



# Handbook 2020 - 2021

Looking forward to an exciting and rewarding dance season!

95 S. Eagle Road  
Havertown, PA 19083  
610-789-8700

E-mail: [DainDanceAcademy@aol.com](mailto:DainDanceAcademy@aol.com)  
Web-site: [www.DainDanceAcademy.com](http://www.DainDanceAcademy.com)  
Facebook Page: [Dain Dance Academy](#)  
Instagram: [DainDanceAcademy](#)

## A Guide for Students and Parents

*DDA aims to provide a safe and positive environment for all dancers so that they may grow to their fullest potential. As a condition of enrollment at Dain Dance Academy, students and their parents or guardians agree to abide by all the policies set forth by Dain Dance Academy, its director, faculty, and staff. Dain Dance Academy reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his/her parent(s).*

Welcome to the Dain Dance Academy!

This handbook will serve as your guide to the Dain Dance Academy 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.

### **Philosophy**

The Dain Dance Academy is committed to providing high-quality dance education to enhance the overall development of each student. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance 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, dance classes give children the freedom to express themselves creatively through movement.

The highest educational standards are expected from all Dain Dance Academy faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

## ABOUT THIS HANDBOOK

The Dain Dance Academy serves as a leader in the dance community with faculty that has been teaching successfully for decades. 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 studio bulletin board, studio website, the DDA Facebook page and your e-mail/newsletters for updates.

### **Key contact information for Dain Dance Academy (DDA):**

Address: 95 S. Eagle Road, Havertown, PA 19083

Phone: 610-789-8700

Web-site: [www.DainDanceAcademy.com](http://www.DainDanceAcademy.com)

Owners/Directors: Jamie Lee Dain & Martin Dain

Studio email: DainDanceAcademy@aol.com

Studio Manager: Lori Doherty

### **Key event dates for Dain Dance Academy:**

Start of classes: September 14, 2020

Costume Payments Due by: October 10<sup>th</sup>

\*\*\* If opting out of the recital – please notify us via a email with the words “No Recital” in the subject line.\*\*\*

Recital Fee Due: Due Nov. 14<sup>th</sup>

Observation for Studio 1: TBD

Observation for Studio 2: TBD

Picture Days: Mon. April 19<sup>th</sup> – All Recital Classes - TENTATIVE  
Wed. April 20<sup>th</sup> – DDA Competition Teams - TENTATIVE

Recital Ticket Sales: May 3<sup>rd</sup> – May 8<sup>th</sup>

Recital Dress Rehearsal: **Tentatively**, Wednesday, June 9<sup>th</sup> & Thursday, June 10<sup>th</sup>

Recital: **Tentatively**, June 12<sup>th</sup> & June 13<sup>th</sup>

2020 DDA Summer Camp Program: June 21<sup>st</sup> – July 31<sup>st</sup>

### **Dain Dance Academy Holiday Closure Dates:**

Thanksgiving: Wednesday, Nov. 25<sup>th</sup> – Sun. Nov. 29<sup>th</sup>

Christmas/New Year’s Break: Tuesday Dec. 22<sup>nd</sup> – Sunday, Jan. 3<sup>rd</sup>

Spring Break: Wednesday, March 31<sup>st</sup> – Tuesday, April 6<sup>th</sup>

Memorial Day: Monday, May 31<sup>st</sup>

Day off to get ready for Recital: Friday, June 11<sup>th</sup>

## 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, the faculty and the facility—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/Kindergarten Students**

Our purpose is to provide the highest-quality Preschool and Kindergarten education in a secure, nurturing, and stimulating environment. The Dain Dance Academy serves the physical, emotional, and intellectual needs of the preschool/kindergarten 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, tap and tumbling basics, and games in an environment of creativity.

Preschool/Kindergarten dance is about helping children learn to tap into their imaginations and express themselves creatively while learning basic age-appropriate steps. So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

\*Preschool/Kindergarten students perform one dance routine in our annual recital.

