

Robin Dawn Academy of Performing Arts, Inc.
Cape Coral Parent/Student Agreement
August 2016-June 2017

Welcome to the Robin Dawn Academy and congratulations on giving your child the best in dance education! We look forward to a very enjoyable and productive year. The following is a breakdown of studio policy, and we hope it is helpful to you. Please keep this agreement as an important reference of the policies at RDA throughout the year.

PHILOSOPHY

For 41 years we have been offering Outstanding Training, Quality Dancing and Training to last a Lifetime. We strive to educate your child to the fullest in all forms of dance and pride ourselves on the highest quality of class work and faculty. Dance is a form of education and should not be taken lightly. Working with each individual, whether taking dance class for fun, recreation, exercise or a professional career, proper training must be the first concern. This includes correct stretching, conditioning, technique, and showmanship. In addition, it is our goal to be more than just a dance school. We educate our students mentally as well as physically, with the goal of building self-esteem and confidence, helping them to be the best they can be in dance and in their lives. Although many of our dancers have gone on to achieve their goals in the dance world, others have successfully completed college degrees or have pursued other professional careers. Many have noted their dance training as a strong factor in their successes.

Joining our positive, rewarding, and challenging atmosphere is the first step. Seeing your child achieve their goals and believe in themselves is the result. We congratulate all of you who have taken this step, giving your child the best dance training available, and we look forward to many years of continued success.

BULLETIN BOARD, E-MAIL, FRONT OFFICE

Our goal is to keep you informed using all of the above. We need you to do your part by reading and keeping yourself informed, as we cannot contact each of you individually. We will email notices and invoices. Please plan to COME IN to the studio to read IMPORTANT information on the bulletin board that you NEED the week it is posted. Some things happen FAST at the studio and because of that you will want to keep informed. You are welcome to call during the day for further clarification once you have used all resources. **Please Note:** The front office is NOT to be used as a delivery service or a holding station for anything including purse, books, and food.

COMMUNICATING WITH TEACHERS

Your patience during the first few weeks of class is greatly appreciated while any necessary adjustments to the schedule are made, especially if your student is NEW to RDA. Should you need to speak to an instructor, please leave a note at the office for the teacher. Teachers are either in class or making the transition from one class to the next so leaving a note is the proper method of communication. Be sure to include your telephone number in the note. The teacher will try to call you within 48 hours. Please do not walk into a classroom. PARENTS, PLEASE DO NOT ENTER THE HALLWAYS TO GO TO THE DANCE ROOMS. For the safety of your children, please keep the hallways clear for easy passage of the dancers. SEND A NOTE TO THE TEACHER WITH YOUR DANCER IF LAST MINUTE COMMUNICATION IS NECESSARY. Please do not contact your teachers via Facebook messenger.

CLASS LEVEL AND PLACEMENT

Class levels will be determined by the instructors. Their decision will be based on age, class size, technical ability, and skill level. PLEASE RESPECT THEIR PLACEMENT DECISIONS. Robin Dawn Academy reserves the right to close classes due to the size of the class whether it be too large or due to insufficient enrollment. *There must be a minimum of 10 students in a class to continue the class.* If a class is closed, the dancers will be placed in a class that is the most appropriate for them. Classes that are full will be closed and cannot be randomly attended by someone wanting to take an extra class who is on the unlimited program. If you are on the unlimited program and wish to take an extra class you must first obtain permission from the instructor of that class.

VIEWING CLASS

Most of our younger students enter their classes from the lobby and the viewing window in the breakroom is available for room 4. **While viewing, siblings are to stay with their parents. Please do not allow siblings to play in the lobby and/or any of the studios.** (*Parents of children in the Tiny Tot program are being asked to strictly abstain from entering the room during class and/or removing a child from class for the purpose of correcting them either at a dance level or behavior level.*) The teacher of that class will handle these types of issues if they arise. If the teacher requires assistance in these matters he/she will approach the parent at a time the teacher deems appropriate. In addition, with the exception of a first class, parents are not allowed to observe a class within the classroom. Please use the viewing window for this purpose.

