

CLASS DESCRIPTION, ATTIRE, ETIQUETTE & POLICIES

CLASS DESCRIPTION & ATTIRE

Parent/Caregiver & Me – Helps 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 structured creative movement as well as introducing ballet (or Jazz & Hip Hop) at its 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.

Attire for Girls: Age 2 - All white skirted leotard , white tights and white ballet slippers (no laces). Age 3 - yellow skirted leotard, pink tights and pink ballet slippers (no laces). Boys Age 2 - solid white or black shorts or athletic slim pants, Solid White T, thin white socks, white ballet slippers (no laces) Age 3 – solid black shorts or athletic slim pants, light yellow fitted TShirt, thin white socks and black ballet slippers (no laces). If school or pod environments, comfortable clothing and socks are ok.

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 its 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. Hair away from face. No jewelry (except earring studs 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 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. *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 shorts or pants, Solid White T shirt, Black ballet shoe (no laces), black thin socks.

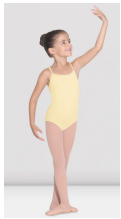


Attire for ages 6mo - 2 yrs - Comfortable clothing and either barefoot or socks & sneakers depending on location. Hair away from eyes.

Ages 2-3 - White leotard, white tights, white ballet slippers (no laces). Hair away from face and neck (bun if possible). No jewelry (except earring studs ok).



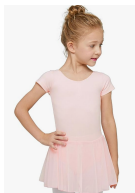
Ages 3-3.5 - light yellow leotard, pink tights and pink ballet slippers. Hair away from face and neck (bun if possible). No jewelry (except earring studs ok).



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 BALLET ATTIRE

Ages 3.5 - 4.9 - Light Pink skirted leotard (attached skirt)



Level 1A - Light blue skirted leotard (attached skirt)



Level IB - Mint Green skirted leotard (attached skirt)



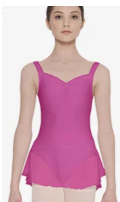
Level IIA Lavender/Lilac leotard & *matching pull on skirt*



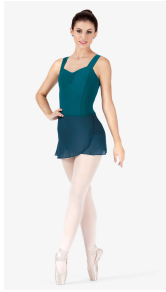
Level IIB Dark Purple leotard & *matching pull-on skirt*



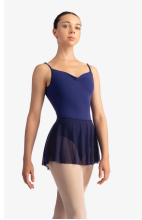
Level IIC Fuchsia leotard & *matching pull on skirt*



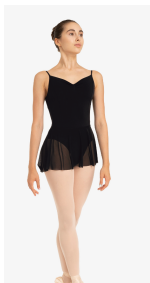
Level III A Teal Blue leotard & *matching pull-on skirt.*



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 ages 3+ wears pink ballet slippers (levels II and III 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 by invitation only 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 bone growth, length of study, weekly attendance, muscular strength, and anatomical makeup of the foot. Students must take a minimum of 2 classes per week. 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 it's never rushed.

Skirts - Pull on short skirts may be worn following barre

Optional Warm Up Sweater - ballet wrap sweater matching leotard color, or pink or black may be worn. Recommend pull over for dancers under 7.

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

BOYS BALLET ATTIRE

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

Optional to match girls:

- Ages 2-3 white fitted T Shirt, white ballet pants, white socks and white full sole ballet slippers (no laces)
- Ages 3-3.5 - light yellow fitted T Shirt, black dance pants, white socks, white full sole ballet slippers (no laces)
- Ages 3.5-4.9 - white or pink fitted TShirt, black dance pants, white socks and black full sole ballet slippers (no laces)
- Level 1A (Kinder) Light Blue fitted TShirt, black dance pants, white socks and black full sole ballet slippers (no laces)
- Level 1B (1st G) Mint Green fitted T Shirt, black dance pants, white socks and black full sole ballet slippers (no laces)
- Level 2A (2nd-3rd G) Lavender fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.
- Level 2B (4th-5th G) Dark Purple T Shirt, black dance pants, white socks, black split sole ballet slippers.
- Level 2C (5th-6thG) Fuschia Pink or Red fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.
- Level 3A (6th-7thG) Teal Blue fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.

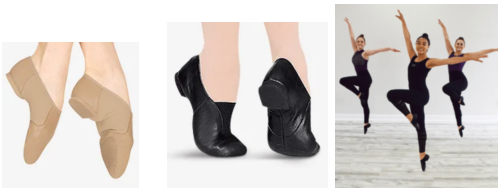
- Level 3B (7th-8thG) Navy Blue fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.
- Level 3C (9th-10thG) Maroon fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.
- G11-12 White fitted T Shirt, black dance pants, white socks, black split sole ballet slippers.



Optional snug pull over Warm Up Sweater to match shirt color

Hair - Hair for boys in ballet is always neat, away from face, eyes and neck.

