

# **CLASS DESCRIPTION, ATTIRE, ETIQUETTE & POLICIES**

## **CLASS DESCRIPTION & ATTIRE**

***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 some intro dance movements. 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. Pink skirted (attached skirt) leotard, pink tights and pink ballet slippers (no laces). Wrap pink ballet sweater optional. Hair in any style away from face and neck.

***Parent/Caregiver & Me*** –Help to strengthen the physical and emotional bond between parent or caregiver and child through fun music and movement. Helps to prepare young students for a more independent learning environment. Comfortable clothing and socks – sneakers if outdoors.

***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. ***Level I*** students wear lilac skirted (attached skirt) leotard ***Level II*** wears Dark Purple leotard & matching pull-on ballet skirt, ***Level III*** black leotard & pull-on ballet skirt. All levels wear pink tights and ballet slippers (levels II and III wears split sole ballet slippers). Pull on skirts may be worn following barre. Warm-up wrap sweater may be worn. Hair in a neat, tidy and secure bun.

***Jazz Dance, Hip Hop and Broadway Musical Theater*** - 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 color black camisole or tank top. Dance Woks T-Shirt is optional. No graphic T-Shirts.

Speak with instructor for specific shoes (may be black and white sneakers for Hip Hop, black split sole jazz boot for Jazz and/or Nude split sole jazz boot, 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 must wear Jazz attire.

**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 in a ponytail.

**Modern/Contemporary Dance** - These classes combine a natural lyricism with the imaginative use of rhythm. A variety of modern dance techniques are developed. Emphasis placed on proper technique, body alignment, the dancer's relationship with space and the use of breath and imagery in understanding movement. A center floor body warm up is used followed by across the floor and center movement combinations. Bare feet or Foot Undeez may be worn. Any color leggings or dance shorts with solid T/tank/cami/Dance Works T shirt or unitard. 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 Fitness** – Combines jazz dance and Zumba cardio fitness followed by isometrics that are Pilates-inspired and focused on core and booty. We then do dance and yoga-inspired stretches and finish with a nice relaxation exercise. You will leave this class having completed an overall body workout and rejuvenation!

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

**More on attire:**

- 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 for Dance Works attire).
- Hair long and short must be pulled away from face. A neat, secure bun must be worn for ballet and a secure ponytail for other styles.
- Proper shoes are required for each style. Bare feet are used for Modern dance.
- No bangle bracelets, watches, hanging earrings and necklaces.
- You may purchase attire from (note dance shoes often run different from street shoe sizes):
  - o Receive my teacher discount at Discount Dance Supply (select class type in drop down under photo): <https://www.discountdance.com/search/teacherid:127830?ListID=159491>
  - 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 Amazon
  - o Dance Works TShirts, Sweat Shirts, Jackets embroidered with name and other studio attire and accessories

## **DANCE CLASS ETIQUETTE**

**Everyone wants to excel, dance and have fun!  
Here are 12 simple rules of dance class  
etiquette to help you bloom into your full  
potential!**

1. **Be courteous and respectful** of your teachers, your 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. **Always arrive on time.** If you can't avoid being late, make eye contact with the teacher prior to entering class and wait for their permission to enter. When possible, notify your instructor if you will be late or absent. After class, be sure to apologize for your late arrival.
3. **Be prepared for class:** Dress for success with proper attire, footwear & hair. No jewelry (except earring studs). Avoid ins and outs. Students should arrive early to use the restroom or do it at the very beginning of class. Remember everything you need for class prior to heading into the studio. Unless it's an emergency, which can happen, avoid disrupting class to use the restroom. Dancers going in and out can be distracting to your peers, as well as for the instructor. You may also miss something important if you are not in class.
4. **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).
5. **Pay attention, be quiet and listen while your dance teacher is giving instructions and corrections.** *That means no talking when your teacher is talking.* Try to listen and answer for yourself, before interrupting class with a question that has already been asked and answered. No social talking during class, during corrections, even if they are meant for someone else. You can always learn, reinforce what you know or self-correct. There is no talking while waiting in line to dance across the floor when you should be mentally preparing for the 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. Ask questions by raising your hand and waiting for the teacher to call on you. This will help when you are confused to improve and progress as a dancer.
7. **Stand like a dancer always.** You should always present yourself with good posture and show that that you are ready to learn. Dancers shouldn't sit down in class (unless instructed to do so) nor hang on the barres or other equipment. When walking or running in class, do so as a dancer rather than a pedestrian.

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

9. **Attendance:** Attendance is important as each class follows a careful syllabus so that each student and class progress to achieve milestones, new levels and accomplishments. Classes progress throughout the season. Important information can be missed with absenteeism. It's always best to stay for the entire duration of the class, but if you must leave early, talk to the teacher beforehand and make your exit as quickly and discreetly as possible.

10. **Try your best.** Give 110% always. If you realize you are in a dance class that's above your skill level, never walk out of a class or sit down in frustration! Hang in there and try your best! No one will fault you for that. Practice makes PROGRESS!

11. **Parents make sure you allow the dancer teacher to do their job.** If you have a question or comment, feel free to talk to the teacher before or after class (not during). Viewing windows are for viewing and not communicating with your child during class. If your child is being disruptive, allow the teacher to make behavior corrections first. We will always come get you if need be.

12. **If a student is injured,** they should come to class to watch. There is much to learn by observation.

13. **Final show of being courteous and respectful:** At the end of class, applaud and thank the instructor. Show them your appreciation for the planning and preparation that went into 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, you will receive an additional discount.

## **PAYMENT POLICY**

A full non-refundable payment is expected at the time of registration. We accept Venmo, Zelle, Cash, checks (payable to *Dance Works*), or PayPal. Must add an additional 3.5% for PayPal payments.

Registration is not complete until tuition is received, and form is completed, signed & dated.

Tuition is non-transferable.

There will be a \$35 charge for all bounced checks.

## **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)

## **CLASS PLACEMENT AND ETIQUETTE POLICIES**

Faculty reserves the right to place students in classes which are age appropriate and reflective of technical ability. 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.
- 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.

## **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 pages frequently for class cancellations. There are no tuition credits given for poor conditions 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.

### **ATTENDANCE**

Please notify Dance Works if you know you will not be attending class. Instructor comes to class prepared with the roster of students in mind. If a student misses' class, she/he can make it up by taking any other class at the same level. You can discuss this with your instructor. If you cannot make it to your class, please call or text and inform the studio or email us at [info@danceworks.us](mailto:info@danceworks.us)

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

Please drop off dancers no more than 5-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 at end of class unless dancers are old enough to drive home.

### **E-MAIL**

We send regular and important emails to update our dancers, parents and families. Please make sure you add [info@danceworks.us](mailto:info@danceworks.us) to you contact list so emails do not get redirected to your spam. Contact us if you are not receiving emails from us.

**< Please notify Dance Works of any medical, allergy or developmental issues 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, ancestry, national origin, or sex. 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 web site.

### **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, and your comments. 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, you are requested to create a login where you will enter an e-mail address and a password. The combination of that e-mail account and password is used to ensure that only you have access to, and only you have the ability to modify, your personal information through our Dance Works website. 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.