



# Dance Arts Iowa

## Student Handbook 2011-2012

Dance Arts Iowa  
221 First Street NE  
Mt. Vernon, Iowa 52314  
(319) 895-8637  
Email: [danceartsiowa@gmail.com](mailto:danceartsiowa@gmail.com)  
Website: [www.danceartsiowa.com](http://www.danceartsiowa.com)

# STUDENT HANDBOOK

## MISSION STATEMENT

Dance Arts Iowa offers a carefully designed and progressive program in dance technique, which takes the young dancer from the primary levels to pre-professional dance level. Our professional staff has experience and expertise in teaching children of all ages. We understand that dance disciplines must be taught carefully with enjoyment and encouragement. Our purpose is to train educated dancers, who retain the joy of movement itself. Whether your goal is to dance for fun, creative expression, or to pursue a professional career, Dance Arts Iowa will provide the environment to help you achieve your goal.

## QUICK REFERENCE

**Dance Arts Iowa Telephone Number and Email address: (319) 895-8637; [danceartsiowa@gmail.com](mailto:danceartsiowa@gmail.com)**

- Please call to report absences
- Call to schedule an appointment if you need to speak to the business manager or an instructor.

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

- Class schedule and registration information
- Event schedule and calendar
- Photo gallery

Tuition: due on the first class of each month. Please leave payment in the gray tuition box outside the office. Direct debit is also available.

**Student Updates and Information: Check parent email regularly. We will no longer be sending notes home. Please notify us if there is not an email address available or if it has changed.**

**Dancer Attire and Appearance:** Students need to wear the class-specific attire outlined in the Dress Code section. Ballet students' hair should be in a bun and neatly pinned away from face or pulled back with pins and headband if not long enough for a bun. Jazz, Tap, Rhythm & Drill and Modern students may have a pony tail.

Dancers may keep their personal belongings in the hallway lockers.

**Please remember to keep your contact information updated. Current home, work and cell phone numbers and email addresses help us quickly contact you in case of an emergency.**

## REGISTRATION, ENROLLMENT and ADMISSION

Upon enrollment, dancers will be placed in classes that are age and ability appropriate.

Our teachers continually assess the dancers for placement in the class that will be the most beneficial to the dancer.

Registration for each year begins in August. The necessary paperwork and a non-refundable registration fee must be submitted for enrollment. DAI will also accept new dancers at any time during the year, subject to teacher approval. For students registering late in the year, their participation in the Recital will be determined by the teacher.

Students register once for the entire academic year, September through April.

Dance Arts Iowa cannot be held responsible in case of accident or injury. Should medical care be required, the parent or the dancer's personal medical insurance would be responsible.

## **SCHEDULE CHANGES \*PLEASE NOTE\***

Classes may be added at any time during the school year. Please refer to the Fee Schedule for applicable fees.

Classes not meeting the minimum enrollment of five students may be re-scheduled or cancelled. Based on that information, at the start of the dance year some class times may be rearranged to make the schedule more efficient. We will contact dancers before schedule changes take place.

## **FEES**

For specific class fees please refer to the Fee Schedule.

Fees have been set on a monthly basis and are due whether or not your dancer plans to attend all classes. Not all months have an equal number of class days, but over the year the number of classes per month averages out. Instead of a fluctuating fee each month, a flat fee for each month has been set. Payments are made from September through April.

Recital/Costume Fees are due by December 16. The Fee is \$60 per dancer, per class. The costume fee includes a new, age-appropriate costume, all accessories needed, and 1 pair of tights to be worn during Pictures, Dress Rehearsal, and Recital only. Costumes will be the property of the dancer.

## **Payments**

Payment is due on the first class of each month. Payments may be placed in the gray mailbox outside the studio or mailed to Dance Arts Iowa at 221 First Street NE Mount Vernon, IA 52314. You will not receive an invoice. If you choose to make your payment after the first week of each month, please add a \$10.00 late fee. Statements will be sent to those who have not made their payment by the first week of the month with a \$10.00 late fee added.

Recital/Costume Fee Payment may be paid in equal installments in Sept., Oct., Nov., and total due by December 16. Fee is \$60 per class/per dancer.

You may also sign up for Direct Debit and have your payment automatically deducted from your checking or savings account. These payments will process on the 10<sup>th</sup> of the month. There will be a \$30.00 charge for all returned checks or automatic debits with insufficient funds.

## **SCHOLARSHIPS**

Scholarships are available for tuition and enrollment fees. It is our belief that those with the desire to dance should be given that opportunity. Please contact Trude Elliott for details.

