

# Parent Handbook + Policies

2023-2024



# Instructors

## **Cheryl Ibarra**

## **Jodie Richie**

## **Brianna Downey**

Brianna Downey has been performing professionally since 2012. She was a principal dancer for modern acrobat/dance company, Galumphia from 2015-2018. Galumphia is a triumphant mix of art & entertainment, offering world-class, award winning choreography (Edinburgh Festival Critics' Choice Award, Moers International Comedy Arts Prize). Brianna also spent 5 football seasons (2012 - 2016) working as a professional cheerleader for the Gotham City Cheerleaders, the only pro-cheer team to support the NY Giants. She has performed & taught dance internationally in Mumbai, India - where she performed daily on a live television show by SONY Television for 2.5 months; Tokyo, Japan - where she lead an NFL Pro-Cheer Workshop in conjunction with World Sports Communications; and Bolzano, Italy - where she performed with Galumphia in the European Cabaret Competition 'Niederstätter surPrize 2016'. Brianna has appeared as an extra in numerous television shows including Saturday Night Live, Last Week Tonight w/ John Oliver, The Steve Harvey Show, and more. She thanks Ann Szymaniak & the staff at The Dance Connection in Binghamton, NY for her foundational training.

## **Megan Woods:**

Miss Meg is a Junction City native and danced at Clarabel's Dance Citadel from 2002-2009. In high school, she danced as a J-Stepper for JCHS from 2004-2009. Throughout college, Miss Meg danced on the spirit squad at Southwest Baptist University for a year. Megan's daughters, Emmalynn and Hollyn, also dance at Clarabel's! During the day, Miss Meg is a speech language pathologist for USD 475.

## **Kate Grier**

Kate's journey with dance actually began in a pre-k gymnastics class when she was 4. Kate was always the one dancing around, not fully paying attention. Her coach approached Kate's mom and explained that while she had the grace for gymnastics she didn't quite have the flexibility or focus, so the coach suggested that dance might be a better outlet. Her mom put her in dance the following quarter and that was that. Kate fell in love and has been dancing ever since! Growing up a military kid allowed Kate to train under a variety of different instructors and dance disciplines. Dancing competitively allowed her to take intensives with many professional

choreographers as well. Kate's teaching journey started in high school, assisting her studio owner with various pre-k and beginner level classes. She's attained over 16 years of teaching experience and has taught all over the midwest, both as a recreational instructor and a competitive coach. Kate specializes in Lyrical/Contemporary, Tap, Jazz, and dance based conditioning. She also has training in ballet and modern. She loves sharing her passion for dance with her students through exploring rhythms and the way our bodies work through certain movements. Kate is also passionate about injury prevention and enjoys helping dancers under the "why" behind proper placement and correct technique - she loves to call it her "anatomy brain"! Kate would love to thank Bad Kreuznach Youth Services (Bad Kreuznach Germany), The Dance Company (Madison AL), Vicki Smith's Dance Studio (Orangeburg SC), Cody School For The Performing Arts (Cody WY), Charisma School of Dance (Lakewood WA), Bates and Washington Dance Studios (Manhattan KS), and Kansas State University for her dance training! She also fully believes in continuing education and loves to take classes at conventions/intensives and through online teacher training as well. Kate's daughter is also a student at Clarabel's. When Kate is not in the studio you can find her enjoying stay at mom life, her family's latest homeschooling adventures, baking, traveling or online shopping. As an alumni and an avid college football fan you'll also often spot her and her husband in the stands at a Kstate football game or the occasional basketball game.

## **Aaliyah Nance**

Aaliyah has been dancing for 14 years and competing for 8. She has a strong background in ballet, jazz, contemporary/lyrical, musical theater, and hip hop. She has competed in at least 6 different states and has always placed in the Top 10. Aaliyah is also a 3-time Title Winner! She would like to thank Suzie McGraw School of Dance and Amy's School of Dance for her previous training. Aaliyah is eager to share her passion for the art of dance with the Clarabel's kids, as well as begin her teaching journey. She has plans of attending K-State to obtain her business degree after graduation in order to open up her own dance studio someday.

