

# *Innovations*



# *Dance Center*

*Certified Members of:  
Dance Masters of America  
Mid-Atlantic Dance Masters Chapter 17*

**717-755-6259**

**InnovationsDanceCenterYork.com**

*Owners: Sherry Rouscher and Karen Adamson*

**2024-2025  
Student and Parent  
Handbook**

# Welcome to Innovations!

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This handbook will serve as your guide to Innovations Dance Center and its philosophy of dance education. We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime. As a condition of enrollment at Innovations Dance Center, students and their parents or guardians agree to abide by all the policies set forth by Innovations Dance Center, its owners, faculty, and staff. Innovations Dance Center reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

## Philosophy

Innovations Dance Center is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and

developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Innovations Dance Center faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

## About this Handbook

For over 50 years, our studio has been a leader in dance education. Founded as Darleen Paddison's Dance Studio in 1971, the studio became Innovations Dance Center in 2008 under the new leadership of Sherry Rouscher and Karen Adamson. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the studio.

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**Dates and/or expenses listed in this handbook are subject to change. Please check the web site for the latest updates.**

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## Contact Information

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**Phone:** 717-755-6259

**E-Mail:** [innovationsdancecenter@hotmail.com](mailto:innovationsdancecenter@hotmail.com)

**Website:** [innovationsdancecenteryork.com](http://innovationsdancecenteryork.com)

**Facebook:** [facebook.com/innovationsdancecenter](https://facebook.com/innovationsdancecenter)

Additional phone numbers (**please contact studio number first**):

Sherry Rouscher: 717-676-9797

Karen Adamson: 717-891-0085

# Introduction to Dance

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## For Our Students

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## For Our Parents

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Dancers and their parents should be aware that dance is a physical skill. In order to help students and facilitate their learning, instructors will need to guide their movement by touch. This allows dancers to achieve proper alignment and learn the anatomy of dance.

# Introduction to Dance (continued)

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## Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form, and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

# Introduction to Dance (continued)

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## Benefits of Dance

Why should my child dance? The following are just some of the benefits of studying dance for boys and girls of all ages.

### Physical Benefits:

- Improved body awareness
- Increased physical strength, flexibility, and range of motion
- Improved coordination and balance
- Develops proper posture
- Increases heart rate, endurance, stamina, and overall cardiovascular health
- Encourages a healthy lifestyle

### Emotional Benefits:

- Improves mental and emotional health
- Helps to reduce stress
- Instills a sense of pride and accomplishment
- Encourages self-confidence
- Develops grace, poise, and self-assurance at an early age

### Social Benefits:

- Fosters teamwork, communication, trust, and cooperation
- Create friendships with like-minded individuals
- Helps in overcoming shyness or awkwardness in social situations
- Enhances the ability to perform in front of an audience

### Educational Benefits:

- Enhances concentration skills
- Offers multifaceted education in art, music, and performance
- Improves the ability to learn, memorize and recall material quickly

## Dance Masters of America Membership

Dance Masters of America (DMA) is a professional, certified membership organization of artists and educators committed to the elevation of the art of dance and to providing innovative artistic experiences for the advancement of dance worldwide. DMA has been certifying and setting the standards in dance education since 1884. Since its inception, the goals of the organization have been to improve the standards of dance benefits offered to its members and their students.

As a participating member studio affiliated with the DMA organization, we follow a national syllabus developed by DMA to promote effective, safe, and comprehensive dance education. Our instructors are active participants in DMA, including our local Chapter, Mid-Atlantic Dance Masters Chapter 17. This chapter provides regional workshops and educational seminars for both teachers and students, and we are happy to provide those experiences to any interested dancer at Innovations.

# Guide for Preschool Parents

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Our purpose is to provide the highest quality preschool education in a secure, nurturing, and stimulating environment. Innovations Dance Center serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate Creative Dance and Kinderdance curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teachers, and their classmates.

Right from the beginning, we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, simple tap-dance movement, and games in an environment of creativity.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away. Preschool students perform one dance routine in our annual recital.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

# Guide for Preschool Parents (continued)

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## Separation from the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times, young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears) are for the parent's benefit.

