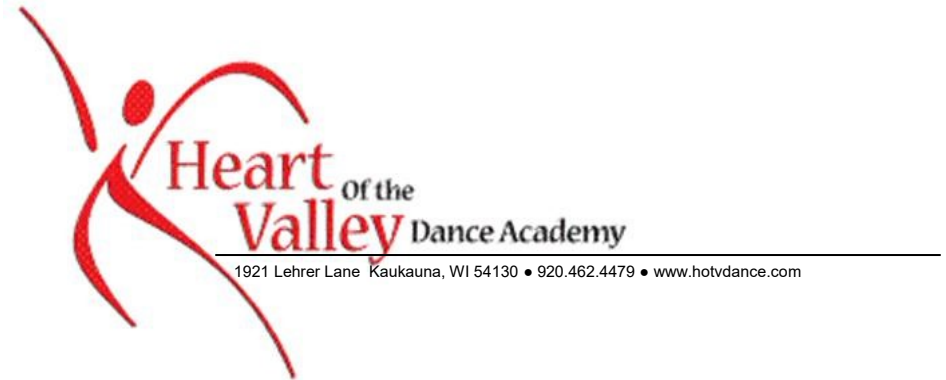


Our comprehensive COVID-19 plan for 2020-2021.

We are continuing to stay informed as new information is made available to us and are updating our policies to stay in line as the science behind COVID-19 is updated. Below you will find our current reopening plan for our fall programs. This is an ongoing and ever evolving plan as more information is made available and updated.

- We are asking parents to please drop your child off at the designated door (details for each class will be sent a week prior to classes starting) no more than 5 minutes prior to class. We will be using multiple entrances to ensure dancers only come into contact with the children in their class. Dancers under the age of 8 may be walked in by a parent.
Parents must wear a mask.
- Dancers will have their temperature taken by a no touch digital thermometer before entering the studio.
- Dancers will sanitize hands before entering the studio, between classes and when leaving the studio.
- Dancers will wear masks in the hallway and waiting room, and in class, as required by the mandate that went in to effect August 1st. Our staff will be wearing masks as well.
- Any dancer showing any signs of illness will not be allowed in class.
- Students will have a marked dance space which they will practice in while in the studio to ensure social distancing during class.
- Dancers should bring one bag with all dance supplies in it, including water, shoes, barre barrier etc. Bags will now be placed on a chair, not in a bin.
- Dancers will be walked out of the building by HOTVDA staff to parent vehicles. Please park along the studio side of Lehrer Lane.
- The studio will continue to be cleaned daily. In addition to our regular cleaning we will be disinfecting each dance room after every class and cleaning all barres and props used after every use.
- We will be limiting the use of props during class as well. Dancers in our poms classes will have a designated set of poms for their individual use only.
- We have updated our schedule to include a 10 minute break between classes to allow for disinfecting. Our studio will be cleaned with a 90 day germ killing cleaner, that will continue to kill all germs and viruses for 90 days after treatment, as well as being disinfected by UV light nightly.
- We have installed air purifiers with HEPA filters in each dance room and our lobby.
- Our bathrooms will be disinfected every 30 minutes as well.
- We are also offering both in studio and virtual Zoom classes every week. This way, dancers who need to quarantine at any time won't miss class.
- We also have several plans for a recital performance depending on the state of the virus next year.



Competition Team

Parent & Student Handbook

2020-2021

Welcome to Heart of the Valley Dance Academy! We hope you find this handbook informative and helpful. Our handbook includes basic information about our studio and policies, along with answers to those questions most frequently asked. If you ever have any additional questions, concerns to share or suggestions for improvements, please do not hesitate to contact us at 920.462.4479 or info@hotvdance.com.

Sara Musich
Studio Owner & Director

Kimberly Dercks
Competition Director

Contents

Our Mission.....3
 Competitive, Technique, Summer Classes.....3
 Competitions3
 Registration Fees.....4
 Class Fee and Competition Entrance Fees.....4
 Costumes.....4
 Accessories.....5
 Payments.....6
 Fundraising.....6
 Shoe Requirements.....5
 Absences.....7
 Tardiness.....7
 Cancellations.....7
 Class Observation.....7
 Dress Code.....8
 Student Conduct.....8
 Food & Drink.....8
 Practice Time.....9
 Pictures.....9
 Newsletter.....9
 Recital and Dress Rehearsal10
 Recital Tickets.....11
 Refunds.....11
 Waiver.....11

Recital Tickets

Recital tickets will be ordered online through TuTu Tix ticket service. Parents will receive online codes to purchase a limited number of tickets during the initial sale. After the initial sale period is over additional tickets can be purchased in unlimited amounts. Tickets will be limited based on the total number of families enrolled at the studio (approximately 6-8 tickets per show). All tickets are reserved seating.

