

SonDance Academy Studio Policies

Welcome to SonDance! We are thrilled that you have decided to dance with us. The following policies and procedures are designed to keep good order in the dance school and provide a safe environment for everyone dancing at our studio. By enrolling on our site, you are agreeing to abide by the following policies.

All dancers must have a new signed Registration Form on file at the studio in order to begin classes. You may scan those and email them, drop them in the mail or send them with your dancer on the first day of class. Dancers who participated in class during the prior season and who have an executed Registration Form on file from that year, do not need to complete a new Registration Form.

CLASSES BEGIN: All classes begin typically the 2nd week of September. Please review these policies with your dancer to ensure that he/she is ready and understands the guidelines for dancing at SonDance.

TEXTING: You will receive a communication asking you to opt into our new text service. If you opt in we can keep you better informed about important and even urgent matters such as studio closings, etc. We will also communicate all information via email.

TUITION: All SonDance tuition is paid by ACH debit. If you have not authorized payment of tuition and/or costumes via our ACH payment process, please complete your ACH Authorization Form so that payments can be made automatically. After September, all ACH debits will be withdrawn on the 1 st of the month. September debits will be made after classes begin in September following your receipt of an invoice detailing the charges. If you are new to SonDance, please send this ACH form along with a voided check in with your dancer to the first class or drop it in the mail to us in advance. Previous SonDance families do not need to give us a new ACH Form unless the information has changed.

RETURNED PAYMENTS FROM BANK: A \$10 fee will be charged for returned payments.

SONDANCE MANDATORY AND OPTIONAL PRODUCTIONS: All SonDance dancers will participate in one optional production and one mandatory production each year:

Our Optional Production: Every year, we choose certain classes to participate in our Christmas Production in December. We would love every dancer in those classes to participate but it is optional for student participation. Fall class time for the classes participating in The Christmas Production will be dedicated to working on their piece for that production. Each class will dance once or twice during the weekend.

Our Mandatory Production is our year-end Spring Recital that typically takes place every May. By registering in SonDance, you/your dancer agree to take part in this mandatory production.

Wells Parade - Some years we may participate in the Wells Christmas Parade in December.

COSTUME FEES: Dance costumes are very expensive; however, at SonDance we try to keep the costume costs down as much as possible.

This year, our costume costs are as follows: **Christmas Production Costume Rental Fee** for selected classes:: **\$25**

Spring Recital: Most costumes will be between **\$80-100** per costume. Hip Hop costumes are **\$100** each and that price does not include the hip hop sneakers.

All costume fees for those classes purchasing a costume will be evenly debited in two charges on October 1 and November 1. This fee will appear on your October and November invoices in advance of any debit of your account. **The Hip Hop Comp Costume charge of \$120 does include shoes.**

ELEMENTARY SCHOOL BUS TO SONDANCE-WELLS SCHOOLS: The Wells school system buses (via Ledgemere Transportation) will drop off your child at SonDance after school provided you complete the required notice to do so. Please obtain the Busing Notice from the school and write a note indicating that your child is going to SonDance until May on whatever day is applicable for your child. If your child is coming to SonDance via the bus, please let us know so we can watch out for them. When the dancers get off the bus, we check them in. If your child is not on the bus on a given day, please notify us so we will not be wondering where they are.

SNACK - Please send your dancer with an after- school snack. Please no popcorn or anything with nuts.

LOCKERS - The after school students will be assigned a locker in the downstairs locker room and are welcome to keep their dance shoes and clothes there during the week to make it easier for you.

WAITING FOR YOUR DANCER? While you are waiting for your dancer(s) to finish their classes, we want you to be comfortable. We have opened our Fellowship Hall, nursery and kitchen for your convenience. Please feel free to use these facilities. There are tables for meals or work and a full-service nursery. A few rules will help us keep the area clean:

1. Please no popcorn.
2. The food/drinks in the refrigerator and freezer are not for SonDance use; they belong to another ministry.
3. All food must be eaten at the tables in the Fellowship Hall and no food may be eaten in the couch or nursery area.

