



# **Parent & Student Handbook**

**2020 - 2021**



2204 Highway 35, Sea Girt, NJ 08750

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## *Welcome!*

We have an exciting dance school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. In March/April 2021, you will be receiving information about your participation in our annual recital.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available to receive students when dismissed from class if under the age of ten. Please call whenever delayed for class start time or pickup time.

If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your dance school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance. We are so excited to have you as a part of the East Coast Dance Company family!

Sincerely,

*Amanda M. Calpini*

Studio Director/Dance Instructor

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# Studio Philosophy

East Coast Dance Company offers high quality instruction in all areas of dance. We employ only the finest instructors, provide a new, clean facility and workable class sizes so that students receive personal instruction at a reasonable cost. At East Coast Dance Company, our classes are designed to stimulate the enjoyment of dance while laying an important foundation for further training. As the student advances, the variety and intensity of the class work increases. We offer programs that allow our students to go on to careers in dance, as well as offer classes where students participate in dance for the exercise and pure enjoyment of the art form. We offer classes for beginning though advanced students, ages three through adult. Our classes and programs are designed to help all levels of dancers thrive in self-confidence and inspiration!

## Mission Statement

The East Coast Dance Company is committed to providing professional dance instruction in a safe, high-quality studio environment. The staff at East Coast Dance Company is comprised of vibrant and energetic teachers who are well trained in the field of dance. They understand what it takes to be a good dancer and make it a priority to pass that knowledge on to their students. We encourage students of all ages and skill levels to build an appreciation for the art of dance and to excel to their fullest potential while having fun. Our students are our first priority. It is our goal that they receive a positive and excellent education in dance.

## Teaching Staff

The teaching staff at East Coast Dance Company is chosen with great care. We have regular staff meetings where we discuss curriculum and teaching methods. Teachers monitor and discuss students' progress across each of the disciplines to make sure that each student is performing to the best of his or her ability.

Our staff strives to give each student the individual attention and instruction he or she needs to reach their potential. Each of our teachers brings a unique perspective, personality and skill set to the classroom environment. Students benefit from these differing approaches and environments as they mirror the professional environment dancers will encounter throughout their dance career.

We are fortunate that the New Jersey area is rich with wonderful dance teachers and make a strong effort to expose our dancers to them. Throughout the year, we offer Master Classes from professional choreographers and dance instructors and encourage our students to take advantage of these classes.

# Studio Design

Our facility is designed for the dancer. Our 4,700 square foot facility has 3 studios, each with suspended wood or Marley floors. Our dance flooring enhances dance performance and greatly reduces the risk of injury. Each dance room is equipped with a fixed barre systems, as well as wall mounted mirrors and a brand new state-of-the-art sound system. Every studio has a one-way mirrored viewing window for your convenience.

We offer a comfortable waiting area, two bathrooms, a lost and found bin, and a front office television with our “News & Views” to keep you apprised of studio announcements and information about the dance world.

# Classes

All our classes are divided into different levels, which are based on a student's ability. We believe that it is important for a student to be placed appropriately so they may get the most out of a class. Our dress code was established to promote the students' freedom of movement and the instructor's observation of correct technique. Hair should be worn off the face and neck, in a bun if possible. This enhances the dancer's vision and enables the instructor to observe proper alignment of the body.

**Ballet/Tap** is a combo class which consists of a half hour of ballet as well as a half hour of tap. The students in this class will learn ballet and tap technique, as well as play fun dance games that assist with their understanding of fine motor coordination and flexibility!

**Ballet/Tap/Jazz** is a high-energy class full of fun and learning! This class will include a half hour of jazz, a half hour of tap, and a half hour of ballet. The students in this class will learn the beginning basics of tap, ballet, and jazz styles along with key introductory skills. This class focuses on how to properly warm up, do progressions across the floor, and will work on a different themed dance each month!

**Jazz** is an hour-long class set for the ages 7 and up. This class will consist of a 20-minute warm-up that will help increase flexibility and focus on the essential jazz techniques across the floor. A dance combo will be taught at the end of every class. This is a great, high energy class for every dancer!

**Tap** class is an hour-long and set for the ages 7 and up. This class will teach the students rhythm made by movement of the feet. Tap is essential in developing timing, rhythm and coordination!