# Important Dates

## **Registration/Open House:**

August 3, 2023 5:00 - 7:00 pm

August 5, 2023 10:00 am - 12:00 pm

**Classes start:** August 14<sup>th</sup>, 2023

**No classes:** September 4 (Labor Day)

November 19-25 (Thanksgiving Break)

December 22-January 6 (Christmas)

March 10-16 (Spring Break)

## **Competitions:**

*Prestige Dance*

March 8-10, 2024

Topeka, KS

- solos/duos/trios/small groups only

*Hall of Fame*

April 19-20, 2024

Kansas City, Missouri

- all competition groups

**Competition dress rehearsal:** April 7

**Picture Day:** April 6

**Last Day of Class:** May 23

**Recital dress rehearsal:** May 24

**Recital:** May 25

When registering for dance classes, weekly attendance is expected for all students. Please do your best to make your dance class your priority for that day/time.

## Tuition/Charges

**TUITION:** All dancers will be enrolled in automatic withdrawal monthly payments through The Studio Director parent portal found on our website. We also use this to post any additional fees, such as costumes and recital fees.

**Tuition is paid in monthly installments and is a payment schedule based on dancers receiving 33 weeks of classes throughout the 35 week school year.**

**Groups:** \$40/month - 30 minute class

**Solos:** \$75/month - 30 minute class

**Duets/Trios:** \$50/month (per dancer) - 30 minute class

**Technique/Production:** \$45/month - 45 minute class

**TUITION IS DUE ON THE 1<sup>ST</sup> OF THE MONTH.**

A \$10 LATE FEE WILL BE APPLIED TO ALL ACCOUNTS NOT PAID BY THE 10<sup>TH</sup>.

**Please Note:** If your tuition is more than 3 full months past due, your dancer will not be able to continue participating in classes.

If you cannot enroll in auto withdrawal, payments may be made via cash or check (made payable to Clarabels). Please keep in mind there will be a \$30 returned check fee.

In the event that your child is no longer loving dance, they will not be obligated to continue. However, we do ask that as a courtesy to the studio, you contact us to let us know and unenroll yourself from The Studio Director parent portal.

**All tuition payments are non-refundable.**

**COSTUMES:** \$80 base charge per dancer, per dance

\*Once costumes are ordered and exact prices are known, the remaining balance will then be applied to your account.

**All students will have the first costume base charge of \$80 applied to their accounts, to be *due September 15th.***

**Dancers in more than one class (with more than one costume) will have a second costume base charge of \$80 applied to their accounts, to be *due October 15th.***

**All dancers will then see a Costume Remaining Balance applied to their accounts, to be due November 15th.**

The remaining balance will reflect the balance for each dancer's specific costume ordered.

- For example: Sally's costume may cost \$91 while Judy's costume costs \$84. Sally is charged \$11 on November 15th and Judy is charged \$4.
- Dancers enrolled in more than two classes should expect/budget for a larger Remaining Balance charge to be applied.
- In the event that a costume chosen for a class ends up costing less than \$80, a credit of the difference will be applied to the dancer's account toward tuition.

Costumes will be ordered at the end of November/beginning of December.

Once the studio has ordered your costume, your costume payment becomes non-refundable. Any dancers who quit dance/move after costumes have been ordered are still expected to purchase their costume.

**RECITAL FEES:** \$35 per student or \$50 for families, due by May 10th.

## **Class Placement**

While age is one used guideline for placement in some dance classes, for many classes placement is based on the dancer's level of proper technique, maturity, and ability to apply corrections. We may choose to enroll students in a class that's age range is above or below the child's age in an effort to make sure each student in a class has the ability to gain the most training by the end of each season. We want our dancers to be

successful and to improve. Our ultimate goal is to have dancers with superb technique, excellent musicality, proper alignment, flexibility, the ability to absorb & apply choreography quickly, and high performance qualities. These goals take time, and building a strong foundation and strong technique can only be done through much repetition. Years and years of good, quality dance education.

Our staff regularly discusses student's progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Everyone learns and progresses at different times and at a different pace. Please remind your dancer that a person can ALWAYS learn new things, at the lowest level or the most advanced level.

Placement decisions are derived from many years of teaching experience. Placement is highly individual and the factors that go into the decision are complex.

Please know that we care very deeply for our dancers. We want to see them improve and be the best dancers and people that they can be. We teach them how to dance but we also teach them the value of discipline and integrity. This will help them to grow as dancers and hopefully will be carried into their adult lives. Trust us in their class placement. Help us to remind them that advancement must be earned through hard work and happens at different times for different people.

**SOLOS, DUETS, & TRIOS** are reserved for competitive students & are invitation only. All group numbers will take precedence over solos and duo/trios. If absences, behavior, and/or financial issues in group classes become a problem, the student(s) will not be eligible to do a solo/duet/trio at competition and recital.

