

# Danzations Handbook

## Shoe Requirements

Creative Movement	Girls – Pink Leather Ballet Shoes Boys – Black Leather Ballet Shoes
Ballet	Pink Leather Ballet Shoes
Jazz	Black Jazz Shoes (Tie or Slip On)
Contemporary	Flesh Tone Lyrical Shoes
Hip Hop	Black Hip Hop Shoes or All Black Sneaker
Tap – Saturday Dancers only	Girls – Black Patent Leather Tap Shoes (Mary Jane's) or Black Oxford Tap Shoes Boys – Black Oxford Tap Shoes
Tap – Monday & Thursday Dancers	Black Oxford Tap Shoes
Pre-Pointe/Pointe	Pink Leather Ballet Shoes / must wait for Teacher Approval before purchasing Pointe Shoes

## Dress Code

- Students must wear appropriate dance attire. Form-fitting clothes (leotards, tights, bike shorts, sport tops, etc.) are necessary for the students' comfort and for the teacher to see the movements of the students.
- Ballet students must wear leotards and tights to each class.
- Absolutely NO jeans.
- Each student must have their required dance shoes for their class.
- Dance shoes must not be worn outside! It will damage your shoes.
- Hair must be pulled back away from the face. (ponytail or bun)
- Jewelry or extra accessories should be left at home.
- Please label the inside of all dance shoes with the student's name.

**Danzations or Parkville Recreation Council, Inc. is not responsible for lost or stolen articles.**

## Registration

Registration opens on August 1st. All students must register online.

## Tuition & Costume Fees

Tuition and costume fees are divided into **three payments** for your convenience:

- First payment: Due at registration
- Second payment: Due in November
- Third payment: Due in January/February
- A **20-week payment plan** is available upon request.

All fees must be paid in full **before costume distribution**. Students who are not paid in full by the costume distribution date will not receive costumes and **will** not be permitted to participate in the recital.

Accepted payment methods: Visa, MasterCard, Discover, check, and money order. Checks should be made payable to **PRC**. A **\$40 fee** will be charged for all returned checks.

## **Dancer Placement**

The Executive Teacher's Director at Danzations will place students in classes most suitable for him/her. We strive to provide the best learning environment for everyone's needs.

Students are placed according to their current stage of ability, physical and emotional development, and age. The staff reserve the right to evaluate and make changes to class rosters with the Executive Teachers Directors' consent. Changes will occur before the fourth day of classes.

## **Class Attendance**

To reach full potential in class, a student must attend consistently. We expect regular attendance from all our students. Please make sure your child arrives approximately 5 minutes before their scheduled class time to ensure preparation for class. Any student arriving 5 minutes after the class has started may not be permitted to participate in that class and may be marked absent. If a student must miss a class, please notify the Chairperson via email [danzationsofparkville@gmail.com](mailto:danzationsofparkville@gmail.com). If a student misses 5 classes, Danzations reserves the right to remove the student from all performances. There are no credits or refunds for classes or performances missed. Classes 2 weeks before the recitals are MANDATORY!! If a student misses any or all mandatory classes, they will not be able to participate in the recital! This is strictly enforced. Any extenuating circumstances and prior knowledge of absences occurring during mandatory times must be requested and submitted in writing/email to the Chairperson and the Executive Teachers Director 30 days in advance. Any request is subject to approval and/or denial.

## **Class Cancellations**

If at any time it is necessary to cancel classes due to inclement weather, there will be NO reduction of tuition. All classes that are cancelled cannot be rescheduled. If a cancellation is necessary, you will be notified by email and Social Media. You may call the Parkville Weather Line at 410-372-8169

## **Withdraw**

If a student must withdraw from classes, please notify the Chairperson in writing as soon as possible. There are NO refunds for early withdrawals, unless a medical situation warrants removal. Please refer to our no-refund policy stated in our Constitution and By-laws.

## **Recitals**

A full year's calendar is available online, which includes the recital and dress rehearsal schedule. Students must attend all scheduled dress rehearsals to participate in the recital.

Absolutely no photography or videography is permitted during the recital. Video of the performance will be available for purchase. All accounts must be paid up to date before recital, or Danzations reserves the right to deny the student to perform in the recital.

## Recital Tickets

Recital Tickets will be available for purchase no later than 1 month before the recital date. All tickets will be available for sale on a first-come, first-served basis to anyone without limit. Every person who will be sitting in a seat requires a ticket. There is no saving of seats in the auditorium for any student's family. Reserved seats are for teachers, assistants, and Board Members

## Building Policies

- The waiting area is for the dancers who have a break between classes ONLY. Activities will be provided for those dancers ONLY.
- Please do not drop off your Monday or Saturday dancer in the waiting room or the building, as they will not be supervised. We do not assume responsibility or liability for any child left unattended without our knowledge or consent. Please see the arrival and dismissal policy below
- Please be in the pickup area on time for your dancer. If you have an emergency, please call or text 443.829.3730 to let us know.
- Absolutely NO Running in the hallways.
- Please be respectful of others in the rooms and the classes in session.
- You may not sit on the floor in the hallway or block the fire exit doors. Please keep this area clean and orderly in case of an emergency.
- Trash and recycling should be placed in proper receptacles.
- Keep the restrooms clean; notify the building attendant if the restrooms need attention.

Please remember that the use of the building is a privilege, and that it can be revoked at any time by Parkville Recreation Staff.

## ARRIVAL & DISMISSAL

We will be following a strict drop-off and pick-up procedure for all dancers.

- **Pick Up Card-Saturday & Monday Dancers only:** Each parent/guardian will receive a pickup card for their dancer(s) on their first day of classes. The pick-up card holder will be responsible for the drop-off and pick-up of the dancer. If someone else brings the dancer(s) another day, please make sure to give them the pick-up card. We cannot release dancers to anyone without a pick-up card. We will use the pick-up cards for the first few weeks/months
- **Arrival:** All Dancers and one parent/guardian ONLY will enter the building through the double doors facing Hiss Ave. Proceed immediately to your classroom and meet the teacher/assistant at the classroom door. Once the dancer(s) have been dropped off in the classroom, the parent/guardian will go to the end of the hallway and exit the building using the stairwell that faces the parking lot. Parents/guardians may NOT stay in the building. You must exit after dropping off and wait for your dancer.
- **Dismissal:** All Dancers will be dismissed through the door facing the parking lot. A teacher/assistant or a board member will escort the dancer(s) out to meet their parent/guardian who holds the pickup card. We will not release any dancer to anyone without their dancer's pick-up card.

## **Discipline Policies**

If a behavior problem arises with a student, they may be asked to sit down and not participate in the class. If the behavior problem persists, the student will be removed from the class, and a parent/teacher conference will be scheduled. We are proactive with our students and strive to have the best experience in class with all our students. We will enlist the help of parents from time to time to get your input and assistance with behavior issues. We reserve the right to cancel or deny registration with NO REFUND or REDUCTION of payments for the following reasons:

- Non-payment or excessive late payment of registration or costume fees
- Not observing the rules outlined in the Constitution and By-Laws, violating the code of conduct, or any expectations described in the Handbook
- Physical and/or verbal abuse of staff, board members, or children, by a parent/guardian or child

## **Student Expectations**

- No gum in the classroom
- No food or drinks in the classrooms except sealed water containers
- No cell phone use in the classroom. You may leave your phone in your dance bag with your personal items.
- No running in the halls
- If you spill or make a mess, clean it up or notify a board member of the bigger spills
- Pick up and dispose of your own trash and recycle
- Be respectful of yourself, classmates, teachers, board members, and recreation staff.
- Listen and do your best! Remember, you are here to learn

## **Parent/Guardian Expectations**

**If you have questions or concerns – please tell US!** No question or concern is too small or too large!

- If you have a question or concern for a teacher, and they are busy with a class, let any board member know, and we will make arrangements for you to speak with them.
- Be respectful of yourself, students, teachers, board members, and recreation staff.
- Be informed. Make sure you have received any current information that was emailed or handed out. This is especially important at recital time! Download the FREE APP. Join our page on Facebook.
- Notify teachers of any difficulties your child may have
- Please notify the Chairperson or the Teachers Director if your child is going to be absent or sick.
- Keep current with your tuition payments, costume costs, and other fees.
- Review the Danzations Handbook and all guidelines with your student

## **Contact Information**

General Info – [DanzationsofParkville@gmail.com](mailto:DanzationsofParkville@gmail.com) Website: [www.Danzations.com](http://www.Danzations.com)

Facebook: The Danzations of Parkville Instagram: Danzationsprc

Address: 8601 Harford Road Parkville, MD 21234