ABSENCES

Regular attendance is crucial to the continued development of the student. Because dance is an ongoing learning experience, absenteeism is discouraged. Please Note: RDA has a "No Refund" policy for missed classes. If a class is missed it may be made-up by attending a similar class within the next 2 weeks. See the front office for an appropriate substitute class. If class is cancelled by either a teacher or the studio then a make-up class will be scheduled or the student will be redirected to another class. Classes cancelled by the studio because of an act of nature, which is out of our control, will not be made up. Please call and leave a message during the day if there is an extended illness or situation that we need to be aware of. **PLEASE DO NOT SEND YOUR DANCER TO CLASS IF THEY HAVE A FEVER OR ANY TYPE OF CONTAGIOUS ILLNESS!!** Note: If your dancer misses too many classes in the last two sessions of dance they may not be allowed to perform in the June recital. It is up to the teacher's discretion if the student know the recital dance or not. This is a safety issue.

DROP OFF AND PICK UP

We ask that your children arrive for class a few minutes ahead of time to get their shoes on and be ready for class on time. However, please realize this is a dance studio and therefore we are NOT responsible for children who are waiting before, between, or after class. Consequently, please adhere to the schedule when dropping children off as well as picking them up. For the school to run smoothly, it is vital that you are here before class is over and are waiting to pick up your dancer. Please do not drop your dancer off at the studio more than 15 minutes before his/her scheduled class time. Conversely, parents need to arrive at least 10-15 minutes before the end of class so that children are picked up timely, the studio can close and teachers and/or studio staff do not have to wait for parent pick-up. In case of an emergency, call the office to alert the staff that you are running late. Please tell your child that he/she **MUST WAIT INSIDE** for you to pick them up and make sure your child knows **WHO** will be picking them up by going over this information with him/her prior to dropping them off. Our telephone is for business use only; please do not ask your child to call home unless it is an emergency or an unusual circumstance. *If a student is waiting for pick-up and RDA staff must wait after the studio is closed for classes, a fee of \$5 per 5 minutes will be charged and added to your tuition statement.* You will be asked to sign a form verifying your knowledge of being late and that you are responsible for the fee which can be paid immediately or billed to your account. A designated adult studio employee will not leave until all students have been picked up.

PARKING

The RDA parking lot can be very busy at times. Therefore you may need to park in the parking lots to the left of the building. We have permission to use all of the adjacent parking spots after 5pm. prior to 5pm we need to leave the first two spots in front of **The Letter Box** open. Please do not double park behind someone or park your car to the left of the RDA building in front of **The Letter Box**. Please do not drive across the front grass of **The Letter Box** either. You may also park in the parking spots in front of **Designer's Showcase**. If you do not have a handicap sticker do not park in the handicap spot.

APPROPRIATE DRESS AND INFORMATION FOR CLASS

Jazz, tap, acro, hip hop, and lyrical students may wear leotards, unitards, jazz pants and a top, or two piece dance outfits, plus tights and proper shoes. Shorts and a T-shirt are not acceptable at all for any classes except Musical Theatre. For tap shoes, ages 3-6, please replace ribbon ties with an elastic loop. Ballet dress for girls includes a black leotard, pink tights, and pink ballet shoes. Hair for ALL ballet students starting with Tiny Tot ballet **MUST** be off the face and neck, in a neat secure bun. Please use hairnets! Ballet dress for boys: white T-shirt, black jazz pants, white socks, black or white ballet shoes, and hair combed neatly. For Triple Threat Class, comfortable clothing or dancewear is

appropriate. For all classes, a cover up should be worn OVER leotard and tights when entering and leaving the building. This can be sweats and a T-shirt. This keeps your muscles warm avoiding injuries and is appropriate dance etiquette. Wear street shoes; NOT your dance shoes when leaving the building. NO JEWELRY can be worn in dance classes and must be left at home where it will be safe. Upon arriving wait quietly for class. Dancers are encouraged to take their purses into the classroom or rent a locker for the year and lock their personal belongings in the locker. No cell phones are permitted in class. Cell phone calls and text must be done outside the classrooms.

STUDENT ASSISTANTS / STUDENT TEACHERS / SUBSTITUTES

Student assistants are frequently asked to lead the class for the warm up. During the class the student assistant may lead the class thereby allowing the teacher to observe each student and direct their individual needs; or the student assistant may be asked to go over steps with individual students.

Student teachers may be assigned to teach a class on a regular basis. These are students who have the ability to teach and choreograph as well as perform. They continue to receive their technical training from faculty at the Robin Dawn Academy as well as through summer programs and have participated in a teacher training program.

If a teacher is ill or out of town, a substitute teacher will be assigned to the class. This may be a student assistant, a student teacher, or a teacher on our sub list.