4. The kitchen has a microwave for your use. We just ask that you clean up before you leave. Please cover the food when you put it in the microwave so that it does not splatter.
5. Please wipe down the counters you use.
6. If you use the coffee machine, please clean it out and turn it off when you are finished.
7. We also ask that you supervise your children at all times while they are in the facility (unless they are in class, of course). If they use the nursery, please return the room to its original condition so it is ready for our Children's Ministry. There is a changing table in the girl's locker room and in the bathroom in the Fellowship Hall if needed.
8. Please ensure that little ones do not wander up the stairs to the sanctuary and offices.

We hope this makes your wait more enjoyable.

PARENT AND DANCER COURTESY:

1. When moving between the Dance Studio, Fellowship Hall and locker room, you and your children will be crossing through the gym. Please be courteous and respectful of dance classes going on in the gym by talking/walking quietly through.
2. Dance classes take place in the studio room and the gym. We ask that no one sit and observe SonDance classes in any of the locations where classes are held; this includes the gym and studio. If you have questions or would like to observe your child's class, please let us know.

MAINTENANCE AND FACILITIES:

1. The dance floor in the Studio can be damaged by water. Water bottles are allowed in the Studio but must be placed on the designated rubber mat.
2. Cubbies are available for storage of dance bags. Dancers please take only shoes and water bottles into the Studio so that dance bags do not take up floor space.
3. There is fitness equipment in the Studio but we ask that you help us reiterate to your dancers that they may not climb on the equipment so we can keep them safe.
4. Dance shoes worn on the studio floor. Please no street shoes.
5. Due to the fact that many children are allergic to nuts, we ask that nut products are not sent into the studio.

6. We cannot be responsible for children who are waiting in the waiting area. Please be prompt in picking up your student. We cannot be responsible for students who leave the lobby area and wait for you outside although we will try to prevent that.

SHOE AND DANCE GEAR SWAP

Do you have old leotards, tights or outgrown pairs of dance shoes, even costumes lying around the house or stuffed into closets? We all know that dance shoes and gear can be expensive and we have many new dancers at SonDance this season. Please bring these to SonDance and place them on the Swap table in the studio foyer. Feel free to take whatever you need for your dancer free of charge. Thank you to all those who have made donations!

DRESS CODE: Like any sport, dance has a dress code. A dress code allows students to be better focused and prepared for class. Our dress code outlines classic and appropriate dance attire and all students are required to adhere to the policy.

If you need to purchase shoes, tights and leotards, etc., that comply with our Dress code, click on the link below or visit Discount Dance online. Hover over “Sign In”, then click on “Find A Dance Teacher”, enter the studio code of 115603 and then select the studio/school page. . You will be brought to our dress code page with all of the shoes and tights, etc that we recommend. Items purchased from this page are discounted so it’s a good deal for you and you can rest assured that you have the correct dress code.

<https://www.discountdance.com/search/teacherid:115603?tp=115603&teacherSearch=115603>

A. In Class Requirements:

1. **Hair:** Please have your dancer pull their hair up for all classes, except hip hop where they can wear it down but pulled away from the face. We have hair ties if you need one.

All students in Ballet must have a proper ballet bun for class

HOW TO MAKE THE PERFECT BUN FOR DANCE CLASS

- a. Wet hair with water and then slick hair back including bangs with a strong gel.
- b. Make a very tight ponytail in the center on the back of the student’s head (the crown of the head).
- c. Take half of the ponytail and wrap it around in one direction, pin it with bobby pins.
- d. Take the second half of the hair and wrap it around in the same direction, not on top, but on the side of the hair that you wrapped first. Pin it with bobby pins.
- e. If desired, place a hairnet over the bun and then pin it all around evenly on all sides.

f. Finish by bobby pinning any additional hair that the student may have- such as bangs or wispsies.

g. Spray the student's hair with hair spray to make sure that it stays.

