



## OUR MISSION:

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

# 2023-2024 PARENT HANDBOOK & POLICY M A N I L A

## 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: 1<sup>st</sup> Step, Kindergarten: 2<sup>nd</sup> Step, 1st Grade: Pre-Ballet**

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. Our unique theme-based classes are designed to inspire a child's imagination and independence in a fun and supportive atmosphere. As students' progress through the program, they learn basic dance vocabulary and class etiquette to prepare them for more formal dance training in ballet, modern, jazz and tap dance. Our Fundamental's classes give children the building blocks for the expressive language of dance while nurturing the joy and love of the art form which is the heart of Reif Dance.

- **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 not to 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 recreational dancers who may have gotten a late start in studying dance but still want 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 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. Parents will also be contacted if a student is absent without prior parental notice.

Students of the Reif Dance Program are expected to be on time with proper hair and uniform for all classes in which they are enrolled. However, we understand that sometimes things come up. In the case of illness, emergency, or scheduling dilemmas. We encourage students to make-up classes.

### **MAKING UP CLASSES**

Classes may be made up by attending a different class. Parents must contact their child's instructor to determine which class would be appropriate for make-up.

- If your child is sick, please keep them at home and allow them to recover. Dancers with a fever will not be allowed in class.
- 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 students and their 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.

## 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 our families stay informed about all 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. Remind will notify you immediately by text if there is a cancellation or schedule change. Please sign up for “everyone” as well as 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 as well. 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 218-327-5858.

### **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**

Two times a year there will be a week of parent observation scheduled each year. 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 if they clean up after themselves. Please do not abuse these privileges. The Dance Staff does not have time to clean up after you. There is a phone available in the Student Lounge for students to call their parents. You must first dial "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**

As with most student activities, we ask parents/guardians to become active volunteers with the Reif Dance program. Throughout the year we will have the need for assistance including backstage during performances, flower sales, fundraiser assistance, etc. Volunteering is part of being involved in this program.

### **CONTACTING US**

Reif Dance staff are always willing to help with parent/student questions and concerns. We will make every effort to promptly return phone calls and email. We ask that instead of trying to speak with an instructor before or after class, you call ahead of time to make an appointment. This ensures that all classes can start as scheduled.

## **TEACHING ASSISTANTS**

Students in Levels 3 and 4 are encouraged to apply to become Teaching Assistants. This is a wonderfully rewarding experience. By working as an assistant, you will receive marketable work experience, and you will grow as a dancer. Teaching assistants are approved by the Dance 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.

## **REGISTRATION**

Registration will occur over two days, 8/14 from 12:00 – 6:00pm and 8/15 from 8:00am-1:00pm 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.

## **CLASS RULES**

Dance is meant to be fun but should also teach us discipline. Behavior expectations include punctuality, adherence to the dress code and rules of etiquette laid out by individual instructors. 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.

## **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 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 because 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. Every student is encouraged but not

required to perform in these shows. 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 instructors who are preparing for performance and will also prevent unnecessary costumes from being ordered.

- Fundamentals: 1<sup>st</sup> Step, 2<sup>nd</sup> Step and Pre-Ballet have a dance showcase in December and in March in addition to performing in the Spring Show.

- Ballet (Levels 1-6) - 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 tap is invited to perform in the Spring Show, but it is not required.

### **COMPANY**

The Reif Dance Company (RDC) is made up of our most dedicated dancers who have auditioned to be a part of the company. These students attend some Saturday classes and additional rehearsals throughout the year. The Company performs in three shows: The Nutcracker, Company Show and Spring Show. The Company may have master class, field trip and performance opportunities. The selection of 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 or paid online. Please do not give payments to instructors. The Reif Center is not responsible for payments that are not made directly to our Box Office or online by clicking "Manage My Account".

### **FEES**

- Spring Show Costume: Parents will be paying the full amount for all costumes. A \$30.00 deposit will be added to your December statement for each class in which your child is enrolled. The remainder due will vary by class, and the total will be added to your statement (along with regular tuition) in February.

- Late Payment Fee: Payments are considered late after the 10th of the month and will be charged a late fee of \$10.00. An additional \$10.00 will be added every month until payment is made.

- Returned Check Fee: A \$40.00 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 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. If awarded a partial scholarship, all payments must be made on time, or the scholarship will be removed. Scholarships will be revoked if payments are late.

