

**Richie School of Dance
Established in 1972
2023-24 Student Handbook**

515 N. Mountain Road
Harrisburg, PA 17112
717-652-7806

www.richiedance.com

Follow us on Facebook by searching Richie School of Dance



Owner: Brian Sill

Artistic Director: Angela Harp (apstardncr@yahoo.com)

Studio Manager: Erin Henderson (erinhenderson1978@comcast.net or
info@richiedance.com)

Welcome to Richie School of Dance (RSD) 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!

Students enrolled in RSD will receive instruction and discipline with a focus on proper and correct dance education, performance and technique. The studio offers a complete curriculum ranging in courses for the pre-school student to the advanced teen and adult, as well as both recreational and competition level classes. We utilize a progressive learning system that stresses good, clean technique.

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

This Handbook contains the studio rules, our Code of Conduct and general information for the 2023-24 dance year.

GENERAL INFORMATION

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

RSD will not be held responsible for any damage to vehicles that occurs on studio property.

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

No one other than employees may be behind the desk at any time. This includes all students.

Chewing gum is not permitted in the classroom.

No food or drinks (other than water) are permitted in the classrooms. If your student has a wait between classes, they are permitted to bring a snack to eat in the lobby, provided that they clean up after themselves. If we find there are continuous messes, we reserve the right to no longer allow snacks during class layovers.

Due to space limitations, the only parents/ guardians permitted to remain in the studio during a class are those with a student in Pre-Ballet I or II. We ask you to limit this to one parent/ guardian per dancer so there is room for everyone and to please not bring siblings along. If you must bring a sibling along, no small children will be allowed in the office or waiting areas unattended. Please be mindful that the studio is a place of business, and loud and unruly children or loud conversations in the waiting area can be very distracting to those working at the desk. Your cooperation is appreciated in keeping the noise level in the waiting areas to a minimum.

Pre-Ballet parents are not permitted to wait in the hallway unless asked to do so by the teacher.

For the benefit of the students, parents and friends will not be permitted to enter a classroom while a lesson is being conducted as it disrupts the students. There will be **NO EXCEPTIONS** to this rule unless it is at the request of the teacher. Parents will only

be invited to the classrooms for 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 under any restrictions or there are any health-related issues RSD staff should be aware of, please make note of these on the form at the end of this Handbook.

If you do not want your child's name, picture or video used for advertisements, promotional use or posted on our studio Facebook page, website, etc., please initial the box on the form at the end of the Handbook.

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. 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.

Any bags, coats, shoes, clothing, etc. left behind 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.

RSD is not responsible for any lost or stolen items, including electronic devices.

We have a box in the lobby where you can place outgrown shoes that you wish to donate. Any student can feel free to find shoes in this box to use.

We communicate via email every Friday. If you do not receive our Friday email, please check your spam folder. If you did not receive anything in your spam folder, please contact Miss Erin, Studio Manager, immediately so that she may look into this for you. You are responsible for all information that we send out via email.

The last day to join a core class is Monday, November 27, 2023.

All RSD choreography is studio-owned. No choreography may be shared with another studio, teacher or choreographer outside of RSD. No one outside of the studio may coach or change any studio choreography. Failure to comply is grounds for dismissal of your student without a refund.

We will be happy to discuss progress or concerns with you by emailing Miss Angie, Artistic Director, so that she 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 prior to class beginning or at class dismissal, as they are preparing for their next class.

If you need to contact Miss Angie or Miss Erin, please email them at the email addresses listed on the cover page or call the studio (717-652-7806). They will be happy to assist you, but please be respectful of their personal time. Any texts or calls

to their personal phones, or messages on their personal Facebook pages or other social media accounts, will not be answered. The only time you should contact their personal phones is during an event for the studio that takes place in public to notify us of lateness, sickness or injury.

CODE OF CONDUCT

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.

