



Dance Student Handbook 2019-2020

15811 Ambaum Blvd SW, Ste 160, Burien, WA 98166 Tel: 206.242.1239 www.MomentumDanceAcademy.org

Tuition:

- Tuition is calculated based on **the number of class hours taken each week, with a built in multi-class discount**. Class enrollment is annual, September-June. Classes are not considered month-to-month. Tuition is billed for a 10 month school year and is not considered as payment per lesson. Holidays and Seasonal breaks have been considered and are reflected in the tuition amount. There is a one-month minimum enrollment for all classes. Our summer session is typically 7-week, running from July to August with a flat tuition fee.
- A **Registration fee of \$25** per student along with the first tuition payment must be made when submitting a Registration Form in order for a student to be considered enrolled for class. A signed registration form, completed either in person or online, must be filled out in its entirety at the beginning of each school year and each summer session to ensure our databases are up-to-date and each account holder is aware of his/her financial obligation.
- Payment for the 10-month dance school year, is processed automatically via Credit Card, Visa or Master, on the 1st of each month.

Additional Discounts:

- **Family Discount:** Additional family members receive 10% off standard tuition rate along with \$10 off each additional member's registration fee. If a family has 3 or more children enrolling in class at one time, their family will receive a flat registration fee of \$50. Family members are defined as parents and their children, or more than one child from the same household. Discounts will not be given to one person providing tuition for members outside the family. Discounts cannot be combined.
- **Boys Scholarship:** In an effort to support male dancers in our community and to encourage more boys to participate in dance, scholarships are available to all boys enrolled with Momentum Dance Ensemble. Please inquire at the front desk for more information.
- **Complementary Trial lessons:** New and returning students are able to try a single trial lesson for any group dance class for free. Students are allowed one Complementary lesson per genre, per year.
- **Financial Aid Scholarship** is available on a first come first serve basis. In order to be considered for Financial Aid Scholarship, an application must be filled out and **submitted by August 19th, 2019**. Applications will be reviewed by the Board of Directors' Scholarship Committee and considered eligible for financial aid beginning in September 2018. Financial Aid Scholarships are awarded based on individual need.

Tuition penalties for failure to pay for 10-month school year:

- Momentum Dance Ensemble does not provide monthly invoices. It is the account holder's responsibility to pay tuition on time. Tuition payments are due on the 1st of each month and are considered delinquent by the 2nd of each month. A **\$10 LATE FEE** will be incurred for each month that payment has not been received by the 10th of the month.
- Accounts more than 60 days delinquent may result in suspension of lessons. Accounts more than 90 days delinquent will be submitted to a collections agency.
- Returned checks are subject to a **\$40 RETURNED CHECK FEE**.
- Accounts must be current and all fees paid in full before students may receive costumes or participate in performances.

Withdrawals & Refunds:

- A written notice must be given to withdraw from a class. This notification should be given on or before the **21st of the month** and will take effect on the 1st of the following month. Withdrawals must be done at the front desk, and not with the instructor. A withdrawal form is available at the front desk and online at www.MomentumDanceAcademy.org, must be completed and signed in order to prevent being billed for the entire 10-month school year and to stop auto-payments from being processed. ***No refunds will be issued if a late notification is received.***
- Absolutely no refunds will be given for absences or class cancelations. Students may do make-up lessons instead. (Refer to the *Absences* section below for policies on make-up lessons.)
- Momentum Dance Ensemble reserves the right to terminate lessons to any student without notice; in such a case, a refund for unused lessons will be given.

Attendance & Make-ups

- Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents/guardians to stress the importance of attending class and rehearsals.
- If a student will knowingly miss class due to illness, a conflicting activity, or appointment, they should notify the front desk prior to class by calling 206.242.1239 or emailing, dance@MomentumDanceAcademy.com. Students may make-up a missed class by attending any class of the same level or a level below, with instructor approval. Class must be made up within 30 days of absence.