MEDICAL AUTHORIZATION, RISK NOTIFICATION, LIABILITY WAIVER AND PHOTOGRAPH POLICY

In case of illness or injury and a parent cannot be reached, the staff of Heart of the Valley Dance Academy may authorize medical treatment for your child. You understand that because dance involves motion, there is a risk of injury. By registering for one of our programs you and your heirs knowingly and voluntarily, forever hereby release Heart of the Valley Dance Academy, LLC, its employees, instructors, and owners from any liabilities, claims, lawsuits, judgements, costs, expenses, attorney fees, and or any other legal, equitable, or administrative actions and/ or proceedings, damages and/or injury or medical expenses which might occur as a result of your child's participation in and traveling to, all events and activities.

Please inform Heart of the Valley Dance Academy if your child has problems/conditions that might compromise his/her safe involvement. You are acknowledging that your child's participation in any and all events and classes involves known and unknown risks that may result in injuries that may include, but are not limited to, bruises, cuts, dislocation, fractures, sprains, strains, tears. Also, temporary and/or permanent diseases, illnesses, infections and/ or viruses including, but not limited to, Influenza, COVID-19, EBOLA, MERS, And SARS caused by, but limited to, bacteria, virus, fungi, protozoa and/ or helminths. I hereby release HOTVDA, LLC and it's employees, instructors, owners and representatives from any and all liabilities, claims, actions, directly or indirectly arising out of or related, to any loss, damage or injury or death that may be sustained related to COVID-19 while participating in any activity on or around the premises or while using the facilities . Heart of the Valley Dance Academy, LLC may use photos of participants for promotional purposes. By registering for one of our programs, you have granted permission to use your child's photograph for promotional purposes unless otherwise noted. If you wish for your child's photo not to be used, please return a written letter to the front desk.

Recital

HOTV Dance Academy holds an annual recital. The date for the 2020-2021 dance recitals are Friday, April 30 and Saturday, May 1, 2021 – however- we are still waiting on confirmation from the Kaukauna Area School District. There are three recitals: Friday evening, Saturday afternoon and Saturday evening. All competition groups will perform in two shows each. Solos, duets, and trios will perform in one show each.

The recitals are held at Kaukauna High School's auditorium. Start time for the evening shows is 6:30PM and the start time for our afternoon show is 1:00PM.

The week of our recitals there will be dress rehearsals for all recreational classes and production numbers held on Monday and Tuesday at the auditorium. Dancers are expected to attend as these rehearsals as they are what helps make the show run smoothly.

Students will be required to be at the auditorium 20 minutes prior to show time the night of the recital. Anyone wishing to go back stage will be required to show a backstage pass that only parents/guardians of dance students will receive. There will be no video taping or flash photography allowed during the show. Students will not be allowed in the auditorium to watch the show. Parents are asked to remain seated and only leave the auditorium in between numbers. We have a fast paced, professionally run recital. These rules will be enforced to maintain a high level performance. More complete information on dress rehearsals and the recital will be sent home in early April.

Dress Rehearsal

Competitive classes will have their own dress rehearsal in February prior to the first competition of the season. Dates will be communicated once we have confirmation from the high school.

All dancers are expected to attend these rehearsals!

Refunds

No refunds are given for missed or cancelled classes or for withdrawing from a class during the dance season. There are also no refunds given on costumes that have already been ordered. HOTVDA reserves the right to move to online classes as needed for safety at any time. No refunds or deductions will be given for online classes.

Our Mission

To offer a quality dance education while building the self esteem of each student. We strive to reach our goal with a low student-teacher ratio creating quality lesson time. Our studio provides a safe, nurturing and positive environment for our dancers.

Competitive Classes

HOTVDA offers competitive classes for the more serious dancer. Try outs are held in mid-May for any dancer interested in participating. There is a \$5 audition fee. Competitive class placement for all dancers will be decided upon by our staff and audition judges.

Competition classes are offered in tap, jazz, lyrical, contemporary, and hip hop and start the week of September 13 and run through early May. Most competition classes (including ballet and strength & conditioning) are held on Sundays, but some classes may be held during the week depending on studio and instructor availability. Group classes are 45 minutes long and all solos duets and trios and 30 minutes long. Solo classes will meet every other week. All other classes meet once per week.

Technique Classes

Strength & conditioning and ballet classes are required for all competitive dancers. These classes offered on Sunday as well as technique on Monday evenings. Each dancer will be assigned to the appropriate level class by the studio staff.

Summer Classes

Dancers in our competitive program are required to enroll in at least two summer classes including one ballet class. Summer classes are a six week session that begin in June.

