



REIF DANCE

## OUR MISSION:

*To support the development of each dancer  
as an artist and individual through quality  
dance instruction and performance opportunities.*

# 2018-2019 POLICY MANUAL

## THE PROGRAM

Reif Dance encourages people of all ages to study the art of dance while promoting a spirit of community. We are proud to offer classes for students ages 4 years to adult. Our program consists of three tracks including Dance Fundamentals, Technique Classes (distinguished by levels), and Adult Classes.

**Student placement level is solely at the discretion of the Reif Dance staff.**

- **Dance Fundamentals (Preschool, Kindergarten, 1st Grade):**

Dance Fundamentals is designed to build a child's confidence in their own creative ability to express themselves through movement. In this unique program, children gain body awareness and self-esteem through child-centered, movement-oriented games and music led by their natural desire to explore, experience, and discover their own creativity. As they develop focus and spatial awareness, and are gradually introduced to class etiquette, basic ballet movements, and vocabulary, they learn how to participate in a formal dance class. In this way, Dance Fundamentals not only equips children with the building blocks for the expressive language of dance, but it also sets them on a trajectory for a successful experience in the Reif Dance Program.

- **Technique Classes:**

Reif Dance offers classes in Ballet, Jazz, Modern, and Tap. We currently have 6 levels of technique classes. Students are placed in levels according to their strength and technical ability. All students are encouraged, but not required, to study ballet. Ballet is the foundation for most dance techniques, and students who attend regular ballet technique classes will undoubtedly progress at a faster rate than those who do not. We recognize that each student is different and will progress from one level to the next at a different pace. Please encourage your children to not compare themselves to others. We want our students to celebrate the successes of their fellow students and to value the hard work it takes to set and achieve goals.

- **Adult Classes:**

These classes are for the recreational dancer who may have gotten a late start in studying dance but still wants to move. Adult classes are open to men and women of all ages.

## **CLASS SIZE**

Fundamentals classes are limited to 16 students. All other classes are limited to 30 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.

## **CLASS ATTENDANCE**

Attendance will be taken at the beginning of each class. Please notify the instructor or Dance Director 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 their progress, or to that of the entire class.

Students of the Reif Dance program are expected to be on time with proper hair and uniform for all of the classes in which they are enrolled. However, we understand that sometimes things come up. In the case of illness, emergency, or scheduling dilemmas, students will be permitted three (3) absences per session. (Sessions run September–December, January-mid March, and mid-March through June.)

- If your child is sick, please keep them home and allow them to recover. Germs pass too easily when you are touching the same ballet barre as everyone else.
- Students with poor attendance without reasonable cause will be dropped without refund.
- No refunds or reductions are made for missed classes.
- In the case of extended injury or illness, please come speak with the Dance Director to see how we can work together to best serve your student and their class.

## **OBSERVING CLASSES**

Students are encouraged to observe a class if they are too late to join in (usually 5 minutes) or are unable to dance due to injury or illness. If it's agreed by the dance staff and their parents that the student is not contagious, and if they feel well enough to observe class, then it will NOT count as an absence. However, when the student is well again they may still make up the missed class.

## **TARDINESS**

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 class at the discretion of the instructor. This policy is in place to prevent student injury. A student who misses the first few exercises runs the risk of injury by not being properly warmed up. We are not trying to punish students. This policy exists because we care about student welfare.

## **REHEARSAL ATTENDANCE**

Students who plan to perform in the Nutcracker, Company Show, or Spring Show 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/Party scenes, and any soloist/demi

soloist rehearsals. Dancers who have unexcused absences from these rehearsals may not be allowed to perform. Rehearsals cannot be made up so please make them your priority.

### **CLASS RULES**

Dance is meant to be fun but should also teach us discipline. Students studying a dance technique are expected to display certain behaviors including punctuality, Reif Dance dress code, and rules of etiquette laid out by the individual instructor. If these expectations are not met, instructors have the right to excuse students from class or have them sit and observe. In this event, parents/guardians will be notified.

### **COMMUNICATION**

It seems there is always something going on at Reif Dance. Some things are planned well in advance and some pop up out of nowhere. We will do our best to make sure that all of our families stay informed about all of the exciting things happening and any last minute changes which may occur. We will communicate with parents in the following ways:

- *Friday Newsletter:* These newsletters will contain important information including rehearsal schedules and special events. Please read these newsletters carefully to make sure you know what to expect.
- *Email:* When we have a schedule change, cancellation, or important news, we will send information via email. Please provide the Reif Office with a valid email address (please update us if your email changes).
- *Remind App:* We will also be sending messages via phone with our Remind App. Please sign up for each class in which you are enrolled. Contact the Reif Box Office for details.
- *Bulletin Boards:* We have bulletin boards located in the Dance Lobby and in the hallway outside of Studio B. We will use these boards to communicate when there is too much information to fit in an email. Please check these boards as you pick up or drop off your children to make sure that you stay informed about any special events or volunteer opportunities.

### **CLASS CANCELLATIONS**

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 scheduling make-up classes. In the event of a weather-related cancellation, the Reif follows ISD #318 policy.

