

2010-2011

*Reif Dance
Policy Manual*

REVISED: *Please read carefully*

MISSION STATEMENT

It is the mission of the Reif Center Dance Program to cultivate and advance the art of dance by providing quality dance education through professional instruction. We strive to equip each student with the technical ability and interpersonal skills to leave the program with professional dance training, capability to communicate with and respect others, and the confidence to approach their next phase of life.

Class Size

Fundamentals are generally limited to 15 students. All other classes are limited to 18 students. Classes generally require a minimum of 6 students enrolled to avoid cancellation. The Reif Center reserves the right to change class size as well as combine or move classes.

Registration & Requirements

Registration Days

Registration will be taken over two days in the Reif Center lobby. The director and teachers will be available for questions during this time.

Registration forms will be available in the lobby during registration days. Registrations will be taken on a "first come, first served" basis and will be date and time stamped.

If you can not be available for registration days, you can complete the registration form in advance and deliver it to the Reif Center Office. It will be processed on the close of the first registration day. For alternate options, please call the Reif Center at (218) 327-5780.

Registrations without payment and a signed policy release form will not be accepted or processed.

Students who qualify for scholarships must have the paperwork completed at the time of registration. Everyone pays September tuition in full, and the scholarships will go into effect in October.

Class Attendance/Tardiness

Attendance will be taken at the beginning of each class. Out of courtesy to the instructor, please notify the instructor or leave a message in the dance office well in advance of anticipated absences. Regular attendance is required for students to keep pace with class work and performance choreography. Parents will be notified if a student's absenteeism becomes detrimental to his or her progress, or to the progress of the entire class.

*Students with poor attendance without reasonable cause will be dropped without refund.

Missed classes should be made up. Please refer to the separate attendance policy sheet for more info on how this works. **No refunds or reductions are made for missed classes.**

We understand that being late is sometimes unavoidable. However, a pupil who is more than five minutes late for class may be asked to observe rather than participate in the class. The final decision is at the discretion of the instructor. This is not a disciplinary measure, but is done to prevent the student from getting injured. A student who misses the first few exercises runs the risk of injury by not being properly "warmed up." (cont.)

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Please make sure that the student understands this! We have this policy because we care about student welfare.

Please note, classes (including fundamentals) will generally end 5 minutes early so that the instructor and students can have a brief break between classes.

Rehearsal Attendance

Students who plan to perform in the Nutcracker or Spring performance will be required to attend scheduled rehearsals outside of class time. These include but are not limited to; tech week rehearsals, weekend rehearsals for Nutcracker battle and party scene, and any soloist/demi soloist rehearsals. Dancers who have unexcused absences from these rehearsals may not be allowed to perform.

Class Rules

Dance is a discipline. Students studying a dance technique must conform to expected classroom behavior including punctuality, dress code, and manners laid out by the individual instructor. When these expectations are not met, instructors have the right to excuse students from class and have them sit and observe. In this event, parents/guardians will be notified.

Open Door Policy

Reif Dance staff are always willing to help with parent/student questions and concerns, but some times are better than others. Instead of trying to speak with an instructor before or after class, we encourage calling ahead of time to make an appointment. This ensures that all classes can start as scheduled.

Student Supervision

It is not the instructor's or the Reif Staff's responsibility to monitor student behavior before or after class. **All students (except Fundamentals) are encouraged to enter their studio 15 minutes prior to the start of class provided that there is no class currently in session and that their behavior is respectful to the studio.** Students should use this time before class to warm up, stretch, and prepare themselves for the upcoming class.

***Parents are required to monitor their children before classes; enforce building rules (no running, horseplay, loud voices, etc.), and be punctual when picking up students after class. Instructors are not required to wait longer than 15 minutes after class is over before locking and leaving the building.**

***Fundamental students and younger dancers may not go outside and wait for pick-up. Parents--please come into the building when dropping off and picking up. This is purely for safety!**

Class Cancellations/Make-up Dates

Occasionally classes are cancelled due to instructor absence, special events, scheduling conflicts, or prohibitive weather conditions. Every effort will be made to contact schools and radio stations. **The Reif Center reserves the right to one cancellation per session without make-up classes.** In the event of a weather-related cancellation, the Reif Center follows ISD #318 policy.

◆ THE REIF CENTER WILL POST SIGNS OUTSIDE THE MAIN DANCE ENTRANCE ON DAYS THAT CLASSES ARE UNEXPECTEDLY CANCELLED. PARENTS ARE RESPONSIBLE TO CHECK THESE SIGNS SO AS NOT TO LEAVE STUDENTS STRANDED

- ◆ The Reif will call parents in case of an unexpected instructor illness or family emergencies.
- ◆ If in doubt about any cancellations please call 218-327-5740 and listen to the message.
- ◆ **The Reif Center reserves the right to move or combine classes.**

Parent's Observation Week/Observation Windows

Dates for Observation Week are noted on the dance calendar for **Fundamentals**. During Observation Week, the parent(s), guardian(s) and/or friends will be invited into the classroom.

Parents of students levels 1-7, can observe a class from inside the studio anytime by request. Call Daniel for more information or to set up an appointment: (218) 327-5740.

