

Richie School of Dance
Established in 1972
2020-21 Student Handbook

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Welcome to Richie School of Dance and thank you for choosing our school for your dance training. We look forward to having you as part of our dance family this season!

This Handbook contains the Studio rules, regulations, general information, and Recital and Competition information for the coming dance year.

RICHIE SCHOOL OF DANCE 2020-21 COVID-19 POLICY

Our main focus during this time is the safety of our students and staff. In order to enforce safety, we ask that all parents/guardians read and follow the following policies:

Parents/guardians must drop all students at the front door ***no more than 10 minutes prior*** to the start of class. There will be no parents/guardians permitted in the building during class, with the exception of **one parent/guardian** per Pre-Ballet I/II student. No siblings are permitted in the building.

All students and parents/guardians entering the building must wear a face mask.

All students and parents/guardians entering the building will have their temperature checked at the door and hand sanitizer available.

At Lower Paxton, students with classes in Studio A will enter through the main front door. Students with classes in Studio B will enter through the side fire door.

The water fountain is turned off in the building. Please bring your own water bottle marked with your name.

Students are to please bring only one small bag to class. At Lower Paxton, students in Studio A will keep bags in the lobby. Students in Studio B will keep bags in the hallway. Please keep your distance between belongings.

All students, teachers and staff must wear a mask. The exception to this rule will be during strenuous activities, which pertains mainly to older students. If you have a medical condition that prohibits you from wearing a mask, please send an email to apstardncr@yahoo.com (please use missangie@richiedance.com after classes begin). Parents, teachers have also been told to keep an eye out for students who are breathing heavily or look faint. Please tell your child to bring it to the teacher's attention immediately if they do not feel well. Students may take a break if necessary.

Pre-Ballet students will only be dancing on their letters during this time. They will not partake in circle dances or tumbling until further notice. Teachers will do their best to keep distance between students when on their letters, at the barre or during across the floor. The larger the class, the more difficult this will become. If partner work is done in the higher-level classes, students will be encouraged to sanitize before and after activity.

Please encourage your child to use the restroom at home before class. All students must report to the secretary before and after bathroom use. The secretary is responsible for keeping bathrooms clean between use. Restrooms are only available to students and staff at this time.

Parents/guardians needing to purchase items at the studio must call prior to class to schedule a time with the secretary. Parents/guardians must wear a mask and meet the secretary at the front door to have your temperature taken and sanitize your hands. Please be advised that secretaries will not be available for purchases until after a class has begun, as they will be busy checking students in.

All classrooms and common area, high touch surfaces will be sanitized between classes and at the end of the night.

All students must wear face masks to exit the building. Please sanitize your hands prior to exiting the building. At Lower Paxton, students in Studio A will exit through the main front door. All Students in Studio B will exit through the side fire door. ***Parents please be prompt to pick up your child. We want to keep the number of students waiting in the building to a minimum.***

GENERAL INFORMATION

Students enrolled in Richie School of Dance will receive instruction and discipline with a focus on proper and correct dance education and technique. The Studio offers a complete curriculum ranging in courses for the pre-school student to the advanced teen and adult. We utilize a progressive learning system that stresses good, clean technique. For many years we have enjoyed a reputation for being a first-rate, well-operated Studio.

It is our desire to provide you with excellent results, and that requires understanding and cooperation between parents, students and teachers.

We are not responsible for any injuries sustained while in class or on the premises.

There is no smoking in the Studio, office or waiting areas.

No one other than employees may be behind the desk at any time.

Chewing gum is not permitted in the classroom.

No food or drinks in the classrooms or in the waiting areas. Your cooperation in keeping these areas neat and clean as you would your own home is appreciated.

Visitors may use the waiting areas provided by the school. For the benefit of the students, parents and friends will not be permitted to remain in the classroom while a lesson is being conducted as it tends to disrupt the students. When one is learning to dance, he/she does not perform to the best of his/her ability when someone else is present. There will be **NO EXCEPTIONS** to this rule.

Parents are not permitted to wait in the hallways. Additionally, **NO** parents may interrupt a class to get their child. Please see the secretary at the front desk, and they will get your child for you.

No small children will be allowed in the office or waiting areas unattended. Please be mindful that the Studio is also place of business, and loud and unruly children or loud conversations in the waiting area can be very distracting for the secretary working at the desk. Your cooperation is appreciated in keeping the noise level in the waiting areas to a minimum.

No cell phone use is permitted by students at any time. If your child is caught with their phone out of their bag, including during the change of shoes, it will be confiscated until the end of class. We are not responsible for any lost or stolen electronic devices.

Cell phones may be used to record choreography with your teacher's permission. Please ask at the beginning of reviewing for your routines, not in the middle or at the end as this can be a disruption to the class in progress or the class waiting to begin.

All outerwear and street shoes for dancers should be placed on hooks or coat racks provided for these items in the hallways. Any bags, coats, shoes, clothing, etc. found on the floor or furniture of the waiting area and office will be placed in the lost and found bin when the Studio closes for the evening. Electronics such as cell phones or keys that are left behind will be placed in the lock box at the desk for safe keeping until they are claimed.

