

# Hayward Dance Experience

## GUIDELINES & POLICIES

### 2021-2022

The information in this document is meant to provide crucial information for dancers, families & instructors as we all work to provide an exceptional experience for all involved. These guidelines and policies are subject to change without notice. The guidelines and policies in this document are not suggestions, they are expectations and are non-negotiable. Review them carefully.

#### REGISTRATION

- Registration August 5-9, 2021
- **Full or Partial Payments & the Consent Form/Policies Agreement (at the end of this document) Must Be Turned In By August 26th or Your Registration May Be Cancelled.**
- **Complete Tuition Payments are Due by December 31st (unless on an auto-withdrawal payment program).**
- **MANDATORY PARENT MEETING HELD @ HHS AUDITORIUM Tuesday Aug, 31st @ 5:15 PM**

#### CLASS PLACEMENT

Each student is placed with care by the HDE team. Your child's age, skill level and overall needs determine which class is right for them. Our goal is to place him/her into the class that will provide the best learning environment for them.

- Students may be older/younger than the group they are placed in. Beginners or students who have unique needs may be put in a group with various aged dancers. No matter the skill or age level, all students will have a successful and satisfying experience.
- Class minimum is 5 students. If a particular class does not meet the minimum required amount during the registration process, dancers will be placed into another class which will be arranged with the parent/student ahead of time.
- The dance schedule is subject to change based on demand, volume or other unforeseen reasons.
- Should any class become FULL, you may still Register your child to place them on a waitlist. You will be notified as soon as possible via email that your student is on the waitlist.
- If you have made a payment to HDE for tuition dues, are placed on the waitlist and DO NOT make it into the dance program this year, HDE will issue you a full refund.

#### PARENT CONDUCT

- Parents and family members are encouraged to refrain from entering the studio building before, during, or after class except in the case of an emergency
- If a parent wishes to speak with the instructor, please make PRIOR arrangements to meet with them before or after class. Their time is valuable.
- The only exception is for Itty Bittys, 1 parent or family member may accompany their dancer into the building for drop off and pick up only. Parents are NOT to stay in the studio to watch/wait unless asked to by the instructor specifically.

- Parents are responsible for pre-arranging transportation. Here are some options for transportation:
  1. Parents Drop Off & Pick Up Students Personally
  2. Parents Arrange A Small Ride Share Group with Other Parents; Taking turns offering to drive from school to the studio.
  3. If the weather permits, students from High School could use the walking trail to walk from school AS A GROUP TOGETHER to the studio.

● **Dancers are NOT, UNDER ANY CIRCUMSTANCES to be dropped off earlier than 10 minutes prior to the start of their class.**

● **Dancers MUST BE PICKED UP IMMEDIATELY AFTER CLASS ENDS.**

- Failure to cooperate with drop off and/or pick up policies will result in a phone call/email home and, in more serious instances, your dancer/s being suspended from dance for up to 2 weeks.
- No food WHATSOEVER is allowed in the building. If your child has a medical reason to have snacks handy at all times, this should be discussed with the studio director and dance instructor before the beginning of the dance year.

## **STUDENT CONDUCT**

- Students are expected to participate to their fullest potential every week, follow directions and be considerate and respectful of others at all times.
- Students are expected to be ON TIME for all practices, rehearsals & performances.
- Dancers being dropped off by parents at the studio should already be dressed in their dancewear, except for their dance shoes.
- Outer clothing and shoes will be placed in a cubby in the main lobby area and only dance shoes will be allowed into the studio during practice.
- **Dancers' cell phones are not permitted inside the studios at ANY time.**
- After class, students will be released and helped to gather their belongings. Younger dancers will be seen out to their parents, older dancers are given permission to leave when they see their mom/dad's vehicle parked in our parking lot.
- If a student has continuous conduct issues, an email will be sent home to parents. A private meeting with the parents, dancer, teacher and/or HDE Director may be requested.
- We have a 4 Week "Trial Policy" - if your dancer consistently displays signs of not being ready or interested in dance class, we will work with your family to cancel their registration and offer a prorated refund. Please consider this a good, guilt-free option for you/your dancer if you are not sure they are fully ready for dance this year!
- All students must bring their own clearly labeled water bottle from home, the drinking fountain will be in use for students to fill up their water bottles but cups will not be offered.
- Dancers are to have ALL DANCE SHOES needed by the 2nd week of dance classes. (See our [Dance Shoe Guide](#) for details.)
- No slippers or socks are allowed as they pose a slipping risk to your child.
- Failure to have dance shoes will result in HDE purchasing shoes for your dancer. An Additional \$20 fee will be applied to the cost for ordering & handling.
- Dancers will be expected to use the bathroom facilities PRIOR to the start of class. Only one student at a time will be allowed to use the bathroom.

- Practice appropriate attire is required. Acceptable practice attire includes: demi-skirts, exercise shorts, capris, leotards, tights, t-shirts, tank tops.
- No costumes or jeans (ie: tutus, long skirts, sequins, etc).
- If a student does not follow these rules, they will lose their privileges and will be subject to consequences determined by their teacher and/or HDE director.

### **HOLIDAYS/BREAKS & SCHOOL CANCELLATIONS**

- If after school activities are cancelled, dance will also be cancelled.
- HDE offers full week holiday breaks for Thanksgiving, Christmas and New Years.
- HDE also breaks over Birkebeiner week, however some classes may be required to meet over the week of Birkie to make up for cancelled classes. Students will be notified in advance if they have regular practice that week.
- Please watch your email and/or the facebook page for Cancellation Notices.

