

2023-2024

RRDC

Handbook

Welcome to your 2023-2024 RRDC Handbook. Everything you need to know about the season is all in one place! Whether you are new to RRDC or a seasoned student, this guide will help provide yearly information to help keep you up to date on what is expected throughout the year. We strongly encourage that you reference the handbook before asking a question as we want to make sure we can provide clean communication as quickly as possible. On page 1 you will find a Table of Contents to be able to quickly reference what you are looking for. Please feel free to ask us for additional information or let us know if something is missing from the handbook, as we will be happy to update it!

****Dates & Information are subject to change. Please continue to reference back to the RRDC Handbook, social media, Parent Portal and email for the most accurate information.***

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Mission, Values, Behavior Policy and Expectations

Here at The Rhythm Room Dance Center, we believe it is vitally important to the well-being of your children to provide a structured environment. This means structure IN the dance/tumbling classroom as well as OUT in the waiting area. We encourage kindness to others, respect to the teachers & staff, honesty and integrity as well as how the dancer(s)/tumbler(s) interact with their parents and other adults while at the studio. We know we cannot control how the children act when they leave our facility, but we have built a foundation for our dance studio upon respectfulness of others and if your child is being disrespectful, we will address this issue. If the student does not change the addressed behavior after meeting with Ms. Sue, a parent/guardian will be contacted to assist with the behavior. Students who do not follow these rules may be asked to resign from our program.

We also encourage good attendance in class so that your students do not fall behind others in their abilities. If your child will be absent for the day, please feel free to let us know via the parent portal Contact Us sections or leave us a phone, email or Facebook message letting us know. We understand a variety of reasons can come up in which your child may have to miss class but by letting us know, we can continue to hold their place in class (some classes have a waiting list). Otherwise, if your student is absent multiple times in a row, and you cannot be contacted, we may assume they have discontinued class and open their spot up to another on the waiting list. If your student does have to miss one of their classes, feel free to have them visit another class of the age group nearest to them that they are interested in. Ballet technique classes are open year-round for dropping in to make up a missed class for ages kindergarten and above.

LOBBY:

Our lobby this season is planning to be open but we do ask that you only use it if you truly need a place to wait. With so many students in the studio at one time and multiple classes going at a variety of times, we really need the lobby space to accommodate our students. You are welcome to sit in the lobby if needed to wait for your child/ren but we do ask if your child/ren is comfortable having you leave we ask that you run errands, wait in your car or enjoy the beautiful downtown area alleyways, murals, and arts.

If you do stay in the lobby, our viewing window will remain open to allow us to monitor anyone coming into the studio during class time. We are happy to have you look in the window now and then to observe class but do ask that you do not stand in front of the viewing window the whole class as it is a distraction to the students.

In an effort to keep everyone healthy we do ask that each student bring a water bottle to fill up at the water fountain instead of using the water fountain to drink from.

Monthly Dance Tuition

Monthly Tuition

Once you are registered for class(es) you will be required to pay monthly tuition for your student's lessons. Tuition will be billed via an emailed invoice on the 1st of the month each month, beginning September 1st, with the last occurring May 1st. Please reference page 4 for a list of tuition fees.

Payments

There are a variety of ways you are able to take care of your monthly tuition payment online. These ways include: ACH (payment from your checking account), debit/credit card payment or an automatic recurring payment that is set-up using either of the methods listed above. Due to our new accounting system, automatic payments (ACH, Debit Cards, Credit Cards) will be pulled the 1st, 15th and/or 30th of each month. You may choose which of these dates you would like your payment to pull.

When setting up ACH or automatic recurring payments, please fill out the form located on the website under the FAQ section or on the Parent Portal under shared files, we are required to obtain your permission before setting up that payment feature.

Each payment is due no later than the 30th of each month. **The only altering payment date is in May, when all accounts must be cleared by May 24th, 2024.**

If payment is not received by the 30th of the month, a late charge of \$20 or 10% of your current balance, whichever is higher, will be incurred on the 1st of the following month.

A \$30 Service Charge will be applied on all NSF returned check payments.

Students may also be deleted from our program if fees are 60 days or more delinquent and will forfeit their yearly registration fee.

Recreational Monthly Tuition

A one-time \$45 yearly registration cost applies to all students.

Cost is waived per student if yearly tuition amount is paid in full per student at time of registration.

Should you pay in full and decide to leave during the season, your payment will be refunded less the \$45 registration fee cost.

Recreational Class Tuition - (Number of classes per week, either per individual student or per family)

There will be a maximum of 15 dancers per class in order to keep classes smaller.

