



## AKA DANCE PARENT- STUDENT HANDBOOK 2022

### CONTACTING US:

Email: [akadance@outlook.com](mailto:akadance@outlook.com) (will respond within 48 hours during the week M-F)  
Phone: 630-340-3366 (best to call after 4pm M-Th if you need to speak to someone)

### ETIQUETTE

- ★ Dancers should bring a dance notebook to all ballet classes level 1 and up. Dancers will be given dance terminology/definitions and correctional notes.
- ★ Dancers should use the restroom before class. Dancers may only be allowed to use the restroom during class in case of emergency.
- ★ No food or drink is allowed in the dance room. Dancers may have a water bottle labeled with their name to keep in their dance bag.
- ★ All dance bags and coats may be left in the line-up area or against the wall in the dance studio. Dancers must clean up after themselves and throw away any trash.
- ★ Dancers should label all dance items including shoes, bags and other dance attire. AKA is not responsible for any lost items. Items left behind will be discarded.
- ★ Please do not bring large dance bags or duffle bags! Limit items to only what you will need for class that day! A small cinch sack is the perfect size.
- ★ **CELL PHONE USE WILL NOT BE PERMITTED DURING CLASS!** Dancers should have phones on silence. Dancers will not be allowed to check phones during class. In the event of emergency, please contact the front desk via email. Dancers may record themselves for recital dances and IDA exercises with instructor permission only.

### CONDUCT Dancers are expected to do the following:

- ★ Be respectful to instructor and fellow classmates.
- ★ Politely ask questions if you do not understand something.
- ★ Be attentive and responsive in class (no side conversations or activities).
- ★ Take and apply corrections with a smile.
- ★ Practice routines and class exercises at home.
- ★ Say thank you after being complimented.
- ★ Say thank you to the instructor at the end of class/rehearsal.

Inappropriate behavior will not be tolerated. Dancers will be given a verbal warning and may be sent home with a note to the parent of any negative or inappropriate behavior or etiquette. Dancers may be excused from class without refund in extreme cases and/or if poor behavior continues. This includes but is not limited to the following:

- ★ Talking during class instruction or when teacher is talking.
- ★ Inappropriate language including cursing, name calling and negative tone both verbally and non-verbally.
- ★ Negative comments in regard to choreography.
- ★ Laughing at or making negative comments about other dancer's appearance and/or ability.
- ★ Lack of enthusiasm toward a routine or lack of effort in rehearsal.
- ★ Gossiping or speaking unfavorably about fellow dancers, parents or staff members (in person or on social media).
- ★ Dancers should only execute moves that the instructor is teaching. Dancers will be asked to sit out if they are attempting movement above their skill set or movement that is not what they are instructed to perform. Examples- fouetté turns in second, acro tricks in non-acro classes etc.

### ATTENDANCE POLICY

- ★ Dancers should not attend class if he/she is ill. Dancers must be symptom free for 24 hours before attending class.
- ★ Dancers must arrive promptly dressed and ready for class by the class start time.
- ★ Dancers who are tardy must ask for instructor permission to take class.
- ★ Any dancer arriving 15 minutes tardy or more will be marked absent and having missed important warm up prior to dancing will only be allowed to observe class. 4 late arrivals of 15 minutes or more will result in one absence.

- ★ Dancers registered for recital must attend weekly classes and be knowledgeable of the recital dances to participate in the recital.
- ★ Dancers with excessive absences, missing more than 4 classes for any reason may be excused from recital without refund.
- ★ Dancers should notify the instructor of any absences (ahead of time if possible). These will still count toward dancer absences however, knowing ahead of time helps the instructor with lesson planning and the like.
- ★ Make-up classes can be scheduled with us through email.

### **DROP OFF/PICK UP POLICY**

- ★ Parents must park and walk to the studio entrance to pick up and drop off dancers in Level 1 and below. Please do not drop your students off and drive away. You must wait until your dancer is safely inside the building.
- ★ Please be mindful of the green bike path in front of the studio and treat it as if it were a street crossing. Take some time to make your children aware of this!!
- ★ Parents are not allowed to stop in traffic to drop dancers off or pick dancers up.
- ★ Dancers level 1 and up may wait in the lobby between classes if they are following distancing guidelines.
- ★ Dancers may be dropped off for class if they are able to use the bathroom without assistance.
- ★ Parents that choose to drop off MUST be available by phone. Please make sure we have a valid phone number on file.