**Hip Hop/Breakdancing** is an hour-long class set for the ages 5 and up. This is a fun class that requires no previous experience; just lots of energy and dynamic expression! This class consists of warm-ups along with funky and cutting edge choreography. Appropriate music from the hottest singers and recording artists are played throughout the class! All boys hip hop classes are available.

**Lyrical/Contemporary** class is an hour to an hour and a half in length and geared towards ages 8 and up. These classes require technique along with a strong passion for dance! These styles of dance help dancers incorporate their feelings with their movement and spatial awareness. The student's expression and emotional feelings are emphasized within each class. Ballet is HIGHLY recommended if taking lyrical/contemporary, as it heavily assists in the mastering of the class.

**Ballet** class is an hour to an hour and a half long depending on the level and age of the student. Ballet is the foundation and discipline of all other dance styles!

Students will complete barre exercises in each class, working towards a strong foundation of ballet technique. A recommendation from the teacher will determine if the student will be put on pointe.

**Acro/Tumbling** at East Coast Dance Company is an hour-long class learning basic tumbling floor work and contortion. The Beginner level will work on basic techniques such as cartwheels, round-offs, hand stands, chin stands, forward rolls. The Intermediate and Advanced levels will work towards skills such as front and backhand springs, side ariels, front ariels, and many more challenging tricks.

**Jumps & Turns** technique classes are geared towards working on a dancer's technique, specifically in jazz, lyrical, and ballet. This class will serve as a great supplement to every dancer's weekly schedule. The class will consist of flexibility training, floor work, and improving many popular jumps and turns taught in other classes.

**Stretch, Strength, & Condition** is a great supplement to any dancer looking to improve his or her flexibility, core strength, and balance. The one hour class is designed to help dancers understand proper body alignment, balance techniques, and work on flexibility and strength exercises.

**Modern** This class focuses on interpretive and contemporary movement as opposed to structured steps. Our modern class encourages dancers to express themselves in through emotion and breathing techniques. This class is an excellent supplement to any dancer looking to enhance their overall dance training.

**Private Lessons** are available in ballet, jazz, tap, lyrical, pointe, jumps & turns, acro, and hip hop styles. Private and semi-private lessons are arranged by appointment. Please see one of our staff members to schedule or email us at [eastcoastdancenj@gmail.com](mailto:eastcoastdancenj@gmail.com)

**INTENSIVES & MASTER CLASSES** are offered throughout the year. We encourage every dancer to take advantage of these opportunities to study with the guest teachers who not only have exceptional credentials but provides our dancers with the opportunity to learn new and different techniques. We feel it is important for our students to be exposed to different styles of teaching as it makes a dancer well-rounded. Intensives and master classes will be made available periodically throughout the year and registration information and requirements will be posted in the studio.

# Dress Code

## Combo Classes (ages 2-7)

Any color leotard with white, pink, or black tights and correct shoes. Ballet skirts and sweaters allowed only

## Jazz/Modern/Jumps & Turns/Lyrical/Tap/Acro

- Girls: Tan or black convertible tights with any color leotard OR bra top with shorts/leggings. Hair must be up and out of face in ponytail or bun
- Boys: White or black t-shirt with form-fitting pants, leggings, or shorts
- No t-shirts or baggy clothing allowed

## Ballet

- Girls: Black leotard, pink tights, MUST have a hair in a bun
- Boys: White t-shirt with black form-fitting shorts, leggings, or pants
- No baggy clothing – ballet wrap skirts and ballet sweaters only

## Hip Hop

Comfortable, loose-fitted clothing is allowed. No jeans. **Dancers MUST have the correct shoes.** No street shoes allowed as it damages our floors.