NOTE: Hair that has not been washed in the last few days goes up and stays better than clean, silky hair.

2. **For All Ballet classes:** In ballet, it is crucial for teachers to see the lines of the body. Therefore, in the early levels of ballet, no ballet skirts, shorts or warm-ups may be worn.

a. **Ages 2.5-4.5: Creative Movement dancers:** Pink leotard, pink tights. No skirts, shorts or ballet warm-ups may be worn.

b. **Younger Ballet Classes: Little Ballet/Jazz and Beginner Ballet, Intermediate Ballet:** Black leotard, pink tights. No skirts, shorts or ballet warm-ups may be worn.

c. **Older Ballet Classes: Advanced Ballet, Pointe, and Ballet Technique:** Any color leotard, pink tights. These Ballet levels may wear warm-ups, if needed, but will be asked by the teacher to be removed as class gets going and the body gets warm.

d.. **Boy's attire for Ballet:** Black under armor shirt with shorts or Adidas joggers.

3. **For All Jazz/Lyrical/Contemporary classes:** Black leotard (tank with a 1-inch strap, cap, or long sleeve) and black bottoms- shorts (must wear tan tights underneath), capris, leggings, yoga pants, etc. Please no sweat pants.

For Adults: Please wear comfortable clothing. Pants: sweatpants or yoga type pants and loose T-shirts.

4. **For Hip Hop:** Wear comfortable clothes that allow free movement. Jeans are not encouraged for hip hop classes. All females- please wear leotards under clothes to ensure coverage.

For Adults: Please wear comfortable clothing. Pants: sweatpants or yoga type pants and loose T-shirts.

5. **For Tap:** No ankle length pants. Shorts/capris and any color leotard. Leotards: Styles may be a tank with a 1-inch strap, cap sleeve or long sleeve are okay. No plunging necklines, no bra line/strap or tights showing. Lace or mesh backs are okay if these guidelines are followed.

We ask that all dance attire in the classroom be appropriate. Please refrain from exposing bare midriffs, wearing sheer/see through tops, thong leotards, or shirts with

wording/symbols that would be troubling or offensive. Please do not wear pants with wording across the back.

Undergarments for performances/Jewelry: In the dancing world, most dancers do not wear either a bra or underwear under their dancewear/costumes for fear that either will show when a dancer is dancing or performing. Therefore, we encourage parents to buy leotards where the dancers feel supported and comfortable. Some dancers purchase no-show underwear, if needed. And if bras are necessary, we ask that no bra line/strap is visible.

For all performances, ALL dancers must wear a nude undergarment leotard with clear straps under each costume for changing purposes. See the Discount Dance -My Dress Code list for the ones we recommend.

No dangling jewelry in the classroom.

Please have your dancer in Dress code no later than one month after enrollment.

SHOES: Below are the required shoes you will need for class, as well as for our Christmas Production and our year-end recital.

1. **Girls Ballet (including Little Ballet/Jazz):** Pink ballet shoes (canvas OR leather; split sole OR full sole)

Boys Ballet: Black ballet shoe.

2. **Jazz:** TAN Jazz shoes, preferably without laces

Boys Jazz: Black Jazz Shoe

3. **Lyrical:** Nude only Spins, Foot undies, Bear paws or Barefoot

4. **Contemporary:** Barefoot

5. **Hip Hop:** Clean black sneakers. No boots, no bare feet, no sandals or flats

6. **Tap:**

i. **Littles-** Theatricals Child Easy Strap Tap Shoes (T9050C) * These will snap on/ off easily for the younger group and still provide good tap sounds and support.

https://www.discountdance.com/dancewear/style_T9050C.html?skey=Girls-tap

ii. **Jr/ Sr Tap-** Theatricals Adult - Lace Up Tap Shoes (T9500)/ Theatricals Child Lace Up Tap Shoes (T9500C)

For the older group, lace up tap shoes OR the insert taps (links below) as they will provide greater support for some of the more challenging movements that you can't do with buckle taps (i.e.- toe stands)- depending on how quick they progress!