At all other times, the observation room windows are a lovely convenience of this facility which allows parents and friends a chance to see their dancers in action. Dance is a performance art, and students have to learn to feel comfortable with people watching them work, especially their friends and family. However, observers should conduct themselves in the observation room with respect to the classes that are in session, and please, do not touch the glass! Additionally, the blinds are typically left open or closed for a reason, please do not adjust them!

Dressing for Class

Do not wear jewelry in class (earrings, watches, rings, necklaces, bracelets, etc.) Leg warmers and other extraneous pieces of attire are not allowed without the expressed permission of the instructor.

Students should not enter or leave the premises dressed in a leotard and tights. Please wear a "cover-up."

Studio A Classes: Please dress in the lobby bathrooms next to Studio A. Do not leave anything in the bathrooms. *We will not be responsible for lost or stolen items!*

Studio B & C Classes: Please dress in the dance locker room area. The dressing area is not under surveillance, so please do not leave valuables in the dressing area.

Please do not leave young children unattended in either dressing area.

Be aware that there may be dressing room conflicts with Reif Performances; during these times students will be directed to alternative dressing rooms.

Class Attire

It is required that you write your child's name inside their dance shoes and attire. All dance shoes look alike! Our Lost & Found is already full of items with no identification.

Fundamentals Students wear single color leotards, pink tights and pink ballet shoes. See the chart on page 5 for leotard information. Please, no ballet shoes from Target or Wal-Mart.

Jazz Students wear single color leotards (color to match level from chart on page 5) and pink tights. Students are also required to wear a waist elastic (See paragraph on page 5). Jazz shoes are required. Shoes must be BLACK and must have a split sole. Lace up or slip-on shoes are acceptable. (Recommended styles include; Capezio CP02 or CP02C, Capezio EJ2 or EJ2C, Bloch S0443L, and Leo's 7018.)

Tap Students wear single color leotards (*any color* from the chart on page 5 is okay) and pink tights. Oxford style tap shoes are required. Shoes must be BLACK and have a solid sole. (Recommended styles include Capezio CG55 or CG55C, Capezio CG09, Capezio CG100, Capezio M60, and Bloch S0361L.) Student may be required to have character shoes in addition to their Oxford taps. Parents will be notified, if required.

Modern Students wear single color leotards (color to match level from chart below) and pink tights. Students dance in bare feet.

Men's/Boy's Class Students wear black or white ballet shoes, black tights, form-fitting shirts, and shorts or sweatpants.

Adult Adults wear required shoes for their discipline and workout clothes (i.e. sweatpants, form-fitting tees).

Ballet Students wear single color leotards (color to match level from chart below) and pink ballet slippers. We recommend brands such as Bloch, Sansha or Capezio (can be ordered at: www.discountdance.com or www.dancewearsolutions.com).

Ballet students wear pink tights. We recommend Capezio #9 *Adult Mesh Convertible Mock Seamed Tights* or Danskin #603 *NYCB Microfiber Convertible Tights*...item order numbers are from www.discountdance.com. Students are also required to wear a waist elastic as described below.

Waist Elastic for Ballet and Jazz levels 1-7

A white, 1" thick waist elastic is required for all levels of BALLET and JAZZ (note that Fundamentals, Modern and Tap are not required to wear this.) This will most likely have to be home-made, and materials can be purchased anywhere sewing supplies are available. Students are to wear this elastic just above their hip bones. This simple tool provides teachers and students alike with a visual aid to see if their hips are out of proper technical alignment.

Ballet, Jazz, Modern and Fundamental students wear leotards as listed in the chart below:

A NOTE ON LEOTARD SELECTION

All students **must wear Balera** brand *Classic Cami Leotard* in the single color listed below by level (item order # is CL161 at www.dancewearsolutions.com).

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|-----------------------|----------|------------------|-------------|
| • Fundamentals | Pink | • Level 1 | Light Blue |
| • Level 2 | Lavender | • Level 3 | Jade |
| • Level 4 | Purple | • Level 5 | Black |
| • Level 6 | Royal | • Level 7 | Burgundy |

Company

Company auditions will be held on a date to be determined (students will be notified). Anyone in levels 5-7 is welcome to audition. Some Pointe, Jazz, Tap & Ballet work will be required.

Please Note: **COMPANY MEMBERS** are **REQUIRED** to attend Saturday's classes (and rehearsals when scheduled). Please contact Daniel (218-327-5740; daniel@reifcenter.org) with questions or concerns.

Performances

Fundamentals

Participate in one performance a year: The Spring Performance.

Ballet (all levels)

Participate in two performances a year: The Nutcracker, and the Spring Performance.

Tap, Jazz, Modern (all levels)

Participate in one performance a year: The Spring Performance.

Level Placement and Advancement

Reif Dance currently offers 7 levels to students ages 7-19. Level placement is determined primarily by the strength of a dancer's technique. Ballet is arguably the most technically demanding form of dance ever created. It is for this reason that ballet students who elect to also take either jazz or modern will automatically be placed in the same level as their ballet level. For those students who wish to take only jazz and/or modern, that is perfectly acceptable, but they are strongly encouraged to take ballet as well. Students will find that Ballet will *greatly* improve their abilities in other forms of dance. This principle holds true for nearly anything that requires athletic training. Things such as sports, gymnastics, or martial arts are good examples.

