

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	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 student’s comfort and for the teacher to see the movements of the students. Ballet must wear leotards and tights to each class.
- Absolutely NO jeans.
- Each student must have his/her required shoes
- Dance shoes must not be worn outside! It will ruin your shoes.
- Hair must be pulled back away from the face in a ponytail or bun.
- Jewelry or extra accessories should be left at home.
- Please put your name on the inside of all dance shoes

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 must be paid at time of registration. Tuition has been divided into 2 equal payments for your convenience. The first payment is paid on registration. The 2nd payment is due in January/February
- Costume fees must be paid in full by the due date. If your costume fees are not paid full by the due date, your child’s costume will not be ordered, and he/she will not be able to participate in the recital.
- We accept Visa/MC/Discover, check, and money order. Checks are 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 each individual'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 on a consistent basis. We expect regular attendance from all our students. Please make sure your child arrives approximately 5 minutes prior to 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 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 prior to 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

In the event that a student must withdraw from classes, please notify the Chairperson in writing as soon as possible. There are NO refunds for early withdraws, 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 in order 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 prior to 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 prior to recital date. Each student will be limited to the initial number of tickets they may purchase. The number of limited tickets will be announced in a timely fashion so that you may prepare your guest list. The limited number will be open for 2 weeks. After the initial 2 weeks, the remaining tickets will be available for sale without a limit to anyone on a first come first served basis. 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 to 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 arrival and dismissal policy below
- Please be on time in the pickup area 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 pick up card for their dancer(s) on their first day of classes. The pick-up card holder will be responsible for 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 to 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 dancers 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 set forth 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 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 back of with your personal items.
- No running in the halls
- If you spill or make a mess, clean it up or notify a board member for bigger spills
- Pick up and dispose of your own trash and recycling
- 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 Teachers Director if your child is going to be absent or is sick.
- Keep current with your payments of tuition, costume, and other fees.

- Review the Danzations Handbook and all guidelines with your student

Contact Information

General Info – DanzationsofParkville@gmail.com

Website: www.Danzations.com

FREE APP: Danzations of Parkville

Facebook: The Danzations of Parkville

Twitter: @Danzations

Instagram: Danzationsprc

Address: 8601 Harford Road Parkville, MD 21234