Many factors go into awarding students with a solo, duet, or trio such as, but not limited to instructor's schedule availability, the skill level of the dancer(s) and the comparable technical level within a proposed duo or trio.

Solo/Duo/Trio dancers must be in at least one group choreography class.

Soloists are required to take at least one technique or leaps & turns class.

In rare cases, exceptions may be made for specific situations, or recreational dancers may end up with a duet or trio due to lack of enrollment for a specific class. The studio & staff hold this right to honor those classes while maintaining the set rules surrounding solos, duets & trios.

# Fundraising

There will be multiple opportunities for fundraising events to help recoup costs for competitions and costumes. Your dancer must be involved in the fundraising event for funds to be applied to their account.

## **August:** Sponsor My Day Calendar

\*all students\*

- calendars may be picked up at registration or at the front desk
- an image of the calendar will be emailed out to all returning students shortly following registration for social media use

## **September:** Clarabel's Garage Sale

\*competition students\*

## **October:** Face painting at JCHS Football Game

\*competition students\*

You are also welcome to/encouraged to host your own fundraising events (Ex: lemonade stands, selling jewelry, etc.)

# Cancellation

Monthly tuition is based on 33 weeks of classes. Instructors have the right to cancel one class without a makeup session due to illness, family events, etc. The studio will make every effort to find a substitute teacher, if possible, so classes do not need to be canceled. All cancellations will be relayed through email and Facebook/Instagram post.

There is no tuition reimbursement for dancers missing classes or being gone for a certain amount of time. If a dancer drops a class or moves, the remaining month will be billed despite absence. It is the responsibility of the parent to drop enrollment from The Studio Director website.



We have made sure that our scheduled holiday closings do not affect dancers receiving a minimum of 33 weeks of classes. Make-up classes will not be required for classes that must be canceled due to inclement weather.

Please note for solo lessons - if your dancer cancels, the teacher MAY offer a make-up class, but is not required to.

## Dress Code

Please come dressed to dance your heart out! Tight fitting clothes allows instructors to see body positioning to ensure safety and proper posture/technique. Those wearing unacceptable attire will be given one reminder. Subsequent instances of not wearing acceptable attire will result in the student being asked to sit out and watch class that day. All dancers must wear the appropriate shoes for each class (ex: tap shoes, ballet slippers, jazz shoes, turning shoes)

- Acceptable attire: leotards, skirts, shorts, leggings, tank tops, crop tops, tight fitting long sleeve shirts
- Unacceptable attire: jeans, street clothes, pajama pants

Please make sure your dancer has their hair **UP** for classes.

## Communication

We will post important information in our Facebook parents chat group and send emails as well. If you have any questions, please send a Facebook message, email, or text message.

The facebook group can be found here:

<https://www.facebook.com/groups/clarabelsparentchat/>

# **Photography**

Throughout the dance season, many photos will be taken at the studio and at various events (recitals, christmas parade, etc) of dancers. Upon signing our policies agreement, you give permission for us to use the photos on our studio website and Facebook/Instagram page. You also agree that you are not entitled to payment/royalties for these photos.

# **The Studio Director**

This website will allow you to enroll in classes, see your class schedule, as well as pay tuition fees and extra charges. We also use this to organize information, send emails, and other office tasks. Enrollment into the automatic tuition payment will be required for all dancers.

# Code of Conduct

All teachers, students, and caregivers will be required to uphold Clarabel's Code of Conduct. Our goal is to cultivate a safe space where we LOVE dance.

- In the rare case of a parent or student showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately, and dismissal may be considered at the discretion of the studio owner. Physical, mental, emotional, or cyberbullying by parents, staff or students will not be tolerated and may result in dismissal from the studio
- We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.
- Choreography, costuming, and studio policies remain the intellectual property of Clarabel's Dance Citadel and may not be reproduced or sold by any students, parents, or staff without permission of the Owner. Please refrain from posting whole videos of dances on Facebook.
- Adults and siblings must remain in the waiting area during class. Parents can observe class during designated observation events only. All dancers must remain in the waiting area until the instructor calls for class to start. Please do not walk through classes or wait behind the desk.

I, \_\_\_\_\_, have read the parent handbook 2023-2024 and the Clarabel's Code of Conduct. I agree to abide by the parent handbook to include tuition charges, dress code, and the Code of Conduct and understand that failure to uphold this may result in my or my student's removal from class.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student(s) names