



# **Parent Handbook 2018-2019**

**Parent Handbook  
2018-2019 Dance Season**

**Heart of the Valley Dance Academy**

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Dear Heart of the Valley Dance Academy Families,

Welcome to the 2018-2019 dance season! We are looking forward to another fun year of dance and can't wait to get classes underway. We hope you join in our enthusiasm!

The purpose of this handbook is to provide basic information about our studio. It will enable you to have a readily available form with answers to those questions that most often come up during the dance year.

Please feel free to call us with any additional questions you may have, to share concerns or make suggestions for improvements.

Heart of the Valley Dance Academy Staff

**MEDICAL AUTHORIZATION, RISK NOTIFICATION, LIABILITY WAIVER AND PHOTOGRAPH POLICY**

In case of illness or injury and a parent cannot be reached, the staff of Heart of the Valley Dance Academy may authorize medical treatment for your child. You understand that because dance involves motion, there is a risk of injury. By registering for one of our programs you and your heirs hereby release Heart of the Valley Dance Academy, LLC, its employees, instructors, and owners from any liability for damages and/or injury or medical expenses which might occur as a result of your child's participation. Please inform Heart of the Valley Dance Academy if your child has problems/conditions that might compromise his/her safe involvement. Heart of the Valley Dance Academy, LLC may use photos of participants for promotional purposes. By registering for one of our programs, you have granted permission to use your child's photograph for promotional purposes unless otherwise noted. If you wish for your child's photo not to be used, please return a written letter to the front desk.

**Classes**

Heart of the Valley Dance Academy offers classes in the following styles:

Tap	Pointe
Jazz	Lyrical
Ballet	Hip Hop

**Absences**

If your child is unable to attend class please call the studio at 462-4479 prior to your child's class time. ***Regular class time will not be used to catch up students with excessive absences. Those students will be responsible for learning choreography. All choreography and formations will be based not only on effort but on attendance. Please be prompt for class – Instructors will not back track for students who are tardy.***

### **Dress Code**

Absolutely no jeans, dresses or “street clothes” are allowed in any dance class.

There is no color requirement for any clothing.

Ballet- Pointe – Pre-Pointe – Students are required to wear a leotard and tights. Ballet skirts or shorts may be worn along with the leotard and tights.

Lyrical – Students are required to wear leotard and tights. Ballet skirts or shorts may be worn along with the leotard and tights.

Tap- Any type of “dancewear” is appropriate. This includes leotards, tights, leggings, and shorts, t-shirts, tank tops and dance pants. *All pants worn during class must not touch or drag on the floor.*

Jazz and Hip Hop- Any type of “dancewear” is appropriate. This includes leotards, tights, leggings and shorts, t-shirts, tank tops and dance pants.

***The dress code is strictly enforced. The first time a student comes to class in clothing that does not follow the code for their dance medium they will receive a reminder warning letter. Any time after that warning, a child not wearing clothing that follows the dress code for their dance medium will be asked to not participate and only observe class.***

Long hair should be tied back away from the face. Hair longer than shoulder length should be in a bun so eyes are protected when turning.

**Leotards, tights, skirts, t-shirts and other dancewear are for sale at HOTV Dance Academy at various times during the year. Stop at the front desk for help.**

## **Shoes**

Each style of dance requires the correct footwear for comfort and performance. New shoes are always for sale at the studio. Stop by the front desk at any time during the year for help with shoes. Payment for shoes is due at the time the order is placed. All tap shoes (other than premium jazz taps) need to have buckles or elastic closures for the revue. No ties will be allowed on stage. We will also hold a new and used shoe sale at the studio prior to the start of classes. Shoes will be available for purchase at our studio on August 22, 23, and 24th during our Open House. Studio hours the week of Open House will be 4-8 p.m. Tuesday-Thursday. Anyone wishing to sell used shoes may drop them off Monday, August 21 from 6-7 p.m. Parents may drop off used shoes to be sold at this sale with \$3.00 of each sale going to Heart of the Valley Dance Academy. We strongly recommend putting your child's name in their shoes in case the shoes are misplaced or accidentally switched.

### **NEW SHOES:**

**Ballet** – canvas ballet in classic pink (a lightweight, breathable canvas with a suede leather sole and arch-enhancing fit.) HOTV Dance Academy Price \$22.00

**Lyrical** - Footundies in nude (slip on sole to cover ball of foot only for a bare-foot look)  
HOTV dance Academy Price \$22.00

**Tap** – several styles of tap shoes are available based on the age and level of the students. Shoe style is determined by HOTV Dance Academy staff.