## It May Not Be The Right Time

If your child cries or does not want to take class, don't panic. Often, once they are in the classroom, they become occupied with class activity and forget about their fears. We encourage you to try for a few classes and give your child a chance to adjust to the new environment of the dance studio. If, after a few lessons, they are still unable to adjust, we recommend trying again in another year.

If your child stops attending class within the first month, the registration fee will be credited to the following year. We encourage you to have your child try again next year.



# Staying Informed

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We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all e-mail communication thoroughly. Check the web site and Facebook page frequently for the most up-to-date information.

If you have any questions regarding the information posted, we encourage you to contact the office at 717-755-6259. Our regular hours during the school year are Monday through Thursday, 5-9 p.m., and Saturday from 9 a.m.-12:00 p.m.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at [innovationsdancecenter@hotmail.com](mailto:innovationsdancecenter@hotmail.com).

## **Web Site: [InnovationsDanceCenterYork.com](http://InnovationsDanceCenterYork.com)**

We are constantly updating our web site. News, important parent and student information, contact information, and more are available online 24 hours a day.

## **Facebook Page: [facebook.com/innovationsdancecenter](https://facebook.com/innovationsdancecenter)**

“Like” the Innovations Dance Center page on Facebook to receive daily updates on studio events. Please invite your family and friends to “like” the studio.

## **Weather Cancellations**

Notifications of weather cancellations will be emailed, posted on the website, Facebook page, and through remind, usually by 2:00pm.

**To sign up for text alerts regarding studio closings:**

1. Please text: @idcyork To: 81010
2. Once you get a return text, reply back with your full name and you will be subscribed to our list!

# Enrollment & Registration

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## Enrollment

Enrollment is open through the end of October. For late enrollment, please speak to either Sherry or Karen. There will be no enrollment or class schedule changes after November 1.

## Registration

- The registration fee for the 2024-2025 Dance Year is \$50.00 per student/family, \$70.00 per family. This fee covers the cost of insurance, handbooks, rehearsals, and so on. The registration fee must be paid during our registration dates in August. First months tuition is due September 1st. We accept cash, check and credit cards. There is a 3% fee to use a credit card. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season.
- Studio policies are provided throughout this handbook. Please keep this handbook throughout the year for easy reference of studio information and policies.

## Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the studio owners to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students and/or their parents
- Abuse of other children, staff, or property
- Inability of Innovations Dance Center to meet the child's needs

# Tuition & Payment

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Tuition is based on our dance year, which consists of 35 classes.

All tuition is due the 1st of the month. Payments received after the 15th of the month are subject to a \$5.00 late fee. Payments not made by the end of the month will discontinue class enrollment. Discounted rates are available for students/families taking multiple classes; please see rates below.

## 2024-2025 Monthly Tuition Rates

*Classes meet once per week for 1 hour.*

*The tuition rates listed below are due monthly.*

- 1 class \$55.00 per month
  - 2 classes \$85.00 per month
  - 3 classes \$113.00 per month
  - 4 classes \$139.00 per month
  - 5 classes \$162.00 per month
  - 6 classes \$180.00 per month
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- 1 dancer family caps at \$139.00
  - 2 dancer family caps at \$162.00
  - 3 dancer and up caps at \$180.00
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- Semi-Private \$52.00 (1/2 Hour per week; no multi-class discounts; no refunds)
  - Private \$66.00 (1/2 Hour per week; no multi-class discounts; no refunds)*summer months*)
  - Dance Company: \$50.00 per month (Year round, including summer months)

There are no refunds for missed classes as there are make-up classes available. Prices are subject to change.

# Tuition & Payment (continued)

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Payments should be made through the Online Parent Portal. Payments may be delivered directly to the office staff during the first class of the month (from 5:00 – 9:00 p.m.).

Payments can be made online through your parent portal at **www.dancestudio-pro.com/online/innovationsdancecenter**

Please make all checks payable to “Innovations Dance Center,” and include student’s full name in the memo line of the check for proper account credit. There is a \$35.00 charge for returned checks.

