

STUDIO OF
MOVEMINT
26-27



**ASSISTANT
HANDBOOK
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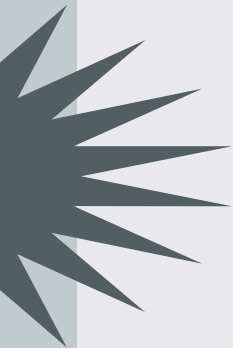
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CONGRATULATIONS!



You have been selected as a 2026-2027 Class Assistant.

You have been chosen not only for your technique and dedication, but because you embody the qualities we strive to instill in every student. You are **role models, leaders, and an extension of our faculty team.**

Your presence in the classroom helps everything run smoothly, supports our instructors, and elevates the overall quality of our classes.

Most importantly, you inspire the next generation of dancers by **setting an example of responsibility, kindness, and passion for dance.**

We hope you feel proud and honored to be part of this important team!



CLASS EXPECTATIONS

BEFORE CLASS

Arrive **15 minutes prior** to the start of your class. As students from your class begin to arrive, greet them (by name as you learn them) and remind them to line up on the bench. Please help keep noise to a minimum. You are empowered as an assistant to correct student behavior!

Classroom set up - ballet barres, acro mats, etc. Either taking care of this prior to class if yours is the first of the day, or as class is getting started if there is a class before yours.

DURING CLASS

Class Organization:

- Assist in getting the class settled on tapes or at barres to start class.
- Organize dancers into lines or groups during class.
- Count in the next group for across the floor.
- Each class/level will have different 'organizational' needs, be intuitive and assertive in finding ways to meet them.

Demonstrating movement: The teacher should be able to move through the room to give corrections while you continue to fully demonstrate. Be mindful of where you are standing in the room and that students can see you. *You are also responsible for knowing showoff and recital choreography.*

Classroom management: This can include helping students form lines for moving across the floor, quieting students who are talking, redirecting behavior, separating students from each other if needed. Please be mindful that your voice/directions are not overpowering the teacher.

Have an Awareness of Student and Teacher's Needs:

You have the right and responsibility to act, at any time, in order to make the teacher's job and the students' experience better.

- Frequently scan class for raised hands/questions to bring to instructor's attention
- Students will mimic you! Be aware of your attitude and energy. Be friendly and approachable!

AFTER CLASS

Help the teacher line up students at the door to dismiss to their parents. We need to see each child connect with their parent or grownup.

If your class includes dancers who will be traveling to a new studio for their next class, you will walk with those dancers to that new studio and drop them off with their next teacher. Teachers will assist the first few weeks with who these dancers are. Please be aware of your total number of students walking with you and be sure all are accounted for when you arrive to the new studio.

Any student who has not been picked up after 5 minutes of the end of your class should be taken to the front desk to wait for their grownup.

CHARACTER EXPECTATIONS

As an assistant, you are now an extension and representative of Studio of MoveMINT, both in and out of the studio. We expect all assistants to maintain professionalism at all times. This includes, but is not limited to, avoiding negative comments or gossip about your students and refraining from inappropriate language.

Please keep in mind that your responsibility as a representation of our studio includes your social media presence. Parents, and sometimes students, may find you on social media. Consider placing your accounts on private if you are worried about students/parents seeing your content.

Your position as an assistant comes with great responsibility but is also a privilege. We promise that it will be both rewarding and fun if you are willing to put forth the effort!

DRESS CODE

Assistants must follow the same footwear dress code as the class they are assisting. This means ballet shoes for Ballet/Combo/CRM classes, barefoot for contemporary and socks/jazz shoes for jazz.

Your assistant attire should closely emulate the dress code of the genre you are assisting. The dancers in your class need to clearly see your demonstration. Please do not wear overly baggy tshirts or pants.

When you are assisting, you are representing the studio and you are seen by parents as an employee of the studio.

COMBO + CRM

Sometimes our youngest dancers need a bit of extra help!

Communication with parents is key with this group! If a dancer is crying at drop off, ask the parent's permission first if it is ok for you to scoop them up and carry them into class. Reassure that tears are normal and that our policy is to soothe within 5 minutes or bring them back out to the lobby for a break.