Preschool Classes (Preschool Ballet, Preschool Tap, Preschool Jazz)

(1) 30-minute preschool class	\$40/mo.
(2) 30-minute preschool classes	\$70/mo.
(3) 30-minute preschool classes	\$100/mo.

All Other Recreational Classes

(1) 45-minute class	\$48/mo.
(2) 45-minute classes	\$85/mo.
(3) 45-minute classes	\$120/mo.
(4) 45-minute classes	\$150/mo.

Tumbling

(1) 45-minute class – maximum of 13 students per class	\$55/mo.
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Recreational Solo Tuition: Lessons Begin in February

One-time cost, billed in February, of \$400 (includes choreography lessons with Ms. Sue which are videoed and sent to you, music editing & copy of music). Rehearsal lessons with Ms. Sarah are billed at cost listed below:

Ms. Sarah, Ms. Katie or Ms. Ashlyn: \$18 - 30 minute lesson

Recreational Duet/Trios Tuition: Lessons Begin in February

One time cost, billed in February, of \$275 per dancer for duet / \$235 per dancer for trio (includes choreography lessons with Ms. Sue which are videoed and sent to you, music editing & copy of music).

Rehearsal lessons with Ms. Sarah are billed at cost listed below:

Duet Lessons: Ms. Sarah, Ms. Katie or Ms. Ashlyn \$16 per dancer / 30 minutes

Trio Lessons: Ms. Sarah, Ms. Katie or Ms. Ashlyn \$14 per dancer / 30 minutes

Class Attire

Hair must be put up and out of the face for each class.

Preschool Ballet:

Clothing: Pink Leotard

Tights: Pink tights

Shoes: Pink Ballet Shoes (not bedroom slippers)

Preschool Jazz:

Clothing: Pink Leotard

Tights: Pink tights

Shoes: Tan Slip-on jazz shoes

Preschool Tap:

Clothing: Pink Leotard

Tights: Pink tights

Shoes: Tan Tap Shoes with velcro or sewn elastic NO TIES ALLOWED (prefer Capezio Mary Jane brand)

Kindergarten- High School Ballet/Lyrical:

Clothing: Leotards, sports bras/booty shorts or any fitted attire is appropriate.
NO denim jeans or shorts and NO tee shirts

Tights: Not required

Shoes: Pink Ballet Shoes – Kindergarten – 2nd Grade
Half-sole lyrical shoes – 3rd Grade – High School

Kindergarten- High School Jazz:

Clothing: Leotards, sports bras/booty shorts or any fitted attire is appropriate.
NO denim jeans or shorts and NO tee shirts

Tights: Not required

Shoes: Tan Slip-on jazz shoes

Kindergarten- 5th Grade Tap:

Clothing: Leotards, sports bras/booty shorts or any fitted attire is appropriate.
NO denim jeans or shorts and NO tee shirts or baggy clothing

Tights: Not required

Shoes: Tan Capezio buckle taps

6th Grade- High School Tap:

Clothing: Leotards, sports bras/booty shorts or any fitted attire is appropriate.

NO denim jeans or shorts and NO tee shirts or baggy clothing

Tights: Not required

Shoes: Black tie Bloch, Capezio or Revolution brand flexible sole tap shoe.

Tumbling:

Clothing: Leotards, sports bras/booty shorts or any fitted attire is appropriate.

NO denim jeans or shorts and NO tee shirts or baggy clothing

Competition Students:

Shoe styles will be decided once class begins and routines are selected.

Early Shoe Sizing

We will be offering time slots prior to the season starting for those needing shoes. This day will take place on Sunday, August 27th. More information and the ability to reserve a time will be emailed out to you closer to Aug. 27th.

Dance Shoes

ALL DANCERS will have their shoes looked at by Ms. Sue & Ms. Sarah the first week of class.

Should your dancers' shoes not fit, or they do not have the correct shoes, they will be sized for the appropriate shoes. We will reach out to parents individually should your dancer need shoes ordered prior to ordering them. Payment via an emailed invoice will be due prior to shoes being ordered for your dancer.

If you are needing shoes any other time throughout the year, please call or visit:

Mark's Dancewear

Address: 6212 Merle Hay Rd, Johnston, IA 50131

Phone: (515) 270-0744

Website: www.marksdancewear.com

Please reference the class attire page to know what shoes are needed prior to ordering.