## **Separation from the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment of Preschool/Kindergarten level children.

As children mature, they begin to identify themselves as independent personalities. Separating from you, the parent, allows your child:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children and the teacher 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. We expect the crying (and 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.

With that said, we encourage all apprehensive students to attend class for at least 4 weeks. This period will give students a chance to acclimate to the studio, teacher, make friends with other dancers and truly become comfortable in new surroundings.

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 for them individually. 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 with dance into adulthood.

○ 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 based on that individual child's abilities and his/her mental and emotional maturity.

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 and be most successful 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**

Classroom observation will be held once a year in the Fall.

Observations will take place during the 2<sup>nd</sup> and 3<sup>rd</sup> full week in November. 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 observation week.

Never disrupt class. During the 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.

Observation for Studio 1: TBD – Due to Covid Restrictions

Observation for Studio 2: TBD – Due to Covid Restrictions

## **Medical Information**

Parents must notify the director/and or teachers regarding children who use an inhaler, have allergies or who may require medications during their time at the Dain Dance Academy. 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 excited to work with all children and personalities, and the more we know about your child, the better the dance experience it will be for all involved.  
\*All information about our students is confidential.

*Any student who comes to us with an injury (whether dance, school, extracurricular sports related etc.) where he/she needs to be out of class for a period of time, must have a note from his/her Doctor to return to class.*

## **Do's 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 contact the DDA office and speak with the director. Talking only to other parents can lead to misinformation and confusion. **Please contact the 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.***

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 newsletters, e-mail correspondence and other school information sent to you.

Newsletters and important updates are e-mailed out to our students. The same newsletters and updates will be posted in the studio, as well as posted on the Dain Dance Academy website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the DDA office at 610-789-8700 or contact us via e-mail at [DainDanceAcademy@aol.com](mailto:DainDanceAcademy@aol.com).

We try to answer email on a daily basis, except on weekends. Feel free to email questions to the office at [DainDanceAcademy@aol.com](mailto:DainDanceAcademy@aol.com).

**Website: [www.DainDanceAcademy.com](http://www.DainDanceAcademy.com)**

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

## Facebook & Instagram Page: Dain Dance Academy

“Like” the Dain Dance Academy page on Facebook and follow us on Instagram to receive regular updates on school events. Please invite your family and friends to “like” and follow the school’s FB page too.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to [DainDanceAcademy@aol.com](mailto:DainDanceAcademy@aol.com).

### Dress Code Requirements

Dain Dance Academy maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting). 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.  
(Please note: the Printing of your child’s name should appear on the **INSIDE** of shoes and/or attire)
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Boys age 10 and older must wear a dance belt.
- Watches (including smart watches and FitBit type devices), jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Students should wear their hair tightly secured and styled away from the face; a neat bun is required for all classes except hip hop.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

### What to Wear:

Class	Boys	Girls	Specific Shoes:
<b>Preschool / Kindergarten</b>	Black sweatpants or shorts, white T-shirt, black ballet shoes, Black tap shoes	Leotard (any color), Tights: tan, black or pink	Pink Ballet Tan Tap (w/snap preferred)
<b>Ballet (Pointe)</b>	Black sweatpants (or tights for ages 10 and up), white T-shirt, black ballet shoes.	Leotard (any color), Tights: tan, black or pink Ballet skirts may be worn.	Pink Ballet (Pink pointe shoes may be required.) Levels 4+ : Capezio Juliette 2
<b>Jazz</b>	Black sweatpants or jazz pants, white T-shirt, black slip on jazz shoes.	Leotard (any color); Tights: tan, black or pink	Level 1-3: Carmel slip on jazz shoe (Capezio EJ2 or similar)
			Level 4+: see teacher for style and color
<b>Tap</b>	Black sweatpants/jazz pants or shorts, white Tshirt, black oxford tap shoes.	Leotard (any color), Tights: tan, black or pink	Levels 1-2: Tan buckle Levels 3+: Black Tie Oxford