Competitions

Our competition season begins in spring. We attend three mandatory competitions and an optional national competition each season. Competitions are held February through May throughout Wisconsin (Green Bay, Madison, Wausau, Wisconsin Dells) as well as Chicago and Minneapolis. Once our competitions for the season are chosen, dates will be communicated to families so you can plan accordingly (most likely early summer).

Contracts and Deposits

Once audition results are released, dancers/parents will have to sign and return our team contract, along with a \$150 deposit, to confirm they accept the classes they've been placed in. **CONTRACTS AND DEPOSITS WILL BE DUE NO LATER THAN FRIDAY, AUGUST 7.** Failure to return the contact and deposit by the deadline will result in your dancer(s) not being placed in our competitive program. This \$150 deposit will go towards dancer's accounts at the end of our dance season, unless the team contract has been breached. In that case, the \$150 DOES NOT go towards the balance of the account and will be used for the added expenses we incur for having to re-choreograph or re-stage routines and added administrative expenses.

Class Fees / Competition Entrance Fees

Please note class fees are paid quarterly (See "Payment" section of handbook). Competition fees are due December 15th.

Dance	Class Fee	Comp. Fee
Solo	\$400	\$130 *
Duet	\$385	\$85 *
Trio	\$320	\$75*
Groups	\$315	\$65 *
Ballet/ S & C	\$300	
Media fee	<i>*only if required</i>	\$25

*** Please note all competition fees are PER Competition.**

Registration Fees

Any dancer on the HOTVDA competition team must pay a \$25 non-refundable registration fee. The registration fee is per child, not per class. Registration fees are due by the first class in September.

Accessories

Dancers may need to purchase additional accessories to wear with costumes. This will be decided once costumes are chosen for each class. Possible accessories and their prices are listed below.

- Earrings.....\$5.00**
- Rhinestone Barrette.....\$8.00**
- Rhinestone Choker.....\$9.00**
- Make Up\$35.00 approximate cost**
- Tights.....\$7-13.00 per pair depending on size/style**

Practice Time

Our staff works hard during class time to teach choreography and review dances, but practice outside of class is important. Dancers are expected to work OUTSIDE of the studio on their skills and routines. If students are falling behind in class, parents will be contacted to work out a practice plan or arrange for paid private lessons.

Pictures

Pictures are taken in early March by professional photographer Debbie Daanen. We will schedule all competition pictures throughout the week (Monday—Thursday). A detailed schedule will be emailed out two weeks in advance. Competition classes that are held on Sundays WILL still have class this week, classes held during the week are cancelled as the photographers will have their equipment set up in the studio.

The purchase of pictures is optional and no money is due upfront. Orders will be placed after viewing photos online. We do ask all students to participate in the class photos as we post there during our annual recital in April.

Newsletters

Heart of the Valley Dance Academy will publish a monthly newsletter with information on upcoming events, reminders and other information. Families that have included an e-mail address will receive a newsletter via email. Kim will also email monthly updates to competitive families throughout the year specifically regarding the competitive program . Updated information will also be posted at the "Parent Information Center" at the studio.

Dress Code

Ballet / Lyrical / Contemporary / Pointe - Students are required to wear fitted dancewear so instructors can see body lines. Leotards, fitted tanks, and dance shorts are preferred (no color requirement for clothing).

Tap / Jazz / Hip Hop - Leotards, tights, leggings, dance shorts, fitted t-shirts, tank tops and dance pants are all acceptable for class. All pants worn during class must not touch or drag on the floor.

Absolutely no jeans or dress are allowed in any dance class!

Long hair should be tied back away from the face. Hair longer than shoulder length should be in a bun so eyes are protected when turning.

Our dress code is strictly enforced. The first time a student comes to class in clothing that does not follow the code for their dance medium they will receive a verbal reminder. The second time a student comes to class without proper attire, a reminder letter will be sent home. Anytime after that warning, a child not wearing clothing that follows the dress code for their dance medium will be asked to not participate and only observe class.

Student Conduct:

All dance students are expected to conduct themselves in an orderly manner and with respect for our instructors, student teachers and all other students. Any student acting out in manner that is disruptive to class or jeopardizes their safety or the safety of other will be dismissed from class.

If we have issues with students or parents (behavior, attitude, etc.), parents will be notified. If the problem persists, we reserve the right to remove the students from our competitive program. No refunds will be given!