RSD Student Code of Conduct:

- 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.
- 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.
- **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.**
- **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.**
- All students must respect the studio. Please speak respectfully of the studio including in-person and on social media.
- All students are to refrain from cursing, foul gestures, racial slurs and bullying, whether physical, mental or emotional. This includes social media posts.
- All students will be held accountable for their own behavior and work ethic.
- All students 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:

- All parents/guardians are to be an 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.
- 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.

- All parents/guardians are to refrain from cursing, foul gestures, racial slurs, and bullying, whether physical, mental or emotional. This includes social media posts.
- 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.
- All parents/guardians are to respect the expertise of our teachers and not question their decisions related to placement.
- 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 for 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 Miss Angie or Miss Erin. They will be more than happy to assist you. Please do not voice your concerns to other parents or customers.

PARKING

Please do not park in the Kristen's Kuts or Color Bar parking lots. Parking in these lots 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 Copper Pub and Grille for overflow parking. You may drop your child off at the front door and then drive to Copper Pub and Grille.

Absolutely under no circumstances are you allowed to park your car in the alleyway as it creates a hazard for those leaving our parking lot.

Additionally, 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 lot, please circle around until you find a spot or park along Mountain Road or in the Copper Pub and Grille lot. You will be asked to move your car if you wait at the door.

DRESS REQUIREMENTS

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.

In order to maintain a professional atmosphere, we require all students to follow the RSD dress code. Please refer to the list below for class requirements. Dancewear is to be laundered frequently and in good repair with no holes or tears. Please label all dancewear, shoes and accessories so that lost items can be easily returned.

Skin must be clean and free of any writing.

No jewelry of any kind is allowed, with the exception of small post earrings. No hoops or dangling body jewelry – studs only. Fitness watches are permitted.

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. Classical Ballet Levels 1, 2 & 3 and Teen Soft Shoe Ballet students must have a slicked back and secure low bun parted in the middle.

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

Any color or style leotard and tights. Booty shorts or leggings of any color may be worn for Tap, Jazz and Baton. No writing is 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, and Ballet and Tap shoes are required for Pre-Ballet II. Beginner I through Intermediate IV dancers are required to have Ballet, Tap and Jazz shoes. Beginner level students may wear Ballet shoes for Jazz, but Jazz shoes must be purchased and worn after the end of February. Jazz shoes are required for all Intermediate students no later than the end of February. Lyrical shoes are required for all dancers Intermediate I and up after the end of February. Costumes from previous years are not permitted to be worn during class.

Intermediate V-Teen

Any style black leotard and pink or tan **transition** tights (we may need to work in bare feet at times) must be worn. Booty shorts or leggings in any color may be worn for Jazz and Tap. No writing is allowed 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. Please purchase a TheraBand (an 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. Intermediate V students may be asked to purchase 2 yoga blocks (4" D x 6" H) and a pack of resistance bands (closed loop bands) from light to heavy. These items can be purchased on Amazon or at any sporting goods store. You will be given a 2-week notice should these items be required. Costumes from previous years are not permitted to be worn during class.

Classical Ballet Levels 1, 2 & 3 and Teen Soft Shoe Ballet

Any style black leotard, black or tan sport bra and pink **transition** tights (we may need to work in bare feet at times). No skirts, leg warmers, socks or Ballet sweaters may be worn in Ballet. No tee-shirts, tank tops, sweatshirts or outside clothing permitted. Must have Ballet shoes. 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. Costumes from previous years are not permitted to be worn during class.

Hip Hop (Girls & Boys)

Comfortable clothing to move in. **Tank tops or tee-shirts may not have any pictures or writing unless it is dance-related. Name-brand logos or writing is permitted as long as it is not covering the majority of the clothing item.** 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. Costumes from previous years are not permitted to be worn during class.

Boys Dress Code

Core classes: any color plain or v-neck tee-shirt, black dance pants or black biker shorts. Jazz, Tap and either black or white Ballet shoes may be worn in class. Hair must be neatly groomed. Costumes from previous years are not permitted to be worn during class.

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. Costumes from previous years are not permitted to be worn during class.

