

Just Dance

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Handbook 2018 - 2019

*Staff:

Jennifer Rachal - Owner, Company & Jazz Director
Kayla Fung - Ballet & JDFAC Director
Rena' Crooks-Saucier - Tap Director
Katie Shufflin-February - Wee Dance & Plie' & Play Director,
Head of Public Relations
Mandy Frazier - Hip Hop & Lyrical Director
Reghan Littlepage - Contemporary Director & Instructor

Nathan February - Instructor
Sarah VanMol - Instructor
Jessica Cole - Instructor
Katie Riche' - Instructor
Kimberly Swart - Instructor
Candace Zell - Instructor
Pam Socia - Office Manager

*Mission statement:

To instill the love of dance in a positive atmosphere with a direct emphasis on the education.

*Registration:

We will begin accepting fall registrations on April 9th for current students and on May 1st for new students. A registration form for each student must be completely filled out and signed by both parent and dancer. A \$50.00 non-refundable annual registration fee is due at the time of registration. Students are to come during summer hours to be fitted for any supplies needed. Leotards and tights are kept in stock. All shoes will be ordered

*Tuition: 45 minute classes - \$45.00/month

1 hour classes - \$50.00/month

*25% discount on second class. Siblings also receive a 25% discount on classes.

Tuition is due at the first of each month. All account must have a valid credit/debt card on file upon registration. This card will be charged for your child's monthly tuition on the 10th of every month if your payment has not been received. A late fee of \$10.00 will be added to your account if the card on file is declined. No refunds will be given for missed classes. There will be a \$25.00 charge on all NSF checks.

*Classes:

Just Dance offers classes for ages 18 months to adults. Classes will begin on Monday, August 6, 2018 and will run through Thursday, May 16 2019.

*Summer office hours: Monday and Tuesday 4:00PM - 9:00PM

*Fall office hours: Monday & Tuesday 3:15PM - 9:15PM

Wednesday 4:00PM - 6:45PM

Thursday 4:00PM - 8:45PM

*Parades:

Just Dance students are welcome to participate in the following parades:

*Alexandria Christmas Parade – Sunday, December 9, 2018 @ 2:00 PM

*Children's Mardi Gras Parade – Saturday, March 2, 2019 @ 10:00AM

Plie' & Play Dancers and Wee Dancers are eligible to participate in the Christmas parade. These dancers will provide their own decorated wagon to ride in the parade. One parent will be permitted to pull their dancer's wagon.

All other dancers will walk/dance. Please note that the Alexandria Mardi Gras Association does not allow anyone under the age of 5 to participate in their parade. We will miss our Wee Dancers and Plie' & Play Dancers.

Christmas parade practice – Sunday, December 2, 2018 @ 1:30PM - 3:00PM at the studio

Mardi Gras parade practice – Sunday, February 17, 2019 @ 1:30PM - 2:30PM at the studio.

Parade practice dates may be subject to change.

A themed accessory pack must be purchased for each parade which may include a top and/or bottom.

*Photos:

Individual & group photos for our program book will be taken by Provine Studios March 10 - 14, 2019.

*Rehearsal:

Mandatory stage rehearsal will be held on May 19 - 21, 2019 at Coughlin-Saunders Performing Arts Center. Rehearsal schedule TBA.

***Costumes:**

The average cost for a child size costume is \$110.00 -130.00.
The average cost for an adult size costume is \$130.00 -145.00.
A \$50.00 deposit (per costume) is due with September tuition payment.
You will be notified of the exact cost of your child's costume on or before October 1, 2018.
The remaining balance on costumes will be due by Thursday, October 25, 2018.
All costume orders will be placed on Friday, November 2, 2018.
There are no refunds on costumes. **NOTE:** In the event that you do not pick up your dancer's costume(s) by May 16, 2019, it will be at the discretion of Just Dance whether to donate or trash to discard your dancer's costume(s).

***Stage Fee & Revue Tickets:**

We will have a stage fee of \$60.00 that will include 4 tickets per dancer for our revue on May 24 & 25, 2019. Each ticket will have an assigned seat and row number. These tickets will be distributed as stage fees are received. We will start the collection of stage fees as well as the sale of any extra revue tickets and programs in March (Date TBA). All stage fees are to be paid within 2 weeks. Specific dates will be given a later date.

Tickets will be \$10.00(plus tax) each and will be available on a first-come, first-served basis starting from Row A, Seat # 1. There will be a limit on the number of additional tickets purchased per family. Tickets will be \$20.00 the day of the show.

***Revue:**

Our revues will be held on May 24 & 25, 2019 at the Coughlin-Saunders Performing Arts Center. All dancers will be recognized and awarded medals for their years of dance training. We will recognize previous years of training for transfer students. Parents, please list the number of years your child has been dancing in top right hand corner of your child's registration form.

***Summer 2019 Programs:**

To be announced!!

*** 2018-2019 Season at Just Dance***

August 6	Classes begin
September 3	Labor Day - No classes
October 1 - 4	Parent observation
October 22 - 25	Wear your Halloween costume (optional)
October 25	Deadline for all costume payments
November 19 - 22	Thanksgiving holiday - No classes
November 26	Classes resume
December 2	Parade practice 1:30PM - 3:00PM
December 3 - 6	Parent observation
December 9	Alexandria Christmas Parade @ 2:00PM
December 24 - January 6	Christmas & New Year Holiday - No classes
January 7	Classes resume
February 4 - 7	Parent observation
February 17	Parade practice 1:30PM - 2:30PM
March 2	Children's Mardi Gras parade
March 4 - 5	Mardi Gras Holiday - No classes
March (date TBA)	Begin collecting stage fees \$60/dancer, also Revue tickets & programs go on sale
March 10 - 14	Photos taken by Provine Studio @ Just Dance No dance class this week - Pictures only
April 1 - 4	Parent observation (last one for the year)
April 1	Registration for fall 2019-2020 for current students only Registration for summer 2019 (Current and new students)
April 15 - 18	Easter Holiday - No Classes
April 22	Classes Resume
May 6	Registration for fall 2019-2020 for new students
May 13 - 16	Last week of classes
May 19 - 21	Rehearsal @ Coughlin-Saunders
May 24 & 25	Just Dance 2019 Revue

Rules & Regulations:

- *A two week notice is required to drop classes. Accounts will be charged tuition for all classes before the date the notice is given and for two weeks after, regardless of whether your child attends classes during that time.
- *All students are expected to be respectful to the Just Dance faculty and staff, as well as their fellow students. Disrespectful behavior will not be tolerated.
- *In order for our teachers to ensure proper placement and technique, students are required to attend class in their proper dance attire specified by Just Dance. Black leotard with Just Dance logo, tights, and appropriate shoes are a must. Black jazz pants and tap shorts are optional for jazz and tap classes. Extra clothing impedes movement and hinders placement correction. Wee Dance classes do not apply.
- *Hair is to be worn in a ponytail, braid or bun.
- *No jewelry, except small earrings, may be worn to class.
- *Students are to arrive no earlier than 10 minutes prior to class time. Students may not be left unattended prior to entry into their class.
- *Good attendance is imperative, as absences and tardiness can hold back the entire class. Please make every effort to have your child at every class.
- *Mark all common items, such as SHOES, leotards, tights, etc., with full names. Putting all items into a dance bag will greatly decrease the loss of shoes and clothing through inadvertent mix-ups. Just Dance is not responsible for lost or misplaced articles.
- *All classes are closed to observers and visitors. We will have Parent Observation Day in selected months starting in September. On this day, parents will be invited to come in the last 5 - 10 minutes of their child's class to view what they have been working on mastering. Refer to page 3 in the handbook for schedule. We will post a memo on the board located in the lobby of the studio the week prior to observation day as a reminder for parents. We will also have Bring-A-Friend days throughout the year. Dates for Bring-A-Friend days will be announced via email.
- *Parents must come in to pick up their child at the scheduled dismissal time. If another adult is to pick up your child, please send a note before class.
- *Under no circumstances will a student be allowed to wait outside the studio's entry door to be picked up by a parent.
- *Students will be initially placed in classes based on age and experience levels. Once classes begin, if it becomes apparent to the instructor that a student needs to be moved into a different class, the instructor will notify the studio owner and she will in turn notify the parent.
- *Food and drinks are prohibited in the studio. Students taking more than one class in one night will be allowed to bring bottled water to have in between classes.
- *Absolutely no gum is allowed in class.
- *No cell phones are allowed in classes.
- *Additional regulations may be added if needed, at the discretion of the owner.

-----Please sign and return-----

I have read and understand the Just Dance handbook for 2018-2019. I agree that my child and I will abide by all of the information, rules and regulations listed in it.

Parent's signature

Student's signature

Photo Release for Children Under 18 Years of Age

I hereby grant to Just Dance and to its employees, and assigns the right to photograph my dependent and use the photo and or other digital reproduction of him/her or other reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Dancer's Signature:

Dancer's Printed Name:

Address:

I certify that I am a custodial parent and have the aforementioned rights to assign.

Signature of
Parent or Guardian:

Print Name of
Parent or Guardian:

Address:

Date: _____