Food & Drink

No food or drink is allowed in the dance studio except for water! No chewing gum is allowed during class time. **Students are expected to be respectful and pick up after themselves in the dance studio and waiting room. Failure to do so will result in the ban of all food and drink, other than water, from the waiting room as well.**

Costumes

"Costume Week" will be held the week of October 19-25 during regular class time. At this class, students will be measured and sized for their costumes. All costume payments are due at this time. Any leftover class time will be used for instruction. One parent must be present for each dancer. After your child is measured you will be able to look over the costume sheet and sign off indicating the size you would like ordered. Costume prices are as follows:

SIZE	PRICE	SIZE	PRICE
Child Small	\$70	Adult Small	\$75
Child Medium	\$70	Adult Medium	\$75
Child Large	\$75	Adult Large	\$75
Child X-Large	\$75	Adult X-Large	\$85
Teen	\$75	Adult XX-Large	\$90
<i>Add \$5 for each additional size larger than an Adult XX-Large</i>			

Please remember that costumes are not sized or meant to fit like street clothes. When in doubt on sizing, we recommend you go up a size. Any cost to alter a costume will be the parents responsibility. Costume prices are for the costume and accessories only. Tights and shoes straps can be purchased separately anytime from the front desk.

Shoe Requirements

Each style of dance requires the correct footwear for comfort and performance. New shoes may be purchased at the studio the week of our Open House in August.

We will also place new shoe orders in December and March for anyone who may need new shoes mid dance season. We strongly recommend putting your child's name in their shoes in the case the shoes are misplaced. Shoes styles and pricing are as follows:

Instructors will confirm the style and color of shoe needs for competition performances in October once costumes have been selected.

All prices subject to change

Dance Style	Shoe	Price
Lyrical	Half soles	\$24
Ballet	Canvas Ballet	\$24
Beg/Int Tap	U-Shell Tap	\$31
Advanced Tap	Jazz Tap	\$60
Jazz	Jazz Boot	\$40
Hip Hop	Dance Sneaker	\$54

Warm Ups

Any dancer enrolled in the competitive program will be required to purchase a dance warm up, or at minimum, a warm up jacket. These will be worn to all dance competitions we attend at the awards ceremonies. Pricing is as follows but is subject to change:

Warm up piece	Price
Jacket	\$98
Pants	\$55

Payments

Due to the number of fundraisers that are offered during the course of the dance season, competition payments are structured differently than our developmental program. Payments must be made quarterly (September, November, February, April) on the 15th of the month.

All Accounts must be paid in full no later than April 15th.

A \$35 charge will be applied to any check returned for NSF.

We will add up all class fees and divide the amount by 4. That total is due at each quarterly payment. Any amount fundraised prior to the payment due date can be taken off the total due. Any families also participating in our developmental program can include those class fee in this payment schedule as well. These families also have the option to pay for developmental classes in full to receive the "payment in full" discount. There is no discount for competitive classes. Costume fees are due on October 25. Competition fees are due December 15th.

Payments can be made by cash, check or credit card.

DANCE STATEMENTS ARE NOT MAILED OUT BUT YOU CAN CHECK YOUR ACCOUNTS ONLINE USING THE LOG IN AND PASSWORD SENT IN SEPTEMBER AT :

http://clients.dancestudiomanager.com/hotvdance/online_client/

Fundraising

Numerous fundraising opportunities are available throughout the dance season. Any profits earned may be used towards class fees, costumes, competition entrance fees, shoes, tights, dance attire, recital tickets, etc. There are no cash refunds for fundraising money earned.

Fundraising opportunities are determined by our parent volunteers, but may include:

- Kwik Trip Gas Cards (5% profit on cards sold)
- Seroogy's Holiday Candy (40% profit)

Please refer to our "Calendar of Events" for frequency of orders, due dates and pick up dates.

Absences

If your child is unable to attend class, it is your responsibility to contact the instructor prior to class. Staff emails and phone numbers are included on the contact list that was distributed at the parent meeting in August.

Regular attendance is not only important for individual growth, but also for the dance class as a whole. Therefore, dancers are allowed only 4 missed classes (excused or unexcused) each dance season.

Students who miss class are responsible learning choreography or skills that were covered during the absence. Instructors will not back track for students with excessive absences.

Any dancer exceeding the maximum missed classes during the dance season will be removed from the competitive program—no exceptions! Dancers CANNOT MISS practice in the week leading up to a competition.

All choreography and formations will be based not only on effort, but on attendance as well.

Tardiness

Please be prompt for classes. Each class goes through a series of warm ups, stretches and/or barre work at the beginning of class. Students missing this portion of class may not be properly warmed up for class. This is important as it reduces the risk of injury and muscle strain.

Cancellations

If the Kaukauna Area School District closes early or cancels, classes at Heart of the Valley Dance Academy will also be cancelled.

In the event we need to cancel classes due to bad weather, we will notify all families via email, text alert, and post on our Facebook page which scrolls on our website. Please be sure your email is current in our contact information to ensure you receive notice.

Class Observation

Parents are welcomed in the classroom for the last 10 minutes to observe classes the first full week of every month starting in November. There will be no viewing the month of January.