<b>Hip Hop</b>	Comfortable clothes (NO JEANS) Black sneakers. ( <b>Hip Hop sneakers are not to be worn outside</b> )	Comfortable clothes (NO JEANS)	Level PW-3: All Black Sneakers Level 4+: Sneakers for class. Combat boots and/or special sneakers may be required for performance. <b>(Hip Hop sneakers/shoes are not to be worn outside)</b>
<b>Acro</b>	Black sweatpants or shorts, white T-shirt, no shoes.	Leotard (any color); Tights: Stirrup or footless	Bare feet

<b>Lyrical/Contemporary</b>	Comfortable clothes (not jeans)	Leotard (any color); Tights: tan, black or pink	All Levels: Tan slip-on EJ2 or similar Levels 5+: Body Wrapper Angelo DeLusio half sole Dancers may work barefoot as well.
Adult Classes	Comfortable clothes (not jeans) and clean sneakers.	Comfortable clothes (not jeans)	Tap: Black Tie Oxford Jazz: Tan or black slip on jazz shoe

### **Tuition & Fees:**

**Registration Fee:** An annual registration fee of \$25 per dancer (\$60 max per family) covers the cost of mailings, insurance, handbooks, 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.

**Recital Fee:** An annual Recital fee of \$75 per family will be charged. This fee will include a Recital video, recital T-shirt (that will be worn in the 2021 finale and a Yearbook that contains your dancer's class photo(s). Tshirts for additional dancers, add \$15. Additional copies of the yearbook will be available upon request for \$10.

**\*\*\*All materials will be distributed the week leading up to the recital and/or at dress rehearsal. It is the dancer's responsibility to pick up their T-shirt(s) and yearbook.**

### **Tuition Payment Policy**

Full monthly tuition is due by the 1st of each month. Tuition is paid through cash, check or electronic payment. Please write your child's name in the memo portion of the check along with the purpose for the check (e.g. tuition, costumes, etc.). If you pay with cash, please ask for a receipt.

We offer a 5 % discount on annual tuition that is paid in full by September 30

All tuition payments not received by the 15<sup>th</sup> of the month are subject to a \$10 late fee. All returned Payment will be subject to a \$25 returned payment fee.



## **Additional Fees:**

Tuition does not include the registration fee, dancewear, shoes, Costumes (see costume chart- varies with level), Recital Fee, recital tickets, private lessons and/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, 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
- Failure to comply with the policies & procedures set for by Dain Dance Academy
- Inability of the Dain Dance Academy to meet the child's needs

## **Arrival and Departure**

Arrival: We encourage students to arrive 10-15 minutes before class starts. Please do your best to get to class on time. Students who are perpetually tardy create disruption and inhibit the classes learning potential.

Departure: 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.

**Parking/ Parking Lot Safety:** Please review the "Parking and Drop off/Pick up Procedures sheet".

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Please do not allow siblings to play in the parking lot. Never park your vehicle in any area that is not a designated parking space.

***PLEASE NOTE: THERE IS NO PARKING ALONG THE FENCE ADJACENT TO THE FIRE STATION.***

Drop off and Pick-up Procedure: Please stay to the right when entering the parking lot. Drive to the rear parking lot to either: Park and walk your child in to the studio OR turn your vehicle around to pull up to our drop off area. Cars are never to be left unattended at the drop off area. Please do not leave your car idling.