## **ATTENDANCE**

Dancers are expected to attend all the classes but, of course, dancers may not be able to attend a class for illness or because of a special occasion. Regular attendance in class helps build strength and lessens the risk of injury. Attendance will be taken for each class. If a dancer has an excessive amount of absences, the teacher may advise the dancer to move down a level. Regular attendance is especially required for participation in recital. Parents are responsible for notifying the studio of all absences. Teachers are

responsible for contacting parents after a student has missed 3 classes in a row that are unexcused absences. It is up to the teacher's discretion regarding the student's preparedness for the recital.

## **ABSENCES**

Absences due to illness must be phoned in to Dance Arts Iowa (319)895-8637 or sent by Email (danceartsiowa@gmail.com). If a dancer needs to leave class early, he or she should let the teacher know prior to class.

Should a dancer become ill during class, he/she should inform the teacher regarding the nature of the complaint and whether he or she will be leaving or just sitting down. If sitting down, the dancer should remain in the classroom.

If a dancer is injured, it is imperative that the dancer observes class and participates in the class to the extent the injury allows. This allows the dancer to keep up with the class and prevent any secondary injuries that can occur after taking time off.

## **ADVANCE STUDENTS**

Advance students are expected to have a certain level of commitment to dance. At some point, difficult decisions may need to be made regarding the number of activities in which dancers are involved. Dancers involved in other athletic activities risk injury resulting in diminished ability to contribute to their classes and our studio. At this time we do not require any dancer to take a certain number or type of class, but this doesn't diminish the fact that if they do not have frequent and regular training, especially for ballet once on Pointe, they may risk injury.

## **WEATHER CANCELLATIONS**

When the Mount Vernon Community Schools cancel classes or close early due to bad weather, DAI will be closed. Information about class cancellations can be found on the answering machine at the studio 319.895.8637 and posted on the DAI website ([www.danceartiowa.com](http://www.danceartiowa.com)). Classes canceled due to bad weather will not be made up.

## **OBSERVATION WEEKS**

During Observation Week, parents and friends are encouraged to observe class. Cameras and video cameras will be allowed during observation times. Observation Weeks are listed on the DAI calendar in the back of this handbook.

## **ADVANCEMENT/PROGRESS**

Advancement to the next level is based on individual progress in class and the level of understanding and maturity demonstrated in class. Dancers may stay in one level for several years depending on the number of classes taken, personal progress and age. Each dancer is assessed by his or her teacher. Any questions regarding your dancer's progress should be addressed in a parent/teacher conference. Please contact your dancer's teacher if you would like to schedule a conference.

## **DISCIPLINARY ACTIONS**

Advancement to the next level is based on individual progress in class and the level of understanding and maturity demonstrated in class. Dancers may stay in one level for several years depending on the number of classes taken, personal progress and age. Each dancer is assessed by his or her teacher. Any questions

regarding your dancer's progress should be addressed in a parent/teacher conference. Please contact your dancer's teacher if you would like to schedule a conference.

## **STUDENT DROP OFF/PICK UP**

If you are dropping off a small child, please make certain that they have used the restroom that they are dressed appropriately for class and can change their shoes independently.

Please accompany young dancers into the building and up the stairs.

Please make every effort to pick up your child on time. While we understand that weather, traffic and unforeseen events can occur, our instructors are here to teach; they are not able to chaperone unattended children. We are in a public facility, with many different people coming in and out.

## **COMMUNICATION**

Questions regarding billing or payments contact Kelly May at Elliott's Uptown Fitness Center, 319.895.8060, and all other questions may be directed to Trude Elliott (319-558-9202) or by contacting us by Email ([elliottsuptownfitness@gmail.com](mailto:elliottsuptownfitness@gmail.com) or [danceartsiowa@gmail.com](mailto:danceartsiowa@gmail.com)). It is very difficult for teachers to remember questions or problems, or access the information they may need to answer them, if presented between classes or while trying to start class.

DAI will attempt to convey all important information via the website and email.

Please make every effort to stay informed. Please see Parent Advisory Group under "Volunteers".

## **LOST AND FOUND**

During the course of the year many items of clothing are left in the studio and hallway. Any unclaimed items will be discarded in December and May. Please check the lost and found box in the studio.

## **"HANDS-ON" TEACHING**

Due to the nature of dance, hands-on adjustment is used as a regular and important teaching tool. Touch cues guide dance students in understanding body placement and movement. Please address any concerns with your instructor.

## **STUDIO RESTRICTIONS**

There are NO restrictions for students desiring to take class at other studios, workshops, etc. Our desire is to provide the best possible instruction in all areas, but we also want what is best for the student. This may involve students wanting to pursue extra and/or different challenges and they are welcome to do so.

## **VOLUNTEERS**

Volunteers are integral to the success of DAI. Volunteers are needed for "The Living Window," holiday performances, and most importantly for the Spring Dance Concert, Please invest in your child's dance education by committing to help in some way during the year.

We now have a Parent Advisory Group in an effort to make sure we have open communication and parent volunteers to best serve Dance Arts Iowa, the First Street Community Center, and, most of all, our students. Please contact Sue Nelson at 319-455-2012 or [sjnelson@rockwellcollins.com](mailto:sjnelson@rockwellcollins.com) if interested.

## **COSTUME FEES**

Recital/Costume Fee is \$60.00 per dancer, per class. The costume fee includes a new, age-appropriate costume, all accessories needed, and one pair of tights to be worn during Picture Day, Dress Rehearsal, and Recital Only. The costumes will be kept by the dancer.

## **RECITAL TICKETS (also called the Spring Dance Concert)**

The family of each student will be given four (4) tickets for the recital. Families with more than one child enrolled at DAI will receive six (6) tickets. Once these are distributed, general tickets will be for sale at \$10 per ticket.

If enrollment necessitates, we will expand to two shows in order to insure all may have the opportunity to see our show.

## **RECITAL DATE**

The Spring Dance Concert will be held at Kimmel Theatre located on Cornell College campus on the date Kimmel Theatre is available in late April or early May. Students and their families will be notified as soon as we have the date secured.

## **DANCE ATTIRE**

DAI students and parents may now purchase all basic dance attire needs, including shoes, tights and leotards, from the studio. Dancewear will be available for sizing in the Studio Store, located in the office. Orders will be taken and filled with a 2-3 day turn around through REVOLUTION DANCEWEAR. You may order dance attire at any time throughout the year.

## **DRESS CODE**

Appropriate clothing is important for dancers to allow their bodies to move freely and to allow the instructors to see the dancers' muscle development. Under no circumstances should street clothes or shoes be worn.

## **HAIR**

Hair must be pulled back away from your face. If the hair is long enough it must be pulled back into a ponytail and secured with a tie plus loose hair smoothed with pins or a headband. Hair not long enough for a ponytail must be pulled away from the face with pins or a headband. Older Ballet students with long hair should put their hair in a bun but it is not required.

## **REQUIRED DANCE ATTIRE**

### **Creative Movement and Pre-Ballet:**

pink leotard  
pink tights  
pink Ballet shoes

### **Ballet I, Ballet II/III and Advance Ballet , Home School Ballet and Cecchetti (all grades):**

black tank leotard  
pink Ballet tights  
pink leather ballet shoes

### **Jazz, Tap, Rhythm & Drill and Modern:**

black tank leotard  
black Jazz pants  
black Tap or Jazz shoes

### **Male Dancer Attire:**

Ballet: white t-shirt, black fitted pants, black Ballet shoes  
Tap and Jazz: white t-shirt, black fitted or "sweat" pants, black Tap and/or Jazz shoes.

## **FEE SCHEDULE**

Tuition based on length of class and paid monthly from September -April

½ hour class	\$40.00 per month
¾ hour	\$50.00
1 hour	\$55.00
1¼ hour	\$60.00
1½ hour	\$65.00

### **REGISTRATION FEE: (non-refundable):**

\$20.00 per student  
\$30.00 per family  
Recital/costume Fee: \$60.00 per dancer/per class due by December 16.

### **DISCOUNTS:**

**Family Discount:** \$8.00 deduction from total monthly tuition for 2-3 students from the same family enrolled in classes. \$16.00 deduction from total monthly tuition for 4 or more students from the same family enrolled in classes.

**Multiple Class Discount:** \$4.00 deduction from total monthly tuition for one student taking 2 classes and \$8.00 for one student taking 3 or more classes.

## **CALENDAR 2011-2012**

September 6	Classes Begin
September 24	Lincoln Highway Arts Festival/Dance Tent. Students will have an opportunity to sign up and participate.
October 17	Observation Week
November 22-25	No Class – Thanksgiving Break, There will be class Monday, November 21
December 1	Living Window at Lincoln Café/"Magical Night" in Mount Vernon. Students will have an opportunity to sign up and participate in the Living Window. Performance in First Street Community Center Theatre
December 22-30	No Class – Holiday Break
February 20	Observation Week
March 12-16	No Class – Spring Break
April 28 or 29	Tentative Dates for the Recital (also called Spring Dance Concert) depends on the availability of Kimmel Theatre.