



URBANITY DANCE SCHOOL HANDBOOK

Youth Studio Policies and Procedures
2016-2017

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SCHOOL PRINCIPAL: Haley Day / haley@urbanitydance.org

WELCOME TO URBANITY

Our philosophy? Spreading dance magic and the joy of movement. Urbanity Dance exists to inspire, engage and empower individuals and communities through the art of dance and movement. The Urbanity Dance School was founded to satisfy Boston's need for quality contemporary dance training for students of all ages. In Urbanity classes, students will:

- Have fun and meet new friends in a safe, supportive environment
- Explore new styles of dance and learn from diverse instructors
- Improve physical strength, coordination, flexibility, and stamina as well as mental discipline and short-term memory
- Develop and exercise artistic expression and creativity in choreography and improvisation
- Perform in our annual student showcase (optional opportunity but highly encouraged for all students participating in classes for ages 3+)

CLASS POLICIES

DRESS CODE

Dress code is flexible as long as the clothing is comfortable and covers well enough for kids to tumble in. Footwear is generally bare feet except with the noted exceptions:

- *All Baby, Kids and Youth Tap classes* will need tap shoes.
- *Hip Hop Level I and up* should wear a pair of clean non-mark sneakers that they aren't wearing outside.
- *Contemporary Level II and up* need ballet shoes for barre work at the beginning of class. We have a limited supply of shoes at the studio for sale for \$20; the brand/model that we suggest is the Adult "Pro Elastic" Canvas Split Sole Ballet Slipper, and can be purchased online from Discount Dance Supply (http://www.discountdance.com/dancewear/style_S0621L.html?pid=4887&Shop=Style&SID=689793017).

LEVEL PLACEMENT

If your child is under age 6, students are placed in appropriate class based on age as of Sept. 1 of the current school year. No exceptions.

If your child is over age 6, class level placement is based on the following:

- *Current students*: class recommendation for the following year is made by the students' Urbanity teacher(s) by June 1st.
- *New students*: initial level placement will be determined by age and dance experience as recommended by the Urbanity School Principal. Subsequent changes in level will be at the discretion of the Urbanity teacher and School Principal.

CLASSROOM ETIQUETTE

We want to keep the classroom environment safe, inspiring, and supportive. In order to maintain a positive learning environment, we have five rules of dance class:

1. No running
2. No talking out of turn
3. Be safe - hands to yourself
4. Follow directions
5. Have fun in dance class!

Please talk with your child about the classroom expectations so that they come ready to listen, learn, and groove! Severe discipline issues will result in a phone call to the student's parent and a request for immediate pick-up from the studio.

ATTENDANCE

All classes meet once per week—totaling 36 classes per school year—and follow a year-round curriculum, with a syllabus that progresses physically & developmentally throughout the year. Each student is allowed 6 excused absences per class. An absence is excused if:

- a. the student/parent notifies the teacher or principal at least 24 hours in advance, or
- b. unexpected illness/emergency/injury occurs and the student/parent notifies the teacher/principal as soon as possible after the absence.

If a student exceeds the excused absences limit, his or her participation in the end of year showcase will be left to the discretion of the teacher and principal and will be determined on an individual basis.

LATE/TARDINESS

Tardiness disrupts the flow of the classroom, limiting students from full class instruction. Excessive or repeated tardiness without prior notification to the teacher or principal will result in a follow up with the student and parent.

MAKE-UP CLASSES

If a student misses class, the student may schedule a make-up class during a similar class (i.e. a student enrolled in the Saturday "Kids Groove" class can attend a Wednesday "Kids Groove" class as a make-up). The students enrolled on Mondays may make up one class at some point in the year due to extra holidays. Please contact the School Principal ahead of time so we can notify the appropriate instructor.

CLASS CANCELLATIONS

Urbanity reserves the right to cancel a class due to insufficient registration. Every effort will be made to find an appropriate class for your child. In the event of severe weather warnings, Urbanity will cancel classes and notify each family via email at least two hours before class is scheduled to begin; the main page of our website (www.urbanitydance.org) will also be updated with a message about class cancellations — check the website if you're unsure if classes are running or not. FYI: Urbanity regularly follows BPS - Boston Public Schools - cancellations and closings schedule. Students may make-up classes missed due to weather emergencies at any point in the year.

STUDIO POLICIES

OFFICE/WAITING AREA

For parents with students age 3 and up, we encourage you to explore some of the many South End coffee shops or enjoy our waiting room area during your child's class to keep classroom distractions low.

