tickets for the annual recital will go on sale online on Monday, May 3rd at 8am. Tickets are \$13.00 (center main floor is \$15.00) each for admission, and the performance is reserved seating.

Tickets will be available for purchase at the door on dress rehearsal & recital, unless we are sold out. Online ticket sales will end 48hrs before the recital.

No one is admitted to the recital without a ticket. Pre-K 1, and Pre-K Tap & Tumble students will receive 1 free ticket to sit with their parents. Any person attending the show age 2 and under may sit on a lap at no charge.

## **Recital Photos**

Class photos will be taken the week of May 3<sup>rd</sup> at the studio. Dates and times are subject to change. All students are required to be present for their class picture. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at 15min before your child's scheduled time since photo shoots tend to run ahead of schedule.

## **Important Recital Dates**

When registering your child at Stephanie's Dance Shoppe, you commit yourself and/or your child to our annual recital.

## **ADDITIONAL INFORMATION AND ACTIVITIES**

### **Summer Program and Camps**

Each summer Stephanie's Dance Shoppe offers summer programs and camps for both current and new students. Summer activities are for children ages 3 to 18. A complete listing of all summer classes will be posted to the parent portal in mid-April. We suggest early registration as these programs do sell out.

### **Studio Rental**

The studios are available for rental for meetings, rehearsals, and other activities. Tables, chairs, and sound systems, are available. Whether you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your event!

*As a condition of enrollment at Stephanie's Dance Shoppe, students and their parents or guardians agree to abide by all the policies set forth by Stephanie's Dance Shoppe, its director, faculty, and staff. Stephanie's Dance Shoppe 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).*

## **A FINAL NOTE**

WELCOME TO STEPHANIE'S DANCE SHOPPE! We look forward to an exciting, and rewarding season!