Richie School of Dance is not responsible for any lost or stolen items.

We will be happy to discuss progress or concerns with you by leaving your name and phone number at the front desk so that the teacher may have a private discussion with you at a mutually convenient time. Please do not disrupt a class for a parent/teacher conference. Additionally, please do not ask to speak to teachers at class dismissal time, as they are preparing for their next class.

Here at RSD, we strive to provide a "Family Atmosphere." We want all our students and their families to feel that this is their home away from home. We strive to instill the discipline for the art form of dance. We want our students to learn that it is not just about learning how to dance, but learning to work hard, persevere and respect themselves, their peers and their teachers. In order for us to set this standard, we have adopted a **NO BULLYING** policy. The following Code of Conduct will address how our students and parents/guardians are expected to behave. **Parents and students are required to sign off on the bottom of this form and return it on your first day of dance. Students who do not return this form on the first day of classes will only be allowed to participate by observing.**

RSD Student Code of Conduct:

1. All students are to respect studio property. Please no hanging on barres, picking paint off walls or barres, or purposely defacing property. Please leave the place you dance clean and better than you found it so all students can enjoy the space.
2. All students are to respect themselves. Please come to class in proper dress code. Please use proper hygiene and keep your bodies free and clean of writing and temporary tattoos.

3. All students are to respect their peers. This includes both in and out of the classroom. Text messaging or any form of social media referencing directly or indirectly to any student in a negative way will not be tolerated.
4. All students must respect their teachers and staff of RSD. This includes being respectful in and out of the classroom. No student is permitted to talk back to an employee or refuse to comply to reasonable requests from a teacher or staff member. Text messaging or any form of social media referencing directly or indirectly to any teacher or staff member in a negative way will not be tolerated.
5. All students must respect the studio. Please speak respectfully of the studio including in person and social media.
6. All students are to refrain from cursing, foul gestures, racial slurs, and bullying, whether physical, mental or emotional. This includes social media posts.
7. All students will be held accountable for their own behavior and work ethic.
8. Students and Company Members are the face of RSD and should conduct themselves in a way that reflects positively on the studio at all times.

RSD Parents/Guardian Code of Conduct:

1. All parents/guardians are to be the example for their children and respect the business of RSD both in and out of the studio. This includes speaking positively both in and out of the studio, through text messages and emails and on all social media sites referencing both directly and indirectly to the studio.
2. All parents/guardians are to speak respectfully to/of all RSD students/families/staff. This includes both in and out of the studio, through text messages and email and on all social media sites referencing both directly and indirectly to students/family/staff.
3. All parents/guardians are to refrain from cursing, foul gestures, racial slurs, and bullying, whether physical, mental or emotional. This includes social media posts.
4. All parents/guardians are to encourage hard work, discipline and respect for the art of dance with their children. This includes leading by example. If your child should come home disappointed about a placement or not making a team, it is your responsibility to encourage them to work harder to improve. Remind your child that hard work pays off and that everyone grows at a different rate. Encourage your child to ask their teacher for help or pointers at any time for improvement. Remind your child that it is not their placement but their growth that is important. Remember not to put students down that do excel at a faster rate. All children learn and lead by example. Please set the right example for your child.
5. All parents/guardians are to respect the expertise of our teachers and not question their decisions related to placement.
6. All parents/guardians will teach their child to accept responsibility for their actions and be held accountable.

Failure to comply with the above Code of Conduct may result in disciplinary action or dismissal from the studio without a refund on any student or parent/guardian. Remember to be the example so that we can work together to make this a fun environment for our students to dance in.

If you have any comments, questions or concerns, please bring them directly to a staff member. We will be more than happy to assist you. Please do not voice your concerns with other parents or customers.

Signed Code of Conduct is due back to the desk the second week of classes (the week of September 21, 2020).

CLASS DISMISSAL

Parents, please bring students no earlier than 5 to 7 minutes before class and pick them up within 5 minutes after class. Our teachers and secretaries are not a babysitting service. If this rule is abused, a “babysitting fee” will be charged. A warning will be given after the first instance that you are more than 15 minutes late. After this time, you will be charged \$10 in your Studio Director account for every ten minutes that you are late.

PARKING

At the Lower Paxton Studio, please do not park in the Kristen’s Kuts parking lot. Parking in this lot is at your own risk, and if you park there, your car may be towed. Please use Mountain Road or the lot across the street at Colonial Lounge for overflow parking. You may drop your child off at the front door and then drive to Colonial Lounge.

Additionally, at the Lower Paxton Studio, please do not pull your car up to the door and wait for your student, as this backs up traffic down to Mountain Road. If there is no parking available in our lots, please circle around until you find a spot or park along Mountain Road or in the Colonial Lounge lot. You will be asked to move your car if you wait at the door.

