

**Richie School of Dance**  
**Established in 1972**  
**2019-20 Student Handbook**

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**Jacqueline Jackson-DeGarcia**  
**Owner/ Executive Director**

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.

### **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.

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.

We ask parents to be supportive of the Studio in our rules and regulations, and to speak positively about the school to your child and to others in the community. Rude and inappropriate behavior will not be tolerated on the premises by either students or adults. Negative feedback on our Facebook page, any social media site or by public word of mouth will not be tolerated. If you have a problem or concern, please talk to Miss Jacqueline in person or schedule a meeting with her. We reserve the right to dismiss any student or parent from our Studio permanently and without a refund.

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.

### **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 gymnastic 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](http://www.discountdance.com). When shopping at [www.discountdance.com](http://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.

### **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**

Black leotard, black sport bra and pink **transition** tights must be worn for Ballet (may need to work in bare feet at times). Company shorts or leggings may be worn over leotard and tights for Jazz and Tap. Booty shorts or leggings in black may be worn if not wearing Company bottoms. No writing or pictures on booty shorts or leggings. Must have Ballet, Tap split sole Oxfords, Jazz and Lyrical shoes. No tee-shirts, tank tops or sweatshirts other than Company tops permitted. 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](http://www.discountdance.com). When shopping at [www.discountdance.com](http://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. Ankle weights are needed for this class (please use either 2 or 3 pounds per weight).

### **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 and Teen 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](http://www.discountdance.com). When shopping at [www.discountdance.com](http://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.

### **Hip Hop**

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 are required and are available for purchase at the Studio.

### **Improv**

Tank tops, sport bra and leggings in any color. No pictures or writing on tops unless it is dance-related. Bare feet or socks.

### **Adult Jazz and Adult Hip Hop**

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. For Hip Hop, please wear sneakers that are clean, dance class only “tennis shoes” not worn outside or for normal everyday use to keep our dance floors clean and in good condition.

### **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 | Lilly Ballet Shoe (without a drawstring) | \$16 + .96 tax = \$16.96  |
| Pre-Ballet II     | Mary Jane Tyette Tap (black)             | \$37 + 2.22 tax = \$39.22 |

### **Ballet**

|                       |        |                           |
|-----------------------|--------|---------------------------|
| Beginner I – Advanced | Hanami | \$20 + 1.20 tax = \$21.20 |
|-----------------------|--------|---------------------------|

### **Tap**

|                                   |                                 |                           |
|-----------------------------------|---------------------------------|---------------------------|
| Beginner I-III, Intermediate I-IV | Mary Jane (caramel)             | \$37 + 2.22 tax = \$39.22 |
| Intermediate V                    | Jr. Footlight Character T-Strap | \$50 + 3.00 tax = \$53.00 |
| Advanced                          | Flex Master                     | \$60 + 3.60 tax = \$63.60 |

### **Jazz**

|  |                                 |           |                           |
|--|---------------------------------|-----------|---------------------------|
| Beginner I-III,<br>Intermediate I-IV,<br>Jazz Ensemble Levels 1 & 2,<br>Junior Company, Beginner II/III<br>Special Baton & Intermediate I-IV | Special Baton/ Flag             | Jazz Boot | \$37 + 2.22 tax = \$39.22 |
| Intermediate V, Advanced &<br>Elite Company, Jazz Ensemble<br>Level 3 & Teen Company   | Freeform                        |           | \$42 + 2.52 tax = \$44.52 |
| Adult Jazz   | Character Shoe To Be Determined |           |                           |

### **Lyrical**

|   |               |                           |
|---|---------------|---------------------------|
| Intermediate I-V and<br>Advanced & Elite Company, Junior<br>Company Ballet &<br>Teen Company Ballet | Turning Point | \$30 + 1.80 tax = \$31.80 |
|---|---------------|---------------------------|

## CLASS PLACEMENT

Placement can only be made with the ability of the individual student in mind, and advancement is not by made by classes as a whole. If a student shows progress, he/she will be transferred to a more appropriate class. We cannot be concerned about rides with neighbors, conflicts with other activities, sports, Girl Scouts, etc. to place your dancer.

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 Jacqueline or Miss Angie and they will try to work something out with your schedule. Intermediate III/IV Saturday Lower Paxton classes can only make up with Intermediate III/IV classes in Highspire on Tuesdays, and Intermediate III/IV Tuesday classes in Highspire can only make up with Saturday Intermediate III/IV classes in Lower Paxton. Intermediate V students must make up all classes with Intermediate III/IV. **No one can make up during the Wednesday Intermediate III/IV class as it is too crowded.** 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.

**NEW THIS YEAR** – 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 teachers 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 Jacqueline or 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 7, 2019 from 2:50-3:50PM 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 14, 2019 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 Jacqueline or 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 7.**

## HOLIDAYS

Please note that we are always open on teacher conference days, other school holidays and declared holidays. The first day of classes is Tuesday, September 3, 2019. There will be no classes other than Intermediate V on Trick-or-Treat night, Thursday, October 24, 2019. The make-up for these classes will take place on Saturday, October 26, 2019 (LP) & Sunday, October 27 (HS). The Studio is closed on Thanksgiving Day, Thursday, November 28, 2019. Make-up classes will take place on Saturday, November 23, 2019 (LP) & Sunday, November 24, 2019 (HS). The Studio is closed for Christmas vacation beginning Thursday, December 19, 2019, with classes resuming on January 2, 2020. The Studio is closed for Memorial Day, Monday, May 25, 2020.

## 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](http://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 10% will be given for students who pay the year in full year by September 30, 2019. 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 call the office during regular Studio hours.

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.

### **2019-20 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                                   |
| 45 minutes (Beginner II/ III Special Baton Class)        | \$30.00 additional fee for 4 weeks                    |
| 45 minutes (Intermediate I-IV Special Baton & Flag)      | \$30.00 additional fee for 4 weeks                    |
| 45 minutes (Hip Hop & Improv)                            | \$30.00 additional fee for 4 weeks<br>(\$50 for both) |
| 45 minute (Adult Hip Hop)                                | \$45.00 fee for 4 weeks                               |
| 1 hour Adult Jazz  | \$50.00 fee for 4 weeks                               |
| Adults doing both Jazz and Hip Hop                       | \$75.00 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                    |

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 2020 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 2020. 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 be held at the Hershey Theatre on **June 19 & 20, 2020**. There will be 2 shows: Friday evening, **June 19 at 7:00 PM** and Saturday matinee, **June 20 at 2:00 PM**. There will be 2 General Rehearsals: June 15 (Friday evening show) and June 16 (Saturday matinee show), and 2 Dress Rehearsals: June 17 (Friday evening show) and June 18 (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, Jazz Ensemble, Classical Ballet, Junior Company and Teen Company 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 6:00 PM. 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 Jacqueline at least two weeks prior to the Recital to make accommodations.

We will be in need of 2-3 stagehands to assist with props backstage for both General Rehearsal, Dress Rehearsal and the Recital.

## 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 18 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 and sized with sample costumes. 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 4, 2020**. 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. Pictures of most costumes will be posted in the office for your examination.

For your convenience, costume payments will be accepted beginning in September until our deadline of January 4, 2020. 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 students Sunday, March 29, 2020 concerning the colors of tights and shoes to be worn with each costume. Additional accessories may be required for a small cost.

If assistance is needed with costumes or shoes, please ask a secretary for assistance. Please do not help yourself. Please do not rummage through costume boxes. If costume boxes are open in the lobby, they are only to be handled by staff.

## RECITAL FEE

There will be no admission charge for anyone attending the Recital, but there will be a **Recital Fee of \$140.00 per student or family of students participating in the Recital**. 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 Thursday, April 9, 2020.** The Recital Fee of \$140.00 is non-refundable after April 9. 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. Pictures will take place on **Friday, April 24 and Saturday, April 25, 2020.**

## 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:

- **NEW THIS YEAR** – 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 Jacqueline personally as soon as possible (717-991-0483). 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 5<sup>th</sup> 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 September 21, 2019. 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:
  - Believe Talent – **April 17-19, 2020** in Towson, MD
  - Groove – **May 1-3, 2020** in King of Prussia, PA
  - Nationals: Believe Talent – **July 6-10, 2020** in Ocean City, MD
    - 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 25 & July 2, 2020:  
Hip Hop Crew – 6:00-7:00PM  
Solos/ Duos/ Small Groups – Time TBD**

**Friday, June 26 & July 3, 2020:  
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**

Proper Convention/ Workshop Etiquette:

- Please arrive on time.
- Please wear a colorful leotard and tan convertible tights for all styles of dance, with the exception of Hip Hop. Please wear a tank top of your choice and any style or color leggings over your leotard. No writing or pictures on tank tops unless dance-related. Leggings can be worn for contemporary. Hair in a slicked back, high bun. No jewelry is permitted with the exception of sparkly post earrings.

- Please bring all dance shoes.
- Anyone not in proper dress will be asked to sit and view.
- No sitting, eating or cell phones permitted during Convention classes. If you are broken up into groups to perform, you should be reviewing on the side. Please cheer on your classmates and those from other Studios.
- There should be **no tumbling** when split into groups and waiting on the sides. Tumbling is only permitted if the teacher asks you to or if there is adequate space when asked to improvise. Stretching, watching and reviewing are only permitted on the sides for safety.
- Grab a quick drink during workshops if you need one, but there is to be **absolutely no loitering** around the water tables or hiding under them.
- No one should be outside of the ballroom unless they are using the buddy system to go to the restroom. **Please NO excessive restroom use.**
- **No horseplay. You are representing our Studio; therefore, you should be on your best behavior!**
- This year's Convention will be held on **Sunday, November 17, 2019** by Groove. This replaces Fall Frolic and Capitol Kickline. You do not need to stay over. The Convention will be held at:

Sheraton Valley Forge Hotel  
480 North Gulph Road  
King of Prussia, PA 19406

- This year's Convention is **mandatory**. Any student who does not attend will be dismissed from the Competition class without a refund.

**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 us at [richieschoolofdance@gmail.com](mailto:richieschoolofdance@gmail.com). We are always willing to help those who come to us. If you have any trouble getting to a Competition or to Convention, are late or lost, please call Miss Jacqueline - 717-991-0483.**

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 23, 2019**. 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**.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please list all classes/ day student is registered for:

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