- ***Please refer to the handout accompanying this Handbook***

## **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 (November-March for our competitive students), 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. (All those on the DDA Competitive Team – please refer to the DDA Team Contract for rules regarding attendance)

## **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.

## **Absenteeism and Inclement Weather:**

1. **Illness Policy:** 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.
  - Pain – any complaints of unexplained or undiagnosed pain.
  - Runny nose (green mucus indicates infection), watery eyes, excessive 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/or 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.
2. **Reporting an Absence:** For the safety of our students and respect for our teachers and other students, please contact the office via e-mail or phone if your student will be missing. The office staff will relay the information to the instructors.
3. **Excessive Absences:** Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
4. **Inclement Weather:** School closures due to severe weather conditions will be announced by 2PM on that day. Notifications of weather cancellations will be emailed, posted on the website, Facebook page and Instagram. \*\*\*In the event of a weather inclement weather, classes will be held via Zoom.
5. **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 June 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 \*\*

## **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 performances.

## **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. Unclaimed Items will be donated at the conclusion of the recital each year.

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

Use of Facebook, Instagram, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Dain Dance Academy 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 Dain Dance Academy. 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 Dain Dance Academy.
- Students and parents should neither claim nor imply that they are speaking on behalf of Dain Dance Academy.
- Never post anything that could compromise the self-esteem of students who attend Dain Dance Academy.
- If you post videos of class or rehearsals, you MAY NOT post any choreography in its entirety. Dain Dance Academy owns the copyright to all choreography taught at the school. You must have permission from the teacher, director and/or choreographer to post any class content and/or choreography.
- 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.

## **General Policies**

- Parent and students should not enter the office space of the school. All communications, questions, payments, etc. should go through the Office/Studio Manager.
- Use of the studio telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, candy or gum.
- All students who bring food into the studio MUST CLEAN UP AFTER THEMSELVES.
- 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 by students during class time. (This means no emailing, internet use, or text messaging.) Students with smart watches and fit bits will be asked to remove them in accordance with the "no jewelry" policy.
- Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers or the director must go through the Dain Dance Academy office.
- Never speak negatively about teachers, students, or parents from other schools.
- All students must show respect for their teachers at all times. Disrespectful and/or Inappropriate behavior may result in dismissal from the class and/or school.
- All students should be prepared for class. This includes: attire, hair, shoes, remembering to bring a water bottle etc.

## DDA Annual Recital

○ Our goal is to make the recital an organized, exciting experience for everyone involved.

Recital: Saturday, June 12 and Sunday, June 13, 2021 (TENTATIVE)

Though almost all students participate in the Annual Recital, ***Participation is NOT MANDATORY***. If opting out of the recital, please notify DDA via email with the words “No Recital” in the subject line ***so that we know to NOT order your student a costume!*** Please indicate if your student will not be participating at all or simply in a particular number. ***Please notify the studio by Oct 10<sup>th</sup>, 2021***

**If you do choose to participate in the Annual Recital:** The annual recital will be held at Malvern Prep on Saturday, June 12 and Sunday, June 13, 2021 (*Tentative*). Dress rehearsal will be Wednesday, June 9<sup>th</sup>, 2021 and Thursday, June 10<sup>th</sup> (tentative). ***Please note that all students must participate in the dress rehearsal in order to perform in the recital.***

Participation in the dress rehearsal is **MANDATORY!** The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. The key to a successful performance for your child is the dress rehearsal. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the dress rehearsal, the result can be confusion for the remaining students (an absence affects spacing, timing and overall confidence).

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. Preschool & Kindergarten students perform one time in the annual recital. All other students perform one (or more) time in each of the styles of dance they are registered for. More advanced students may perform their routines multiple times.

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.

### Recital Newsletter

Around February/March of each year, we distribute a recital newsletter with all the information parents and students need to know to make the recital experience enjoyable for all. This will include a costume checklist, a Picture Day Schedule, Recital Ticket order form, Recital t-shirt size selection form etc.

### 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 (or fishnet tights).

NOTE: No jewelry (unless part of the costume) or underwear is to be worn with costumes. This includes during rehearsals, performances and when class pictures are taken.

