



AKADANCE PARENT- STUDENT HANDBOOK 2021

CONTACTING US:

Email: akadance@outlook.com (will respond within 48 hours during the week M-F)
Phone: 630-340-3366 (best to call after 4pm M-Th if you need to speak to someone)

ETIQUETTE

- ★ Dancers should bring a dance notebook to all ballet classes level 1 and up. Dancers will be given dance terminology/definitions and correctional notes.
- ★ Dancers should use the restroom before class. Dancers may only be allowed to use the restroom during class in case of emergency.
- ★ No food or drink is allowed in the dance room. Dancers may have a water bottle labeled with their name to keep in their dance bag.
- ★ All dance bags, coats and shoes must be kept on the chair provided in dance room.
- ★ Dancers must clean up after themselves and throw away any trash.
- ★ Dancers should label all dance items including shoes, bags and other dance attire. AKA is not responsible for any lost items. Items left behind will be discarded.
- ★ **Please do not bring large dance bags or duffle bags! Limit items to only what you will need for class that day! A small cinch sack is the perfect size.**
- ★ **CELL PHONE USE WILL NOT BE PERMITTED DURING CLASS!** Dancers should have phones on silence. Dancers will not be allowed to check phones during class. In the event of emergency, please contact the front desk via email. Dancers may record themselves only for recital dances and IDA exercises with instructor permission only.

CONDUCT Dancers are expected to do the following:

- ★ Be respectful to instructor and fellow classmates.
- ★ Politely ask questions if you do not understand something.
- ★ Be attentive and responsive in class (no side conversations or activities).
- ★ Take and apply corrections with a smile.
- ★ Practice routines and class exercises at home.
- ★ Say thank you after being complimented.
- ★ Say thank you to the instructor at the end of class/rehearsal.

Inappropriate behavior will not be tolerated. Dancers will be given a verbal warning and may be sent home with a note to the parent of any negative or inappropriate behavior or etiquette. Dancers may be excused from class without refund in extreme cases and/or if poor behavior continues. This includes but is not limited to the following:

- ★ Talking during class instruction or when teacher is talking.
- ★ Inappropriate language including cursing, name calling and negative tone both verbally and non-verbally.
- ★ Negative comments in regard to choreography.
- ★ Laughing at or making negative comments about other dancer's appearance and/or ability.
- ★ Lack of enthusiasm toward a routine or lack of effort in rehearsal.
- ★ Gossiping or speaking unfavorably about fellow dancers, parents or staff members (in person or on social media).
- ★ Dancers should only execute moves that the instructor is teaching. Dancers will be asked to sit out if they are attempting movement above their skill set or movement that is not what they are instructed to perform. Examples- fouetté turns in second, acro tricks in non-acro classes etc.

ATTENDANCE POLICY

- ★ Dancers must arrive promptly dressed and ready for class by the class start time.
- ★ Dancers who are tardy must ask for instructor permission to take class.
- ★ Any dancer arriving 15 minutes tardy or more will be marked absent and having missed important warm up prior to dancing will only be allowed to observe class. 4 late arrivals of 15 minutes or more will result in one absence.
- ★ Dancers registered for recital must attend weekly classes and be knowledgeable of the recital dances to participate in the recital.

- ★ Dancers with excessive absences, missing more than 4 classes for any reason may be excused from recital without refund.
- ★ Dancers should notify the instructor of any absences (ahead of time if possible). These will still count toward dancer absences however, knowing ahead of time helps the instructor with lesson planning and the like.
- ★ COVID RELATED ABSENCES WILL NOT COUNT TOWARDS THE ALLOWED ABSENCES.
- ★ No make-up classes will be offered at this time.

DROP OFF/PICK UP POLICY

- ★ Parents must park and walk to the studio entrance to pick up and drop off dancers in Level 1 and below. Please do not drop your students off and drive away. You must wait until your dancer is safely inside the building.
- ★ Please be mindful of the green bike path in front of the studio and treat it as if it were a street crossing. Take some time to make your children aware of this!!
- ★ Parents are not allowed to stop in traffic to drop dancers off or pick dancers up.
- ★ Lobby will remain closed to parents of dancers 6 and older. One parent of dancers ages 5 and under may wait in the lobby if space allows for appropriate distancing, as any dancers who have a break between classes will have seating priority. Outside waiting is encouraged for parents when the weather is nice.
- ★ Dancers level 1 and up may wait in the lobby between classes if they are following distancing guidelines.
- ★ Dancers may be dropped off for class if they are able to use the bathroom without assistance.
- ★ Parents that choose to drop off MUST be available by phone. Please make sure we have a valid phone number on file.
- ★ Dancers will be dismissed a few minutes prior to the class end time to allow instructors to sanitize the dance space between classes.