ARRIVAL/PICK UP

Urbanity Dance staff is not responsible for providing care to students before or after class. Students must be accompanied by an adult and dropped off no more than 15 minutes before class and picked up promptly.

FOOD AND DRINKS

Food may only be eaten outside of the studio. All food must be thrown away in the garbage cans or recycling bins provided. No gum will be allowed in class. Only water in a closed container is accepted in the studio.

LOST AND FOUND

Located in the office next to the coat rack. All items are donated to charity at the end of each month.

CLASS LOCATION(S)

Urbanity Dance Headquarters (UDHQ)
1180 Washington Street, Boston MA 02118

Urbanity Balance
111 W Concord Street (rear), Boston MA 02118

DIRECTIONS/PARKING

Please refer to our website for exact class locations. Directions and parking recommendations can be found here: www.urbanitydance.org/directions

REGISTRATION

HOW TO REGISTER

Active is a class registration system that we use to accept and manage program enrollment. When registering, participants create an Active account (free of charge), and can use this tool to enroll in classes and manage their registrations and payments at any time. Active will allow us to improve your Urbanity experience by providing a smooth and easy registration process that allows us all to focus on dancing!

TUITION AND FEES

30 minute class: \$396

45 minute class: \$756

1 hour class: \$792

1.5 hour class: \$990

2 hour class: \$1,505

Unlimited class (5+ hours): \$3,643 (excludes specialty classes)

Specialty Classes

Baby Movers: \$160 per 8-week session

Accelerated/Semi-Private: \$900

Trainee Program: \$3,510

Registration Fee: \$30 per family per session/season

Required Deposit: \$50 non-refundable deposit required per class to secure a student's spot

Sibling Discount: 10% off the less expensive tuition for each additional sibling in a family

PRO-RATING POLICY

Registration is ongoing on a space available basis through January 31st. We pro-rate at a rate of \$15/hour/week for every week missed.

PAYMENT OPTIONS

Urbanity Dance offers 3 tuition payment options for the school year:

1. Annual Payment — pay in full for the year: Sept 1 (recommended)
2. Quarterly Payment — pay in four installments: Sept 1, Nov 1, Feb 1 and April 1
3. Monthly Payment — pay in nine installments: Sept 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, March 1, April 1, May 1 (credit card required)

Urbanity charges a \$25 fee for late payments. Please pay tuition according to Urbanity's payment timeline to avoid these fees. Urbanity also charges a \$25 fee for checks that come back to us with insufficient funds.

FINANCIAL ASSISTANCE

Urbanity Dance has a limited amount of financial aid available for students. To apply, email studio@urbanitydance.org for the financial assistance form and return it to Urbanity with your most recent tax statement.

Summer Application due May 1

Fall/Spring Application due August 1

WITHDRAWAL/REFUND POLICY

For students under 6, all refunds will be given based on the effective date of withdrawal. Effective date of withdrawal is the date that the School Principal is notified of the drop. Upon registration, there is a required non-refundable \$50 deposit.

For students ages 6 and up (Level 1 and above):

- If a drop occurs during the first 12 weeks of class, Urbanity can offer a full refund on the remaining classes.
- If a drop occurs during the second 12 weeks of class, Urbanity can offer a half-refund on the remaining classes.
- If a drop occurs during the third 12 weeks of class, we are unable to offer you a refund for the remaining classes. In the case of serious injury or emergency we will always, of course, work with you.

URBANITY CALENDAR

Thursday, September 8

Youth Company and Hip Hop Crew Auditions

Friday, September 9

Classes begin

Monday, October 10

Columbus Day--no classes

Friday, November 11

Veterans Day--no classes

Wednesday, November 23-Sunday, November 27

Thanksgiving Break--no classes

Friday, December 23-Tuesday, January 3

Winter Break--no classes

Wednesday, January 4

Classes resume

Monday, January 16

Martin Luther King Day--no classes

Monday, February 20-Sunday, February 26

February Break--no classes

Friday, April 14-Sunday, April 16

Easter Weekend--no classes

Monday, April 17-Sunday, April 23

April Break--no classes

Saturday, May 27-Monday, May 29

Memorial Day Weekend--no classes

Thursday, June 1

Student Showcase Dress Rehearsal

Saturday, June 3

Student Showcase Performances

Monday, 6/19

Last day of classes

The Urbanity calendar only accounts for 34 classes total for Monday and Friday students. Thus, we invite these students to attend two make up classes of similar level to ensure 36 classes are received in total.