Radar Technique LKT (Leaps, Kicks, Turns) Dress Code (available to Dance Team members in core Intermediate V and up. Will be offered to core Intermediate V or Teen dancers should the class not fill in a given session)

Hair in a low bun parted in the center. Bike/ dance shorts or leggings in any color, but no pictures or writing unless dance-related. Sports bra or tank top may be worn in any color, but again no pictures or writing unless dance-related. Shoe options are bare feet, socks, Lyrical shoes or Jazz shoes – dancer’s choice. Equipment needed: 1 yoga mat, 1 speed jump rope, a pack of resistance bands (light to heavy, closed circle loop), 2 yoga blocks (4" D x 6" H), 1 stretch strap with loops and a 9" mini exercise ball (non-weighted).

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.

All dress codes will be enforced by the 2nd week of class with the exception of shoes. Those in Intermediate I and up will sit and take notes if not in proper dress code. Teachers will address parents/guardians of students in Pre-Ballet and Beginner levels if they are not in proper dress code. If the dress code is not followed on a regular basis, students will not be permitted to attend class with no refund.

Shoes

Footwear used and carried by RSD is the Capezio brand. Students will be permitted to wear shoes they already have that still fit 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, and should be purchased by the end of February. Studio prices for these shoes can be found at the desk - please ask the secretary (prices are subject to change at the discretion of the owner).

Class	Shoe
Pre-Ballet I/II (Ballet)	Capezio Lily (Pink leather)
Pre-Ballet II (Tap)	Capezio Mary Jane (Black)
Beginner I-III Intermediate I-V Teen/ Elite Company Level 1 - 3 Classical Ballet Junior, Pre-Teen & Teen Companies Teen Soft Shoe Ballet (Ballet)	Capezio Hanami (Pink canvas)
Beginner I-III Intermediate I-IV (Tap)	Capezio Mary Jane (Caramel)
Intermediate V (Tap)	Capezio Manhattan Xtreme (2.5" heel) Available only at Dancer's Pointe in Hummelstown (Caramel)
Teen/ Elite Company (Tap)	Bloch Ladies Chloe and Maude Available only at Dancer's Pointe in Hummelstown (Black)

Beginner I-III Intermediate I-IV Level 1 & 2 Jazz Teams Junior Company Jazz Team Beginner/ Intermediate Special Baton/ Flag (Jazz)	Capezio E-Series Jazz Shoe (Recital color for each class TBD)
Intermediate V Teen & Elite Company Level 3 & Advanced Jazz Teams Pre-Teen & Teen Company Jazz Teams (Jazz)	Capezio Freeform (Recital color for each class TBD)
Intermediate I-V Teen/ Elite Company Junior Company Ballet Pre-Teen Company Ballet Teen Company Ballet (Lyrical)	Capezio Turning Point (Nude or Dark Suntan - purchase the color that best matches your skin tone)
Adult Jazz (Jazz)	Capezio Jr. Footlight T- Strap Character Shoes (Caramel)

- *Pre-Ballet I & II Boys - Capezio Black Lily Ballet Shoes
- *Pre-Ballet II Boys - Capezio Black Tap Oxfords
- *Beginner I, II & III Boys - Capezio Black Hanami Ballet Shoes
- *Beginner I, II & III Boys - Capezio Black Tap Oxfords
- *Beginner I, II & III Boys - Capezio Black E-Series Jazz Boots
- *Intermediate I-IV Boys - Capezio Black Hanami Ballet Shoes
- *Intermediate I-IV Boys - Capezio Black Tap Oxfords
- *Intermediate I-IV Boys - Capezio Black E-Series Jazz Boots

Boy Tap shoes should be fitted at Dancers Pointe. Can use our stock for fitting Ballet and Jazz shoes

Students must have proper shoes for core classes or have ordered the shoes needed by September 30, 2023. If the correct shoes are not purchased by this time, ordered or worn in class, students in Intermediate I and up must sit and take notes during class.