In an effort to ensure that costumes are delivered in time for school photographs and are able to be organized for distribution to our students, costume orders will be placed by approximately November 1<sup>st</sup>.

Therefore, **Costume payments are due by October 7<sup>th</sup>, 2020.**

Please note: *Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.*

### Costume Payment Schedule

Level	Costume Amount: Due Oct 10 <sup>th</sup> (per subject studied)
Preschool/Kindergarten	\$75
Level 1 – 2	\$80
Level 3 – 4	\$80
Level 5+	\$85
Adult Program	To be Determined by the Teacher/Choreographer
Competitive solos, duos & trios	To be Determined Individually

Please Note:

***Costumes will not be ordered until they are paid for in full.*** Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Dain Dance Academy is not responsible if costumes are not received in time for Picture Day, Competitions, Performances and/or the Recital due to late payments. Costume payments are the sole responsibility of the parent or guardian.

### Costume Sizing

Costume measuring begins during the first week in October, during scheduled class times. All children will be measured in order to determine their proper costume size(s).

### Costume Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the Dain Dance Academy office for a recommended tailor/seamstress.

### Costume Distribution

Costumes will be distributed in March and/or early April. Costumes will only be distributed to those students whose costumes balance is paid in full and account(s) in good standing (including tuition).

### Recital Tickets

Tickets for the annual recital will go on sale at Dain Dance Academy the week of **May 3<sup>rd</sup> –May 8<sup>th</sup>.**

***All Tickets are reserved seating will be purchased & distributed via a Lottery system.***

All forms must be turned in by May 8th.

**All studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase recital tickets.**

Ticket order requests will be filled and distributed during the week of May 17th.

Starting Monday, May 17<sup>th</sup>, tickets will be available for purchase at Dain Dance Academy during regular business hours.

No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

## **Recital Photos**

Class photos will be taken on Thursday April 19<sup>th</sup> & Tuesday April 20<sup>th</sup> (Tentatively). Dates and times are subject to change. Please confirm your child's time on the updated schedule to be included in our Spring/Recital newsletter. All students are required to be present for their class picture. There are no exceptions.

After the group photo shoot, students may choose to have solo portraits taken in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled time since photo shoots tend to run right on time.

**All Class photos will appear in the color Recital Yearbook.**

## **Recital DVD purchase**

The Dain Dance Academy works with a videographer to produce a professional video of the entire recital, including the finale and presentations. A copy of this video is provided to each family with payment of the *Recital Fee*. \*\*\*New this Year: we are looking into a digitally downloaded video

## **Recital T-Shirt Purchase**

The Dain Dance Academy will produce a professionally designed commemorative recital T-shirt for students and parents. One T-shirt will be provided for each dancer with payment of the *Recital Fee*.

## **Important Recital Dates**

When registering your child at Dain Dance Academy, you commit yourself and/or your child to the following dates and events.

<b>Date</b>	<b>Activity</b>	<b>Location</b>
October 10	Costume Payment/opt out email due.	At DDA
April 19	DDA Picture Day	At DDA
April 20	DDA Picture Day	At DDA
May 2 – 8	Recital tickets go on sale	At DDA
May 17-22	Ticket Distribution	At DDA
June 9 & 10	Dress rehearsal (Tentative)	Malvern Prep
June 12 & 13	Recital (Tentative)	Malvern Prep

## **Home Study**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. *A copy of your child's dance music will be available by the Winter Holiday Season via your DanceStudio-Pro account and BAND APP*

## **ADDITIONAL INFORMATION AND ACTIVITIES**

### **Summer Program and Camps**

Summer 2021: Dain Dance Academy will offer summer programs and camps for both current and new students age 3+. A complete brochure of all summer programs will be distributed in May.

