

# DANCE FAMILY HANDBOOK



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<http://www.fusiondanceworks.studio>

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## **1/ Introduction**

Welcome to the Fusion DanceWorks Dance Family!

It's our absolute pleasure to welcome you into our family at Fusion DanceWorks. Our team is thrilled to see many familiar faces return to the studio, and also excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have as you begin dance classes. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

## **2 - Who We Are**

### **About Miss Miranda**

Hi there, I'm Miranda - mama, spouse, entrepreneur, teacher. As of the writing of this bio, I'm 38, which I cannot say without thinking I'm basically 40. I live in my grandmother's house, in the same hometown that Hubs and I grew up in, with our daughter and two cats - all of which seem to make an appearance in most stories I tell.

I drink coffee like it's water. I also try to drink water like it's water, but I don't succeed at that most days. This is something I think even brief acquaintances know about me. Also, most people know that I do the dance thing. When you're in an arts-centric business in a small town, I think that's often how you're introduced to people. "This is Miranda. She's the dance teacher." You know? In any case, that's fine by me. Some other things I love: Stitch and the color purple. I'm a big fan of podcasts and audiobooks. I also REALLY try to eat good, whole foods, but am a serious sucker for Sour Patch Kids.

### **About the Studio**

In the past seventeen years, I've built a successful dance studio from nothing but an iPod, my genuine care for my students, and really precious word-of-mouth recommendations from amazing dance families. We have a positive studio culture; Fusion is truly a dance family.

Fusion DanceWorks offers classes in Creative Movement, ballet, jazz, contemporary, hip hop, pointe, tap, and acro for preschool through high school age kiddos. The studio is mainly recreational, with students also participating in soccer, little league, and 4-H (plus so much more). We are so proud of how involved our dancers are in their communities! We also have a growing competition team, where dancers who choose to focus on dance can thrive and excel in their craft. Whichever track a family chooses, we want dancers to understand how the lessons from dance will impact their whole lives: responsibility, discipline, and teamwork.

## **What We're About**

At Fusion DanceWorks, we strive to create a positive learning environment where dancers of all ages and abilities can thrive and build self-confidence and self awareness, while developing a love of dance that will follow them through their lives. We want our dancers to realize the greatness and potential within them, and we want to provide the best training possible to help them achieve that. Above all, it is our goal to nurture kindness and compassion in our dancers. We recognize that our first job is to train quality humans, and we take that responsibility to heart.

### 3/ Registration

Before starting classes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your Parent Portal registration, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and a liability waiver.

Our annual registration fee is \$20 per student and must be paid prior to your spot being reserved in classes. You can pay your registration fee via your Parent Portal, Venmo, or cash/check. Failure to pay your registration fee in time may result in losing your place in the class.

Early registration (prior to the previous season's Spring Show) not only means that your registration fee is WAIVED, but it also ensures that in the event of classes reaching capacity before the new dance season kicks off, you will be guaranteed a place in the class/es of your choice. **The Early Registration Deadline for the 2024-2025 season is Sunday, May 5, 2024.**

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact the Front Desk if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

**\*\* REMINDER \*\*** Don't forget - if you refer a friend or family member who enrolls at Fusion, you both get a \$25 credit on your account!

#### **4/ Communication**

By now you have probably noticed that we are BIG on communication here at Fusion DanceWorks. It is our promise to respond to all inquiries within 48-hours, and we will never leave a question unanswered. The most consistent way to get in touch with our team is via email at [fusiondanceworks@gmail.com](mailto:fusiondanceworks@gmail.com). You can also text (563) 608-2188. Our front desk is staffed whenever we are open, and the team is happy to help with whatever you need!

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address [fusiondanceworks@gmail.com](mailto:fusiondanceworks@gmail.com) to your contacts so we don't end up in the dreaded Spam folder!

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed Fusion DanceWorks News & Notes Facebook group. This group can be found at <https://www.facebook.com/groups/272747179730856> and will be monitored to ensure all content is appropriate and relevant.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a text to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date. We'll also post the notice in our Facebook group.