\*Slip-on student tap in black (a simple buckle strap, flexible sole)  
HOTV Dance Academy Price \$20.00

\* U-shell tap in black (professional grade taps for quality sounds, durable buckle with elastic, non-slip rubber patch)  
HOTV Dance Academy Price \$26.00

\*Premium jazz tap in tan (suede leather sole, professional grade taps, non-slip rubber patch, premium leather upper, 1" heel)  
HOTV Dance Academy Price \$52.00

**Jazz** –stretch jazz boot in black (arch-hugging, spandex center panel for a beautiful arch and point, no laces, soft leather)  
HOTV Dance Academy Price \$35.00

**Hip Hop** – premium dance sneaker in black (leather and breathable mesh upper, shock absorbing padding for comfort)  
HOTV Dance Academy Price \$48.00

**Pointe**- Pointe shoes must be professionally sized to ensure fit. Pointe shoes are ordered through the Dance Store on College Ave. in Appleton.

### **Registration Fees**

A \$25 non refundable registration fee is required with enrollment for each child. Your child will not be entered into a class without payment of the registration fee. A letter will be emailed with confirmation of your child's enrollment upon complete registration.

### **Class Fees**

Yearly fees for all 30 minute classes are \$225.00.

Each additional class for the same student is \$210.00.

A discount will be applied to anyone paying class fees in full by September 30, 2018.

- 1st class w/ discount = \$215.00      - 2nd class w/ discount = \$200.00

All 45 minute classes are billed at \$290.

If paid in full by September 30 the fee is \$280.00.

**Students enrolling in the Pointe class are required to enroll in our technique class.**

Class fees can be paid in full to receive the discount, in three installments s which are due Sept. 15/ Nov. 15/ Feb. 15 or in monthly payments.

**DANCE STATEMENTS ARE NOT MAILED OUT BUT YOU CAN CHECK YOUR ACCOUNTS ONLINE USING THE LOG IN AND PASSWORD SENT IN SEPTEMBER AT:**  
<https://clients.dancestudiomanager.com/heart-of-the-valley-dance-academy/client/>

Parents are responsible for making payments on time. Please see the following tuition schedule for payment deadlines to avoid late fees. **All accounts must be paid in full prior to our annual recital** - Students will not be allowed to participate in the recital until all tuition and late fees are paid. **No refunds will be given for missed or cancelled classes, costumes or for withdrawing during the dance season.** Cash, checks and credit cards are accepted.

### **Tuition Payment Schedule:**

September 15..... First monthly payment due and first of 3 installments payment due

October 15..... Monthly payment due

October 21-25 .....Costume payments due

November 15.....Monthly payment due, second of 3 installment payments due

December 15.....Monthly payment due

January 15.....Monthly payment due

February 15.....Monthly payment due and third of 3 installments payment due

March 15.....Monthly payment due

April 15.....Monthly payment due

\*\*\*Fundraising opportunities are available for families looking to offset dance expenses.\*\*\*

### **Fundraising**

Fundraising opportunities are available monthly throughout the dance season. Any profits earned may be used towards class fees, costumes, shoes, tights, dance attire, tickets, etc. Fundraising opportunities are:

- Vande Walle's Candy Bars (\$15 profit per box)
- Kwik Trip Gas Cards (5% profits on cards sold)

Orders must be placed at the front desk by the first Monday of each month. Kwik Trip orders must be paid in full when order is placed. Candy bars must be paid in full when picked up. No cash refunds will be given for fundraising credit. No credit card payments are accepted for fundraisers- cash and checks only. Any fundraising payment made by check that is returned by the bank will result in the loss of fundraising opportunities.

### **Costumes**

"Costume Week" will be held the week of October 21-26 during regular class time. One parent must be present for each dancer. At this class, students will be measured and sized for their costumes; ***students will not be dancing***. Parents will have the opportunity to review costume sizes at that time and will sign off on their child's costume order sheet. We are generous in our measuring to allow for growth between November and April. Any costs to alter a costume will be the parent's responsibility. Please note that costumes are not sized like street clothes. We always recommend going up a size when in doubt. **Payment for costumes will be due the same evening.**

Costume prices for recital classes are as follows:

Child Size S-M	\$60.00	Adult Size S-L	\$70.00
Child Size L-XL	\$70.00	Adult Size XL	\$70.00
		Adult Size 2XL	\$80.00
		Add additional \$5 for each size larger than 2XL	

Competition families: please see your handbook for costume pricing for competitive classes

### **Late Fees**

Each and any payment received after the due date is subject to a \$25.00 late fee. This includes class fees in full, each installment payment and costume fees.