*The contents of this handbook are the explicit property of Dain Dance Academy and should not be copied or reproduced.*

# Drop Off/ Pick Up/ Parking Procedures at DDA

To all Parents and Students of Dain Dance Academy,

This is a reminder of the procedure for Drop Off & Pick Up as we start classes. Parking is limited at 95 S. Eagle Road, but can be navigated easily with patience and common curtesy if everyone follows proper procedure:



## **PARKING:**

There is ***ABSOLUTELY NO PARKING (or stopping)*** along the fence or building during studio operation hours of 3PM and 10PM. If parking, please park in the rear of the building and walk your dancer into the studio.

## **Drop Off:**

Please keep right when entering 95 S. Eagle Road.

Drive in along the fence all the way to the back and circle to the Left to re-enter the driveway along-side the building. Please pull up and drop students at the steps and/or the new ramp to the studio

***No student is permitted to be dropped off along the fence to walk across the driveway. This is dangerous and creates a hazard for everyone!***

## **Pick-Up:**

Follow procedure above for Drop Off. Please pick students up along the steps.

Please note: while there is a sign permitting each car to be stopped for 2 mins, however, if every car did this, we would have many kids late/missing class.

**Cars/Parents are NOT PERMITTED to sit alongside the building (on either side) to wait for students to come out of class prior to the posted time that class ends. If you need to have your student dismissed early due to an appointment etc. Please contact the DDA office at 610-789-8700.**

**And, as with anything else in life, please exercise patience & respect for all!**

**Thank You,  
Miss Jamie**



# Policies for a Safe Reopening

DDA Re-opened Monday July 6<sup>th</sup> for IN-STUDIO classes

**\*\*Zoom classes run simultaneously\*\***

## THINGS YOU NEED TO BRING TO CLASS

**\*\*All ITEMS SHOULD BE LABELED WITH DANCERS NAME\*\***

Reusable  
Water Bottle



Hand Sanitizer



Dance Bag Tag



Dancer



Parent



Yoga Mat



Dance Bag



Hand Towel



### Please Take Note:

- ♥ Arrive at DDA dressed and ready to dance. There is no changing of clothes allowed in the facility.
- ♥ Please do not drop off your dancer more than 5 mins prior to class. All dancers must be picked up immediately upon class completion. Classes will dismiss exactly on-time.
- ♥ The Lobby, Waiting Area and Dressing Rooms will be closed to everyone other than staff.
- ♥ There will be no dance shoes available to borrow for use during class.
- ♥ The "Lost & Found" has been removed. Anything left at the studio at the end of the night will be thrown away.
- ♥ The schedule was designed so that groups of students enter and leave the studio together.
- ♥ There will be no changing rooms. Teachers will change rooms if needed.
- ♥ Eating will NOT be permitted in the studio. Only water should be brought in a personal bottle.
- ♥ All dancers need their feet covered. No Bare Feet! All dancers need shoes and/or socks on.
- ♥ A Plexiglass divider has been installed at the desk to promote social distancing.

## Prior To Traveling to the Studio

- Parents are expected to screen their own dancers for Covid-19 or other transmissible disease symptoms.
  - Anyone with a cough, difficulty breathing, head lice or fever greater than 100.4F should NOT come to class.
  - Anyone who has been in contact with a person who has tested positive for Covid 19 in the last 14 days may NOT enter.
  - All students should make sure to eat before heading to the studio.
  - All students should use the restroom and thoroughly wash and sanitize hands.
  - Make sure to grab the items needed for class (listed on page 1).
  - All DDA families will be required to sign a Covid Waiver before entering the studio.
- \*\*\*WE ASK THAT PARENTS REVIEW ALL GUIDELINES WITH THEIR DANCER(S)\*\*\*

## Drop Off & Pick Up Procedures:

- All students are required to wear a mask when entering and exiting the studio.
- All students should be dropped off at the landing to the studio, one family at a time.
- Before entering, all students will sanitize and have their temperature taken.
- Any student exhibiting symptoms of illness and/or presenting a fever over 100.4F will be sent home.
- Students with class in Studio 1 will enter the outside door for Studio 1.
- Students with class in Studio 2 will enter the Front Door to the studio and go directly into Studio 2.
- Dancers will be dismissed through the door they entered. Dancers, age 12 and under, will remain in the studio until a parent or guardian arrives to pick them up. A DDA staff member will notify them of your arrival. Dancers, 13 and over, will be permitted to leave on their own. If they need to wait outside, they will do so on the ramp maintaining 6 feet to socially distance.