Tap however, requires a completely different technique. While it is certainly possible that Ballet training can still supplement tap, it isn't essential to a student's progress

On average, students can expect to spend two years in each level.

This is generally how long it takes for students to begin to apply the lessons and technique that they have learned before they're ready to move up. A *very important* part of training is learning to be patient, and students must be comfortable with repeating things they have already learned. Even the best dancers in the world would be able to learn and work hard in a beginner's class. That's what makes them the best.

A student's level placement is at the sole discretion of the Reif Dance Staff.

Pre-Professional Program

Reif Dance offers a Pre-Professional Program to a select few students within the school. This program is designed for those dance pupils who know *beyond any shadow of a doubt* that a career as a dancer is what they were born for.

This program is by ***invitation only*** and several conversations with the parents and the student are necessary to determine whether or not this is indeed what they want. The time commitment will be **consuming**, to say the least, and a lot of support from the parents will be necessary in order for the student's participation to be successful. As of now, this program is available to the invitees free of charge. This means that the participating staff members are not getting paid for their time. This is just one more reason why all involved parties have to be unquestionably committed.

If you feel you are eligible for this program and would like to request a meeting, feel free to call with questions: (218) 327-5740.

Admittance to this program is at the sole discretion of the Ballet Director. Please note that this opportunity is a *privilege* and it can be revoked at any time.

TUITION

	<u>Per Month</u>
Fundamentals	\$35/ mo.
(Levels 1-7)	
1 class period a week	\$48/ mo.
2 class periods a week	\$86/ mo.
3 class periods a week	\$114/ mo.
4 class periods a week	\$134/ mo.
5 class periods a week	\$154/ mo.
6 or more class periods a week	\$174/ mo.
Man Dance	No Charge*
*\$48.00 class fee covered by anonymous donor	
Adult Dance, one class	\$35/ mo.

Please note:

- ◆ Tuition does not include Spring Production costume fees or production fees.
- ◆ The costume fee will be the actual cost of the costume and may include a \$10.00 production fee which will also be added to all applicable accounts. Details to follow.
- ◆ Payment is based on 9 monthly installments. Students who continue study during the year will be expected to pay full tuition for any portion of any month they attended classes.

Tuition Waivers/Credit

Teaching Assistants: Students who are teaching assistants will receive a stipend of \$50.00 at the end of each applicable session. Students will be required to keep a time sheet, and in the case of absenteeism, the stipend will be prorated.

Teacher assistants are chosen by the Dance Program Director.

The respective instructors of any given class will supervise teaching assistants. A completed teacher's assistant form must be submitted along with the dance registration form at the time of registration.

Scholarships

A limited amount of financial aid is available. Scholarships are based on need. There is no financial aid for summer dance sessions, summer residencies or other workshops held throughout the year. (The Reif Center President makes all scholarship evaluations and decisions. This decision is final.) Decisions will be based on a number of criteria, primarily need, but also work ethic, responsibility and appropriate behavior. Also, please note that scholarship students are required to follow the Reif Dance guidelines to maintain their scholarship throughout the year.

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Scholarship students and parents must maintain a paid balance every month--this has been abused in the past, but it will be enforced! If this policy is not adhered to, the scholarship will be terminated. Attendance, work ethic, and attitude will all play a part. If these guidelines are not met to our standards, a warning will be issued, and if students continue to neglect these guidelines, the scholarship will be terminated. Scholarships may be revoked for irresponsible behavior at the sole discretion of the Dance Program Director.

Students applying for scholarships must submit their applications, completed in full, at the time of registration. A student is placed on the class list at the time a completed scholarship and registration form is submitted. All students must pay for September tuition in full; all scholarships will go into effect in October. If September is not paid in full by the start of classes, the scholarship will not be activated.

Fees

Spring Performance Costume and Production Fees: Parents will be paying the full amount for all costumes. A \$30.00 deposit will be required for *each class* taken by *each child* enrolled in dance (this added to December's tuition). The remaining amount due will vary by class, and the total will be added to accounts and billed with regular tuition in February (a \$10.00 production fee may also be added at this time). Details to follow.

Late Payment Fee: Payments are considered late after the 10th of the month and will be charged a late fee of \$10.00.

Returned Check Fee: A \$20.00 handling fee will be charged for all returned checks.

Payments

Payments must be mailed or delivered to the Reif Center Box Office. **Please do not give payments to the instructors. The Reif Center is not responsible for payments that are left on the instructors' desks. If you need to pay after office hours, please slide it under the Box Office window and we will process it in the morning.**

Refunds

- Students enrolled in classes that are dropped due to low enrollment will either be moved to a another class or receive full refunds.
- Prepaid students dropping a class will receive a refund for each full month remaining.
- Students with poor attendance without reasonable cause will be dropped without refund.

Insurance

Insurance is not provided. Parents should check their homeowner's policy to be certain of coverage.