Class Cancellations & Instructor Substitutes:

- Momentum Dance Ensemble reserves the right to cancel classes due to events beyond its control (e.g., extreme weather, power outage). The cancelled classes will be made up before the end of the school year. Please call us at 206.242.1239 or refer to our website (www.MomentumDanceAcademy.org) for confirmation of all closures.
- Holiday closures are determined by Momentum Dance Ensemble and will be posted on our website, in the lobby, and in our newsletters.
- Momentum Dance Ensemble reserves the right to provide a substitute instructor in cases where the regularly scheduled teacher is unable to attend a lesson. If a substitute instructor cannot be arranged, any missed classes will be made up before the end of the school year.
- Momentum requires five students in enrollment and three students in attendance in order to run a class. If two students or less show up for a class on any given day, class will either be shortened or cancelled for that day. The class will not be made up; however, students are welcome to do a make-up lesson in another class that is the same level or the level below.

Health & Wellness Policies:

- **Illness Policy:** If your child is ill, please do not bring them to Momentum. Make-up classes are available in cases of illness, injury or emergency. If your child has had a fever, vomiting or diarrhea in the past 24 hours, please do not attend class. Momentum Dance Ensemble supplies hand sanitizer for students and visitors. Teach your child to use it before and after class. Restrooms are located in front and rear of facility for hand washing.
- **Injury Policy:** In the event of a minor injury (fall, scrape, strain, or sprain) the faculty will apply ice, elevate, and if necessary contact the parent or the emergency contact person(s). In the event of a medical emergency, Momentum will call 911, and will attempt to reach the parent or the emergency contact person(s). To reduce injuries, our dance studios are equipped with state-of-the-art sprung floors.
- **Allergy Policy:** In order to keep our severely allergic children safe, we request that students and families refrain from bringing nut food products, and pets into Momentum's facility.

Communication:

- Momentum Dance Ensemble strives to keep parents and students well informed with emails, lobby flyers, phone calls, personalized hand-outs, social media, and website postings/documents. It is the parent/guardian's responsibility to inform Momentum of any changes in financial information, address, phone, and email.

Lounge Area:

- Food and drink are prohibited in all studios (Water is permitted.) Be sure to properly dispose of your trash and recycling, including water bottles.
- Please be considerate of classes in session and keep noise at a minimum. No talking, running or horseplay in any of the facility's hallways and lobbies.
- Personal items should be stored in the cubbies in the main lobby. Momentum Dance Ensemble is not responsible for lost, damaged, or stolen items. Items that have been left behind in studios or rehearsal halls will be put into "lost & found". Periodically, throughout the school year, all unclaimed items will be laid out for retrieval; after one week, all unclaimed items will be donated to charity. Signs will be posted in the cubby area at that time.
- A television monitor is available in the lobby for parents/guardians to watch their student's dance class.

Performances:

- Momentum Dance Ensemble offers performance opportunities throughout the school year; including holiday showcases, local community event performances, and the season finale performances. Participation in these performances is optional.
- If a student chooses to participate in a performance, it is the parent/guardian's responsibility to be aware of all costs, dates, and deadlines involved. Performance information will be emailed to students as well as posted on our website and in the lobby.
- Attending classes and rehearsals is crucial for performance participation. If a student has an excess of absences, participation in the performance will be at the discretion of the Artistic Director.

Observation Days:

- Parents/guardians and visitors are invited into the studio to watch their student's class during scheduled Observation Days only. Observation dates will be posted on our website, in the lobby, and via email.

Arrival and Departure:

- Students should arrive 5 - 10 minutes prior to class and wait quietly in the lobby area for their class to begin. If a student arrives more than 10 minutes late, they will be asked to sit and observe class. This is a safety precaution to avoid student injury.
- **Students should use the restroom before, not during class.** (Adults, please help with this process/task.) All dancers must wear clothing over their dance attire as they come and go into the studio. If t-shirts are worn as a cover-up, they should be worn with pants, shorts, or a skirt.
- Students should wait inside the building to be picked up by their parent/guardian. To ensure the safety of your children, please arrive 5 minutes prior to the end of class. A parent/guardian should accompany any student under 6 years of age into the building for drop-off and pick-up. Students should not leave the building by themselves unless given permission by their parents. Momentum will not be responsible for students allowed, by their parents, to leave the building unaccompanied. Please remind your children to always remain in groups or with an adult if they are departing the studio premises.
- No running or horseplay in the building. Students are expected to treat each other, instructors, staff, and shared building tenants with the utmost respect, using appropriate language and good manners at all times.