## Entering the Studio / During Class:

- All students will be assigned a specific numbered spot to place their dance bag.
  - As class starts, dancers will be instructed to take their place in socially distanced squares marked on the floor, 6 feet apart.
  - All students will place their yoga mat in the center of their square.
- *Ballet Class: Spaces at the Barre will be marked with 6 foot socially distanced markers. All students will be required to place their hand towel over their spot at the barre.*
- \*It is expected that hand towels will come and go with each student and be washed between classes.*
- \*Ballet Teachers may choose not to use the barre and do barre work in the center and/or floor barre technique.*
- Attendance will be taken in every class to facilitate contact tracing.
  - All students **MUST** have proper footwear. No bare feet will be permitted.
  - Students will primarily dance in their assigned 6 foot socially distanced squares.
  - Older classes may work across the floor following social distancing markers.
  - Class formats will be modified to remove any activity that would require physical contact between students. (These are guidelines that will be followed for our Summer Session and will be revisited as mandates and guidelines change.)
  - There will be no physical contact between teachers, staff or students.
  - Any dancer who cannot follow the social distancing guidelines will be asked to leave the building.
  - Make-up classes must be scheduled with the front desk or via email. Make up classes may be unavailable due to social distancing requirements and room capacity.



## Masks:



- According to a mandate by Gov. Tom Wolf, children 3 years of age and older, “masks must be worn whenever anyone leaves home” and “masks (are) mandatory in all public places”. According to the Governor’s Covid -19 webpage, Face shields may be substituted for masks.



Federal law states the following exemptions:

- “If a mask interferes with your ability to perform your job”
- “if wearing a mask itself creates a workplace hazard or unsafe environment”
- “if a mask makes a medical condition worse for the wearer”, this include, but is not

limited to mental health conditions.

\*\*Under the ADA and HIPAA, it is unlawful for a business to question “why” someone is not wearing a mask if they chose not to.

*DDA highly recommends that all staff and students wear a mask and/or face shield where and when possible. However, masks can not and will not be made mandatory for anyone who experiences a hardship due to medical, physical and or mental health reasons without the possibility of violating ADA and HIPAA laws and being subjected to hefty fines.*



I am exempt from the Governor's regulation mandating face mask usage in public. Wearing a facemask poses a health risk to me.

Under the ADA and HIPAA, I am not required to disclose my medical conditions to you.

Department of Justice ADA Violation information line: 800-514-0300

Organizations and businesses can be fined up to \$75,000 for the first ADA violation and \$150,000 for any subsequent violation.

TO ALL GOVERNMENT AGENTS:  
PLEASE PROVIDE LAWFUL AND NECESSARY CONSIDERATION TO AID THE BEARER IN THE UNIMPEDED EXERCISE OF THEIR CONSTITUTIONALLY PROTECTED RIGHTS.  
Thank you for your understanding and assistance.