If a dancer needs to use the bathroom during class, check the lobby first to see if their parent is there and have their parent take them. If not, take the child to the restroom and wait outside the stall (Lab bathrooms) or outside of the bathroom (Move/Mint side) to accompany them back to class. **You should NOT be inside of a bathroom or bathroom stall one on one alone with a dancer.**

If the teacher needs to help a dancer with **big behaviors** (tears, frustration. etc.), keep the class moving! Teachers will help give you a directive of what to do before stepping in to help the child. (ex: keep leading the exercise across the floor or in the center). If they are still helping a dancer when it's time for the next activity, jump in! Lead a stretch, call out another across the floor step, etc.

If we have a **"code yellow"** during class, do everything you can to distract the class! The teacher will handle cleanup, it's your job to keep the rest of the class busy.

POLICIES/ PROCEDURES

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ATTENDANCE/SUBS

Attendance is so important! If absences become an issue, we may need to remove you from your class. For known absences, find your subs TWO WEEKS ahead of time.

We know that illness and school commitments happen. Text in the group message ASAP when you know you need a sub. Text your teacher and let them know you will be gone, but that you are asking for a sub. Let them know who that sub is or if you were unable to secure one.

Be a team player! Sub for other assistants when you can.

PAYROLL

Assistants ages 16 and above can choose to receive a paycheck for their class assist hours. All assistants can choose to trade their class assist hours for tuition credit.

Hours are submitted to **via a google form** every two weeks by Wednesdays at noon. It is your responsibility to submit your hours. We recommend setting a reminder for yourself!

You are paid based on an hourly rate, but not all classes are one hour!

30 minute class = 0.5 hours

45 minute class = 0.75 hours

1 hour class = 1 hour

So, if you assist two 45 minute classes per week, $0.75 + 0.75 = 1.5$ hours to turn in on your payroll.

IMPORTANT DATES

AUGUST 17 - CLASSES BEGIN

SEPTEMBER 7 - CLOSED FOR LABOR DAY

OCTOBER 26- 31 - HALLOWEEN SHOW-OFFS**

NOVEMBER 23 - 28 - CLOSED FOR THANKSGIVING

DECEMBER 14-19 - HOLIDAY SHOW OFFS**

DECEMBER 20 - JANUARY 10 - CLOSED FOR HOLIDAY

JANUARY 11 - CLASSES BEGIN

JANUARY 18 - OPEN FOR MLK DAY

FEBRUARY 15 - OPEN FOR PRESIDENT'S DAY

MARCH 14 - 20 - CLOSED FOR SPRING BREAK

MAY 8 - MAY 13 - DRESS REHEARSAL WEEK**

MAY 15/16 - RECITAL**

****SHOW-OFF WEEKS, RECITAL DRESS REHEARSAL WEEK,
AND RECITAL ARE MANDATORY FOR ASSISTANTS. ANY
ABSENCES MUST BE NOTIFIED IN ADVANCE AND
APPROVED BY CARRIE.**

FAQS

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What if I'm running late to my class?

Text your teacher ASAP.

What if a parent asks me a question and I don't know the answer?

You can say "That sounds like a great question for [Teacher Name]. I can go and get them for you!"

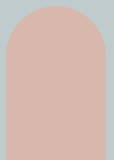
You can also refer parents to the front desk. Whoever is there will be able to help them.

Where can I find Band-Aids, hair ties, etc?

Hair ties, band-aids, and period products can be found in the faculty bathroom. Hair ties are also kept at the front desk.

What if a dancer is crying during class?

We handle crying differently with different ages. Generally speaking, without drawing attention, check on the dancer and ask if they need help. Our goal is to keep them participating, without bringing them out to a parent, unless they are very upset and unable to calm down. For littles, this might mean holding them while you participate in class. For Level 1s, you might give an encouraging pat on the back and return to your assistant spot.





STUDIO OF MOVEMINT

Ms. Carrie - carrie@studioofmovemint.com
Assistant Manager

Ms. Meg - info@studioofmovemint.com
Owner + Artistic Director