# Required Shoes

## **Ballet Levels 1-5, Foundations of Ballet, Petite Ballet**

Girls - Capezio "Juliet" Style #2027 in pink leather

Boys – Capezio "Romeo" Style #2020 in black leather

## **Lyrical & Contemporary**

Bodywrappers "Twyla" Style #621 - tan leather half sole

## **Rec Jazz (ages 8-18), ALL Company Jazz**

Capezio "E-Series" Style #EJ2 in caramel

**\*Competition students need BOTH black and caramel color**

## **Rec Tap (ages 8-18), Company Tap 1 & 2, & Petite Team Tap**

Capezio "Fluid" Style CG17 in black

## **Company Tap 3 & 4**

Bloch "Jason Samuel Smith" Lace Up Tap Shoes Style #S0313L in black

## **Musical Theater**

Musical Theater 1 - Capezio "E-Series" Style #EJ2 in caramel (shoe same as jazz)

Musical Theater 2 - Capezio "Pedini Femme" Style #PP323 in caramel

Musical Theater 3 - Capezio "Pedini Femme" Style #PP323 in black

## **Competition Team Hip Hop**

- Hip Hop 1, 2, & 3 – Pastry "Studio Trainer" Style #PK172050 in black/white
- Petite Team Hip Hop - Pastry "Pop Tart GRID" Style #PK153100 in black/white

## **Tiny Tot Hip Hop, Recreational Hip Hop (ages 8-18) & All Boys Hip Hop**

- Pastry "Pop Tart GRID" Style #PA153102 in black/white

## **Tap, Ballet, Jazz Combo Classes (ages 2-7)**

Tap – Capezio "Jr. Tyette" – Style #N625 ribbon tie tap shoes in black

Ballet – Capezio "Lily" – Style #212c in pink

Jazz – Capezio "E-Series" Style #EJ2 in caramel

# Studio Policies

**CLASS LEVELS** are divided into levels based on a student's ability, not necessarily by age (except for some early age classes). Unlike grade levels in school, students do not necessarily move to the next level each year. We have a great deal of curriculum to cover in each level and we want to make sure that the student is comfortable, strong, confident and technically correct before moving up. Some students may take a level for a couple of years, others may move through a level in less time. The determination is made on an individual basis by the instructor.

Each student progresses at his or her own pace. Students advance to more challenging levels as they safely master the requisite skills and techniques, not specific combinations. Please be patient and encouraging with your child. Dance is an art form and cannot be rushed. Often our levels do not coincide with other studios. Some studios have three levels while others may offer ten.

**STUDENT PLACEMENT** is critical to a child's success as a dancer. East Coast Dance Company believes that it is important for every student to be placed appropriately so that he/she can get the most out of the class. Our instructors take a personal interest in each student. Initial student evaluation involves determining a student's present ability in light of previous dance experience, individual skill and muscle development. New students age 8 and younger should register for a class according to our age guidelines. We encourage older new students who would like to register for an hour long class to try a class before committing to the entire year in that specific class.

Please contact the studio for information about our placement. Our instructors closely monitor the progress of each student to maximize the benefits of their dance training while minimizing the risk of physical strain.

## **TUITION**

Summer Tuition is due upon registering. Fall tuition can be paid in full, or in monthly payments. **Payments are due on the first of each calendar month. If tuition is late and past the 10th of the month, there will be a \$25.00 late fee added to your account and your credit card on file will be automatically charged on the 11<sup>th</sup> of each month.** If another payment method is preferred, tuition balances must be paid using another method before the 11<sup>th</sup> or else the card on file will be charged.

All payments made to ECDC can be as cash, check, or credit. We accept Visa, Master Card, Discover and American Express. There will be a \$30.00 fee for any returned checks. No credit is given for student absences or snow cancellation. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your cooperation.

Any student with an overdue balance of more than 45 days will not be allowed into class until payment in full is received. Overdue balances must be paid by cash, money order, or bank check. If you change your class style, add or delete a class or have any questions concerning the

monthly charge, please inform someone in the office. Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our tuition policies. Thank you.

### **REFUNDS & WITHDRAWALS**

Are not made once a session is underway unless the studio must cancel a class.

If a student must withdraw from a class, **please notify the dance school in writing immediately**, as you will be charged for classes until that time. Refunds are not given on tuition paid. If you withdrawal your child from dance after December 1<sup>st</sup> with no notification, your account will continue to be charged until the studio is properly notified in writing.

### **MEDICAL SITUATIONS**

In the case of medical condition which prevents a student from dancing and exists for 30 days or more, a credit will be issued toward the next semester under the following conditions:

1. A letter must be presented from a doctor stating the medical condition and the number of days a dancer is unable to participate in class
2. A credit, determined by the number of days as indicated by the doctor, will be issued toward tuition for the subsequent semester only and cannot be carried over to subsequent semesters
3. Dancers, if physically unable to participate in class, must continue to attend and observe their classes so they do not fall behind in the curriculum.