The Reif Center will send Remind alerts and email to families in the event of last minute cancellations. We will also post signs outside of the main dance entrance. Parents are responsible to check these signs to avoid leaving students stranded and unattended.

When a make-up class needs to be scheduled, you will receive the scheduled time via e-mail. If in doubt about any cancellations or re-scheduled times, please call 218-327-5780.

## **STUDENT SUPERVISION**

It is not the instructor's or the Reif staff's responsibility to monitor student behavior before or after class. All students are encouraged to arrive 15 minutes prior to the start of class. Students should use this time before class to warm up, stretch, and prepare. 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.

Students under 12 may not go outside and wait for pick-up. Parents, please come into the building when dropping off and picking up. This is for the safety of all students and to ensure that you receive any communications from staff which may pertain to you or your child.

## **PARENT OBSERVATIONS**

There will be a week of parent observation scheduled for each session. You will be notified via newsletter about dates. Otherwise, teachers reserve the right to keep classes private for the focus and productivity of their students.

## **STUDENT LOUNGE**

The Student Lounge is here for students to do homework, eat dinner, or warm-up before class. Students are welcome to use the refrigerator and microwave as long as they clean up after themselves. Please do not abuse these privileges. The Dance Staff does not have time to clean up after you. If the mess gets out of hand, all students will lose privileges. There is also a phone available in the Student Lounge for students to call their parents. You must first dial a "9" and then the phone number (local calls only). Please be respectful of the facility and your fellow dancers while in the Student Lounge. Keep the volume down and don't leave items lying around.

## **PARENT VOLUNTEERING**

Throughout the year there are several opportunities for parents to get involved. We need moms and dads to help out backstage during performances, with fundraisers, sewing costumes, etc. We need your help to keep our program great. Please let us know if you would like to help.

## **EXPRESSING CONCERNS**

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

## **TEACHING ASSISTANTS**

Students in Levels 4 & 5 are encouraged to apply to become Teaching Assistants. This is a wonderfully rewarding experience. By working as an assistant, you receive marketable work experience and you will grow as a dancer. Teaching assistants are chosen by the Dance Staff. 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. A mandatory Teaching Assistant Training Session will be scheduled in September.

### **REGISTRATION**

Registration will occur over two days in the Reif Center lobby. The dance staff will be available for questions during this time. Registration forms will be taken on a "first come, first served" basis and will be date and time stamped. If you cannot be available for registration days, please call the Reif Center at 218.327.5780. Registrations submitted without payment, or without a signed policy release form, will not be accepted or processed.

### **DRESSING FOR CLASS**

Do not wear jewelry in class. Leg warmers and other extraneous pieces of attire are not allowed without the expressed permission of the instructor. Put your name on absolutely everything and make sure that you take your own things home.

Students should not enter or leave the premises dressed in a leotard and tights. Always wear a "cover-up." In cold months please wear pants, coats, and appropriate footwear (no flip-flops). This is for the health of our students and to display a sense of propriety.

All Technique Classes: Ladies, please dress in the dance locker room area. Gentlemen, please use the men's room at the end of the dance hallway. The dressing areas are not under surveillance. Please do not leave valuables in the dressing room.

*THERE IS ABSOLUTELY NO FOOD ALLOWED IN THE DRESSING ROOM or DANCE LOCKERS.* We have had problems with ants and mice in the past as a result of students breaking this rule. Please be respectful of our facility and eat only in the student lounge.

### **PERFORMANCES**

Reif Dance is a performance-focused program. Reif Dance is blessed to call the Reif Center home, where we perform several shows each year. While nobody is required to perform, there are performance opportunities for all students. Please notify your instructor and the Reif Office as early as possible if you do not wish to perform. This will make it easier on the other students and on the instructors who are trying to prepare for performance and will also prevent unnecessary costumes from being ordered.

- Ballet (all levels) - Participate in two performances during the year: The Nutcracker & The Spring Show.
- Jazz, Modern, & Tap (all levels) - Participate in one performance a year: The Spring Show.
- Adult classes are invited to perform in the Spring Show, but it is not required.

## **COMPANY**

The Reif Dance Company is made up of our most dedicated dancers who are chosen to be a part of the company. These students attend Saturday classes and additional rehearsals throughout the year. The Company performs in the Company show in March. The Company also attends trips to Minneapolis to visit James Sewell Ballet, and they have other master class and performance opportunities. The selection of Company members is at the discretion of Reif Dance Staff.

Students who audition for the Company but are not selected may be invited to join the Jr. Company.

## **JR. COMPANY**

The Reif Dance Jr. Company is open to intermediate and advanced ballet students. These dancers will attend Saturday Classes from the beginning of January through April. The selection of Jr. Company members is at the discretion of Reif Dance Staff.

## **TUITION**

Please refer to the registration form for current tuition rates. Contact the Reif Center Box Office with Questions: 218.327.5780

## **PAYMENTS**

Payments must be mailed or delivered to the Reif Center Box Office. Please do not give payments to instructors. The Reif Center is not responsible for payments that are not made directly to our Box Office. If you need to pay after office hours, please place a check in the locked box in the Dance Lobby. Please do not place cash in the box.

