

## **CLASS DESCRIPTION, ATTIRE ETIQUETTE, POLICIES AND CODE OF CONDUCT**

### **CLASS DESCRIPTION & ATTIRE**

***Parent/Caregiver & Me*** (2-3.5 yo) – Helps to strengthen the physical and emotional bond between parent or caregiver and child through fun music and movement. Prepares young students for a more independent learning environment. Students learn beginning concepts of music, with emphasis on creative movement as well as introducing ballet (or Jazz & Hip Hop) at it's most foundational level appropriate for this age group. In addition, students are taken through a careful syllabus of basic dance terminology and steps starting simply and progressing throughout the season. Positive self-image is emphasized with all ages. Intro to dance and ballet terms, body parts with movement exploration that includes special awareness, energy, speed, balance and other elements of movement. Positive self-image is emphasized with all ages. Attire for Girls: All white skirted leotard, white tights and white ballet slippers. Boys wear solid black shorts or athletic slim pants, Solid White T, Black ballet shoes (no laces), black thin socks. If school or pod environment, comfortable clothing and socks optional– clean sneakers used for class only also ok.

***Creative Movement / Pre-Ballet*** - Is designed to help young students explore and expand large motor movements (Ages 3 ½ -5). Students learn beginning concepts of music, with emphasis on creative movement and imagination as well as introducing ballet at it's most foundational level appropriate for this age group. In addition, students are taken through a careful syllabus of ballet terminology and steps starting simply and progressing throughout the season. Positive self-image is emphasized with all ages. Attire for Girls - Light Pink skirted (attached skirt) leotard, pink footed tights and pink full sole ballet slippers (no laces). Pink wrap ballet sweater is optional. Hair preferred in the best possible bun or in any neat style away from face and neck ok at this age. Attire for Boys - Solid black

athletic pants, Solid White T shirt, Black ballet shoe (no laces), black thin socks.

***Creative Movement / Kidz Bop*** - Is designed to help young students explore and expand large motor movements (Ages 3 ½ -5). Students learn beginning concepts of music, with emphasis on creative movement and imagination as well as introducing Jazz and Hip Hop at it's most foundational level and appropriate for this age group. In addition, students are taken through a careful syllabus of terminology and steps starting simply and progressing throughout the season. Positive self-image is emphasized with all ages. *Attire for Girls and boys* – any comfortable clothing and sneakers only used for this dance class.



***Classical Ballet*** – Classes for ages 5+ take the students through a careful syllabus of formalized lessons, introducing steps with grace and precision and use of gestures and flowing stage patterns. We begin with ballet barre, across the floor and combinations that progress and appropriate to level. Proper body alignment and technique are emphasized. A strong ballet foundation is helpful for all dance idioms. It provides solid technique and development of grace.

### **GIRLS BALLETT ATTIRE**

***Toddler (2yo) Caregiver & Me – White Skirted Leotard (attached skirt)***



***Creative Pre-Ballet*** - Light Pink skirted leotard (attached skirt)



***Level I*** - Light blue skirted leotard (attached skirt)



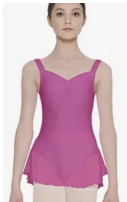
***Level IIA*** Lavender/Lilac leotard & matching **pull on skirt**



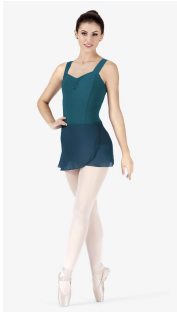
***Level IIB*** Dark Purple leotard & matching pull-on skirt



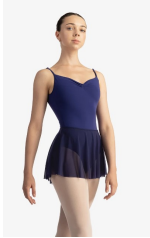
***Level IIC*** Magenta/Fuchsia leotard & matching pull on skirt



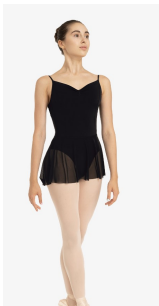
**Level III A** Teal leotard & matching pull-on skirt.



**Level III B** Navy Blue leotard & matching pull-on ballet skirt.



**Level III C** Black leotard & black pull-on ballet skirt.



**Legs & Feet: All levels** wear pink tights and ballet slippers (levels II+ wear split sole ballet slippers). Laces should not be visible.

Youngest preschool dancers have full sole and *no laces* , others can tuck laces. By age 7 students should wear split sole ballet shoes. Students begin pointe only by invitation from the Director following thorough readiness evaluation. There is no specific age or time for starting pointe. In determining pointe readiness, each student is evaluated by her length of study, weekly attendance, muscular strength, and anatomical makeup of the foot. First Pointe shoe

fittings should include the Director. Studying en pointe does not guarantee performance en pointe. There is careful consideration to the dancer's safety and thus this is never rushed.

**Skirts** - Pull on short skirts may be worn following barre level II+ (preschoolers can wear leotards with attached skirts).

**Optional Warm Up Sweater** - ballet wrap sweater matching leotard Color is preferred, otherwise pink or black ballet sweater may be worn.

**Hair** - Hair for ballet is always in a neat, tidy and secure high bun. YouTube has many tutorials how-to. Here are a few that I like:

**Long Hair:**

<https://www.youtube.com/watch?v=Ae3Ks-fl3e4>

**Short Hair:**

<https://www.youtube.com/watch?v=8cBBmJy16fl&t=331s>

For more hair types, search YouTube how to make ballet bun

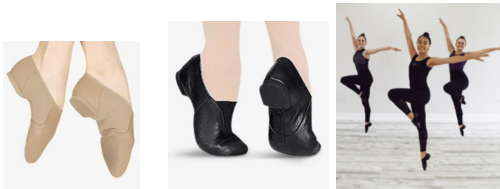
**Jewelry** – None – only earring studs ok

### **BOYS BALLETT ATTIRE**

Solid black dance pants or shorts, Solid White T shirt, Black ballet shoe (no visible laces), white thin socks.



**Jazz Dance, Hip Hop, Broadway, Musical Theater & Acro Jazz** - These classes will begin with warm-up exercises, isolation and stretches followed by movements across the floor and combinations to exciting, interesting and up-beat music. Hip Hop and Broadway dance incorporates the latest in dance styles along with traditional Broadway. Each section is broken down for easy learning. Attire for Jazz & Musical Theater: Black jazz pants or dance shorts with solid black camisole or tank top. Dance Works T-Shirt is optional. No graphic T-Shirts. Speak with the Director for specific shoes (may be black and white sneakers for Hip Hop, black or nude split sole jazz shoe, character shoe or socks for musical theater). Attire for all Hip hop class is street attire as desired. However, if class is blended with Jazz, you must wear Jazz attire. Acro Jazz Attire: Any solid color dance shorts or leggings and solid color top (spaghetti strap, tank, crop or T...nothing baggy) or solid color unitard. ½ class is done barefoot and the other ½ with tan split sole jazz shoes.



**Tap Dance** – Tap class is designed to develop rhythm, style, sound and control. Students will learn a variety of styles from Broadway to Rhythm tap. Solid color or Dance Works T shirt or tank top with solid color jazz pants, jazz shorts or leggings. No baggy clothing. Tap shoes (no laces for preschoolers please). Hair neatly away from face and neck in a ponytail. Classes in combo with ballet follow ballet attire and just include black tap shoes (no laces)

**Modern/Contemporary Lyrical Dance** - Classes combine natural lyricism with imaginative use of rhythm. Several modern/contemporary and lyrical techniques and styles are taught. Emphasis placed on proper technique, body alignment, the dancer's relationship with space and the use of breath and imagery in understanding movement. Center floor body warm up is used then across the floor and center combinations. Class is taken

barefoot. Any color leggings or dance shorts with solid T/tank/cami or Dance Works T shirt. Solid unitard an option. Hair secured away from face and neck.



***Combination Classes*** - Offer dance students the ability to experience a few different types of dance within each class. Children particularly prefer the opportunity to explore several genres of dance rather than just one. The goal here is to expose children to multiple dance style and to offer as much joy of dance as possible.

***Adult Dance Classes Offered – Ballet, Jazz, Hip Hop, Modern, Contemporary***

***Fitness*** – Combines jazz, Hip Hop dance and Zumba-inspired movement with cardio fitness followed by Pilates-inspired isometrics and focused on core and booty. We then stretch with traditional dance and yoga-inspired flexibility enhancing stretches and finish with a nice relaxation stretch and breath exercise. You will leave this class having completed an overall body rejuvenation and workout!

***Zumba*** – A fun party-like aerobics fitness class featuring American and Latin-based dance cardio fitness. Aerobic dance shoes, cross trainers or supportive sneakers are highly recommended.

***Zumba Gold*** – lower-intensity Zumba class for the active older adult, unconditioned individual or for those returning to conditioning from time away.

**Chair Fitness Classes** – Combines Zumba or Dance cardio fitness seated in a chair

***More on attire policies:***

- No baggy clothing, no denim, Khakis, or jeggings, No shorts with inseam of 4" or less. Proper undergarments should not be visible. No graphic t-shirts/clothing (except Dance Works attire).
- Hair long and short must be pulled away from face and neck. A neat, secure bun must be worn for all ballet classes and a secure ponytail suggested for other styles.
- Proper shoes are required for each style. Barefoot is appropriate for modern, contemporary, lyrical and a portion of Acro Jazz dance classes.
- Note dance shoes often run in different sizing from street shoe sizes. Suggest in person fitting when possible.
- No bangle bracelets, watches, hanging earrings and necklaces.
- **Some suggestions to purchase attire:**
  - o Repertoire Dance Shop 65 Garth Rd Scarsdale, NY  
914-722-2440
  - o Beam & Barre 241 E. Putnum Ave. Cos Cob, CT  
06807 203-622-0591
  - o Dance Works Apparel & Accessories Boutique -  
TShirts, Sweat Shirts, Jackets embroidered with name  
and other studio attire and accessories  
<https://danceworksteam.itemorder.com/sale>



## DANCE CLASS ETIQUETTE

Everyone wants a positive and safe learning environment and to excel, dance and have fun!

Here are simple rules to help you bloom into your full potential!

1. **Be courteous and respectful of** your teachers, peers and the studio. (Bullying, forming cliques, and being disrespectful is not tolerated at Dance Works). We are a safe, family-like community and watch out for one another.
2. **Be prepared for class:** Dress for success with proper attire and hair secured away from face and neck. No jewelry (except earring studs are ok). Students should arrive early to use the restroom and get settled in. Remember everything you need for class prior to heading into the studio.
3. **Before the teacher begins class**, dancers should be physically and mentally preparing themselves for class (stretching, working on skills or rehearsing if it's close to performance time).
4. **Pay attention, be quiet and listen while your dance teacher is giving instructions and corrections.** *That means listen carefully and no talking when your teacher is talking.*
5. **No talking during class**, unless the teacher has asked you a question or is looking for a response. While waiting in line to dance across the floor this is a good time to be mentally preparing your task.
6. **Don't be afraid to ask questions.** Your dance teachers are there to help you become a better dancer! Be sure to ask for clarification when necessary.

**7.Demonstrate good spatial awareness.** Be aware of your body in space as you are moving through the choreography. This includes giving the instructor space and not crowding other students.

**8.Attendance:** Attendance is important as each class follows a careful syllabus of progressions to achieve milestones, new levels and accomplishments. **Always arrive on time, recommend 5-10 minutes before class begins.** If you can't avoid being late (on rare occasion), make eye contact with the teacher prior to entering class and wait for their permission to enter. When possible, notify us beforehand if you will be late. **If a student is injured** , they should come to class to watch. There is much to learn by observation.

**9.Try your best.** Give 100% always. If you realize you are in a dance class that's above or beneath your skill level, never walk out of a class or sit down in frustration! Hang in there and try your best then discuss it with your teacher after class. No one will fault you for that. Practice makes PROGRESS!

