



## **Student/Parent Handbook**

*Policies currently in effect.*

### **Welcome!**

Thank you for choosing Day-to-Day Dance for your dance education. There are many excellent choices in Whatcom County for dance instruction, and we are very pleased you have chosen us.

We have been enjoying serving our community since 2003, and are committed to instilling a love for the performing arts in each of our students. Our mission is to provide a quality dance education centered on the social, physical, and emotional development in children and adults of all backgrounds. Our main teaching methodology is based on Brain Compatible Dance Education, a nationally and internationally recognized method developed by Anne Green Gilbert. If you'd like to learn more about this method, visit [www.creativedance.org/about/braindance](http://www.creativedance.org/about/braindance).

We want to make the time you spend at the studio as pleasant as possible; therefore, we have policies in place in order to accomplish this. Contained in the following pages are guidelines concerning attire, class placement, and behavior expectations, just to name a few. We have tried to give you as much information as possible so you will know what is required of both you and your student as we begin a new season together.

Please do not hesitate to contact the director if you have any questions or there is a concern. We will work with our families to reach resolutions for any concerns brought to us. Day-to-Day Dance director Ms. Sabrina can be reached at 360-920-2964 or via e-mail at [daytodaydance@gmail.com](mailto:daytodaydance@gmail.com).

### **Our Instructors**

Day-to-Day Dance is very fortunate to have wonderful instructors at the studio. Director, Sabrina Gomez-Vannelli, is also the instructor for the following classes; Parent/Toddler, Creative Movement, Dance Movement, Hip Hop 4 Kids, and Pre Ballet.

#### **Cindy Johnson - Ballet and Contemporary Dance Instructor**

This is Cindy's second year teaching at Day to Day Dance and she is so excited to continue to dance and learn alongside her students. Dance has been a part of her life since she was three years old in the foothills of Mount Rainier. Over the years she has grown to love many styles of dance including Ballet, Contemporary and Modern, Jazz, and Hip Hop as well as Chinese Classical Dance. While completing her dance degree at Western, she has been part of Western Summer Theater, Represented Western at the American College Dance Festival, worked with guest artists, and taken many master classes in around Bellingham. She hopes to



bring a creative and supportive learning environment to the studio and inspire students to move and dance.

### **Cieon White - Hip Hop Instructor**

Cieon has been dancing for the past eight years with a primary focus on hip hop, and contemporary for the past two years. She was a member of Emerald City Elite and Poison Poppies dance crew for five years, and a member of the WNBA's Seattle Storm Dance Troupe for three years. Recently she has been part of Western Washington University's Hip Hop dance team and is working towards a minor in dance and art history, with a creative writing major focus. Overall, she loves being creative and is super excited to teach at Day to Day Dance!

### **Scheduled Holidays**

Day-to-Day Dance Studio follows the same basic calendar as the Blaine School District.

Following is a list of days the studio will be closed during the season.\*

- Labor Day
- Thanksgiving Break
- Christmas Break
- Martin Luther King Jr. Holiday
- Mid-Winter Break
- Spring Break
- Memorial Day

\*Tuition is due in full for each month, regardless of the length of the month.

\*See the full Season Schedule on last page

### **Inclement Weather Closings**

You will be informed by email or a phone call before class if class is canceled due to inclement weather. We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if the driving is difficult from your area.

If class cancels a make-up date will be announced. If you are unable to attend the scheduled make-up date, students/parents will be responsible for arranging their own make-up classes in an appropriate class at a time that is convenient for them (teacher can assist with appropriate make-up class recommendation). No credit will be given for missed classes; however, students are always welcome to take make-up classes for any missed class.



## School Etiquette

1. **BE ON TIME:** If you can, be 10 minutes early. Students should remain as quiet as possible while waiting for their class to start. When the class before ends, quietly wait and listen for teacher to invite you to enter dance space. Enter and begin stretching to prepare for class. Students are not allowed in studio without the teacher present. Young students must be accompanied by a parent/guardian at all times in the waiting area.
2. **BE PREPARED:** Arrive to class with dance clothes on, make sure to use bathroom before class and be ready to focus while bringing an open spirit for dancing.
3. **HAIR CARE:** Have hair up for all classes, bun preferred for ballet classes. BE sure hair is secure so it will not be played with during class
4. **NO STREET SHOES:** Shoes that are worn outside are not allowed on the dance floor. Hip Hop classes MUST change into shoes that are not worn outside.
5. **BRING A WATER BOTTLE:** There will be a water jug to fill your bottle if need be. Drink breaks will be given during class time.
6. **NO GUM, FOOD or DRINKS:** Dance area is off limits to gum, drinks and food of any kind.
7. **LEAVE CELL PHONE ON SILENT, AT HOME OR ZIPPED IN DANCE BAG:** Cell phones are not allowed to be checked during class time. In case of emergency parents can call Ms. Sabrina or students will be allowed to call parents.
8. **NO TALKING UNLESS THE TEACHER IS ADDRESSING YOU DIRECTLY:** Please be respectful to the teacher and the other students who are there to learn.
9. **DON'T WAIT UNTIL CLASS TO PRACTICE:** Practice at home on corrections given in class and work on flexibility at home as well as in class.
10. **TAKE ALL CORRECTIONS WITH A SMILE:** Your teacher give you corrections to help you grow as a dancer, listen to them and work to fix them.
11. **LEARN TO MARK DANCES AND COMBINATIONS AS THE TEACHER GOES OVER THEM:** This is a great way to learn combination quicker and a good chance to ask questions.
12. **RESPECT THE CLASS, THE DANCERS AND YOUR TEACHER:** Wait until the teacher is finished teaching a combination to ask question, wait and watch everyone complete the cross diagonal combinations before asking questions, do not mention the time, stay until class is completed and thank your teacher for her/his time. Be kind to your fellow dancers, have listening ears and keep hands to yourself. Students will be verbally corrected when necessary and will only be asked to leave class if they use vulgar language, refuse to cooperate with the teacher, or become physically or verbally abusive to the teacher or other students.
13. **AFTER CLASS:** Students must wait quietly in the lobby area for their parent/guardian or till parent arrives. Students are not allowed to leave the premises without a parent/guardian permission. NO running or rough play in the waiting area or parking lot AT ALL. There are



many cars entering and leaving the parking lot before and after class times; therefore the parking lot is not a safe place for children of any age to play. We love our dancers and their families and want to keep everyone safe.

14. **IF YOU NEED TO LEAVE EARLY:** Let your teacher know at the beginning of class.\
15. **IF YOU NEED TO LEAVE TO USE THE RESTROOM:** Please have your child use the bathroom before class. Leaving not only disrupts the class but your child may miss out on valuable warm-ups or combinations. If you really need to wait until an appropriate time and ask for permission.
16. **IF YOU ARE GOING TO MISS CLASS:** Please let your teacher know ahead of time, call or email to let us know.

### **Class Observation:**

Unfortunately, space inside the studio is limited so we will ask that you wait for your child in the lobby where you won't be distracting to students. Classes are designed for children ready to participate in dance classes without a parent/caregiver. If you have younger children it will be very important to stick with a simple drop-off routine upon arrival. This will ensure that your young child feels secure and ready to dance.

### **Attendance:**

For all classes that are part of the performance, parents and students must make every effort to have the student at every class and on time. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the dance program cannot jeopardize its responsibilities to the rest of the class for one student. Students should arrive quietly and on time remembering that there may be other classes in session throughout the facility. They should hang up their jackets and place their shoes in the designated area.

### **Missed classes:**

There is no credit given for missed classes; however students are always welcome to take a make-up class. It's the parents/students responsibility to arrange for a make-up class appropriate for student and based on what is available ((teacher can assist with appropriate make-up class recommendation). All classes must be made up before end of the session.



## **Tuition/Fees**

Our fees reflect that we provide the artistry of expression, development of technique, and above all, the fun of movement.

Registration fee \$15 per family (non-refundable)

\*This fee is paid once at the beginning of each session and is non-refundable.

\*Waived if tuition is paid-in-advanced for the 2018-2019 season (Sept - June)

### **Tuition: (non-refundable and non-transferable)**

- 30min twice a week \$30
- 1hr once a week \$60 month tax included
- 1hr twice a week \$95 month tax included
- 1.5hr twice a week \$100 month tax included
- Teen/Adult Classes 1hr once a week \$60 month tax included
- Private lessons ½ hr \$25 or 1hr \$50 tax included (Lessons are scheduled based on studio space and teacher availability.)

\*Discounts and Scholarships are available; please see the registration page for details ([daytodaydance.com/registration](http://daytodaydance.com/registration)).

### **Fees:**

Class session fees are split into 4 equal payments for a 15-week fall session & 6 equal payments for a 23-week winter/spring session.

- Tuition is Non-refundable and Non-transferable
- Pay tuition online with credit card or debit card (Convenience fee applies), or use the drop box inside The Studio to pay with cash or check during class hours.
- 50-55 min classes billed at full hour
- All tuition and fees must be paid no later than the 15th of each month. \$15 late charge for delinquent payments.
- \$25 charge added for NFS checks
- No refunds for illness or absences
- Discounts (see registration page)



### **Costume and Performance Fees: (non-refundable)**

- \$75 Costume fees are due on the second month of the session. You may pay the fee in installments or it will be added to your second month tuition to be paid all at once. We order costumes by October 31<sup>st</sup> (fall session) and February 28<sup>th</sup> (winter/spring session). To ensure a costume is ordered for your child, all costume fees must be paid by then. This fee is only paid once and is non-refundable
- \$30 Performance fees are per family, which includes two tickets to the performance. Additional tickets can be purchased at the door on the day of performance. Performance fees are due no later than December 1. You may pay the recital fee in installments or all at once.

### **All Fees include:**

- Costume and accessories chosen by the teacher and artistic director which they keep (does not include dance tights, leggings or dance shoes)
- Graphic design/Program design
- Two tickets to the end of session performance
- Technical and Intern assistant
- Recital Fees
- Associated Costs: Administrative costs, ordering, shipping/handling, restocking fees, exchange fees, rush orders, non-returns, and the 8.7% Sales Tax - on each costume - owed to the Government

### **Class Transfer/Withdraw**

If for some reason at any time during the dance season it is necessary for your dancer to be transferred to another class or withdrawn from class, Ms. Sabrina will assist families privately after class or via phone or email. Day-to-Day Dance director Ms. Sabrina can be reached at 360-920-2964 or via e-mail at [daytodaydance@gmail.com](mailto:daytodaydance@gmail.com).

### **Class Dress Code**

Practice wear is required for all classes. Students will be expected to wear clothes which allow them to move from floor to standing to jumping in comfort and without restriction so that the focus is entirely on dance.

### **Parent/Toddler:**

- Comfortable non-restrictive clothing
- Barefoot



### **Creative Movement:**

- Form fitting athletic wear or dance leotard with leggings
- Barefoot or Ballet Shoes
- Hair in a bun or ponytail

### **Dance Movement:**

- Form fitting athletic wear or dance leotard with leggings
- Barefoot or Ballet Shoes
- Hair in a bun or ponytail

### **Contemporary 1 & 2:**

- Form fitting athletic wear. No Jeans allowed
- Barefoot or foot undies
- Hair in a bun or ponytail

### **Hip Hop:**

- Form fitting top with leggings, jazz pants or cargo pants
- No outside or slip-on shoes allowed
- Clean shoe that protect ankles required such as high tops or dance sneakers
- Hair pulled back away from face or ponytail

### **Ballet:**

- All classes require proper fitting pink ballet shoes
- Any color ballet leotards, ballet skirt & ballet shorts allowed
- Pink ballet tights
- All Ballet students MUST wear their hair in a bun and away from face

Proper shoe fitting can be done at Creative Dancewear in Bellingham <http://www.creativedancewear.net/>. Shoes can be purchased at Creative Dancewear or online at Discount Dance Supply, Dancewear Solutions and All About Dance.

As always, if you have any concerns or questions about any of these policies, please feel free to contact Day-to-Day Dance director Ms. Sabrina. She can be reached at 360-920-2964 or via e-mail at [daytodaydance@gmail.com](mailto:daytodaydance@gmail.com). Please bring any concerns you might have regarding class placement, studio policies and procedures to our attention. All billing related questions should also be directed to Ms. Sabrina.



## **Season Schedule**

2018-2019

### **Fall Session:**

- September 4 - December 15
- Parent/Toddler Class (September 8 - November 17)
- Class Pictures: December 1
- Holiday Performance: December 15

### **No Classes:**

- *Thanksgiving Break:* November 22-24
- *Winter Break:* December 16 - January 1

### **Winter/Spring Session:**

- January 2 - June 15
- Parent/Toddler Class (January 5- April 27 )
- Class Pictures: May 18
- Spring Performance: May 18

### **No Classes:**

- *Martin Luther King Jr Day:* January 21
- *Mid-Winter Break:* February 15-18
- *Spring Break:* April 1-6
- *Memorial Weekend:* May 24-27

### **Summer Schedule:**

- July – August
- Schedule TBA