### **CONTAGIOUS ILLNESS/LICE**

If your child/children have contracted a contagious illness/head lice, he/she are not permitted to enter the studio for 24 hours of diagnosis. Upon return, a doctor's note must be presented to the front desk indicating they are no longer contagious and can resume normal activity.

### **REGISTRATION**

Registration is on a first come, first served basis. All registrations are processed in the order received. Class size limitations will be observed and we do not hold spots for returning students, so please register as soon as possible. After the priority registration, ALL registrations (for new and returning students) are processed in the order received. Registration confirmations are not sent. You will be notified only if we cannot register you for the class you requested. We require a minimum of 5 students to run a class.

### **LOST ITEMS**

Please label all belongings. A lost and found box can be found in the studio's dressing area. All valuables should be securely put away in one of our student storage areas. The studio will not be held responsible for lost items.

## **CLASS GUIDELINES**

- We request that students carefully observe our dress code outlined in this booklet.
- All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
- School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
- During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
- Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.

## **RECITAL SHOWCASE**

If you have a child in more than one class or more than one child attending ECDC we do our very best to keep them in one show; however we cannot guarantee it. Tuition, costumes and all remaining balances must be paid in full prior to the sale of tickets. Tickets will not be sold or held aside for anyone with an existing bill. NO EXCEPTIONS!

## **MAKE-UP CLASSES**

If your child is sick or was unable to attend his or her scheduled class, we will allow them to make-up the class if the class you picked was level and age appropriate for the dancer. ECDC does this as a courtesy to our clients, so please do not ask for a credit or refund. All students who are attending a makeup class are to sign in at the front desk upon arrival.

## **STUDIO CLOSINGS & CANCELLATIONS**

ECDC will follow the Wall Township calendar for closings related to bad weather. Weather closings will be posted on our website ([www.eastcoastdancenj.com](http://www.eastcoastdancenj.com)), Instagram account, Twitter, and studio voicemail. If the class is canceled due to bad weather, we are not required to make the class up.

## **OBSERVING CLASSES**

ECDC encourages parents, relatives and friends to come in and observe a class from our viewing windows. Instructors will not allow parents to sit in the studio rooms; it is a distraction to all involved. Parents are not allowed in classroom until the class is over. Out of town guests may request to visit at any time throughout the year as long as it is in advance. Parents and friends will be invited by the instructors to come observe periodically throughout the dance year as well as during our Observation Week.

## **STUDENT AND PARENT SOCIAL MEDIA/CONDUCT**

I understand that it is my responsibility as a parent to monitor my dancer's social media accounts including but not limited to text messages, Instagram, Facebook, Snapchat, House Party, etc. Any dancer who posts negatively about the studio, the competition team, or any staff member or fellow dancer will be immediately dismissed from the studio. This includes posts on a dancer's "finsta" account. Every student that wears the East Coast Dance Company logo is expected to carry themselves in a way that brings dignity and pride to themselves, their fellow teammates, their teachers, and the studio as a whole.

In the event that an incident that is considered bullying occurs, the student, the student's parent, and the studio teachers will have a meeting to address the behavior. If the negative behavior continues, the student will be asked to leave the studio. This is possible at any time throughout the year, from the first day of practice to a week before the recital.

Respectful dance studio etiquette is expected and upheld at all times. East Coast Dance Company reserves the right to dismiss any student, client, or parent whose attitude, attendance, or conduct is found to be disruptive or unsatisfactory whether on our premises or at an event that ECDC is attending.

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## Parent Involvement

We encourage parental involvement by sending home newsletters with information about important studio news and events. Each year, parents are invited to a Parent Observation Week where you may come watch your child in their dance classes. Please remember that this is a class and we ask that you observe discreetly and respectfully. Younger siblings may find it difficult to sit through an entire class, so please consider making other arrangements.

If a parent cannot attend the Parent Observation Week class, we encourage him/her to make arrangements with the instructor to observe another time. We want parents to observe their child's progress and to offer encouragement and praise for his/her accomplishments. Parents are encouraged to watch their children from our one way mirrored viewing windows. Combo classes and Creative Movement classes will be invited once a month to observe the last ten minutes of class.