Class Etiquette:

- Wait for instructor's permission to enter and exit the studio.
- No hanging on ballet barres.
- No food, drink, chewing gum, or electronics allowed in class.
- Follow Hair Policy and Dress Code at all times.
- Students are encouraged to ask questions of their instructor as long as they raise their hand and the question is relevant to the class work.
- No talking, running or horseplay during class. Students are expected to treat each other, instructors, and staff with the utmost respect, using appropriate language and good manners at all times. Students who do not adhere to this request may be asked to sit out of class.
- Keep a positive attitude **and have fun!**

Dress Code & Hair Policy:

- A dancer's attire greatly determines the attitude toward their class work. Instructors may not allow class participation by a student who regularly neglects this requirement.
- Leotards styles must reflect modesty and solid in color - without prints or designs. Tights should be in good condition with no holes or large runs. Elastic should be properly sewn on all shoes.
- Jewelry: watches, bracelets, necklaces, rings, and dangly earrings may not be worn during class.
- A limited number of shoes have been donated to the studio. Students are welcome to borrow these shoes as needed. Please return all borrowed shoes when done.
- All ballet students must wear their hair secured neatly in a ballet bun. All jazz, contemporary, hip hop, tap and Irish dance students must wear their hair secured away from their face and off their neck. Please inquire at the front desk or visit our website for detailed instructions on how to style your hair.

GIRL'S DRESS CODE

Joy/Creative Ballet & Tap	Pink leotards / pink tights / pink ballet shoes / black tap shoes / Hair in ballet bun.
Pre Ballet & Tap/ Pre Ballet & Jazz/ Pre Ballet & Tumbling	Light blue leotards / pink tights (Tumbling has pink convertible or footless tights) / pink ballet shoes / black tap shoes / black jazz shoes / Hair in ballet bun.
Ballet I-III	Black leotards / pink tights / pink ballet shoes / Hair in ballet bun.
Ballet IV-VI & Pointe	Black leotard / pink tights / pink ballet shoes or pointe shoes with elastic and ribbon sewn / Hair in ballet bun (color leotards may be worn on Saturday's and during rehearsals).
Character	Black leotard / pink tights / Black character shoes / Black Character or Wrap Skirt/ Hair in Ballet Bun.
Jazz, Theatre Arts, Just Dance	Solid colored leotards / solid colored fitted shirts/ black tights or jazz pants / black jazz shoes.
Tap	Solid colored leotards / solid colored fitted shirts / black tights or jazz pants / black tap Shoes.
Hip Hop	Solid colored t-shirts / black pants / clean black sneakers dance specific sneakers (not to be worn outside of class) (No jeans, baggy pants, or shorts).
Irish	Black leotards / black tights, jazz pants, or shorts / black ballet or Irish shoes.
Contemporary	Solid colored leotards / solid colored fitted shirts / black jazz pants or footless tights (No shoes).

BOY'S DRESS CODE

Joy/Creative Ballet & Tap	White t-shirts / black pants or gym shorts / black or white socks / black ballet shoes / black tap shoes.
Pre Ballet & Tap/Jazz	White t-shirts / black pants or gym shorts / black or white socks / black ballet &/or jazz shoes.
Ballet I-VI	White fitted t-shirts / black men's tights / black or white socks / black ballet shoes.
Jazz, Theatre Arts, Just Dance	Solid colored t-shirts /black pants or gym shorts / black or white socks / black jazz shoes.
Tap	Solid colored t-shirts / black pants or gym shorts / black or white socks / black tap shoes.
Hip Hop	Solid colored t-shirts / black pants / clean black sneakers (No jeans, baggy pants, or shorts).
Irish	White t-shirts /black pants or shorts / black or white socks / black ballet or Irish shoes.
Contemporary	Solid colored t-shirts /black pants or gym shorts/no socks or shoes.

Please Note: Open Teen/Adult classes do not have a specific dress code. Students should wear comfortable form fitting clothing in which they can move freely and appropriate footwear for the class