### **Returned Check Fees**

A \$35.00 charge will be applied to any check returned for NSF.

### **Student and Parent Conduct:**

All students and their parents are expected to conduct themselves in an orderly manner and with respect for our instructors, student teachers and all other students. If any student or parent acts in a manner that could jeopardize their safety or the safety of others, that student will be dismissed immediately.

### **Cancellations**

If the Kaukauna Area School District closes early or cancels due to inclement weather, classes at Heart of the Valley Dance Academy will also be cancelled. We will also notify all families through e-mail by 2:00, post on our Facebook page which scrolls on our website and send a text alert message. Please be sure your e-mail is current in our contact information to ensure you receive notice. Cancellations will also be made on the local radio station WIXX -101.1 FM and TV station WFRV. A message will also be played on our voice mail.

### **Parent Viewing**

Parents will be allowed in the dance room to watch the last 10 minutes of class the first full week of the month starting in November. No viewings will be held in January. Staff will allow more viewings if they feel it's necessary to keep parents up to date on the choreography.

### **Pictures**

Pictures are taken the week of March 4-7 by professional photographer Debbie Daanen. The purchase of pictures is optional and no money is due upfront. Orders are placed after viewing the photos online. We do ask all students to participate in the class photos which will be posted at the revue.

### **Food and Drinks**

We ask that all food and drink, except water, be kept in the waiting room area. Only water will be allowed in the dance rooms. Children will not be allowed to chew gum in class.

### **Practice Time**

Our staff works hard during class time to teach choreography and review dances, but practice outside of class is important. We encourage ten minutes of practice three times a week.

### **Newsletters**

Heart of the Valley Dance Academy will publish a monthly newsletter with information on upcoming events, reminders and other information. Families that have included an e-mail address will receive a newsletter via email. Copies of the newsletter will also be available at the front desk. Information will also be posted on our Facebook page and through text alert messages.



### **Recital Info**

HOTV Dance Academy holds an annual recital. Dates for the 2018-2019 dance recitals are Friday, May 3 and Saturday, May 4, 2018. The recital will be held at Kaukauna High School's Auditorium. Start time for both evening shows is 6:30 pm. Our Saturday afternoon show will begin at 1:00 pm. *Each class performs in two of the three recitals.*

*Please see the class schedule for which recitals your class performs in.*

Students will be required to be at the auditorium 20 minutes prior to show time. Anyone wishing to go back stage will be required to show a backstage pass that only parents/guardians of dance students will receive. There will be no video taping or flash photography during the show. Students will not be allowed in the auditorium to watch the show. Parents are asked to remain seated and only leave the auditorium in between numbers. We have a fast paced, professionally run recital. These rules will be enforced to maintain that level of performance.

Dress rehearsals will be held on Monday, April 29 and Tuesday, April 30. Each recital number will perform at one of these rehearsals. A rehearsal schedule will be available for parents in early April. Rehearsals will start at 4:30 and end at 8:00. Both rehearsals will also be open to parent to watch and take photos or video. More complete information on dress rehearsals and the recital will be available the first week of April.

### **Tickets for the Review**

Tickets for the recital will be sold online through TuTutix.com. Each family will receive an ordering code to purchase tickets for each show. Tickets will be limited based on the total number of families enrolled at the studio (approximately 5- 6 tickets per show). After a limited number of days, tickets sales will open and no codes will be needed. All tickets are reserved seating.

## **Heart of the Valley Dance Academy Competition Team**

Heart of the Valley Dance Academy's competition team is for dance students interested in dancing at a competitive level. It is open to students of all ages. Students in all forms of dance are invited to join. Dancers should be prepared for lots of hard work and practice and be committed to dancing at a competitive level.

Dancers must try- out to be placed on the competition team. There are additional fees involved and weekly 30 -45 minute classes beginning September and running through April. Competition classes will usually be held on Sunday afternoons or evenings. Competition enrollment is due in May of each year. Try- outs are held in May as well. Competitive dance students are required to take summer classes as well as take part in additional year long technique classes.

More information is available at the studio to those who are interested.

Parents with dancers participating in the competitive program should refer to the competition handbook for details on the program.