We always display important information, dates and studio details on our noticeboard in the lobby, so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to reach out to one of our helpful team members.

## 5/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to existing commitments, please let the Front Desk know at your earliest convenience.

9/11/2023 - First Day of Dance

10/31/2023 - Halloween - No Classes

11/20-26/2023 - Fall Break - No Classes

12/11-15/2023 - Rehearsal Week for Christmas Cabaret

12/16/2023 - Christmas Cabaret (Performance for all)

12/18/2023-1/7/2024 - Winter Break - No Classes

4/29/2024-5/4/2024 - Rehearsal Week and Spring Show



## **6/ Code of Conduct**

To ensure the smooth, safe running of Fusion DanceWorks and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class and/or costume fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class to keep distractions to a minimum. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up. To avoid ongoing congestion in the lobby, please be on time to drop off and pick up your dancer. Dancers shouldn't arrive more than 5 minutes prior to class and should arrive dressed and ready to go.

Our lobby was designed with our dance families in mind. There is water and coffee available anytime. Please treat the space with respect and care. The lobby is open to dance parents during classes. However, please remember there is not a soundproof separation between the lobby and the studio space. If young siblings are accompanying you, please bring them a quiet activity and/or headphones.

Any questions or complaints must go through the Front Desk or studio phone/email – parents and students are not permitted to contact Fusion DanceWorks teachers outside of studio hours via personal phone/email/social media. Please always bring issues to the studio first - Miss Miranda is happy to meet with you as needed.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at

the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Fusion DanceWorks takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Fusion DanceWorks management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Fusion DanceWorks and may not be reproduced or sold by any students, parents or staff without permission of the director.

## **7/ Age groups**

\*All Classes are 30 minutes

### **Tiny Tots**

A parent and kiddo (18 months-3 years) take class together in this fun session! A class for little ones who are toddling, but not quite ready for class on their own. Caregivers explore movement and music with their little ones.

### **Acro**

For kindergarten through high school. Acro is the fusion of the artistry of dance with the athleticism of acrobatics. We partner with Acrobatic Arts to bring a thoughtful, safe, and proven acro training to our students. There is a focus on strengths, flexibility, and balance. While doing skills, dancers must also focus on integrating musicality, emotional expression, extension, and control.

### **Preschool Create & Move**

For ages 3-4. In our program based in creativity and play, dancers build coordination, rhythm, balance, and flexibility. We use music, movement, and games to build skills while learning various dance and tumbling techniques and terminology.

### **Hip Hop**

For kindergarten through adult! This class focuses on the many styles and grooves of hip hop dance. This high energy class uses age appropriate music and movement for every level, and dancers will learn skills, tricks, and fun routines.

### **Jazz**

For kindergarten through high school! Fun music, strong movement, high energy, big smiles - you'll find all of this in our jazz program. We train jazz dance technique, fundamentals, and put together exciting routines in this 30 minute class.

### **Ballet Technique**

For kindergarten through high school. Dancers will learn proper technique and ballet terminology while improving flexibility, balance, and strength in this 30 minute class. This class is strongly recommended for all students and is required for competition team members.

### **PBT / Strength & Conditioning**

Progressing Ballet Technique (PBT) is an innovative program designed to help students better understand the correct muscle initiation and body alignment that is required for dance. Dancers will explore exercises that have been developed and approved by a team of physiotherapists and will gain a greater understanding of their body. This understanding and the skills learned will be carried with dancers throughout their entire dance training. We also bring in other elements

of strength and conditioning training to prepare our dancers for the endurance required for dance classes.

#### Tap

Grades 1 through 12. This is a class that focuses on a variety of tap styles and techniques that help to build rhythm and balance. Techniques will be explored through combinations and improvisations.