### **RECITAL & OTHER PERFORMANCES**

- There will be an end of year recital for families to come celebrate their child's achievements.
- There MAY also be opportunities throughout the season for your child to perform in the community (ie, sports games, community events, etc.)
- You will receive another separate in-depth guide for all things related to rehearsal & recital sometime in March.
- There will be opportunities offered during the year to earn free tickets for the recital like volunteering at the rehearsal, recital, helping with fundraisers, etc.

### **HEALTH & SICKNESS POLICIES**

- Since the end of May 2021, we have operated our studio as 'masks optional'. HDE will not require masks; however, masks are allowed as deemed by the student and parent.
- Dancers are to be kept home from dance if they are experiencing any symptoms of illness including, but are not limited to : cough, fever, headache, chills, runny nose, pink eye, excess fatigue, nausea or vomiting.
- Any Dancer showing signs of illness will not be allowed to participate in class. Parents will be contacted via phone call.
- If your child stayed home from school that day, they are not permitted to attend dance class.

### **REGISTRATION & PAYMENTS**

- HDE accepts cash, checks, debit and credit cards, we even offer Auto-Withdrawal Payment Plans. (See Our [Registration Page on our Website](#) for More Details.)
- Tuition does not include the cost of shoes, technique classes, costume costs or professional photography.
- If we encounter an issue with a bounced check, you will be charged an additional \$10 fee to be paid at the next payment cycle.
- If any payments are more than 2 weeks late, we reserve the right to add a \$10 late fee for every week the payment is late.
- If any payments go unpaid for an extended period of time (more than 2 weeks), HDE reserves the right to suspend your dancer from classes for up to 2 weeks.

## **REFUNDS & CANCELLATIONS**

- There are No Refunds for missed classes due to sickness, including sickness due to COVID-19.
- Classes cancelled due to teacher absence are non-refundable.
- Classes cancelled due to inclement weather are non-refundable.
- Classes cancelled due to government ordered closures are non-refundable but will be added as a credit to your account if more than 5 weeks pass without class.
- If you choose to remove your child from HDE, it must be in writing and before October 15, 2021 in order to receive a refund for any unattended classes paid in advance.
- PLEASE NOTE : Cancellations after October 15 are non-refundable.

## **COVID-19 CONSIDERATIONS**

**In order to mitigate the risk of spreading COVID-19, All HDE Teachers & Dancers will be required to follow these guidelines:**

- Families are expected to perform self-screening for COVID-19 symptoms prior to each dance class.
- Should a teacher or dancer start having symptoms, we suggest seeking medical guidance

**DO NOT COME TO DANCE IF YOU FEEL SICK**

If a teacher or dancer begins experiencing any of these symptoms while at dance, a parent will be contacted immediately and a parent or guardian is expected to pick up their child as quickly as possible.

- Fever or chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Diarrhea
- Nausea or vomiting
- New or worsening cough
- Body aches
- Congestion or runny nose
- Fatigue
- Headache
- Sore throat
- If an immediate family member of a teacher or dancer has confirmed COVID-19, refer to the Department of Health Services recommendations for when it is ok to return to dance practice.  
<https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm>
- When one sibling/household member becomes ill, all dancers from that household will be sent home and/or kept home from Dance. All students/teachers should remain home until testing results are confirmed and/or follow up with a healthcare provider.
- Should a teacher personally experience symptoms of COVID-19 and/or have to miss classes due to illness, HDE will attempt to have a substitute teacher provide class. Make up dates may be scheduled.

## **STUDIO CLOSURE PLAN**

- In the event the studio is closed down for any length of time, HDE will conduct Virtual Classes in place of in person classes until allowed to reopen.
- Virtual classes will be held at the same time and day as the student's class schedule.

## **FUNDRAISERS**

- There will be optional fundraiser opportunities for your dancer to participate in this year to help our studio pay for costs associated with recital fees & props. Some past fundraisers we've done include: Car Wash During Fall Fest Weekend, Bake Sale During Recital Weekend, Volunteering at Birkie & Other Related Events.

## **KEEPING IN TOUCH & ANSWERING FAQ**

- HDE Instructors & Directors use email notifications & facebook posts as the primary form of keeping in touch with parents.
- It is crucial that you are checking your emails and/or the Facebook page on occasion to ensure that you are receiving all the information needed.
- If you have had problems in the past receiving email notifications from HDE, please be sure to SUBSCRIBE to our emails and the Facebook page. Oftentimes, emails end up in spam or other folders if you do not mark our address as 'safe' or add us to your contacts.
- All of our email notifications come from our personal emails -or- from the online contact system called MailChimp.
- Watch for anything that says Hayward Dance Experience or Hayward Fitness Fanatics or Your Dancers Teacher or Nicole Nathan.
- To cut down on the amount of time spent answering frequently asked questions, we are implementing the **“ASK 3 BEFORE ME”** protocol. This means that if you have a question related to dance, we simply request that you ask 3 OTHER PARENTS before asking us.
- If you still don't have the answer you're looking for and need to contact your dancer's teacher, you are welcome to email, call or text. Email is best.

## **CONTACT INFORMATION**

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**WEBSITE :**

[www.haywarddanceexperience.com](http://www.haywarddanceexperience.com)

**Facebook Page:**

<https://www.facebook.com/haywarddanceexperience/>

**Private Facebook Group:**

<https://www.facebook.com/groups/576305339770402/?ref=bookmarks>