

Discover the Art of Dance

At RDA there is truly a class for everyone - all ages, abilities and varieties of dance.



**STUDENT & PARENT
HANDBOOK**
of
Policies and Expectations

300 Centennial rd. McPherson, KS

reneesdanceacademy.com

office@reneesdanceacademy.com

316-304-2471

Dress Code

	Girls	Boys
Preschool-2nd grade Combo Classes	Hair in ponytail or bun or away from the face Leotard (any color or style) Tights- ballet pink, black, or tan Ballet Shoes- Pink Canvas or leather Tap Shoes- black Jazz- Black Ballet skirt or dance shorts (Optional)	T-Shirt Shorts Ballet Shoes - Black canvas or Leather Tap Shoes - Black lace up
Ballet	Hair secure in a proper bun Leotard (any color or style) Tights - ballet pink or black Ballet skirt or dance shorts (optional) Ballet shoes - pink canvas or leather	T-shirt or tank top Dance Belt Shorts or black tights Ballet shoes
Tap	Hair secure in a proper bun or ponytail Leotard (any color or style) Tights - Black or tan (optional) Leggings Form fitting top Tap Shoes- Black lace up	T-shirt or Tank Top Shorts Tap shoes - Black lace up
Jazz	Hair secure in a proper bun or ponytail Leotard (any color or style) Tights- black or tan (optional) Dance shorts or leggings Form fitting top Jazz shoes- black or tan (Capezio or Bloch)	T-shirt or tank top Shorts Jazz Shoes- black (Capezio or Bloch)
Hip Hop	Hair in ponytail or away from face Comfortable workout clothes (shorts, leggings, tanks, or tees) CLEAN tennis shoes or combat boots	Comfortable work out clothes CLEAN tennis shoes
Tumbling	Hair in ponytail or out of face Leotard or Unitard Dance shorts or Leggings Form fitting top No Shoes/Bare feet	Short and t-shirt or tank top Bare feet/no shoes

We recommend Attitudes Dancewear in Wichita for the highest quality dance merchandise.

Attitudes is located at 625 N. Carriage Parkway Suite 100 and they maintain a list of RDA approved and required dance shoes.

Dressing Room and Lobby Policies

- Be respectful of the space and pick up your own trash.
- Children under the age of 10 must be supervised by an adult

- RDA is not responsible for loss or damaged items.
- Unclaimed items will be donated at the end of the season
- Be kind to one another!!!

Dancer Code of Conduct

- Arrive on time and prepared for class.
- Dress appropriately for class, following the dress code.
- No food or gum allowed in the dance studios, you may bring a closed water bottle.
- Dancers should leave cellphones in their bags in the dressing room.
- Dancers should enter the studio in a manner that is respectful to the studio, teachers and other students. Dancers should NOT run or play in the studio or hang on the barres.
- Dancers should use the bathroom before class.
- Be respectful to you teachers and all studio staff and volunteers.
- Respect other dancers. Be aware of personal space. Refrain from correcting others. (Giving corrections is the teacher's job)
- Be attentive at all times.
- Be alert to all corrections given to you and others in class. Do not assume that corrections given to other do not apply to you as well.
- Be aware of negative body language
- Maintain a positive attitude. Class is not the time to voice your opinion about anything unless your teacher asks for it.
- Thank your teacher after class. It is a tradition in dance classes to thank your teacher after class for giving you their knowledge and energy. It is a sign of respect and teaches children that dancing is a privilege.
- Use social media only in ways that are positive and encouraging to both the studio and your fellow dancers.

TUITION RATES & FEES

Registration Fee

Registration fees are due upon initial enrollment and annually at the start of the fall and summer sessions.