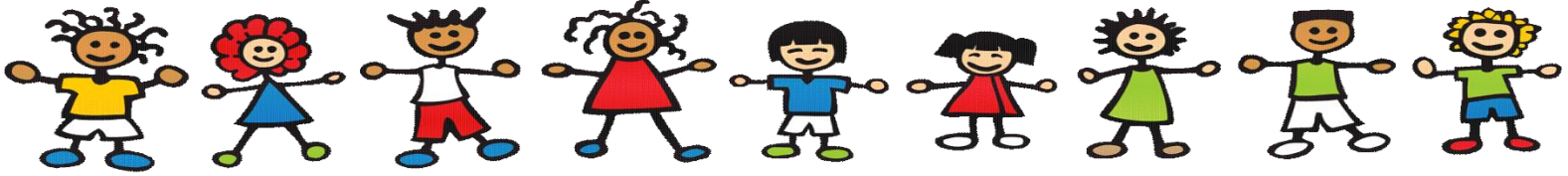


Please Stay Home If:

- Anyone uncomfortable with sending their child to the studio for any reason at this time.
- WE WILL BE OFFERING CLASSES ONLINE TOO VIA ZOOM!**
- Anyone with a Dancer or family member who is ill or has a fever.
  - Anyone living with an immunocompromised family member.
  - Anyone living or interacting with elderly people on a regular basis.
  - Anyone who has traveled to a Covid-19 “hot spot” is asked to quarantine before returning to the studio.
  - Anyone who is experiencing any of the CDC’s Covid-19 related symptoms, including but not limited to: Fever, Chills, Cough, Trouble Breathing, Shortness of Breath, Fatigue, Muscle Ache, Body Ache, Headache, Sore Throat, Loss of Taste or Smell, Congestion, Runny Nose, Nausea, Vomiting or Diarrhea.
  - People with higher risks of severe illness: Age 65 and older, Chronic lung disease (COPD), Moderate to severe asthma, Serious heart conditions, Immunocompromised (e.g. cancer treatment, smoking, transplants, HIV or AIDS, prolonged use of



corticosteroids), Severe obesity (BMI of 40+), Diabetes, Chronic kidney disease, Liver disease, People with disabilities, Pregnant People.



### What DDA is doing to keep our Staff and Students Safe

- Having Staff & Students wear masks and/or face shields while in the building.
- Performing temperature checks for staff and students upon arrival.
- Cleaning and disinfecting all contact surfaces such as door knobs, light switches, mirrors, barres, bathroom surfaces etc. between each and every class.
- Having all students bring their own yoga mats for the floor and hand towels for use at the barre to keep their dance space as clean as possible.
- Students will be required to bring their own water bottle. Water fountains will be closed indefinitely.
- We will be doing a deep clean each night and/or before the start of each day.
- We will be limiting the number of students in each room to comply with the 50% room capacity and 6 foot social distancing guidelines.
- Start and End times for classes will be staggered to aid in social distancing.
- Leveled groups of students will be staying together.
- Students will NOT change rooms (as a general rule), teachers will come to them when necessary.
- If any student or staff member is seen touching his/her face, they will be promptly directed to wash and sanitize.
- The parent waiting area and student dressing area will be closed to cut down on contact between dancers.
- DDA will provide face shields and masks for DDA teachers and staff.
- The purchase of contactless soap and sanitizer dispensers for bathrooms and classrooms.
- Signs will be posted reminding everyone to socially distance and maintain proper hygiene.
- A plexi-glass shield will be added to the work area.

- DDA Teachers and Staff will be provided with checklists for cleaning between classes.

- *Extra masks and gloves will be available at the studio in the event a staff member or dancer forgets to bring one. Please note: If the studio runs out of PPE, and a dancer or staff member is NOT prepared with their own, admittance may be denied.*
- *We will be running the air conditioners to keep the rooms cool and opening doors to the outside for increased ventilation when appropriate. Fans will be added for circulation if needed.*
- *We encourage all parents and guardians to utilize our online system for registration and payments for non-contact service.*
- *If an in-person payment is preferred, please have your student drop it in to the DDA Dropbox to avoid unnecessary contact.*

*Information Current as of July 1, 2020.*

*Information will be updated as it is announced from the Gov. of PA Tom Wolf.*

*A Covid Waiver will be sent prior to the 1<sup>st</sup> week of classes.*

*Students must bring this SIGNED COVID Waiver with them to their 1<sup>st</sup> class*