SAFETY & DANCER PROTOCOL

- ★ Dancers should wait outside the building until five minutes prior to the start of class when they will be allowed to enter.
- ★ Once inside, dancers should remove shoes on the rug and place them in a cubby. Cubbies are for shoes only! Dancers will keep any personal belongings with them.
- ★ Dancers will use hand sanitizer then line up on a designated spot outside the dance room.
- ★ Dancers will then wash hands thoroughly before entering the dance room.
- ★ Temperature checks will be taken upon entry the dance room.
- ★ Once in inside the dance room, dancers should place all personal belongings on a chair.
- ★ Dancers will be assigned a 6x6 foot square inside the dance room. Dancers should remain distanced during class and follow distancing rules during any travelling combinations. Dancers that fail to abide by safety protocol may not participate in class.
- ★ Dancers should wash hands or use hand sanitizer immediately following class.

INJURY

- ★ If a dancer is injured during class and/or needs to sit out for any reason, the instructor will need to fill out an injury report.
- ★ Dancers should inform their instructor if an injury occurs during class so they can recommend safe exercises or whether a dancer should ice/rest.
- ★ If a dancer is recommended to sit out of class, they will be sent home with a note notifying the parent. Dancers that observe should sit quietly and take notes.

COVID POLICIES

- ★ If dancers have ANY symptoms, including but not limited to fever, sore throat, headache, body aches, cough, cold type symptoms- Keep dancer home and email akadance@outlook.com the date and cause of absence. Dancers and staff must stay home for 72 hours after ANY flu/covid-19 like symptoms.
- ★ Due to COVID-19 protocol dancers will not be allowed to make up missed classes.
- ★ In the event we are forced to close the studio, we will not offer refunds of any kind. We will offer classes via Zoom/or a credit on account for future classes at AKA.
- ★ Please keep us informed of any confirmed cases in your household and/or direct exposure that your family has had. All information will remain confidential but will allow us to make decisions that will keep our dancers/staff safe.
- ★ Dancers who have had direct exposure may return to class after a 14-day quarantine or a negative Covid test.
- ★ Dancers that have tested positive may return to class 10 days after testing positive AND 3 days of being symptom free.
- ★ Dancers may not attend class if they have been in close contact with someone with COVID-19 or are awaiting results of a family member or another member of their household.
- ★ Dancers may only zoom into class from home if they are quarantining due to COVID-19 illness or exposure.

- ★ **ALL dancers must wear a mask during class. If there is a medical condition that doesn't allow for this, you must email us to let us know. Mask breaks will be given when needed.**

INCLEMENT WEATHER POLICY

- ★ We will notify you via email/text of any closings within two hours of the scheduled start time for classes. Studio closings and updates will also be posted to our Facebook page.
- ★ Any cancelled classes will be made up or will be credited to your dance account. No cash refunds.

DRESS CODE

- ★ All dancers are expected to adhere to the attached dress code (also listed on the website).
- ★ Dancers who neglect to arrive in appropriate class attire will be asked to sit and observe class. No exceptions.

AKA DANCE DRESS CODE

NO Jewelry allowed in class. Shoes listed for each class are required for recital!

Ballet Classes (Beginning Ballet/Jazz, Levels 1-4, Pointe 1-4)

Black leotard, pink tights, no warm-ups during class
Capezio Canvas Hanami 2037 pink ballet shoes
Boys- Black Canvas Ballet Shoes
Hair: All dancers must wear hair in a NEAT, secure bun

Conditioning Class (all levels)

Leotard, convertible tights
Capezio Canvas Hanami 2037 pink ballet shoes
Boys- Black jazz pants, plain fitted tee or tank, Black canvas ballet shoes

Ballet Classes (TuTu Cuties and Intro to Ballet/Jazz)

Pink or black leotard, pink tights, pink or black dance skirt
Pink leather ballet shoes, no satin slippers
Boys- Black Canvas Ballet Shoes
Hair: All dancers must wear hair in a NEAT, secure bun

Jazz Classes (Beginning Jazz, Levels 1-4)

Dance leotard, dance shorts or dance separates, no t-shirts, athletic shorts, or baggy clothing
Capezio E-Series Slip on Jazz shoe in Caramel
Hair: All dancers must wear hair securely pulled up and away from face

Contemporary/Lyrical Classes (Level 1-4)

Black leotard or sports bra, black dance shorts, no athletic shorts
Body Wrapper Twyla Lyrical half/shoe in Jazzy Tan Leather.
Hair: All dancers must wear hair securely pulled up and away from face

Tap Classes (Beginning Tap, Levels 1-4)

Fitted dance top or leotard (preferred), fitted dance pants or shorts
Black split sole tap shoes.
Hair: All dancers must wear hair securely pulled up and away from face

Tappin' Tots and Intro to Tap Classes

Black or pink leotard, pink tights, pink or black dance skirt,
Girls: Capezio Mary Jane buckle strap black leather tap shoes (non-glossy)
Boys: Black split sole oxford style tap shoe
Hair: All dancers must wear hair securely pulled up and away from face

Hip Hop Classes (all levels)

Dance top, dance pants
Black high top sneakers (no street shoes)
Hair: All dancers must wear hair securely pulled up and away from face

Acro Classes (all levels)

Fitted dance or athletic clothing
No shoes or tights on feet
Hair: All dancers must wear hair securely pulled up and away from face
Male Dance Attire-Black dance pants and solid white tee shirt or tank, hair combed neatly, no graphic tees