FOOD AND CLEAN UP

Absolutely no food, gum, candy, or drinks (other than water) are allowed in the studio. Any food must be eaten during a break at the designated eating areas. **WE WILL NO LONGER HAVE MICROWAVES. PLEASE CLEAN UP YOUR AREA BEFORE YOU LEAVE EACH DAY.**

LEAVING RDA PREMISES

It is the opinion of all RDA staff that the dancers should NOT be crossing the street to go to the Circle K convenient store. We do not assume responsibility for any child who is crossing the street. It is the responsibility of you as the parent of your child to inform your child if they can or cannot cross the street. RDA does NOT recommend any child go across the street and therefore if you allow your child to cross the street you are fully responsible if something should happen while crossing the street or while at the convenient store. RDA also want to acknowledge minors leaving with license drivers. RDA is not responsible if your child leaves the premises with any license driver. It is your responsibility as the parent of your child to inform your child if they are allowed to leave with a licensed driver whether it be an adult or minor.

LOST AND FOUND

There is a Lost & Found box in the front office and also one in the lobby. All items left in the classrooms at the end of each day will be placed in Lost & Found and kept for one week in the front office, at the beginning of the next week all the items that are still in the front office will be placed in the box in the lobby, the lobby box will be THROWN away at the beginning of the following week. You are strongly encouraged to put your name in all shoes.

DECEMBER DANCE REVIEW

A Holiday show will be held in December. This is an informal show for your child to share his/her dancing with you. Leotards are decorated and expenses to you are kept to a minimum. Tickets will be sold in November at a reasonable price for the Holiday Show. Some classes may not be ready to participate, which is the teacher's decision. If your child is not performing, you are welcome to observe the class during the last week of classes in December. During the holidays, we are asked to perform for several community functions. Classes that are ready will perform for these shows based on the teacher's decision. Please watch the board for information that may include your dancer.

JUNE RECITAL, OUR 42nd ANNUAL PRODUCTION

Our annual recital will be June 3rd and 4th. We will probably have 3 shows. For all dancers who are taking several classes in the same discipline, only one dance can be performed and your teachers will recommend which class you should perform with. If a class is not performing in the recital, such as tumbling and/or ballet, you will have an opportunity to observe the class during the last session. Musical Theatre classes will have a separate performance. **NO PERSONAL VIDEO TAPING OR PHOTOGRAPHY OF ANY KIND DURING THE RECITAL** however, you are welcome to video during the rehearsal.

TUITION

The dance year is divided into one 2 Week session and nine 4-week sessions. The week of Thanksgiving, 2 weeks at Christmas and 1 week of Spring Break when we are closed, are NOT included in the 10 Session pay schedule and you are not charged for them. The last session includes 3 weeks of class; the fourth week is recital rehearsal and possibly extra practices for the recital.

Statements will be emailed usually at the end of the 3rd week of the session with payment due the first week of the following session. Please refer to the Tuition Sessions Schedule. Tuition must be paid in order for your child to attend class. A \$20 LATE FEE IS DUE with tuition if it is paid after the first week of the session. There is NO refund for tuition when the dancer is absent. To secure your place in a class if there is an extended absence, you will need to continue paying tuition. Otherwise, you will be inactivated and upon return reactivated. As long as the classes are not full, you will be able to re-enter them.

If your schedule changes and you are taking more or less hours, the change in tuition will occur when the session changes. There will be no proration for dropped classes mid-session. Please submit a note through the front office outlining the details of the changes being made so we can adjust your tuition and print your statement accurately. Fees will continue until we have notice of termination in writing.

We will **NOT** hold a check. Do not ask for special permission to do this. We do offer payment by credit cards online as well as recurring bill pay.

COSTUMES

You are responsible for measuring and choosing the size for your child's costumes. We give you specific guidelines to follow and forms to fill out. Measurement forms will be available the week of September 19th and must be returned the week of September 26th.