<https://www.discountdance.com/search/t9500>

<https://www.discountdance.com/search/t9500C>

This is the other option that is not lace up taps - **insert tap shoes**. The inserts are definitely easier to get on/ off - not having to deal with laces and they also provide plenty of support (not quite as much as lace ups but still plenty).

<https://www.discountdance.com/search/insert-tap-shoe>

CLASSROOM CONDUCT

A. Attendance

1. Good attendance is imperative, as absences and tardiness can hold back an entire class. If your child will not be able to attend his or her scheduled class, please contact the studio in advance via phone or email. We cannot give a discount or refund for missed classes. **IMPORTANT:** We will expect full tuition payment up to the time that we are NOTIFIED BY A PARENT IN WRITING that a student wishes to discontinue classes
2. Dancers who miss classes make it difficult for teachers and dancers to set the piece and practice. Also, a missing dancer impacts the piece because they do not know the choreography. Please make every effort to have your dancers at class every week and on time. If a dancer is missing class on a regular basis, the Director will contact the family to talk about attendance.

B. Behavior

1. SonDance classes teach dance but also respect and discipline. At SonDance, we strive for a kind, edifying and respectful atmosphere.
 - a. If a teacher notices any behavior that is not consistent with these standards, that teacher will first address the student privately. If the student persists in that

inconsistent behavior, the student will be referred to the Director. If after that discussion, the inconsistent behavior persists, the student and parent will meet with the teacher and Director.

We reserve the right to warn and potentially dismiss any students or family members who are disrespectful, gossiping, being unkind, physically harmful or inappropriate, or who tear down others with their words or attitudes.

b. If a student lets us know that they feel ill, we will call you and ask you to pick them up immediately.

C. **Electronics:** No electronics of any kind, including cell phones, ipods, ipads, etc., may be brought out of the bags during class. Students who violate this rule will be asked to bring their electronics out of the classroom to be stored in the office area until after class.

ADMINISTRATION OF THE SCHOOL:

A. **Snow or Bad Weather Policy:** During inclement weather, the studio will be closed if the Wells Public Schools have been closed. If at any time Wells schools are in session, but it is necessary to cancel lessons later in the day due to developing bad weather such as snow and ice, check our website for cancellation information. Please opt into the studio text service so that we can keep you informed of news like this. There will be no reduction of tuition for canceled classes.

B. **Holidays:** SonDance will follow the Wells School District Schedule. No school = No dance. We will provide information prior to holiday periods.

C. **Solos:** Many of our dancers would like to perform solo routines at the recital. We will be reserving solos for seniors in high school or alumni who come back to dance with us. Any solo to be performed at recital must be approved by the Director prior to inclusion in the recital. Please do not assume that the SonDance facilities or teachers will be available for practice and choreography for solo routines. Use of SonDance facilities for solos must also have prior approval from the Director. If a SonDance teacher is "hired" by the family for instruction for the solo, this must be approved by the Director and the payment set up in advance.

D. **Practice:** Dancers, please practice your routines at home. This will ensure you are prepared for your next class.

E. **Lost and Found:** We are not responsible for lost or stolen items. Anything left behind in the dance rooms will be placed in our Lost and Found Bin the cubbies outside the dance room and then discarded if unclaimed after a few weeks. Please leave any valuables at home.

COMPETITION/COMPANY TEAMS: Competition team dancers are required to sign and comply with the requirements of the Competition Team Contract.

We are so glad you have made the choice to dance with us at SonDance Academy! We are excited for another great year and please contact us for any questions by email at Sondance@messiahchristianchurch.org or by calling 207-985-9287 and dialing the ext. for SonDance.

Blessings,

SonDance Academy
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