All cash payments must be given directly to a staff member. We will not be responsible for cash payments left without proof of receipt.

**There will be a \$5.00 Late Fee for all late payments.**

# Class Placement

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## Class Placement

The studio faculty meets regularly to discuss the students' progress and/or placement. It is our Class Placement policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

# Class Descriptions

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## **Creative Dance 1 & 2** (ages 3-4)

Our Creative Dance classes are designed to help your child develop a love of dance. The steps we teach, the songs we sing, the games we play, and the exercises we do are all geared to the pre-school learning level. We encourage student imitation through our activities. Songs and dances are simple enough for the youngest students to execute easily, which enables them to build a feeling of self-confidence. Our classes stress the importance of warming up the muscles before beginning any form of movement. Each class is a mix of ballet, tap, and tumbling.

The discipline of ballet is introduced in various ways. Graceful arm movements, balance, learning right from left, rhythm, and coordination are also part of the class.

The tap portion of the class teaches young students some very basic tap steps and is designed to prepare children for the tap levels to follow as they grow and become more experienced dancers.

In the tumbling portion of class, dancers will learn the basics of floor tumbling including forward rolls, backward rolls, cartwheels and fundamental strengthening and coordination skills. Our experienced instructors ensure optimal safety for all our tumblers.

## **Kinderdance** (age 5)

An extension of Creative Dance 1 and 2, Kinderdance continues to introduce new concepts to younger dancers in a fun way. Dancers will learn more complex ideas, including:

- Ballet: all 5 positions of the feet, and traditional arm positions used in classical ballet
- Tap: more advanced rhythms and patterns
- Tumbling: headstands, back bends, and different types of cartwheels
- More complex choreography and combinations, including basic jumps

In Kinderdance, the focus is still on having fun and building self-confidence, but there will be more emphasis on proper body placement and the fundamentals of dance technique.

## **Combo Classes** (ages 6-7)

Our combo classes allow younger students to experience a variety of dance styles before progressing to the more advanced levels. These introductory classes are for students ages 6-7, and provide an overview of dance technique in the following disciplines: Ballet/Jazz • Jazz/Tap • Hip Hop/Tap

# Class Descriptions (continued)

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## **Ballet** (ages 8+)

Ballet is a classical dance form that develops correct technique, posture, body alignment, flexibility, and control. Ballet's structure helps build self-discipline in the student, and the technique learned in ballet class can be applied to all other dance disciplines. A typical class consists of barre work, center work, and combinations across the floor.

## **Pre-Pointe** (ages 12+)

This class is for students who are not yet ready for a full pointe class, but are ready to be working toward that goal. Exercises in this class involve strengthening and stretching the feet, and articulating the bones and muscles of the feet.

## **Pointe** (ages 12+)

It takes years of preparation and ballet class to graduate to the level of technique and strength required for pointe work. Innovations instructors will evaluate each student as to when she is ready to safely begin pointe; this class is by invitation only. Once in pointe class, dancers will gradually work toward the comfort level to complete all ballet steps on pointe.

## **Tap** (ages 8+)

Tap is a percussive style of dance focused on rhythm and sound. In class, students work on their timing, clarity, balance, coordination, articulation of the feet and ankles, and intricate rhythms. Throughout the different levels of tap, these rhythms become more complex.

## **Jazz** (ages 8+)

Jazz is a class that teaches the discipline of dance and strong technique. Class includes a thorough warm-up, center combinations, and technique progressions across the floor. Jazz has a wide range of styles and interpretations, including Broadway jazz and commercial jazz. Jazz classes are always upbeat and high energy!

## **Acro** (ages 8+)

Acrobatics teaches flexibility, strength, balance, muscle control, concentration, and Discipline. This class focuses on fundamental acrobatic technique. Students will learn floor skills used in gymnastics, such as handstands, chin stands, elbow stands, cartwheels, back bends, walkovers, and tumbling (in advanced levels). This class is great for students looking to enhance their agility, flexibility, and strength.