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 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 split sole jazz boot for Jazz and/or Nude split sole jazz pull-on 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.



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.

Modern, Contemporary & Lyrical Dance - Classes combine natural lyricism with imaginative use of rhythm. Several techniques 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. Barefeet or contemporary sock. Solid color leggings or dance shorts with solid T/tank/cami or Dance Works T shirt. Solid unitard may be worn. 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 styles and to offer as much joy of dance as possible.

Adult Dance Classes Offered - Ballet, Jazz, Hip Hop, Modern, Contemporary, dance fitness and more. Each season we publish our adult class schedule.

Adult Dance Fitness – Combines Jazz, Hip Hop and Zumba-inspired cardio fitness followed by Pilates-inspired isometrics focusing on core and booty. We then do dance and yoga-inspired stretches and finish with a nice

relaxation and breath exercise. You will leave this class having completed an overall body workout and rejuvenation!

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 Dance Works attire).
- Hair long and short must be pulled away from face. A neat, high 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. Note dance shoes often run differently from street shoe sizes. Suggest in person fitting when possible.
- No jewelry (except earring studs ok)
- **Some suggestions to purchase attire:**
 - Repertoire Dance Shop 65 Garth Rd Scarsdale, NY
914-722-2440
 - Beam & Barre 241 E. Putnum Ave. Cos Cob, CT 06807
203-622-0591
 - 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 5-10 minutes early to use the restroom and 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, remain 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 privately with your teacher after class. No one will fault you for this.

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. We are a safe studio and all need to feel this way to do their best.

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. Classical ballet students may courtesy or bow to their teacher while giving thanks.

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 prefer Zelle payment to info@danceworks.us and also accept cash, checks (payable to *Dance Works*), PayPal or Venmo. PayPal and Venmo payments must include an additional 3.5% on your total.

Registration is complete once registration form is completed and submitted and tuition & registration fee are received. Tuition is non-transferable.

There will be a \$35 charge for all bounced checks. Private lessons must be paid in full at the time of booking.

REGISTRATION FORM: One registration form must be completed for each participant (for each dance season August-July).

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 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 dancer's 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.

OTHER IMPORTANT POLICIES

- The schedule is subject to change based on enrollment.
- Cell phones and food must be left outside of the studio. Water breaks will be provided. Remember to respect your teachers, peers, equipment and the studio.
- Be prepared to begin class on time in proper attire. No social talking during class and corrections. See dance class etiquette above.
- Bullying, forming cliques, and being disrespectful is not tolerated at Dance Works. We are a safe, family-like community. Those with 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.
- 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 at an unscheduled class time without permission from the studio director is not allowed.

Please note these are examples, 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 a student/family behaves disrespectfully or dismissively of dance class etiquette and policies and if the director deems it necessary. 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 teacher(s), 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 - verbal warning
- Second offense - a message to parent
- Third offense - a parent/director conference (with student)
- Fourth offense - probation
- Fifth offense - removal from studio without reimbursement

NOTE: Director has discretion to act without probation or warning based on offense severity.

- **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 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 or other class 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 POLICY

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.

Parents must ask permission to photograph and/or record and shall not share videos and/or images of classes publicly nor on social media.

ATTENDANCE POLICIES

Instructors come to class prepared with the roster of students in mind and choreography planned that often involves dancers relying on one another. Please notify Dance Works via text to 914-714-2131 if your child will be absent and the reason for the absence. Absences are discouraged and understood for fever and illness. Students should come to class when they are injured to observe as there is much to be gained by observing. If a student misses' class for illness, she/he may make it up by taking any other class at the same level within the session. You can discuss this with the director.

DROP OFF AND PICK-UP POLICIES

Please drop off dancers 5-10 minutes before class and no more than 10 minutes so they are ready to begin on time. Dancers in 6th Grade and older may arrive up to 15 minutes before class begins. Dancers in 4th Grade and under must be accompanied by an adult before class begins. Dancers must be picked up on time. If you will be coming late for pick up, please text 914-714-2131 to let us know. Classes ending after dusk will require a parent, guardian or authorized pick up person present or visible at the end of class unless dancers are old enough to drive home.

E-MAIL

We send a few very important and informative emails to update our dancers, parents and families. **Please make sure you add info@danceworks.us to your contact list so emails do not get redirected to your spam.** Contact us if you are not receiving emails from us.

SIGN IN

A parent, guardian or sitter must sign in dancers upon arrival for each class and read the announcements for that day so as not to miss important information. Guardian/sitter should take a photo of the announcements to share with parents, so valuable information is not missed. Dancers in 6th grade + may sign themselves in but they should also share announcements with parents.

PARENTS MUST notify Dance Works Director of any medical or mental issues, allergies or developmental issues and sensitivities your child may have on the registration form and in discussion so we can prepare accordingly.

NO DISCRIMINATION POLICY

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

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 studio director.

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, 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, 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.

V082026