Registration Fee..... \$20 Family Registration Fee..... \$35

Tuition Rates

Tuition is based on a semester rate that includes a specified number of classes per semester. The semester rate is divided into equal mouthy payments, regardless of how many classes fall in each month. Tuition is non-refundable. Monthly payments are as follows:

45 min.....	\$40/month	3 hrs.....	\$125
1 hr.....	\$45/month	3.5 hrs.....	\$135
1.5 hrs.....	\$65/month	4 hrs.....	\$145
2 hrs.....	\$90/month	4.5 hrs.....	\$155
2.5 hrs.....	\$105/month	Unlimited.....	\$160

Once a dancer is enrolled in 5 or more hours, the tuition rate defaults to an “unlimited” rate of \$160.

Payment Due Date

Tuition is due at the beginning of each month.

Any tuition not pain in full by the 10th dat of the month will incur a \$10 late fee.

Payment Accepted

Tuition payments can be made by cash or check and placed in a studio payment envelope at the front desk. Online payment via debit or credit card can be made through the Parent Portal {convenience fees apply}. “AutoPay” is REQUIRED and can be enrolled in through the Parent Portal. Automatic payments via bank draft or credit card will be withdrawn on the 1st of all months.

DROP NOTICE POLICY

WRITTEN NOTICE, using a Studio Drop Form, of intent to drop a class must be received by the 10th

day of the month preceding the month you intend to discontinue classes. If a class is dropped after the 10th day of the preceding month, tuition for that month will be due in full and is NON-REFUNDABLE.

COMMUNICATION POLICIES

Contact Information

Please direct all inquiries, including notifications that a student will miss class, to the contacts below. Our office staff will ensure that your communication reached the appropriate person. As a general policy, we make every effort to respond to all inquiries with 48 hours. Email is the fastest and preferred method of communication.

- General Email: office@reneesdanceacademy.com

Please direct all enrollment & financial matter to this email address.

- Emergency Phone Contact: 316-304-2471

STUDIO POLICIES & EXPECTATIONS

Registration

All new and returning students must complete a registration form or register through the RDA website. Students will not be allowed to participate in dance classes unless all registration materials have been submitted, waivers have been signed, and registration fees have been paid in full.

Sick Policy

Please do not send students to class if, in the last 24 hours, they have experienced any of the following signs of illness: discharge from the eyes or nose (regardless of color), fever, chills, abdominal pain, vomiting, diarrhea, etc. If a student arrives at class ill, or complaining of illness, parents will be notified to pick them up immediately.

Weather Cancelation Policy

Cancellations for weather and other circumstances are rare and done when necessary to ensure the safety of all students and staff. Information will be posted on the RDA Facebook page and sent out via email.

Parent/Guardian Etiquette

There are many factors that influence the choices we make at RDA. You can be assured that our students and the integrity of the dance program are always taken into account.

Please remember that dance is an art form. Artistic and preferential choices are made freely by our teachers. Under no circumstances will criticism of students, teachers, casting, costumes or choreography be tolerated. If there is a concern, please notify the RDA staff using the preferred communication channel. Inappropriate emails or confrontations will be handled immediately with a warning to the involved parties. Continued interference will result in expulsion of both the student(s) and the parent(s) from the dance studio.

CLASS POLICIES

Class Level Placement

Student placement in classes is at the discretion of the RDA teaching staff. When placing students, we weigh many factors such as age, ability, experience, learning style, as well as emotional and physical maturity. We aim to group like students together for optimal learning and progress.

Attendance/Tardiness

Regular attendance at all classes is necessary in order to maintain progress. If a student is more than 15 minutes late to a class, for safety purposes, the student will not be allowed to participate, but will be allowed to observe. If a student misses more than four classes in a row without notifying the office, they will be un-enrolled from the class. and responsible for tuition through the end of the month.

PERFORMANCES

Annual Spring Recital

RDA produces one recital each year. All students in recital classes will perform in the show unless discussed with staff prior to costuming.

Recital Costs

Students will be required to purchase costumes for the Spring Recital. Costume fees must be paid in full in order to perform. Costumes range between \$40-\$60 PER costume. Some combo classes may require 2 costumes. Performance tickets will be sold online. Recital information will be posted 90 days prior to performance.