#### Pointe

Instructors consent is required for this class. Students must be enrolled and attend weekly ballet technique classes. Dancers will learn proper pointe technique and apply ballet technique to pointe work in both center and across floor combinations.

#### Lyrical/Contemporary

For Middle and High School. This class teaches dancers to listen to and respond to music. We use a combination of dance styles and focus on expression to bring stories and dances to life. Dancers will learn tricks and skills that will be practiced and explored through combinations and improvisation.

#### Private Lessons

Instructors consent required. Students are able to work one on one with an instructor to build technique and skills in specific styles of dance or tumbling.

#### CLI

We are thrilled to partner with CLI Studios, based in LA. This program gives our students access to the dance industry's top choreographers and teachers. Dancers can take online master classes in jazz, lyrical, ballet, contemporary, and hip hop.

## **8/ Safety**

With the safety of our families a number one priority, Fusion DanceWorks is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this waiver, please see our reception staff who will happily assist you.

The director and staff at Fusion DanceWorks are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Upon registration, you will have read and signed a Release of Liability statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

## **9/ Dress Code for weekly classes**

At Fusion DanceWorks, our dress code is in place so our dancers can bring their best selves into classes. It limits distractions and helps dancers to move to the best of their abilities.

**Please ensure all parts of your child's items are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!**

Further style-specific dress code requirements are as follows:

**Ballet students** will require canvas half-soles (can be purchased at the studio). Should wear tank top/spandex or leotard/skirt. No baggy clothes. Hair **MUST** be secured off the face.

**Jazz students** will require canvas half-soles OR black leather jazz shoes (can be purchased at the studio). Should wear tank top/spandex/leggings or leotard/skirt. No baggy clothes. Hair **MUST** be secured off the face.

**Tap students** will require black tap shoes with velcro or elastic closures (can be purchased at the studio). No baggy clothes. Hair **MUST** be secured off the face.

**Hip hop students** will require clean tennis shoes or black leather jazz shoes. Hair **MUST** be secured off the face.

**Lyrical/Contemporary students** will wear canvas half-soles or dance bare-foot. Layers are a wise choice for this class. Hair **MUST** be secured off the face.

## 10/ Fee Structure

### 2023-2024 Tuition Rates & Fees

Any 30 minute class - \$43.75 / 8 Autopay Installments (\$350) due each month September to April

#### Discounts Available

- Sibling Discount - 5% off total tuition
- Dancer enrolled in 2 classes - 8% discount
- Dancer enrolled in 3 classes - 10% discount
- Dancer enrolled in 4 or more classes - 12% discount
- Dancers enrolled in Competition Team - 15% discount

#### Recital Fee - \$70

- Includes 2 tickets to your dancer's show, a recital t-shirt, recital recording, and Spring pictures
- additional siblings in family would only owe \$25
- Billed in October, Due December 1st.

#### Additional Expenses

**All students need a Green Fusion T-shirt for Christmas Cabaret**

Shoes:

- Ballet Half Soles - \$25 + tax
- Jazz Shoes - \$40 + tax
- Contemporary Socks - \$8 + tax

Costumes for Spring Show (Billed October 1st -- Due December 1st):

- Ballet Costume - \$30; also will need Fusion Black Tank and Spandex
- Hip Hop Costume - \$0; will need Green Fusion Tee and Sweats
- Create & Move Costume - \$65
- Acro costume - \$0; will need Fusion Black Tank and Spandex
- Jazz Costume - \$30; also will need Fusion Black Tank and Spandex
- Contemporary Costume - \$0; need Fusion Black Tank and Spandex
- Tap Costume - \$0 fee; need Green Fusion Tee and Sweats

## **11/ Attendance**

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes, but will make every endeavour to schedule a catch-up class in the unlikely event that Fusion needs to cancel a lesson.



## 12/ Social Media

Fusion DanceWorks Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with our studio's code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful Fusion DanceWorks staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
- You may not post photographs / videos that feature Fusion dancers other than your own online without the proven consent of their parent/guardian.