A 50% deposit toward payment for costumes for our annual recital in June and a signed confirmation form is DUE November 12th. The final balance is due December 17th. The orders WILL be compiled over the holiday break. Therefore, it is VITAL THAT YOU PAY FOR YOUR RECITAL COSTUMES AND CONFIRMATION FORMS ARE TURNED IN BEFORE YOU LEAVE FOR THE HOLIDAYS SO THAT YOUR COSTUMES ARE ORDERED!!! We will not order recital costumes without full payment and the signed confirmation form stating the size you want ordered for your child. Plan approximately \$60-100 per costume for each dance performed. You may pay an additional amount of your choice when paying tuition to build up money toward your costumes. IF you do so, PLEASE indicate the amount on your check. There are NO REFUNDS for recital costumes ordered, under any circumstances. You will receive them if you move or leave or you will receive a refund check IF we are able to sell them, if you would like us to try to do so. A \$10 late fee per costume will be added to costumes ordered after the December due date IF they can be ordered.

When costumes arrive in May and are available for pick up, ALL FEES FOR THE ENTIRE YEAR MUST BE PAID IN FULL AND YOU MUST HAVE A ZERO BALANCE TO PICK UP ANY COSTUMES AT ALL. This includes all costume balances, final tuition, recital fee, and any other miscellaneous balances. For any costumes that have not been picked up during the Costume pick-up times in May, you will need to make arrangements with the office and you will have to pay any balances in CASH-NO CHECKS after the regular pick-up dates.

RECITAL FEE

A recital fee of (approximately) \$85 per dancer will be due the week of April 29th. This will provide you with 2 reserved seating tickets for the show of your choice, a T-shirt, and a program. This fee must be paid by each dancer in order to participate in the recital.

RECITAL TICKETS

Additional tickets for the recital can be purchased. They will probably be: general admission \$18 and reserved \$20. You will need to watch for the date that tickets go on sale and read all information concerning purchasing tickets before arriving that day. If a dancer is in one act and wants to watch the other act, a ticket to watch the other act will need to be purchased for the dancer.

RETURNED CHECKS POLICY

All returned checks are subject to a \$30 returned check fee.

ADDITIONAL RECITAL EXPENSES

You will have an opportunity to have recital pictures taken in costume during the dress rehearsals. All students will participate in the group class photos. Individual photos are optional. You may also purchase a DVD of the recital for additional fees. You may choose to sell advertising for our program and participate in our Program Cover Contest. Details of all additional recital expenses will be posted after the New Year. These are optional.

ADVERTISEMENTS/ SOCIAL MEDIA

Any pictures or videos taken either at the studio, in class or at a location can be used in studio advertising. As well as on the RDA Facebook, Instagram or twitter accounts.

PARENT COMMUNICATION / ADMINISTRATION

Using the board, and e-mail we work hard to communicate with you. However, the complaint we hear most is "I didn't know". There are times when things happen very fast and we try to get information to you. The rest of the time, information has been posted and because everyone is busy somehow it has been missed. We understand but really appreciate YOUR EFFORTS in keeping in touch and up to date. Feel free to call the office during the day for clarification when necessary at 549-0827. E-mail can be sent to r5678dance@aol.com.

CONCLUSION

This information has been compiled to give you an overview of the activities, expectations, and philosophy at the Robin Dawn Academy, Inc. We hope you realize our guidelines are in place to make this a quality institution for all to learn and grow within.

In summary:

- **Dancer's cell phones are not permitted in class. Dancer's cell phone calls & text must be made outside the dance room.**
- **Dancers are encouraged to take their purse into class or lock them in their locker.**
- **Street clothes, including shorts and a T-shirt are not acceptable for dance class.**
- **There is no prorating for dropping classes mid-session.**
- **Classes must be dropped at the start or end of a session.**
- **Make-up classes must be made up within 2 weeks. No refunds for any absences.**
- **A late fee of \$20 will be charged and must be paid if tuition is paid after the first week of the session.**
- **A late pick up charge of \$5.00 per 5 minutes will be due if RDA staff must wait for a dancer to be picked after the building is closed.**
- **Costume measurement forms will be due the week of September 19th.**
- **Costume deposit of 50% of the total cost and signed confirmation form is due November 12th.**
- **Final payment for costumes is due December 17th.**
- **A \$10 late fee per costume will be added to costumes ordered after the December due date IF they can be ordered.**
- **Recital fee of approximately \$85 is due the week of April 29th and must be paid by each dancer participating in the show.**
- **In the recital, if a dancer is in one act and wants to watch the other act, a ticket to watch the other act will need to be purchased for the dancer.**
- **All returned checks are subject to a \$30 returned check fee.**
- **Recital dates are June 3rd & 4th**
- **Recital costumes will not be purchased without full payment and signed size confirmation form.**
- **RDA is not responsible if your dancer leaves the premises to cross the street or with a license driver.**