At any other time in the year that shoes become small or not fit, students will have to sit if the shoes are not replaced for class or at least an order has been placed. If you are waiting on shoes after ordering, your child will be excused from wearing those shoes in class.

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, she/he 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. As always, please speak to your teacher after class, or set up a time you can speak with them, 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.

Pointe will no longer be offered at the studio unless we are able to find a Pointe instructor. No one new will be placed en Pointe at this time including those who may be en Pointe at another studio. This is for the safety of our students as this class is not geared toward Beginner Pointe instruction and proper training of the feet and ankles which is needed for proper technique en Pointe. Should a Pointe class be put in place in the future, this class will be by invitation only for those showing proper body alignment and technique. Remember not all dancers will be placed en Pointe and this is strictly for the safety of our students.

ATTENDANCE, ABSENCES, INJURIES, LATE ARRIVALS AND EARLY DISMISSALS

All students must check-in with the secretary at the desk. If they do not check-in, they will be marked as absent. If a student has consecutive classes, it is their responsibility to let the secretary know if they are not staying for all classes on a given day.

Parents, please bring students no more than 10 minutes before class and pick them up within 5 minutes after class.

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

Excused absences are sickness, injuries, graded school functions or school awards ceremonies or religious events directly pertaining to the student, as long as a note is provided. These absences must be reported to the secretary prior to the start of class to be excused. No call, no show for class is considered unexcused. Vacations, musical rehearsals, sporting events, etc. are not excused absences (regardless if the reason is considered mandatory for that event).

After 8 absences due to sickness, further sicknesses will only be excused with a doctor's note. Absences due to injury can only be marked as excused with a note from a doctor or family member. Students with an injury will not be permitted to sit and watch a class unless they have a note. In order to be released back to dance, a doctor's note must be provided. 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 more than 5 minutes 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.

Please report all absences in the following manner: an email to Miss Erin, a phone call during studio hours to the secretary, or a note handed in to the secretary prior to the absence. **Absences will not be accepted in any other manner.** If you know of an absence ahead of time, you may email, call or give a note so that it can be marked in advance. Please do not verbally report any absences to teachers as they will not be recorded when given in this manner. **If you do not report an absence prior to a class, you have a one-week grace period to provide a reason to be posted in your dancer's account. After a week, if no excuse was given, it will remain an unexcused absence.**

Students who come more than 5 minutes late to class without a note must sit and watch the remaining class. All students in Intermediate I and up must take notes and show these notes to the teacher at the end of class.

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. 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 when 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 the class.

You cannot make-up a missed class if it falls during another regularly scheduled class time. If you have a conflict, please see Miss Angie or Miss Erin and they will try to work something out with your schedule. Beginner I students can make up with Beginner II/III. Intermediate V students can make-up classes with Intermediate III/IV. Teen students can make-up during Intermediate V classes. There are no make-up classes available for Level 1, Level 2 or Level 3 Ballet/ Jazz, Advanced Jazz Dance Team/ Teen Soft Shoe Ballet, Elite Company, Junior Company, Pre-Teen Company, Teen Company, any Hip Hop Crew, LKT, Strength & Conditioning, Adult Jazz or Beginner & Intermediate Baton/ Flag. If you are making up in 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.

ADULT JAZZ

Adults enrolled in Adult Jazz may not acquire more than 10 unexcused absences throughout the year. If more than 10 unexcused 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 all aspects of the class, including stretches. All stretches and strength exercises can be modified if needed. No cell phones are permitted during class. 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.

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 5, 2023**. The Studio is closed on Thanksgiving Day, Thursday, November 23 through Saturday, November 25, 2023. There are no make-up classes for these 3 dates in order to allow students to spend time with their families. The Studio is closed for Christmas vacation beginning Tuesday, December 19, 2023, with classes resuming on Tuesday, January 2, 2024. The Studio is closed for Memorial Day, Monday, May 27, 2024. The last day of classes for the 2023-24 dance year is **Monday, June 10, 2024**.