Breaks, Cancellations, Holidays and Parties

Holidays

The studio observes the following holidays and **will not** have class on these specific days: Labor Day, Thanksgiving, Christmas Eve and Christmas Day, New Year's Day, Easter and Memorial Day.

Please note: the studio **WILL** have class on no school teacher in-services days / teacher professional development days, other non-holiday no school days and federal holidays unless stated differently in our holiday break sections.

Snow Days (School Cancellations)

Many times, there are questions if there will be class or not when inclement weather approaches. The studio policy is whenever Greene County Schools cancel or dismiss early due to inclement weather, there will NOT be class at the studio that evening.

If we are in the middle of evening classes and a storm develops, we will call and let parents know ahead of class time if we are not having class. If you do not hear from us, please expect to come to class. If you are someone who lives out-of-town and are not comfortable driving, please call/message us and let us know as it is expected for your child to attend class and without notice we are unsure the reason of their absence.

Thanksgiving Break

The studio observes Thanksgiving Break established by Greene County Community Schools which will take place November 20th – 24th this year. There will be no class during this time and classes will resume November 27th.

Winter Break

The studio observes Winter Break established by Greene County Community Schools which will take place December 25th through January 5th this year. There will be no class during this time and classes will resume January 8th.

Spring Break

The studio observes Spring Break established by Greene County Community Schools which will take place March 11th-15th this year. There will be no class during this time and classes will resume March 18th. Even though this is a regularly schedule monthly no school day, we WILL have class Monday, March 18th.

RRDC Party Weeks

There are 3 weeks of parties at the studio:

- 1) Halloween Party Week (October 25th-31st)
 - a) To show our spooky spirit, students can wear their Halloween costumes this week to dance. Please be certain they can move in their costumes as we will still be dancing!!

- 2) Winter Party Week (December 18th-21st)
 - a) Students will enjoy treats and a movie showing this week with their class. They can wear pjs if they would like. During class this week, we will size for dance recital costumes and place any shoe orders. This is our last order before recital so if you will be needing new shoes before recital, please see us!

- 3) Ice Cream Party Week (May 20th-23rd)
 - a) During this week, students will receive an ice cream treat during class and can wear beach attire to bring some excitement for summer!

During party weeks, dancers will still be expected to bring their dance shoes as there will still be dancing during class.

Recital Costumes

Students will have a recital costume for each class in which they are a participant. Technique classes do not perform in recital. A costume sheet showing a picture of their costume they will be wearing for recital and cost to purchase will be available in the parent portal the week of December 18th-24th.

All recital costume fees & tight fees are due by January 8th. *If recital costumes are not paid by January 8th, it will result in a costume not being ordered for your student which may result in them not being in the recital.* Most costumes estimate to be about \$65-\$80 per student/per routine. Dancers will also purchase a pair of tights that will range from \$15-\$18 at this same time. We strongly encourage you to plan for this expense as it is crucial to your student's ability to participate in recital and have a costume in a timely manner. You are more than welcome to pay a little extra each month to go towards your students' costumes/tights to help with this expected expense. Please talk with Abby if you would like to do that.

Once costumes are ordered and arrive, they will be fitted to the student to make sure all costumes fit appropriately and that all pieces are there. When we are sure of these factors, we will send costumes/tights home with **an adult**, along with an information sheet stating what should be included in the costume bag. Instructions on how hair, make-up and costume should be worn and information about any additional accessories needed for the costume are also included. Please note an adult must pick up the costumes at the studio as we do not let costumes go home with students due to the responsibility and importance of the costumes.

Dance Pictures

Dance Pictures are **TENTATIVELY SCHEDULED** to take place on Friday, May 3rd- Sunday, May 5th at the studio by Niceswanger Photography. Specific dates and times will be provided closer to these dates.

Photo schedules will be emailed, posted on the Facebook/parent portal the week of April 22nd- 26th. All students are required to attend. If you are unable to attend, please let us know ahead of time so we do not spend time waiting for you. Please arrive 15 minutes prior to your photo time so we can check to make sure everyone has their costume pieces and is photo ready! Students should not have any visible piercings (including earrings), tattoos or fingernail/toenail polish. Please cover or remove all items prior to arriving at the studio.

Photo envelopes will be handed out and at the studio with the posted photo schedule. Please have 1 envelope per dance (example: You have a dancer in preschool ballet and preschool tap, you will need two envelopes, or you have one dancer in kindergarten tap and one in Middle School/High School Jazz, you will need two envelopes). You can write one check and put it in one of the envelopes but please reference on the other empty envelopes where the check is located and the check number. This helps Niceswangers to not have to waste time trying to find out if the pictures are paid for or not and more time on developing the pictures. **All pictures MUST be paid for at picture time and checks should be written to Niceswanger Photography.**

Pictures will be handed out the last week of May during practice at the Performing Arts Center as we prepare for recital.

Recital Information

Each year the students are able to show-off all of their hard work during our annual recital. This recital takes place the first weekend in June which will be Friday, May 31st- Sunday, June 2nd for the 2024 recital and is held in the Greene County Performing Arts Center. The recital shows consist of the following:

Friday, May 31st @ 7pm

Saturday, June 1st @ 7pm

Sunday, June 2nd @ 2pm

Each student is required to attend recital and perform in each show.

Practice at Performing Arts Center (PAC)

In preparation for recital, we will hold practice at the PAC that week (Tuesday, May 28th and Wednesday, May 29st). This will not be your normal weekly class schedule that is held at the studio. There will be a separate practice schedule that will be posted online prior to practice. It is very important that students attend these practices, so they are comfortable with dancing on stage and knowing their placement for the show.

Students are to wear normal class attire: fitted clothes, dance shoes and hair up and out of the face. NO denim jeans or shorts allowed.

Dress Rehearsal

The Thursday before recital (May 30th) we will hold a dress rehearsal at the PAC. We ask that all students are on the stage by around 5:30pm as we will go over information needed for the show to run smoothly as well as draw for our 2024 RRDC Student of the Year. Our RRDC Student of the Year will help us throughout the recital and receive a \$100 gift certificate to use for summer camps or next year's season.

Students are required to wear costumes and be in full hair and make-up for dress rehearsal. Please make sure that your student(s) has ALL the pieces to their costume as they will not be able to go on stage without it during recital. We recommend everyone pack and check their dance bag the night before to make sure no items are missing. Also, students should not have any visible piercings (including earrings), tattoos or fingernail/toenail polish. Please cover or remove all items prior to arriving on stage, this is also required for each show.

Dress rehearsal is a time for the students and staff to make sure everything will run smoothly during the show. It is possible that dances may have to go more than once to ensure that the students are prepared to perform on stage. Since this is a time of practice, dress rehearsal is only allowed for parents as it is not an open public performance. We ask that you please only bring those who are there helping your student get ready. Video and photos are allowed during this time.

Recital shirts

Shirts will once again be complimentary for each student as part of their participation with us this season! A student name list will be emailed out prior to May 5th, please review this list and make sure your student/s are on it and that their names are spelled correctly.

A recital t-shirt size list will be displayed the weekend of pictures on the viewing window. Please fill this out so we know the size of shirt to order for each student. If any family or friends would like to order shirts orders will be available to be placed via the online link that will be sent out to you. Cost is usually around \$16-\$18 per shirt and **MUST BE** paid for when ordering. Exact cost will be listed on the order site.

We do not order extra shirts when placing our order, so if you would like a shirt, please make sure to place your order by the deadline.

Show Opener

Each year students have the opportunity to participate in the Show Opener (the first dance of the show). Cost for this participation is \$25 per child and **MUST BE** paid **before** the 1st practice for your student/s to participate. There will be 3 practices for this routine. Please make sure students can attend practices so they are prepared to take the stage.

*Practices to be sent out at a later date but will take place in May.

Attire for the show opener is the student's recital shirt, jean shorts and white tennis shoes.

Please feel free to decorate your student's recital shirt however you feel or leave plain. Either way is great but please note if you would like, you may decorate the recital shirt.

Tickets

Recital tickets will be sold to families before being open for public purchase. Tickets are purchased online through www.tututix.com and will require you to have a code to purchase the tickets. This code will be provided to you via email April 26th. Tickets will be available for purchase to our families on Saturday, April 27th. Codes are given to families with current accounts. Any accounts past due will need to make their account current before receiving a code. Account balance may be checked by contacting us. As a reminder, all accounts must be paid in full by May 24th in order for your student(s) to participate in recital. **Please note that tickets this year will be purchased by reserved seating and not purchased by general admission.**

Tickets will go on sale to the public online May 6th and then will be available for purchase to the public at the Printer's Box in Jefferson the week of Monday, May 20th until 5pm Friday, May 31st. For shows that are not sold out, tickets will also be available at the door for an additional charge.

Video

Recital performances will be professionally videotaped by Sebourn Video Services. Videos are available for purchase. Please look for flyers with additional information at the studio and school closer to recital. Please note that there are no personal videos or pictures allowed during the recital shows.