## **LOST AND FOUND**

The Lost and Found is in the observation room between studio A and studio B. Please check for missing items frequently. Lost and found items will be taken to the Salvation Army 3 times a year with a warning given in the newsletter before it goes.

## **DANCEWEAR REQUIREMENTS**

### **STORE FRONT BY NIMBLY**

Reif Dance now has its own **Online Dancewear Shop** hosted by **Nimbly**. A small portion of each sale goes to support Reif Dance. The list price for each item reflects a 15-20% mark-down from the retail price! Visit [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance) to register. Select and shop your class list. Everything will be delivered to the Reif. This provides huge savings on upfront shipping and handling costs. **You are responsible for any exchanges or returns.** See the complete exchange/return policy on the [shopnimbly.com](http://shopnimbly.com) website.

**Dance Fundamental Classes:** Girls must wear the required uniform; a “tank bow dress”; color assigned by Level. No substitutions allowed. Classic pink convertible tights and classic pink ballet shoes are required. Boys wear form fitting black stretch pants (no pockets), a white T-shirt, thin black socks, and black ballet shoes. It is required that you write your child’s name inside their dance shoes and attire. See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance)

**Ballet shoes without ties are the preferred shoe for young children!**

See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance).

**Dance Fundamental** students should have their hair in a tidy bun or ponytail.

**Ballet Classes:** Students have a required uniform; color assigned by Level. No substitutions allowed for color assignment; however, students may wear any brand of leotard if the color and style are the same as depicted on class lists in our Nimbly storefront. Convertible tights are recommended over full footed tights. **Ballet shoes without ties are preferred for young children! Students must have correctly fitted shoes!** Please do not purchase shoes for your child to “grow into” as this is an impediment to their progress and safety. Older students that have experience with purchasing shoes may wear the brand of their choice.

See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance).

It is required that you write your child’s name inside their dance shoes and attire.

**Ballet** students should have their hair in a tidy bun.

### **Uniform Colors for Level**

Level 1-Teal

Level 2-Mulberry

Level 3-Burgandy

Level 4- Royal

Level 5- Navy

Level 6- Black

**Modern** classes require students to wear any solid-colored leotard; however, style and color are elective. *Ballet students that take Modern may wear their required uniform or the elective dancewear of their choosing.* Students dance barefoot; however dance socks and sole shields are optional footwear. See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance).

It is required that you write your child’s name inside their dance shoes and attire.

**Modern** students should have their hair in a tidy bun or ponytail.



**Jazz** classes require students to wear any solid-colored leotard; however, style and color are elective. *Ballet students that take Jazz may wear their required uniform or the elective dancewear of their choosing.* Classic pink tights are preferred. Black pull-on or boot style Jazz shoes are required.

See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance).

It is required that you write your child's name inside their dance shoes and attire.

**Tap** classes require students to wear any solid-colored leotard; however, style and color are elective. *Ballet students that take Tap may wear their required uniform or the elective dancewear of their choosing.*

Classic pink tights and Oxford style tap shoes are required. Shoes must be BLACK and have a solid sole. Students may wear black pants or tap shorts with no writing.

***Please note you get what you pay for with tap shoes. The money you might save by buying cheap tap shoes is not worth the struggle you or your child will endure trying to make sound with a bad shoe.***

See [www.shopnimbly.com/reifdance](http://www.shopnimbly.com/reifdance)

It is required that you write your child's name inside their dance shoes and attire.

**Tap** students should neatly secure hair out of their face.

**Boys** must wear black 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.

It is required that you write your child's name inside their dance shoes and attire.

**Boys** with long hair should have their hair in a tidy bun or ponytail.

**Adults** must wear the required shoes for their discipline, dancewear, or workout clothes. (Yoga pants, sweatpants and form fitting tees are good options.)

### **Looking for something not in our Nimbly Storefront?**

We still have an account set up at **Discount Dance Supply: [www.discountdance.com](http://www.discountdance.com)** or 1.800.328.7107. The Discount Dance Supply Teacher Discount Code is TP61949.

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

- Reif Dance Director (classes, enrollment, attire, general questions): 218.327.5858  
[bwilson@reifcenter.org](mailto:bwilson@reifcenter.org)
- Reif Box Office (billing, registration, scholarships, general questions): 218.327.5780
- Education Director- Katie Smith 218.327.5791 or [ksmith@reifcenter.org](mailto:ksmith@reifcenter.org)