SNOW DAYS

If the Studio is closed due to weather, you are not required to make up the canceled class and it will not count towards your 8 or more absences. Students will be notified of cancellations via an email through Dance Studio Pro and the Studio Facebook page. **Cancellation of public schools does not necessarily apply to the dance studio.** No refunds will be provided for classes that were missed due to a weather closure and not made up. A make-up class will only be scheduled for classes that are missed more than two times due to weather.

TUITION

Tuition is a flat rate based on a 4-week period, and due at the beginning of the month. 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. Once tuition has been paid, it cannot be refunded (unless there are extenuating circumstances that can be discussed with Miss Erin). If your student is thinking about withdrawing, please consider this before you pay the next month's tuition.

Tuition, costume payments, competition and Recital fees will be loaded into your Dance Studio Pro account and can be paid online via your Dance Studio Pro account but will incur a 3.05% and \$.30 per transaction convenience charge. If you would like to avoid this fee, you may pay with cash or check at the desk. It is helpful if cash payments are made in the exact amount due. The secretary will record your payment, and Miss Erin will reconcile the payment in your account within a day. The only payments that can be made at the desk with a credit or debit card are for shoes or tights; all credit card transactions for tuition, costumes or fees must be made through your Dance Studio Pro account. Students may bring payment in and leave it with the secretary, or there is also a locked brown drop box outside of the door to leave

payments.

A \$10 late fee **per student** will be automatically added to your account after a 10-day grace period. This fee will be recurring each week until it is paid. **Anyone who is one month in arrears will be asked to sit until all outstanding balances are paid.** Late fees will begin in October 2023.

A discount of 5% will be given for students who pay the year in full year by September 30, 2023. There are **NO REFUNDS** of tuition paid in full if the student drops out for any reason. Please consider this carefully before paying for the entire year. Pay in full payments are only eligible on monthly recurring payments. If you are registered for Leaps, Kicks, Turns, this will not be included in your pay in full total as this is a one-time payment per session.

There will be a \$30 charge for bounced checks.

If you have any questions concerning your account, please contact Miss Erin.

You are asked to enroll for the entire season, September through June. If, for any reason, a student must be withdrawn from the school, a two-week notice is required.

When making payments, please be mindful that tuition, registration fees, competition fees and the Recital fee are non-refundable once the payment has been made.

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

Class rates and schedule for the 2023-24 season can be found on our website.

RECITAL

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.

All students participating in the 2024 Recital agree by signing the Handbook form that all rehearsals and Recitals are mandatory with the exception of sickness or injury. Absences must be reported by email to Miss Angie or Miss Erin.

We will be in need of Room Moms and will send a request in February asking for volunteers.

Information about a Recital fee and/ or tickets will be shared early in 2024. Should a Recital fee be put in place, there will be a \$10 late fee per student which will be automatically added to your account after a 5-day grace period. This fee will be recurring each week it is unpaid.

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 during their regularly scheduled class time. Professionally made costumes are ordered according to the student's measurements (not according to a particular dress size). 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 - no exceptions. For both Recital and competition costumes, there will be a \$10 late fee per costume added after a 5-day grace period. It will be recurring weekly until costumes are paid.

Costume payments can be made via your Dance Studio Pro account or in cash or check at the desk once fees are posted to your account.

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

New this year, there is a separate Handbook for Dance Teams. Handbooks will be posted on the studio webpage.

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, Artistic Director, or Miss Erin, Studio Manager. We are always willing to help those who come to us.

Happy dancing!

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

Please return this form to the front desk as soon as possible, but no later than classes held the week of **September 18, 2023**. If the form 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**.

By signing below, I have read the Handbook and agree that my child, as well as all of my family, will abide by the rules set forth for the 2023-24 Dance year by Richie School of Dance.

If you do NOT want your child's photograph to be posted on our website or Facebook page at any time during the dance year, please initial here (otherwise leave blank):

Student Name (printed): _____

Parent Signature: _____

Please list any health-related restrictions or concerns: _____

Secretary use ONLY:

Please list day/ core class student is registered for:
