

The School of
Rockford



Dance Company



School Policy Handbook

2011-2012

Riverfront Museum Park, 711 N. Main St., Rockford, IL 61103

815.963.3341 Fax 815.963.3541

www.rockforddancecompany.com

WELCOME to the School of Rockford Dance Company. RDC is committed to providing our students with the best dance education. We are pleased to welcome the new students joining our school. For those that are returning, thank you for your continued interest in our program.

Mission Statement

Rockford Dance Company pursues excellence in the art of dance through performance, education and outreach.

Office/Store Hours

Our office hours starting September 7th will be:

Monday thru Thursday - 10:00AM to 6:00PM

Friday - 10:00AM to 2:00PM

Saturday - 8:30AM to 11:30PM (subject to change)

Concerns or Questions about the school?

Who should I talk to?

School Director: 972-2907

School & class policy, placements, and teaching staff concerns, DanceReach.

Artistic Director: 972-2909

Company or performance questions.

Cindy Jo Lantz, Executive Director: 972-2910

Staff and payment concerns, scholarship contracts.

Pam Parkinson, Office Manager: 972-2906

General information.

Registrar: 972-2905

Registration & billing questions and general information.

Class Etiquette

In order to create an atmosphere for a high quality learning experience please consider the following for **all classes**:

Cell Phones: Cell phones are not allowed in class or rehearsals. If your child has a cell phone it must be turned off and put away during classes and rehearsals. Please keep cell phone conversations in the common areas quiet and to a minimum.

Timeliness: Please arrive 10 minutes before the class begins to allow your child preparation time. Students that arrive late miss the warm-up which can lead to injuries. If you have difficulties with the schedule please inform your child's teacher. If you do arrive late, open the studio door and let your child enter. Do not come into the studio with your child. You will be able to talk with the teacher after class to explain the tardiness.

Communication: If you need to speak with your child's teacher, please call the office to set up an appointment. We want to give your questions the attention they deserve. If your child needs to leave class early for any reason, please send a note with your child to inform the teacher. Do not come into the studio to talk to your child or the teacher unless it is an emergency.

Behavior: Please allow the teacher to handle any in class behavior or discipline issues. When a parent knocks on the glass or opens the studio door to scold or give directions it undermines the authority of the teacher. Trust that your child's teacher will be capable of keeping the children focused and if he/she should require a parent's assistance with behavior they will ask.

Hair: Hair should be pulled back off the face and secured well. Dancers get distracted when headbands or clips fall out. From Primary Ballet I, hair is required to be in a bun. (If length allows)

Belongings: Students should bring their valuables into the studios. Please do not pile them in the seating areas.

Disciplinary Policy:

Disruptive students will be removed from class at the discretion of the teacher and/or school director. If a student has to be removed more than three times a parent will be required to meet with the school director before the student can be re-admitted to class.

Dressing Rooms & Observation Areas

Dressing rooms are provided for your convenience and should be used by the dancers for changing. **Do not use the public bathrooms to change for class. Observation areas and hallways are designated quiet areas to insure classes are not disrupted.**

Snow

RDC will not cancel dance classes due to a public school “snowday”. A decision on running classes will be made by 2:00pm. Please check our web site or become a fan on our facebook page. If we do not cancel classes and you feel it is not safe for you to drive, you can obtain an excused absence by calling into the office. RDC reserves the right to not make up one class day due to “act of God.”

Security and Safety

- * Do not park or stop on the crosswalk to load or unload persons or things.
- * RDC is responsible for children during their scheduled class time only. It is the responsibility of the parent or guardian to have children picked up at the end of their scheduled class time, event or performance.
- * We want our students to be safe at all times. For their own safety students must wait inside the building so they do not have to go unattended to the parking lot.
- * We strongly encourage parents to take and pick up students under the age of 8 from the studio where their class is.
- * Take the opportunity to introduce your child to the security guard in case they will ever need assistance. The security guard is not a babysitter. Pick up your children in a timely manner.
- * There is a telephone available for students to call out at the security guard station in the front lobby in the case of an emergency. The phone number at the guard station is 815-972-2808.

Make-up Classes

Students must inform the school’s office of an intended absence.

Make-up classes are only available to students with excused absences. Up to three excused classes may be made up in each semester. You may make-up the class in the same level or lower level. If the schedule does not work for you, please talk to the school director.

Steps to make-up class:

- 1) Obtain a make-up card from your original teacher.
- 2) Attend assigned class and hand class make-up card to make-up teacher for signature.
- 3) Return Make-up card to your original teacher.

Qualified Faculty

Our qualified faculty encourage discipline, self-confidence, and creativity, and are genuinely interested in developing students to their fullest potential. Proper training, enjoyment in learning, and aspiring to achieve one's best is our philosophy.

Attendance

Regular attendance and participation is fundamental to ensure students' acquisition of muscle development and required skills. Irregular attendance will have a direct impact on class advancement.

Levels of Experience

Classes are offered for all levels of experience. Students who wish to intensify their training are encouraged to take additional classes to explore different dance forms. They may also join "DanceReach" which is a preparatory performance program for ages 8 to 16.

Assessments & Evaluations

Our school uses evaluations based on the class syllabus. Mid- year assessments are performed at the conclusion of the fall term and an exam with recommended placement is performed at the end of the spring term. This benefits students by providing them with specific information to grow and develop at their appropriate level in dance.

Observation Week Dec. 12-17, 2011

Observation week offers parents, family members and friends an opportunity to observe classes inside the studio. It is a time to acknowledge the effort and artistry the students have acquired. It is also a good time for parents to learn more about their child's dance education. Remember that students are in class, therefore please, young siblings must remain quiet and seated. Observation week is a very important event for our students. Hope to see you there.

2011/2012 Fall/Spring Class Schedule

Class	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Pre-School Ballet	3:30-4:00(5)			3:30-4:00(3)		9:45-10:15(3)
Kinderdance		4:15-5:00(4)		4:15-5:00(4)		9:45-10:30(4)
Ballet/Tap (New)	4:15-5:00(3)		3:30-4:15(3)			10:15-11:00(3)
Ballet/Tap (Cont.)			4:15-5:15(3)			9:00-10:00(5)
Primary Ballet I		4:00-5:00(5)		4:00-5:00(5)		
Primary Ballet 2		5:00-6:00(5)				
Ballet IA			4:30-5:30(1)		4:30-5:30(1)	
Ballet IB	5:30-6:45(1)		5:30-6:45(1)			
Ballet II		4:30-6:00(1)		4:30-6:00(1)		
Ballet III	4:30-6:00 (5)		4:30-6:00(5)		4:30-6:00(2)	
Ballet IV	4:30-6:00(2)	4:30-6:00(2)		4:30-6:00(2)	4:30-6:30(2)	
Ballet V	6:00-7:30 (2)	6:00-7:30 (1)		6:00-7:30(1)		10:30-12:30(2)
Company	6:00-7:30(2)	6:00-7:30(2)		6:00-7:30(2)		10:30-12:30(2)
Modern I			4:30-5:30(4)			
Modern II			4:30-5:30(2)			
Modern III	6:00-7:00(4)					

C H I L D R E N S

S T U D E N T D

PERFORMANCE OPPORTUNITIES

DanceReach

DanceReach is the performing group of the School of RDC. Membership is open to students 8 years and up with the purpose of providing performance opportunities, a creative atmosphere to discover new dance forms, and an enjoyable team building group experience. D.R. meets on Saturday mornings from 9-12. The program is offered for a a low fee of \$50.00 per semester. Registration is required. The first meeting is Sat. Sept. 17th.

School Production

Actual stage experience is an essential part of dance development. The school year ends with a production that gives every student in the children and student divisions the opportunity to step out of the classroom and onto the stage. This year's production will be on May 12th, 2012.

Company Performance Opportunities

There are performance opportunities for eligible dancers by auditioning for RDC's two major productions: *The Nutcracker* and the spring production, *Cinderella*. For Audition Date please check our website, rockforddancecompany.com.

The many ways to find the latest information about the happenings at Rockford Dance Company

E-Mail Blasts! Make sure you are on our e-mail list so you don't miss any of our e-mail's sent out through the year about things happening now and upcoming events



FaceBook: Become a fan of Rockford Dance Company facebook page.



Check the **rockforddancecompany.com website** regularly for updates and for the calender.



WORDPRESS.COM

Check out the informational articles on the Rockford Dance Company blog.
rockforddancecompany.wordpress.com

Rockford Dance Company Fees

REGISTRATION FEE:

Each new family is assessed a one time \$40 registration fee. Returning students (within three years of last registration) are not required to pay this fee. Registration fee is non-refundable.

HOW TO REGISTER:

Register online, in person, by mail, fax, or phone with cash, check, Visa, Mastercard, or Discover. If registering by phone, parents will be required to come to the office to sign the release before the start of classes. RDC reserves the right to cancel or combine classes that have not reached the minimum number of students. A first come, first served policy is used in processing registrations.

RDC STORE:

The store stocks the required school leotard, tights, and a limited selection of shoes. The store is located in the RDC office and shares the same hours as the office. Due to limited staff please leave adequate time for you purchase.

PAYMENT OPTIONS:

Full payment is due at time of registration. Bank debit payment plans are available at a cost of \$15 for 3-5 payments or \$30.00 for 5-10 payments. Sign up for the year and save on the ACH Fee (call our office for more information). A two installment plan option may be utilized with a \$20 finance charge included. First installment is due at registration. Second installment dates: fall is due by October 22nd and spring is due by Feb. 18th. A late fee of \$10 will be charged each month after the payment due date. Payment options are available for online registration at time of confirmation call.

REFUNDS:

Tuition will be refunded as follows: Before the first day- 100% of total amount; within the first week- 75% of total amount; within the second week - 25% of total amount.

No refunds are given after the second week of classes. Request for tuition refunds must be made in writing. In case of physical inability to continue classes, the request must be accompanied by a physician's certificate. Although we accept students as young as 3, parents need to assess the social and interaction ability of their children before registering because of the above refund policy.

PUNCH CARD SYSTEM:

Students interested in recreation division classes that are marked with * have the option of purchasing a class card if a student cannot commit to a full term of classes. Six hours to a card. The advanced professional can also use the card to take company classes. **Cost: \$70**

DROP-IN:

Students interested in recreation division classes also have the option of a drop-in rate. Professional rate is available.

1 hr. \$12.00 / 1.5 hr. \$18.00

Rockford Dance Company Uniform Policy

The Rockford Dance Company requires that all students be in uniform to participate in class. This enables the faculty to see the whole body for proper alignment and correction.

If a student is not in uniform the teacher will give a verbal reminder. Three "out of uniform" occurrences will require a parent meeting with the school director before the student can be admitted back in class.

All Uniform leotards are available through the Rockford Dance Company. Shoes and tights are also available through our Dancewear Shoppe.

For girls, the class uniform consists of a level-specific leotard, pink tights, pink shoes (canvas or leather, no satin slippers), with hair in a bun (or secured if too short for bun). Jewelry should be limited. Boys wear a white t-shirt, black tights or black shorts, white socks, and black ballet slippers.

Class

Leotard Colors

Pre-School/Kinderdance/ Beg.-Cont. Ballet/Tap	Pink
Primary Ballet I & II / Primary Tap	Lavender
Ballet IA & B	White
Ballet II	Light Blue
Ballet III	Navy
Ballet IV	Burgundy
Ballet V	Royal
Company	Black

Return Policy:

RDC offers fine quality merchandise and asks that you review the return policy, ensuring that if the necessary steps are taken, returns should be minimal.

- * Proper sizing (using the appropriate well-established sizing charts/ and sample "sizing" leotard-available at RDC office). This will ensure proper size.
- * Care in transporting uniform; including removing sizing tags, etc.
- * Notify the RDC office immediately if there is a quality defect with uniform; this is **imperative**.

Once quality defects are brought to the RDC office staff; replacement orders will be handled professionally.

* Uniform costs are non-refundable if student chooses to withdraw from RDC.

Calender of Events 2011-2012

Fall Term September 1- December 19, 2011

Sept 1	First day of classes
Sept 17	Nutcracker Auditions (children & Adults) Specific time TBA
Sept 24	9:00am First DanceReach session for 2011-2012
Oct. 8	Young Choreographers Concert 8:00pm (The Sullivan Center)
Oct. 21	Second partial tuition payment due
Oct. 22	RDC fundraiser at State St. Applebee's (8:00am to 10:00am)
Nov 24-Dec 4	Fall Break (no classes)
Nov. 24-27	RDC office closed
Dec 3 & 4	The Nutcracker with the RSO (Coronado Theater)
Nov. 27	Sugarplum Party
Dec 16	School Registration open to new students.
Dec 12-17	Observation Week
Dec 19 (Monday)	Last day of classes for Fall semester
Dec 23/26, Jan 2	RDC office closed

Spring Term Jan 7 - May 11, 2012

Jan 7 (Saturday)	First day of classes
Jan 28	Hansel & Gretel (The Sullivan Center)
Feb 20	Second tuition payment due
March 3	RDC fundraiser at Applebee's
March 19-25	Spring Break (no classes)
March 24 & 25	Cinderella (Coronado Theater)
March 24	Cinderella Ball
March 25	Cinderella Princess Luncheon
April 9-April 20	School Exams
April 28	School production rehearsal & photo session (at RDC)
May 11	Last day of classes for Spring semester
May 11/12	School production rehearsal, (on stage)
May 12	School production

School Production

Saturday, May 12, 2012

Rehearsals: Saturday, May 5th at RDC

Friday or Saturday, May 11/12 on Stage



Actual stage experience is an essential part of dance development. The school year ends with a production that gives every student in the children and student divisions the opportunity to step out of the classroom and onto the stage. This year's production will be on May 12th, 2012.

Classes are assigned to one of the two school performances. If student is taking more than one class they could be in both performances. Performance assignments will be posted by Mid February. Detailed information will be available by late March.

SCHOOL PRODUCTION FEE & REFUND POLICY:

A fee of \$45-childrens division & \$55-student division, is applied to each student per class, which covers costs for costumes and production. Payment will be taken at registration for the spring semester. There is a \$120 per student maximum. If a student is withdrawn from a class prior to February 1st, a 75% refund is allowable. If a student is withdrawn from class or the production after February 1st and a costume has been ordered (rather than pulled from stock), the student may collect the costume by notifying the School Director. No other refunds will be allowed.



Rockford Dance Company is partially funded by grants from the Rockford Area Arts Council and the Illinois Arts Council.