## **FEES**

- Spring Show Costume and Production Fees: Parents will be paying the full amount for all costumes. A \$30.00 deposit will be added to your December statement for each class your child is enrolled in. The remainder due will vary by class, and the total will be added to your statement (along with regular tuition) in February/March (a production fee may also be added at this time).
- 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 \$35.00 handling fee will be charged for all returned checks.

## **REFUNDS**

- Students in classes dropped due to low enrollment will be moved to another class or receive a full refund.
- 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 a refund.

## INSURANCE

You are responsible for your own accident/theft insurance.

## SCHOLARSHIPS

The Reif Arts Council believes that “quality arts experiences should be accessible to all.” To that end, we do offer partial and full scholarships to ensure dance classes remain affordable (when certain financial criteria are demonstrated). Students applying for scholarships must submit their application, completed in full, at the time of registration. All students must pay for September tuition in full. Scholarships will go into effect in October. If September tuition is not paid in full by the start of classes, the scholarship will not be activated. The scholarship application is available at the Reif Center Box Office and includes additional criteria for obtaining a scholarship.

## CLASS ATTIRE:

**Please write your name inside your dance shoes and attire.**

**Fundamental Students** can wear any color leotard and footless or convertible tights that allow them to dance barefoot. Boys can wear a fitted t-shirt and shorts or sweatpants with no pockets. Long hair should be in a ponytail or bun.

### All Other Students:

All items listed below are available from Discount Dance Supply: [www.discountdance.com](http://www.discountdance.com) or 1.800.328.7107. The Discount Dance Supply Teacher Discount Code is TP61949. You are not required to order through this company, but we have had great luck with them in the past. Feel free to shop around for other options.

- **Ballet:** Students wear solid-color leotards (see chart below) and pink ballet slippers. Recommend shoe brands are Bloch, Sansha, or Capezio. Ballet students wear “ballet pink” tights. Recommended styles: Capezio #9 Adult Mesh Convertible Mock Seamed Tights, Capezio #1916/1916c Adult/Girls Ultra Soft Transition Tights or Danskin #702/708 Adult/Girls Ultra Soft Microfiber Convertible Tights. Ballet students should have their hair in a tidy bun.
- **Jazz:** Students wear solid-color leotards (see chart below) and ballet pink or black tights. Black jazz shoes with a split sole are required. Lace up or slip-on shoes are acceptable. Recommended styles include: Capezio EJ1 or EJ1C, Capezio EJ2 or EJ2C, Bloch S0405, or Bloch S0401. Students may wear black jazz pants or tap shorts with no writing. You may be asked to remove them after warm ups, so be sure to wear tights. Jazz students should have their hair in a tidy bun or ponytail.
- **Modern:** Students wear solid color leotards (see chart below) pink footless or convertible tights or fitted leggings. Students dance in bare feet. Modern students should have their hair in a tidy bun or ponytail.
- **Tap:** Students wear solid color leotards and ballet pink tights or fitted leggings. Oxford-style tap shoes with a solid sole are required (NO “FLEX” or split-sole shoes). Recommended styles include

Capezio CG09, Capezio CG17/CG17c, and Bloch S0361L. Students may be required to have character shoes in addition to their Oxford taps. Parents will be notified, if required. Students may wear black jazz pants or tap shorts with no writing. Tap students should neatly secure hair out of their face. Please note: You get what you pay for with tap shoes. The money you might save by buying cheap shoes is not worth the struggle you or your child will endure trying to make sounds with a bad shoe.

- **Boys:** Students wear black or white ballet shoes, black tights, or Black Jazz pants. NO pants with pockets are allowed. Wear form-fitting white or black shirts and dance belts. The same is worn for Tap or Jazz but with the appropriate shoes.
- **Adult:** Adults wear required shoes for their discipline and workout clothes (i.e. yoga pants, form-fitting tees).

Students wear leotards as listed in the chart below. All students must wear ONE of the styles listed in the chart below according to your level. You do not need to have one of each style listed. Please think about donating any leotards that you are not currently using. You may drop them off at the Box Office at any time during the year.

Class	Brand	Style #	Color		Brand	Style #	Color
Level I	<i>Theatricals</i>	N5500C	Pink	or...	<i>Capezio</i>	CC100C	Pink
Level II	<i>Theatricals</i>	N5500C	Lt. Blue	or...	<i>Capezio</i>	CC100C	Lt. Blue
Level III	<i>Theatricals</i>	N5500C	Lavender	or...	<i>Capezio</i>	CC100C	Lavender
Level IV/V	<i>Theatricals</i>	N5500, D5100	Red	or...	<i>Mirella</i>	M201LD, M207LD	Garnet
Level V/VI	<i>Theatricals</i>	N5500, D5100	Black	or...	<i>Mirella</i>	M201LD, M207LD	Black

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**For questions on any above-listed policies of Reif Dance, please contact the Reif Center:**

- Reif Dance Director (classes, enrollment, attire): 218.327.5858
  - Reif Box Office (billing, registration, scholarships, general questions): 218.327.5780
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