# Class Descriptions (continued)

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## **Lyrical (ages 8+)**

Lyrical is an expressive combination of Ballet and Jazz technique that challenges dancers to use motion to interpret music and express emotion. It allows the student to be more creative, emotional, and free with their movement, while remaining focused on technique.

## **Modern (ages 8+)**

Modern dance is a style of expressive dance that combines elements of Ballet, Lyrical, Jazz, and Contemporary. It stresses versatility and improvisation, freedom of movement, and focuses on floor work.

## **Contemporary (ages 8+)**

The Innovations Dance Center Contemporary dance class combines parts of several types of dance, including modern, jazz, classical ballet and lyrical. The expressive style of dance teaches dancers to connect the body and mind through fluid movements.

## **Musical Theater (ages 8+)**

Musical Theater classes combine jazz, acting, and sometimes lip-syncing to Broadway music. Students work on jazz technique and combinations that blend acting with dancing, and learn to showcase their personality and prepare for musical theater auditions.

## **Hip Hop (ages 8+)**

Hip Hop is an expression of contemporary movement that is constantly changing with current trends and draws from dances created on the street. This high energy form of dance will highlight popular dance steps and music seen in current music videos.

## **Strength/Conditioning (ages 8+, offered in Summer Program only)**

This class focuses on elongating and strengthening muscles to give dancers more power and strength. Dancers will learn how to lengthen their legs, arms, and feet, and increase their turnout and flexibility. This class is designed to enhance dancers' technique in jumps, leaps, and turns.

## **Dance Company (ages 8+)**

Our dance company is available to any student age 8 and older who is interested in technically improving beyond their normal dance classes and performing when the director feels they are ready. They must be willing to adhere to all rules and regulations of the dance company. Rehearsals are every Saturday morning during the dance year from 9am-12pm, and Wednesday during the summer from 6pm-9pm. For details on joining the dance company or to schedule the dance company to perform at a local event, please contact Sherry.



# Dress Code

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Innovations Dance Center maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Boys age 10 and older must wear a dance belt.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face in a ponytail or bun. It should be secure enough to withstand movement and not need to be adjusted during class.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.
- Small earrings may be worn; no other jewelry will be permitted.
- No baggy t-shirts or gym shorts for any classes.
- All students must have proper attire by the first class in October.
- Tights are required for all classes. Bare legs are not permitted.
- We reserve the right to exclude any student from class participation if the dress code is not followed.

*There are bins of gently used dance shoes in the studio office that are available for use if needed. If your dancer is trying a new class, you may want to borrow a pair of shoes for the first class when possible.*

# Dress Code (continued)

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## **Creative Dance 1 & 2, and Kinderdance**

- Any color leotard (required)
- Any color tights (required)
- Skirts and tutus permitted over leotard and tights; no dance costumes please
- Pink leather ballet slippers (satin bedroom slippers NOT permitted)
- Black patent tap shoes; tie closure
- No headbands or decorative items in hair

## **Combo Classes (Ballet/Jazz, Jazz/Tap, Hip Hop/Tap)**

Attire is the same for all combo classes; shoes will depend on the individual class.

- Any color leotard (required for Acro classes)
- Any color tights (Acro classes will need convertible tights)
- Fitted cami tops (not permitted for Acro classes), bike shorts, and fitted jazz pants
- Pink leather ballet slippers (satin bedroom slippers NOT permitted)
- Black patent tap shoes; tie closure
- Tan split sole slip-on jazz shoes (for both jazz and hip hop)
- Acro shoes not required

## **Ballet/Pointe**

- Solid color leotard
- Tights (required; also, no underwear is to be worn under tights)
- For ballet: Pink canvas split-sole ballet slippers with criss cross elastic
- For pointe: dancers will be fitted for their shoes as needed
- Hair must be pulled up into a secure bun with bobby pins, a hairnet, and hairspray.

No wispy hair!

- Sports bras may only be worn if necessary; leotards are secure enough for most dancers

# Dress Code (continued)

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## Acro

- Any color leotard (required)
- Bike shorts
- No cami tops, t-shirts, or gym shorts
- No shoes

## Jazz

- Any color leotard
- Any color tights (required)
- Fitted cami tops, bike shorts, and fitted jazz pants
- Tan split sole slip-on jazz shoes

## Musical Theater

- Any color leotard
- Any color tights (required)
- Fitted cami tops, bike shorts, and fitted jazz pants
- Shoes for recital will be selected once costume is chosen. Any color jazz shoes may be worn in the meantime.

## Lyrical

- Any color footless, convertible, or stirrup tights
- Fitted cami tops, bike shorts, and fitted jazz pants
- Body Wrappers Leather Lyrical Shoes

## Tap

- Any color leotard
- Any color tights (required)
- Fitted cami tops, bike shorts, and fitted jazz pants
- Black lace-up tie, split sole tap oxfords

## Modern, Contemporary

- Any color leotard with tights
- Tights and bike shorts
- Or leggings and no shoes

## Hip Hop

- Sweat Pants, Joggers or Cargo Pants
- T-shirts or tank tops
- Black, low top, studio trainer shoes

### Where to Shop:

Most dance shoes and apparel can be purchased at the following retailers:

Online at  
**discountdance.com**  
Enter teacher code TP39313  
at checkout.

Online at  
**justforkix.com**

# Studio Policies

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- Food (including gum and candy) is not permitted inside the dance rooms. Water is the only beverage permitted inside the dance rooms (no soda or sports drinks).
- Street shoes are not permitted in the dance rooms.
- Cell phones are not permitted in the dance rooms. Please leave your cell phone outside or deposit it in the “phone basket” in your classroom before class begins. No cell phones, tablets, or computers may be used during class time. (This means no emailing, Internet use, or text messaging.)
- Please write your child’s name in all shoes and bags. Use a silver Sharpie in black shoes. The studio is not responsible for lost or misplaced articles. Any articles left in the studio may be donated to Goodwill Industries if not claimed within a 4 week period.
- Please allow the children to enter the dance room on their own. This makes for an easier transition from parent to teacher.
- Please drive carefully in our parking lot, as there may be small children entering or leaving the building.
- We love babies and young children and appreciate the chance to meet our students’ siblings. However, our priority is the safety of every child on the studio premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- Never speak negatively about teachers, students, or parents from other studios.
- Never recruit students from other studios.
- All students must show respect for their teachers at all times.
- Inappropriate behavior could result in dismissal from the studio

## “Do’s” and “Don’t s”

Some parents may compare their child’s progress or class placement to another child’s. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child’s teachers, fellow students, or other parents in front of your child--or other students--could result in problems far beyond your original concerns. Often children will imitate a parent’s behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our studio’s faculty takes that responsibility seriously. It’s our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

# Studio Policies (continued)

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If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the studio office to set up an appointment.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

## Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

# Studio Policies (continued)

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## Discipline Policy

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. It is especially important for children to feel completely confident with the choreography and the year-end performance. Missing class could result in frustration for the students and their teachers and classmates. If you are going to be absent from class for any reason, please inform the office by calling 717-755-6259.

- Please be prompt for class. Any student who is brought late for class will be admitted to class by the staff. Students who are chronically late will be admitted at the discretion of the teacher.
- If a student misses more than 10 classes during the dance year, that student will not be permitted to perform in recital. There will be no exceptions to this rule.
- We reserve the right to remove any student from any class or performance due to poor attendance or attitude.
- All students who attend the full dance year (September 9 through May 27) will receive a dance participation award the last class of the year.
- Students may make up missed classes by taking another class as instructed by their regular teacher. Classes may not be made up during Parent Observation Week, Bring-a-Friend Week, or during the months of May and June (due to recital preparation).

## Arrival and Departure

We encourage students to arrive 15 minutes before class starts.

For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 15 minutes after their class is completed.

## Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/ or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety. We appreciate you taking the time to read the important information in this handbook!

# Studio Policies (continued)

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## Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as “Bring-a-Friend Week.”

## Makeup Classes

Students who miss a class will have the opportunity to make it up with another similar class. Please check with the office to determine the best makeup class for your child.

## Lost and Found

Please mark all dancewear, shoes, and personal items with your child’s name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

## Emergency

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. In the event of an emergency, students are to evacuate quietly and walk in single file as quickly as possible using the nearest safe exit indicated by their teacher or the office staff. Students will gather away from the building in the parking lot, where teachers will check roll. Students and teachers are to return to the building and classrooms only when the all-clear signal is given.

## Parking Lot Safety

The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

# Studio Policies (continued)

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## Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at the studio, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough or severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately. When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

## Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Innovations Dance Center. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

## Classroom Observation

In-class observations are the chance for you to see first hand what the classroom experience is like for your child. If possible, please do not bring infants or other children to the in-class observation week, as it can be distracting to the dancers in class. Please refrain from disrupting class. During the in-class observation week (or at any time if the door to the classroom is open), shouting instructions or distracting your child in any way is discouraged.



# Studio Policies (continued)

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## Bring-a-Friend Week

During “Bring-a-Friend Week,” students may bring a friend (similar in age) to the studio to experience a fun class designed for them and their guests. Students will also have the opportunity to perform their recital choreography for their friends. Students’ friends attend class free of charge during this week.

## Summer Program

Each summer, Innovations Dance Center offers a summer dance program for both current and new students. Summer activities are for children ages 3 to 18. A complete brochure of all summer programs will be distributed in April. Innovations faculty recommends that students continue to study dance during the summer months when possible. It is important to not lose momentum gained during the year, and to continue to practice the principles learned throughout the school year.

## Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social media vehicles is commonplace. This policy is intended to provide Innovations Dance Center students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Innovations Dance Center. By that we mean you are forbidden to share personal information about the owners, faculty, other students or their families, or anything that is proprietary and/or confidential to them or Innovations Dance Center.
- Students and parents should neither claim nor imply that they are speaking on behalf of Innovations Dance Center.
- Never post anything that could compromise the self-esteem of students who attend Innovations Dance Center.
- If you post videos of class or rehearsals, don’t post any choreography in its entirety; Innovations Dance Center owns the copyright to all choreography taught at the studio.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other studios or teachers. Also, please do not post negative comments about studio activities such as conventions and performances, or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

# Recital Information

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All students participate in our annual recital. Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy, including high school graduations and other school-related events. Dress rehearsal and recital dates will be confirmed once we receive confirmation from the venue. Please check your calendar in advance. It is extremely important to notify your student's teacher as soon as possible regarding any scheduling conflicts.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities.

The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

## Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Every student will be required to purchase one costume (per class) for our June recital. We will measure the students for their costumes during the month of November. Costumes include all accessories, but do not include tights, shoes, or makeup.

In an effort to ensure that costumes are delivered in time for studio photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume payments.

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Innovations Dance Center is not responsible if costumes are not received in time for the recital due to late payments. Costume payments are the sole responsibility of the parent or guardian.

Costume payments are due no later than the first class of November, but may be paid any time prior to that date. No costume will be ordered without payment in full.

# Recital Information (continued)

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## Recital Handbook

During parent meetings in May, we will distribute a recital handbook with all the information parents and students need to know to make the recital experience enjoyable for all.

## Recital Tickets

Tickets for the annual recital will go on sale in April. Exact date will be announced after the first of the year.

All tickets are sold online.

No one is admitted to the recital without a ticket. Infants and children who will be sitting on your lap and not occupying a seat do not need a ticket.

## Recital Photos

Class photos will be taken at Failors Photography at the end of the year. Dates and times are subject to change, and will be announced as they are available.

Please confirm your child's time on the updated schedule to be distributed in May. All students are strongly encouraged to be present for their class photo.

In addition to the group photo, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos.

## Recital Program Ads

There will be a printed program handed out at our recital, and ad space can be purchased in that program. Information on ad rates and deadlines will be provided after the first of the year. Ads from families wishing their dancers a great performance, as well as business ads, will be accepted.



*"We should consider every day  
lost on which we have not danced  
at least once"*

*—Friedrick Wilhelm Nietzsche*

## **A Final Note...**

WELCOME to Innovations Dance Center! We look forward to an exciting, rewarding season!