DRESS REQUIREMENTS

In order to maintain a professional atmosphere, we require all students to follow the Richie School of Dance dress code. Please refer to the list below for class requirements. Dancewear is to be laundered frequently and in good repair (NO HOLES OR RIPS). Please label all dancewear, shoes and accessories.

Skin must be clean and free of any writing; if this is violated, the student will be asked to sit and watch class.

No jewelry of any kind is allowed, with the exception of small post earrings. Any student not in proper dress code will be asked to sit and observe class. Any student who does not have proper equipment or props for a class must sit and watch that portion of class.

Dance shoes may not be worn outside. Tap shoes are **never** to be worn outside. If they are, the student will not be permitted to return to the classroom with those shoes due to the potential

damage to the floor.

Hair

Must be pulled back out of the face and off the shoulders for all classes. Short hair must be pulled back from the face with bobby pins, clips or a headband. Junior, Teen and Elite Company Jazz and Ballet, Competition Jazz Levels 1, 2 & 3 and Advanced, Classical Ballet Levels 1, 2 & 3, Advanced Soft Shoe Ballet and Pointe students must have a slicked back and secure high bun. Pre-Ballet I students please wear hair in a low ponytail by the nape of the neck for the tumbling portion of the class.

Pre-Ballet, Beginner and Intermediate I-IV Technique Classes/Special Baton and Flag Classes

Any color or style leotard and tights. Booty shorts or leggings of any color may be worn for Tap, Jazz and Baton. No writing allowed on booty shorts or leggings unless it is dance-related. Please no tee-shirts, tank tops, sweatshirts or outside clothing. Ballet sweaters, leg warmers and skirts may be worn for Ballet. Ballet shoes are required for Pre-Ballet I. Ballet and Tap shoes are required for Pre-Ballet II through Intermediate IV. Ballet or Jazz shoes may be worn for Baton and Jazz for all Beginners. Jazz shoes are required for all Intermediate students.

Intermediate V-Advanced

Any style black leotard. Pink or tan **transition** tights must be worn (we may need to work in bare feet at times). Booty shorts or leggings in any color for Jazz and Tap. No writing on booty shorts or leggings unless it is dance-related. Please no tee-shirts, tank tops, sweatshirts or outside clothing. Must have Tap, Jazz, Lyrical and Ballet shoes. A hip alignment belt in any color, style or width should be worn over the leotard. Please purchase at Dancers Pointe or at www.discountdance.com. When shopping at www.discountdance.com enter the following Teacher Code at checkout: TP123215. You will also need to purchase a theraband (open ended exercise band), which is available at Dancers Pointe in Hummelstown, as well as at any sporting goods store. First time users need to start with a light-weight band.

Junior and Teen Jazz Company

Black leotard, black sport bra and tan **transition** tights (may need to work in bare feet at times). Pink **transition** tights may be worn if coming from or going to Ballet. Company shorts or leggings may be worn over leotard and tights. Booty shorts and leggings in black if not wearing Company bottoms. No writing or pictures on booty shorts or leggings. Must have Jazz shoes. No tee-shirts, tank tops, sweatshirts or outside clothing permitted.

Elite Company

Sports bra, booty shorts, Capri or full length leggings in black, white, gray or pink (or any combination of those colors). No writing or pictures on booty shorts or leggings. Must have Ballet, Tap split sole Oxfords, Jazz, Lyrical shoes and clean, studio-only athletic sneakers. You will also need to purchase a theraband, which is available at Dancers Pointe in Hummelstown, as well as at any sporting goods store. First time users need to start with a light-weight band. Ankle weights are needed for this class (please use either 2 or 3 pounds per weight). 2 yoga blocks (4" D x 6" H) will be needed as well, and a speed jump rope.

Classical Ballet, Junior and Teen Company Ballet, Advanced Ballet and Pointe

Any style black leotard and black sport bra. No skirts, leg warmers, socks or Ballet sweaters. Pink **transition** tights (may need to work in bare feet at times). Canvas Ballet slippers or Pointe shoes. Lyrical shoes will be needed for this years Junior Company Competition and Recital dances. A hip alignment belt in any color, style or width should be worn over the leotard. Please purchase at Dancers Pointe or at www.discountdance.com. When shopping at www.discountdance.com enter the following Teacher Code at checkout: TP123215. You will also need to purchase a theraband, which is available at Dancers Pointe in Hummelstown, as well as at any sporting goods store. First time users need to start with a light-weight band.

Jazz Competition Dance Team Level 1, 2, 3 and Advanced

Any style black leotard, black sport bra and tan tights. Pink **transition** tights should be worn if going to or coming from Ballet. Competition leggings or booty shorts may be worn. Booty shorts or leggings in black if not wearing Competition bottoms. No writing or pictures on booty shorts or leggings unless dance-related. No tee-shirts, tank tops, sweatshirts or outside clothing may be worn. Jazz shoes must be worn. Hair in a high, slicked-back bun.

Hip Hop (girls and boys)

Comfortable clothing to move in. Tank tops or tee-shirts may not have any pictures or writing unless it is dance-related. Long pants must be worn to protect knees for floor work. **NO** shorts or skirts. No revealing or inappropriate clothing. Shoes must be clean, dance class only “tennis shoes” not worn outside or for normal everyday use to keep our dance floors clean and in good condition. Black knee pads may be worn and are available for purchase at the Studio.

Elite Strength and Conditioning

Sports bra, booty shorts, Capri or full-length leggings in black, white, gray or pink (or any combination of those colors). No writing or pictures on booty shorts or leggings. Please bring a sweatshirt that can be worn for outside activities if it is cooler. Clean, studio-only athletic sneakers must be worn. Also needed: 2 yoga blocks – 4" D x 6" H, 9" mini exercise ball (non-weighted), 1 set of ankle weights – 2-3lbs each, 1 speed jump rope, 1 theraband Medium to Heavy (open ended that we use in class), 1 loop exercise band (closed loop) – may want a pack of 3 that is light to heavy.

Boys Dress Code

Core classes: any color plain or v-neck tee-shirt, black dance pants or black biker shorts. Jazz, Tap and black/ white Ballet shoes will be needed. Hair must be neatly groomed.
Classical Ballet: black Ballet tights, black Ballet shoes or white socks with white Ballet shoes and plain white crew or v-neck tee-shirt tucked in. Hair must be neatly groomed.
Dance Teams: black or pink plain crew or v-neck tee-shirt, black Jazz pants or black biker shorts. Black Jazz shoes (black socks should be worn if wearing pants). Hair must be neatly groomed.

Adult Jazz

Comfortable clothing to move in. For Jazz, character shoes must be worn for the Recital and for practices closer to this date. For all other classes, any shoe may be worn.

Shoes

Footwear carried by Richie School of Dance will now be exclusively by Capezio brand. Students will be permitted to wear shoes they already have that still fits them for classes. However, the footwear listed below is what will need to be purchased to be worn in the Recital as part of their costume.

Pre-Ballet I & II	Lily Ballet Shoe (without a drawstring)	\$20 + 1.20 tax = \$21.20
Pre-Ballet II	Mary Jane Tap (black)	\$37 + 2.22 tax = \$39.22

Ballet

Beginner I – Advanced	Hanami	\$24 + 1.44 tax = \$25.44
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Tap

Beginner I-III, Intermediate I-IV	Mary Jane (caramel)	\$37 + 2.22 tax = \$39.22
Intermediate V	TBD	
Advanced	Flex Master	\$70 + 4.20 tax = \$74.20

Jazz

Beginner I-III, Intermediate I-IV, Jazz Ensemble Levels 1 & 2, Junior Company, Beginner II/III Special Baton & Intermediate I-IV	Jazz Boot	\$44 + 2.64 tax = \$46.64
Intermediate V, Advanced & Elite Company, Jazz Ensemble Level 3 & Teen Company	Freeform	\$49.50 + 2.97 tax = \$52.47
Adult Jazz	Jr. Footlight T-Straps (caramel)	\$50 + 3.00 tax = \$53.00

Lyrical

Intermediate I-V and Advanced & Elite Company, Junior Company Ballet & Teen Company Ballet	Turning Point	\$30 + 1.80 tax = \$31.80
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CLASS PLACEMENT

Placement can only be made with the ability of the individual student in mind, and advancement is not made by a class as a whole. If a student shows progress, he/she will be transferred to a more appropriate class. Individuals who excel may be asked to dance in more classes or other levels to further personal growth. Class placement will be determined by the teacher. If a student is unhappy with their placement, it is the student's responsibility to discuss what they need to work on in order to advance. These conversations will not be held between a teacher and parent. We highly recommend dancing in different areas of the room during class. Please do not always stand in the same place at center floor or at the barre. It is important as a student to dance in

different areas of the room in order to get the most attention during class. Please do not always stand in just the back or just the front of the room. As always, please speak to your teacher after class, or set up a time you can speak with her, if you have any questions, need feedback or corrections. Your teachers are here to teach you and help you reach your full potential. Never be afraid to ask questions. We are always happy to give feedback.

Hip Hop Junior – Students can only enroll as long as they will be 8 by January 1.

Hip Hop Teen – Students can only enroll as long as they will be 13 by January 1, OR are enrolled in Intermediate V.

Solos, duets and trios are by invitation only.

INJURIES, ABSENCES, LATE ARRIVALS AND EARLY DISMISSALS

If a student has more than **8 unexcused absences**, they will **not be permitted to perform in the Recital**. This rule has not been enforced in the past, but it will be enforced going forward. It has proven difficult for the student, the student's classmates and the teacher when this rule is not enforced.

Absences due to sickness or injury can only be marked as excused with a note from a doctor or family member. Students will not be permitted to sit and watch a class unless they have a note. 4 late arrivals of more than 10 minutes, or 4 early dismissals will result in one unexcused absence which cannot be made up. If students come to class late, they must have a note. If no note is provided by the end of class, the student will be marked as an unexcused absence that cannot be made up. Students will also not be permitted to leave class early without a note to the teacher. Teachers must be notified at the beginning of class with a note from the parent if the student must leave early. If you forget to bring a note, one must be brought at the time of pick-up and handed to the secretary to give to the teacher.

REGARDLESS OF WHICH STUDIO YOUR CHILD ATTENDS, NO PARENTS ARE PERMITTED IN THE CLASSROOM AT ANY TIME, UNLESS AT THE REQUEST OF A TEACHER. Parents should only be invited to the rooms for showings, meetings or assistance with Pre-Ballet students. The secretary will be happy to help you upon your arrival if your child has a note to be dismissed early.

If your child is sick, please do not send them to class. If your child is absent from class due to an illness or injury, they may make up **only** when they are better or completely healed. A note from the doctor or parent will allow your child an excused absence. Students must have a note from the doctor to clear them from any injury before they can resume dancing. Please have the doctor provide the dates the student will be unable to participate and when they can resume normal activity. If a student comes to class with an injury and must sit and does not provide a note by the end of class, they will be marked unexcused and will not be permitted to make-up.

Absences due to religious holidays will be excused, as will mandatory school obligations as long as a note is provided. Vacations and sporting events are not excused absences.

You cannot make up a missed class if it falls during another regularly scheduled class time (whether it is a core class or Classical Ballet/ Jazz Team classes). If you have a conflict, please see Miss Angie or Miss Erin and they will try to work something out with your schedule. Intermediate V students must make up all classes with Intermediate III/IV. Advanced students will make up during Intermediate V classes. There are no make-up classes available for Level 2, Level 3, Advanced, Elite Company, Junior Company or Teen Company. If you are making up with a level other than the one you are in, you **MUST** participate in class. The only time you should be sitting is when routines are being run.

Perfect attendance trophies will not be awarded this year. Instead, we will be giving each dancer who is participating in the Recital a small token to commemorate the theme of the Recital. While perfect attendance trophies will not be awarded, we still encourage all dancers to make up their classes whenever possible. Making classes up benefits the dancer so that they do not fall behind the rest of their classmates, and refunds will not be given for missed classes; we want all families to feel that they are getting their monies worth. Attendance and habitual lateness weighs in the teacher's decision for placement in Recital dances, so please bear this in mind. We realize that the decision to not award perfect attendance trophies may be unpopular with some families, but much thought and consideration has been given regarding this issue. More and more, we have found that these trophies do not end up reflecting true attendance throughout the year, and more or less are becoming participation trophies. With this in mind, we feel that giving each dancer a special item that reflects the theme of the Recital will be a more meaningful remembrance of the show.

If your child is a student helper and they will be unable to make it to their scheduled class, please inform Miss Angie as soon as possible and they will be happy to find a replacement.

ADULT JAZZ

Adults enrolled in Adult Jazz may not acquire more than 10 absences throughout the year. If more than 10 absences occur, you will be dismissed from the class without a refund and removed from the Recital in entirety. All Adults must be committed to the class and participate in entirety, including stretches. All stretches and strength exercises can be modified if needed. No cell phones are permitted during class. You may ask to take video. If you are unable to participate in class due to an injury, you may sit and view the class. Please see above for excused absences. If you are feeling ill and not contagious, you are welcome to come view the class.

STUDENT HELPERS

All student helpers must attend a mandatory meeting on Saturday, September 12, 2020 from 1:00-1:30PM in Studio A at Lower Paxton. All material needed for the year will be outlined at this meeting. Even if you were a helper in the past, you are expected to attend. All helpers will be asked to sign a contract agreeing to be available for the classes and times that you have been assigned. The contract must be returned by Saturday, September 19, 2020 in order to continue helping. If you do not return it by this date, you will be asked to refrain from helping until it is

returned. Two weeks written notice must be handed in to Miss Angie if you need to resign from your position. Please see your email for a complete list of guidelines and the waiver. **Extra copies of the waiver will be available at the meeting on September 12.**

HOLIDAYS

Please note that we are always open on teacher conference days, other school holidays and declared holidays. The first day of classes is Monday, September 14, 2020. The Studio is closed on Thanksgiving Day, Thursday, November 26, 2020. Make-up classes will be announced; Intermediate V will hold their make-up for Thanksgiving at the mandatory rehearsal at McCann's on Sunday, June 13, 2021. The Studio is closed for Christmas vacation beginning Saturday, December 19, 2020, with classes resuming on January 2, 2021. The Studio is closed for Memorial Day, Monday, May 31, 2021.

SNOW DAYS

If the Studio is closed due to weather, you are not required to make it up and it will not count towards your 8 or more absences. Students will be notified of cancellations via an email through Studio Director, the Studio Facebook page, CBS channel 21 and through the Remind App. Please sign up at www.remind.com/join/rsodtext. **Cancellation of public schools does not necessarily apply to the dance studio.** No refunds will be provided for classes that were missed due to weather and not made up.

TUITION

Tuition is a flat rate based on a 4-week period, and due to be paid one month in advance. If a class is missed, no credit is given for next month's tuition. There are no refunds, transfers, credits, or deductions for missed classes for any reason.

All tuition payments must be paid online via your Studio Director account, not in the office.

Anyone who is two months in arrears will be suspended until all outstanding balances are paid. These students will not be permitted to sit and watch a class and will be responsible for making up any classes missed.

A discount of 5% will be given for students who pay the year in full year by October 12, 2020. There are **NO REFUNDS** if the student drops out for any reason. Please consider this carefully before paying for the entire year.

If you have any questions concerning your account, please check your Studio Director ledger or contact Miss Erin.

As in any private school, you are expected to enroll for the entire season. If, for any reason, a

student must be withdrawn from the school, a two-week notice is required.

2020-21 CLASS RATES

45 minute class (Pre-Ballet I & II)	\$50.00 for 4 weeks
1 hour class per week	\$55.00 for 4 weeks
1 hour, 15 minute class per week (Beginner I)	\$60.00 for 4 weeks
1 hour, 30 minute class per week (Beginner II & III)	\$65.00 for 4 weeks
2 hour class per week (Intermediate I & II)	\$70.00 for 4 weeks
2 hours, 15 minutes class per week (Intermediate III/IV)	\$75.00 for 4 weeks
2 hours, 45 minutes class per week (Intermediate V)	\$80.00 for 4 weeks
3 hour class per week (Advanced)	\$85.00 for 4 weeks
30 minutes (Beginner II/ III Special Baton Class)	\$25.00 additional fee for 4 weeks
45 minutes (Intermediate I-IV Special Baton & Flag)	\$30.00 additional fee for 4 weeks
45 minutes (Hip Hop & Modern)	\$30.00 additional fee for 4 weeks
	(\$50 for both)
45 minute Elite Strength & Conditioning	\$30 fee for 4 weeks
1 hour Adult Jazz	\$50.00 fee for 4 weeks
1 hour special classes per week*	\$40.00 additional fee for 4 weeks
*Classical Ballet, Pointe, Jazz Ensemble	
2 hours special classes per week	\$60.00 additional fee for 4 weeks
1 hour special class per week (Hip Hop Crew, Production Number)	\$40 additional fee for 4 weeks

A family rate of \$10.00 discount per additional immediate family member residing in the same household will be applied to your account.

RECITAL

Our annual dance Recitals have a wonderful reputation for the professional quality of our performances, and each of our productions have exceeded the previous ones. We naturally would like our Recital 2021 to surpass all of our past achievements. This can only be done by having students attend class regularly to work hard on their routines, and by having parental cooperation in working with us to produce our Recital 2021. Any student missing more than 8 classes in any one dance season (September through June) will be ineligible to participate regardless of costume purchase.

The Recital will tentatively be held on **June 18 & 19, 2021**. There will be 2 shows: Friday evening, **June 18 at 6:30 PM** and Saturday matinee, **June 19 at 2:00 PM**. There will be 2 General Rehearsals: June 14 (Friday evening show) and June 16 (Saturday matinee show), and 2 Dress Rehearsals: June 15 (Friday evening show) and June 17 (Saturday matinee show). All classes appear in one performance **ONLY**, other than the Intermediate V and Advanced classes

which will appear in all performances. **Intermediate I-IV Special Baton/ Flag, Adult Jazz, Jazz Ensemble, Classical Ballet, Junior Company and Teen Company, Hip Hop Crew classes will also appear in all performances.**

All rehearsals are **MANDATORY**. Stage rehearsals are more important than any class held the entire year. The purpose of the rehearsals is for learning entrances, exits, spacing and placement on the stage. A student's first exposure to the stage can be a disorienting situation, especially with the addition of costumes, lights, scenery, and props. The rehearsal and show dates are provided for you a year in advance so that arrangements can be made to have the student at all rehearsals. Absence from a rehearsal will result in dismissal from the show. **NEW THIS YEAR** – please no hair color other than natural color for Recital.

Any conflict with school events must be written and handed to Miss Angie at least two weeks prior to the end of the year in order for your child to be released from any rehearsals.

The Finale dance will be run at the beginning of both General Rehearsals in order to dismiss all students after they rehearse their final routine. We hope this will allow the younger students an earlier dismissal.

Participation in the Recital is NOT MANDATORY – this is entirely your decision. We do, however, encourage you to allow your child to participate as it is truly a valuable learning experience. Dance does not reach its maturity or full potential until it is in performance. The culmination of the dance year is the annual Recital.

In years past, the show has run a minimum of 2 hours and maximum of 2½ hours. The students must be at the Theatre a half hour before curtain and **will not be dismissed** (with the exception of Pre-Ballet I and II) until their last performance is over. All rehearsals start promptly at 6:00PM. Parental supervision during General Rehearsal is expected. Please DO NOT bring siblings to rehearsals.

THERE IS ABSOLUTELY NO SEAT SAVING. If you need assistance with handicapped seating, please contact Miss Erin at least two weeks prior to the Recital to make accommodations.

ROOM MOMS

We are always in need of Room Moms and will send a request in February asking for volunteers. Please do not ask before this time. All Room Moms will be informed if they are selected via email for their particular class and show. There will be a mandatory Room Mom meeting the week of May 17 during your dancers class time. During this meeting you will be assigned your name badge and line-ups. All Room Moms must be in attendance at General Rehearsal, Dress Rehearsal and the Recital. Your name badge is your key to being backstage. Please make sure you have all line-ups with you at this time. During General Rehearsal you will sit in the audience and bring your class to the stage when their numbers are called. Please remain backstage until their number is finished. At this time, we ask you to lead them outside to the backstage door,

around the building and back in through the main lobby (weather permitting). Room Moms must report 30 minutes prior to dress rehearsal through the backstage door and to their assigned room. Room Moms must report 45 minutes prior to showtime on Recital days. Room Moms must remain in the dressing room until the last student is picked up for both Dress Rehearsal and the Recital. There must always be a Room Mom present in the room while students are present and there always must be a Room Mom taking the students to and from the stage. Parents are ONLY permitted in the room to drop off and pick-up your dancer. All dancers must come to the Theatre with hair and make-up done. Intermediate V students must bring their own items to and from the dressing rooms. Intermediate V parents are not permitted backstage. All parents of Pre-Ballet to Intermediate IV students will be asked to sign their students in and out of the dressing room. Students will not be permitted to enter or leave the dressing room without a parent signature. **Your children's safety is our top priority!** If you are a Room Mom and you cannot commit to these obligations, please refrain from signing up.

COSTUMES

The students will receive a costume price list describing each costume in detail in the Fall. All students will be measured by Miss Erin. Professionally made costumes are ordered according to the student's measurements (not according to a particular dress size). The total cost of the costumes must be paid in FULL by **Saturday, January 16, 2021**. We do not receive costumes on consignment but must pay for all costumes when we place the orders. Costumes are not returnable; therefore, there will be **no costume refunds after orders are placed**. Once costumes are in, we can only accommodate size exchanges.

For your convenience, costume payments will be accepted beginning in September until our deadline of January 16, 2021. Costume payments should be made via your Studio Director account.

Shoes and tights are in addition to the costume price. An accessory checklist will be sent via email to each student in March concerning the colors of tights and shoes to be worn with each costume. Additional accessories may be required for a small cost.

RECITAL FEE

There will be no admission charge for anyone attending the Recital, but there will be a **Recital Fee, paid per student or family of students participating in the Recital, will be determined**. Family discounts apply to immediate family members residing in the same household. The Recital Fee helps to cover such expenses as the rental of the Theatre, union stage crew, scenery, sound, programs, security and traffic police, EMT, insurance, etc. **The Recital Fee is due Saturday, April 10, 2021**. The Recital Fee is non-refundable after April 10. NO exceptions. You must pay your Recital Fee via your Studio Director account. If your dancer is not participating in the Recital, the fee will not be added into your Studio Director account.

ALL accounts must be paid in full before the General Rehearsals begin in order to participate in

the Recital.

CAMERAS AND VIDEO RECORDERS

CAMERAS OF ANY KIND ARE STRICTLY PROHIBITED AT THE PERFORMANCE, both in the auditorium and backstage. Personal videotaping will be permitted at the Dress Rehearsal **ONLY**. A professionally recorded DVD of the show will be available for pre-purchase in the spring.

DANCE PHOTOGRAPHS

There will be a photo session with a professional dance photographer at the studio. Group pictures, as well as individual pictures, will be taken at this time. Group pictures will be used for display at the Theatre, as well as in the dance Studios.

COMPETITION TEAM

Competition teams can be joined once a student has reached the Intermediate I level. Competition team members may not have more than 8 unexcused absences. Should more than 8 absences be exceeded, they will not be permitted to compete. Company team members are not permitted more than 6 unexcused absences. Habitual lateness and early dismissals will not be tolerated. If you cannot commit to the team, you will be dismissed without a refund. All Competition fees must be paid through your Studio Director account.

Please read through the following rules as they will be enforced:

- Please no hair colors other than your natural color are permitted for Competition.
- Parents are not permitted backstage or in any holding areas during a Competition or performance. **Teachers and Directors only!** If you need to, you may only watch from a distance. We will always make sure there are plenty of Teachers and/or Directors to supervise all dancers at all times.
- Parents are not permitted to direct students in any way dance-related during a Competition other than aiding in costume changes. While help is appreciated, please refrain from giving any direction unless asked by the Directors. If you have any questions during a Competition, please see Miss Angie.
- Students are only permitted to ask Teachers or Directors if they are in need of help during a Competition. Do not ask other parents.
- Parents may not stand with the teacher while they are reviewing a dance prior to going on stage. Nor are they to give any critiques, advice or pointers.
- **Reminder to families and friends of RSD, picture taking and recording of dances is strictly prohibited at these events. If you are caught, we could get DISQUALIFIED.** Just because you see others disregarding the rules does not make it right. Please set the example for our Studio and your children.
- Students must report to the designated area upon arrival for roll call and will check-in with their teacher.

- Students must remain in the dressing room during the Competition unless the teacher states otherwise.
- Please arrive in your **LOGOWEAR**. Costumes must be put on upon arrival, followed by stretching.
- **Students need to report on time with hair and makeup already complete. DO NOT** plan to do it when you get there. If you are not ready by the time the dance is being blocked, you will be blocked out of the routine.
- If you are late, sick or stuck in traffic, you must contact Miss Angie. If need be, we can request to hold the routine to accommodate your arrival – **within a reasonable amount of time**. Do not contact anyone else or you will be blocked out while at Competition. If you report late and have not informed us of your late arrival, you will be blocked out of the number. No call/ no show is grounds for dismissal without a refund.
- Team members **MUST** remain together; there is **ABSOLUTELY** no wandering off on your own. If you must use the bathroom, you must **TELL YOUR TEACHER** and use a buddy system so that you are not going alone.
- All dances will be reviewed before taking the stage.
- After performing, all students must report back to the dressing room to put their logowear back on. If you do not have your Competition logowear, you may not go onstage for awards. Do not leave the dressing room area until your teacher has spoken to you.
- After you are dismissed from the dressing room, please proceed to the audience to watch the rest of the performances and cheer on the other RSD teams. Level 1, Level 2 and Junior Company must be picked up at the dressing room by a parent.
- Please remain for awards. It is mandatory. Please come to the front of stage for awards and participate in any dances beforehand. Show your school spirit!
- There is to be **NO GUM CHEWING** on stage during awards.
- **NO CELL PHONE USE** is permitted on stage during awards. The only exception is taking pictures or videos of your teammates receiving awards. Otherwise cell phones must be put away in pockets.
- Teachers will appoint someone to receive awards. Please stand in 5th position and speak loud and proud. Please state your name and the name of your studio.
- Following awards, all students must stay on stage for pictures with your winning trophies to be posted on our Facebook page.
- Both Competitions are mandatory. If you are not able to compete in both you will be dismissed from the class without a refund. If you have a conflict, please bring it to Miss Angie's attention on the waiver that must be completed by October 3, 2020. She may be able to work around your conflict. **The waiver will be sent via email before classes begin, with extra copies at the Lower Paxton desk.**
- This year's competitions are as follows:
 - Dancer's Inc. – **March 26-28, 2020** in Harrisburg, PA at the Scottish Rite Cathedral
 - Starpower – **May 28-30, 2021** in Lancaster, PA at the Wyndham Resort
 - Nationals: Starpower – **July 18-22, 2021** in Ocean City, MD at the Roland E. Powell Convention Center
 - We are doing Nationals again this year and will be registering early to guarantee a spot.

- We must have 100% participation in any given number to compete. It was proven difficult to re-block dances with multiple team members missing. Also, all practices are mandatory in order to participate in Nationals.
- The following dates will be set aside for Nationals rehearsals:

Thursday, June 24, July 1, July 8 & July 15, 2021:

Junior Company Ballet – 4:30-5:30PM
 Junior Hip Hop Crew – 5:35-6:35PM
 Special Number – 6:40-7:40PM
 Teen Company Ballet – 7:45-8:45PM
 Teen Hip Hop Crew – 8:50-9:50PM

Friday, June 25, July 2, July 9 & July 16, 2021:

Level 1 – 4:50-5:50PM
 Junior Company – 5:00-6:00PM
 Level 2 – 6:00-7:00PM
 Teen Company – 6:10-7:10PM
 Level 3 – 7:10-8:10PM
 Elite Company – 7:20-8:20PM
 Advanced – 8:25-9:25PM

Please remember that all rules apply to all students and there will be consequences if they are not followed. If you have any questions at all, please contact Miss Angie at apstardncr@yahoo.com (missangie@richiedance.com after classes begin) or Miss Erin at erinhenderson1978@comcast.net (misserin@richiedance.com after classes begin). We are always willing to help those who come to us.

Thank you for your attention to the information contained in this handbook. We are looking forward to a great dance year ahead!

All of the rules and regulations in this handbook have been put in place for the safety of each dancer, and for the consideration of all teachers and classmates.

Please print this page and sign below to acknowledge that you have read and agreed to the handbook.

Please return this acknowledgment to the front desk as soon as possible, but no later than classes held the week of **September 28, 2020**. If it is not returned by this time, the student will be asked to sit and observe class until it is returned.

Please return **one form per child**.

I have read the Handbook and agree that my child as well as all family will abide by the rules set forth for the 2020-21 Dance year by Richie School of Dance.

Student Name: _____

Parent Signature: _____

Please list all classes/ day student is registered for:
