

# RAINIER DANCE CENTER 2023-2024 HANDBOOK

Welcome to Rainier Dance Center! RDC strives to give each student an opportunity to learn, grow and have fun!

## Attendance Policies

### ATTENDANCE

- ❖ Students are encouraged to attend as many classes as they can, to maximize their growth.
- ❖ If a student must miss a class, please notify RDC prior to the absence.
- ❖ Level 1 and above: If a dancer is injured or recovering from an injury, the preferred option is to come to class and make modifications. If they are unable to participate in class, dancers will receive a full absence for each class they miss unless a doctor's note is provided. Dancers who consistently miss class may be removed from performances and/or may not be able to continue in the class level they have been assigned.
- ❖ **Recital Preparation:** Students participating in the recitals on June 1-2, SHOULD be in all classes and rehearsals between March 4, 2024 and May 31. This is key preparation time and will ensure they are ready to perform! If a student misses more than three classes between March 4, 2024 and the recital, their teacher may remove them from parts or all of the recital dance.

### TARDINESS

- ❖ It's recommended your dancer arrives 5-10 minutes prior to their class start time. All students should be dressed, with shoes on, hair secured, five minutes prior to each class start time. **PLEASE BE SURE YOUR STUDENT HAS USED THE RESTROOM PRIOR TO CLASS STARTING.**
- ❖ Level 1 and above: Dancers in Acro, Ballet, Contemporary and Jazz who are more than 20 minutes late in may not be permitted to take class. This is at the discretion of the teacher. They miss warm-up and this becomes a safety issue. They will still be required to observe class and participate while observing.

### MAKE-UP, CANCELLED CLASSES & SNOW/INCLEMENT WEATHER

We do not offer refunds for missed or cancelled classes. However, you may pre-schedule a make-up class in-person in a class with available space within the same level between October 2, 2023 and March 2, 2024. Please schedule your make-up class with RDC via email at least one week prior. Between March 2nd and recital, there are no make-up classes due to recital preparation. Please contact RDC to confirm which classes are available to your dancer and schedule a make-up class!

In the event of teacher illness, snow, excessive heat or other weather conditions that may cause problems for class attendance, updates will be emailed and posted to our social media at least two hours before your class.

## Class Policies

### AGE REQUIREMENTS

Students MUST be the minimum age listed on each class on or before August 1, 2024 in order to enroll.

### CLASS LEVEL ASSIGNMENTS & PROGRESS TRACKERS

- ❖ It's important each student is placed in the appropriate level so they get the maximum benefit of every class, while being challenged and inspired throughout the year. Although we put age and experience ranges on our schedule to give general recommendations, we may suggest something different for your dancer. Our teachers look at age, maturity, behavior/attitude, technique/ability and overall level of the class when determining what class is the best fit. RDC may suggest a level change for your student if we feel it's important!
- ❖ Most students repeat the same level more than once. Levels change and become harder each year, based on students.

### CLASS DRESS/HAIR CODE

- ❖ All students are expected to follow the dress and hair policies for all classes. They may be asked to observe from class if they are not consistently in the appropriate attire. The complete policy is posted at the studio and on the RDC website.
- ❖ If your student has back-to-back classes with different dress/hair codes, please be sure to plan ahead so dancers don't have to change their clothes or hair between classes.
- ❖ No underwear is needed when wearing tights under a leotard. The tights act as the undergarment.
- ❖ **Please be sure your student's name is in all clothing and shoes and provide a bag for your student's dance clothes/shoes.**

# Code of Conduct

## CODE OF CONDUCT

- ❖ Every student is expected to follow the RDC Code of Conduct inside and outside of class (including social media):
  - ❖ Students will not talk during class, except to request assistance from the instructor. This is also at the discretion of the teacher and/or based on class level.
  - ❖ Students will be respectful and kind to the teacher, other students and the space (mirrors, barre's, dressing room).
  - ❖ Students will maintain a positive attitude and be open to trying new things.
  - ❖ Students will work hard and try their best at all times.
- ❖ If a student is consistently giving verbal warnings regarding our code of conduct, RDC staff may contact the parent to inform them and set a plan of action.
- ❖ If any student is unkind and/or verbally or physically confrontational towards anyone, they will be asked to leave the classroom and/or the studio.
- ❖ **Rainier Dance Center and its staff reserve the right to remove any student from class or the studio for failure to observe any of its policies or code of conduct. Normally, the progression of consequences for violations will be as follows, but based on behavior and the dancers, this is subject to change and is at the discretion of the instructor:**
  1. Student is given a few verbal warnings.
  2. Student is given a five minute 'time out' and is seated to quietly watch class until they can successfully rejoin.
  3. Student is removed from the rest of class and seated in the classroom to quietly watch, or in the waiting room. At this point, parents may be contacted to help resolve the issue.
  4. Should these efforts fail, and/or a student exhibits inappropriate or disrespectful behavior or language, RDC reserves the right to remove any student from any class at any time, for the balance of the dance year.