**10.The use of cell phones and iPads are strictly prohibited.**

Occasionally, at the very end of class your teacher may allow a recording of choreography intended to be used only to help you learn and remember the choreography. It is not meant to be shared with others.

**11. Final show of being courteous and respectful:** At the end of class, applaud and thank the instructor. Show them your appreciation for the planning, preparation and help that went into the class.

## **DANCE WORKS POLICIES**

### **DISCOUNT POLICY**

If you are registering for two or more classes and/or have siblings, please speak with Director for discount. If you refer a new student, they should include your name on their registration form and you will receive a referral discount/credit.

### **PAYMENT POLICY**

A full non-refundable payment is expected at the time of registration. We accept Zelle, Venmo, PayPal, checks (payable to *Dance Works* ), or cash. If PayPal or Venmo is used, you must add an additional 3.5% for associated fees. Registration is not complete until registration form and tuition/Registration fee are received. Students may not take class if payment is not made. Tuition is non-transferable. There will be a \$35 charge for any bounced checks. Private lessons must be paid in full at the time of booking and must be cancelled a minimum of 24 hours prior to lesson.

### **REFUND POLICY**

No refunds or credits will be given without a medical excuse/physician's note. All refund requests must be in writing along with physician's note sent to [info@danceworks.us](mailto:info@danceworks.us). All purchases are final and non-refundable. If Dance Works cancels a class due to low enrollment you will receive a refund.

### **CLASS PLACEMENT AND ETIQUETTE POLICIES**

Faculty reserves the right to place students in classes which are age appropriate and reflective of technical ability and level of maturity. A placement class may be required depending on the class level. Please

Speak with the Director to schedule an evaluation or email [info@danceworks.us](mailto:info@danceworks.us)

## **OTHER IMPORTANT POLICIES**

- Schedule is subject to change based on enrollment.
- Remember to respect your teachers, peers and the studio. Bullying, forming cliques, and being disrespectful is not tolerated at Dance Works. We are a safe, family-like community. No social talking during class and corrections. Be prepared to begin class on time. Those who have repeated issues, may be asked to leave without a refund. Discuss any concerns with the Director.
- Dance Works reserves the right to suspend or dismiss any student whose conduct and/or attitude is found to be unsatisfactory.
- Cell Phones and food must be left outside of the studio. Water break will be provided. If you are taking multiple classes a day, remember to hydrate and healthy snack in between classes.
- Please use the restroom *before* classes to avoid interruptions.
- Dress respectfully, in proper dance attire, as communicated.
- Students not on the roster for a specific group class should not be present during that class even if just observing, unless permission was granted by studio director.
- Use of vulgar language and jokes is prohibited.
- Bringing Alcoholic beverages to the studio is prohibited
- No physical intimidation or injury, verbal harassment, theft, destruction of studio, property or the property of others, verbal abuse, lewd, vulgar conduct, profanity, sexual harassment or coercion, firearms or weapons of any kind, self-destructive behavior, willful destruction or misuse of Dance Works or other person's property, use of the internet or improper use of wireless devices.
- No staff is allowed to have any communication with students/families by email, text, Twitter, Facebook, etc, unless

permission is given by studio director and it is a studio related matter.

- Being in the studio without permission from the studio director is not allowed.

*Please note these are only examples of common-sense rules, which experience has shown to be both necessary and most effective in maintaining sound working and teacher-student relationships. They are only typical of cases, which can result in disciplinary action ranging from verbal warning to discharge and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed.*

## **WHAT ARE THE CONSEQUENCES?**

***Disciplinary Action will take place if student/families behave disrespectfully or dismissive of dance class etiquette and policies. Terms and conditions as stated on registration form and etiquette and policies stated on this website are in place to keep our learning environment positive and safe for all.***

**DISCIPLINARY ACTION:** If student fails to comply with any of the terms and conditions of the registration form and/or etiquette and policies as stated in our website, or engages in behavior deemed inappropriate or disrespectful by the teachers, Dance Works Director reserves the right to take disciplinary action, with consequences up to and including removal of student/family from our studio. ALL disciplinary actions will be assigned based on severity, and offences but may follow this path:

- First offense, one verbal warning
- Second offense, a message to the parent
- Third offense, a parent/director conference
- Fourth offense, probation
- Fifth offense, removal from studio without reimbursement

**NOTE:** Director's discretion to act without probation or warning.

## **CLOSURES & INCLEMENT WEATHER**

Holiday and other planned closures are included in our studio calendar on our website. In case of inclement weather, classes may be cancelled or held via Zoom due to poor road conditions (snow, ice, etc.). Decisions on closures of classes are made 1-2 hours before classes start, so please check our Instagram for class cancellations at [WendysDanceWorks](#). There are no tuition credits given for poor travel conditions or closures. Any classes missed due to weather related closings with no Zoom substitute may be made up with another class in the same session as with any other absence. We generally follow public school and local municipality recreation department closures.

## **PHOTOS/VIDEOS**

Dance Works reserves the right to use the student's name (or fictional name), photo, portrait, picture or video in all forms and media for advertising, trade or other lawful purposes.

## **DROP OFF AND PICK-UP POLICIES**

Please drop off dancers no more than 10-min before class start time. If dancers are 8 & under, they must be accompanied by an adult before class starts. Dancers in 6<sup>th</sup> Grade and older may arrive up to 15 minutes before class begins. Dancers must be picked up on time. If you will be coming late for pick up, please call or text to let us know. Classes ending after dusk will be required to have parent, guardian or authorized pick up person present or visible from the door at end of class unless dancers are old enough to drive home.

## **E-MAIL**

We send important emails to update our dancers, parents and families about performances and other important matters. Please make sure you add [info@danceworks.us](mailto:info@danceworks.us) to your contact list so emails do not get

redirected to your spam folder. Contact us if you are not receiving emails from us or if you have a change of email address.

***\*\*\*Please notify Dance Works of any medical, allergy or developmental issues and sensitivities your child may have so we can properly work with them\*\*\****

## **No Discrimination Policy**

Dance Works treats all equally without regard to or because of race, religion, sex, ancestry, national origin, or body type. We expect our students and families to treat one another with this same respect.

## **Privacy Policy**

The privacy of your personal information is very important to Dance Works. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information.

This policy explains our information practices and the way that Dance Works collects and uses your information. This Privacy Policy covers the information you provide to us offline and at our Dance Works website.

## **HOW DOES DANCE WORKS COLLECT AND USE MY INFORMATION?**

When you register for classes at Dance Works, we collect contact information such as names, addresses, phone numbers, emergency contacts, e-mail address and student information such as student names, birthdays, medical conditions, your comments, etc. The information is required and needed to manage studio business and will not be used or sold for any other purpose, except as described below. Much of the information helps us better understand our customers and is used only as needed for studio business. This information will not be used or sold for any other purposes, except as described below.

## **WHO HAS ACCESS TO MY INFORMATION?**

When you register, Dance Works office personnel have access to your personal information only to manage the studio business.

Dance Works will access your personal information and/or share it with third parties only for the following purposes: (i) as needed for studio business; (ii) if required to do so by law or to comply with legal process; or (iii) to protect the rights, property, or personal safety of the public.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office.

## **Disclaimer**

Dance education requires “hands-on” instruction, as well as verbal instruction. Instructors will regularly correct students by touching their arms, legs, feet, hips, back and head or dance in close position. Instructors will also verbally correct students during class. If a student or parent feels uncomfortable with this, they should communicate this immediately and directly with the teacher and studio director.

**Registration Form:** One registration form must be completed for each participant (for each dance season August-July). Non-refundable payment must be made in full at time of registration. If student does not participate after payment is made, whether voluntary or involuntary, no funds paid will be refunded. If student is injured they should plan to observe/learn. If student will be absent parent must notify director. If student misses class due to fever/illness, make-up class may be made at another day/time/location, space permitting. Schedule is subject to change based on enrollment, weather and/or other emergencies and may cause the need to hold class via an alternate day/time/location or via Zoom.