### **SAFETY & DANCER PROTOCOL**

- ★ Dancers should wait outside of the building until five-ten minutes prior to the start of class.
- ★ Once inside the building, dancers should remove shoes on the rug and place them in a cubby.
- ★ Dancers should enter the line-up area and wash hands thoroughly before entering the dance room. They should wait in line outside of the room until the instructor invites them in.
- ★ Dancers will be assigned a 6x6 foot square inside the dance room. Dancers should remain distanced as much as possible during class.
- ★ If a dancer is injured during class and/or needs to sit out for any reason, the instructor will need to fill out an injury report/ouch slip.
- ★ Dancers should inform their instructor if an injury occurs during class so they can recommend safe exercises or whether a dancer should ice/rest.
- ★ If a dancer is recommended to sit out of class, they will be sent home with a note notifying the parent. Dancers that observe should sit quietly and take notes.

### **INCLEMENT WEATHER POLICY**

- ★ We will notify you via email/text of any closings within two hours of the scheduled start time for classes. Studio closings and updates will also be posted to our Facebook page.
- ★ Any cancelled classes will be made up or will be credited to your dance account. No cash refunds.

### **DRESS CODE**

- ★ All dancers are expected to adhere to the attached dress code (also listed on the website).
- ★ Dancers who neglect to arrive in appropriate class attire will be asked to sit and observe class. No exceptions.

### **AKA DANCE DRESS CODE**

***NO Jewelry allowed in class. Shoes listed for each class are required for recital***

#### ***Ballet Classes (Beginning Ballet/Jazz, Levels 1-4, Pointe 1-4)***

*Black leotard, pink tights, no warm-ups during class*

*Capezio Canvas Hanami 2037 pink ballet shoes*

*Boys- Black Canvas Ballet Shoes*

*Hair: All dancers must wear hair in a NEAT, secure bun*

#### ***Conditioning Class (all levels)***

*Leotard, convertible tights*

*Capezio Canvas Hanami 2037 pink ballet shoes*

*Boys- Black jazz pants, plain fitted tee or tank, Black canvas ballet shoes*

#### ***Ballet Classes (TuTu Cuties and Intro to Ballet/Jazz)***

*Pink or black leotard, pink tights, pink or black dance skirt*

*Pink leather ballet shoes, no satin slippers*

*Boys- Black Canvas Ballet Shoes*

*Hair: All dancers must wear hair in a NEAT, secure bun*

**Jazz Classes (Beginning Jazz, Levels 1-4)**

*Dance leotard, dance shorts or dance separates, no t-shirts, athletic shorts, or baggy clothing*

*Capezio E-Series Slip on Jazz shoe in Caramel*

*Hair: All dancers must wear hair securely pulled up and away from face*

**Contemporary/Lyrical Classes (Level 1-4)**

*Black leotard or sports bra, black dance shorts, no athletic shorts*

*Body Wrapper Twyla Lyrical half/shoe in Jazzy Tan Leather.*

*Hair: All dancers must wear hair securely pulled up and away from face*

**Tap Classes (Beginning Tap, Levels 1-4)**

*Fitted dance top or leotard (preferred), fitted dance pants or shorts*

*Black split sole tap shoes.*

*Hair: All dancers must wear hair securely pulled up and away from face*

**Tappin' Tots and Intro to Tap Classes**

*Black or pink leotard, pink tights, pink or black dance skirt,*

*Girls: Capezio Mary Jane buckle strap black leather tap shoes (non-glossy)*

*Boys: Black split sole oxford style tap shoe*

*Hair: All dancers must wear hair securely pulled up and away from face*

**Hip Hop Classes (all levels)**

*Dance top, dance pants*

*Black high top sneakers (no street shoes)*

*Hair: All dancers must wear hair securely pulled up and away from face*

**Acro Classes (all levels)**

*Fitted dance or athletic clothing*

*No shoes or tights on feet*

*Hair: All dancers must wear hair securely pulled up and away from face*

*Male Dance Attire-Black dance pants and solid white tee shirt or tank, hair combed neatly, no graphic tees*