## General & Performance Information

### REGISTRATION & INSURANCE

It is required that all dance students be covered by their own family insurance policies, and if injury occurs, it is understood that the student's own policy is his/her only source of reimbursement. A liability release waiver must be signed for each student enrolled during the registration process.

### TUITION

- ❖ Tuition is due monthly and is due by the 5<sup>th</sup> of each month. It is late after the 5<sup>th</sup> and will incur a \$15 late fee per month. You may pay online via your account or in-person at any location. RDC accepts cash, check and credit cards.
- ❖ If a check is submitted for payment and is returned for Non-Sufficient Funds (NSF), the bank charge will be added to the student's account, in addition to a \$25 NSF fee.
- ❖ If your account is more than 60 days past due, your student **will not be permitted to take class** until your balance is paid in full.
- ❖ Class tuition fees are non-refundable except in the case of prolonged illness or severe injury. In these cases, you must notify RDC prior to the absence if possible.

### SESSION COMMITMENT, DEADLINES & CANCELLATION FEES

- ❖ By enrolling in a class, we assume your student plans to continue the class for the entire dance year (Oct. 2023 – June 2024) and participate in both of our annual performances. You don't have to commit to taking a class the full year or do the performances, but you must decide and communicate with us prior to January 13, 2024!
  1. If you drop a class AFTER Thursday, January 13, 2024, you are responsible for 50% of your remaining monthly tuition costs through June 2024. For example, if you drop a class in March, you will owe 50% of your monthly tuition for April, May and June.
  2. 2024 Recital Commitment: You must confirm with RDC that your dancer WILL participate in the 2024 recital on June 1/2 OR that your dancer will NOT participate in the June recital on or before January 13, 2024.

### PERFORMANCES

- ❖ RDC has two performances per year. Every class participates.
  - RDC Winter Showcase (casual, work-in-progress show): **Sunday, December 17, 2023.**
  - RDC Annual Recitals (formal w/ costumes): **Saturday, June 1 & Sunday, June 2, 2024.** Mandatory dress rehearsals for all dancers will be the week of May 28-31, 2024.
- ❖ **Students are not required to participate in our June recitals. If you don't plan to participate, you must let us know by January 13, 2024.**

- ❖ It is imperative that all students participating in the recital on June 1 & 2 be in all class between March 4 and May 31. This is key preparation time for the recital and this will ensure they are prepared.
- ❖ Recital dances are similar to a team sport. Teachers and students work hard to learn individual steps, but they also learn group formations and do partner work. If you commit to the recital and then unforeseen circumstances make it impossible for you to continue with the class and/or participate in the recital, we'd prefer you let us know ASAP and prior to March 4, as a student who drops the class after this date will affect every student in the class.

### **RECITAL COSTUME DEPOSITS & FEES**

- ❖ All costumes and related fees are non-refundable.
- ❖ Costume deposits will automatically be added to your account on January 2, 2024.
- ❖ A \$70 per student, per class, recital costume deposit is due on or before Thursday, February 5, 2024. If your deposit is not paid by this date, we will not order a costume for your student.
- ❖ Any additional costs over the \$70 deposit, including sales tax, or any refunds due back for costumes less than the deposit will be posted to your accounts and due on or before April 13, 2024.
- ❖ If tights are requested by the teacher, RDC orders these with costumes for each student. Tights are an additional \$10 plus sales tax, per costume.

### **SAFETY & PICK-UP/DROP-OFF**

**NO STUDENT WILL BE ALLOWED OUTSIDE OF THE STUDIO UNLESS ACCOMPANIED BY AN ADULT.** All dancers must be accompanied by an adult when being dropped off before class and picked up after class. Your student **MUST** be picked up promptly after class. Additional fees may be added if your student is picked up late.

### **INFORMATIONAL NOTICES**

Throughout the school year, we will send updates via email. These emails provide important information about class schedule changes, special events, the recital and policy changes and are critical. Make sure to check your email and read thoroughly so you don't miss important information!

### **PERSONAL PROPERTY and CELL PHONES**

- ❖ **Rainier Dance Center is not responsible for any losses of personal property, clothing or valuables.** RDC has a lost and found box at studio A. Please reach out via email if your dancer has left something at RDC. Unclaimed items will be donated to charity at the end of the dance year.
- ❖ **Cell phones are NOT to be used during class.**

### **QUESTIONS/CONCERNS/FEEDBACK**

Please contact RDC if you have questions or concerns. We're always looking to improve, and we're open to any feedback you have.

**Rainier Dance Center – 9264 57<sup>th</sup> Ave. SW Seattle, WA 98118**  
206-721-3133

[www.rainierdancecenter.com](http://www.rainierdancecenter.com)

[info@rainierdancecenter.com](mailto:info@rainierdancecenter.com)