## Health & Wellness

We encourage our dancers to be healthy. Dancers are athletes and should treat their bodies accordingly. A dancer's body is his/her instrument. Please encourage your child to eat healthfully and drink plenty of water. If a student is sick, please do not attend class. We do not want the dancer to end up sicker and we want to minimize the transmission of disease.

## Studio Safety

The studio has security cameras recording at all times using a closed circuit system. Cameras are recording in all areas of the studio except the restrooms. East Coast Dance Company reserves the right to review and investigate footage should an incident arise on studio premises. This is for the safety and well-being of all our students and their families.

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# Recital Showcase

We conclude each year with a Recital Showcase in June at the Michael T. Lake Performing Arts Center in Neptune, NJ. This performance is a celebration of the skills and techniques the students have mastered over the course of the year. The performance consists of short dances choreographed from steps that the students have been working on all year. Students begin learning the pieces after Winter Break, in the second half of the dance year. **Recital is mandatory for all dancers participating in a class.** The only classes without a recital routine are designated on our schedule with a (\*).

Good classroom attendance is vital to the choreography of the piece and to developing a strong working relationship with the other dancers in the piece. This relationship helps the student feel comfortable, confident and relaxed on stage. There is nothing more frightening to a student than being on stage in front of hundreds of people and not know what he/she is doing. Only a portion of class time is dedicated to learning the recital dance. Learning a routine helps the dancer understand sequencing and timing. We find that the Recital Showcase provides our dancer's a chance to perform is a rewarding and confidence building experience.

**DRESS REHEARSALS** are scheduled prior to the recital showcase and are designed to help the dancer understand the expectations for the performance. It helps the dancer get his/her bearings on stage, develop a level of comfort in front of an audience and allows teachers to set the lighting, finalize blocking and address any costuming issues. Dress rehearsal should be a priority for every dancer.

**COSTUMES** Costume payments are due December 1<sup>st</sup>, are generally \$75.00, and are nonrefundable.

**TICKETS** Each audience member is required to purchase a ticket for our recital showcase performance. Ticket sales cover the cost of the theater rental, stage technicians, program printing and much more.

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# Competition Team

## THE COMPETITIVE COMMITMENT

We would like all parents to know and understand the level of commitment we expect from the students in our accelerated dance program. We expect students on the competition team to make dance their top extracurricular activity. All Company dancers are required to have a high level of commitment from the dancer and his/her family including rehearsals that cannot be missed. These policies will be strictly enforced. Competitive dancers are required to take 6+ hours of dance a week (excluding Petite Team who are required to take 4 hours). The minimum classes for all Mini thru Senior levels include 2 ballet, 1 jazz, 1 lyrical, 1 technique, and 1 rehearsal. All competitive dancers are guaranteed 2 dances to compete in our 4 regional competitions.

## INVITE ONLY CLASSES

During auditions, dancers will audition for our "Invite Only" competitive routine classes. These classes include Musical Theater, Tap, Hip Hop, Modern, Contemporary, and Open. Please note that these routines/classes are in addition to the already required 6+ hours a week of class. If your dancer is invited to an Invite Only class, you may accept or deny the invitation before Company Intensive Week. These classes will have a routine that competes in competition. Each invite only class will be a \$10.00 fee added to your dancer's monthly tuition for the season.

## SOLO, DUO, TRIO, SMALL GROUP, PRODUCTION OPTIONS

All competitive dancers have the option to be a part of our production, additional small groups, a duo, a trio, or solo. In this packet, you will have the option to put in a request for a solo, duo, trio, small group, or production spot. Final decisions are made by the director and faculty of East Coast Dance Company. Parents and dancers do not have the say in song decision, choreography, or costume choice. These decisions are made by the faculty of East Coast Dance. Due to high demand for solos, there will be a mandatory Additional Routine Week, August 24<sup>th</sup> – 28<sup>th</sup>. All additional routine choreography will be taught during the week. If you are unable to attend this week, you are ineligible for a solo/duo/trio/small group. Please plan accordingly.

## ATTENDANCE

We have a strict absence policy of only 5 unexcused misses allowed for all company classes. Vacations are not considered excused absences. Failure to adhere to this policy will result in dismissal from the program. Students who decide to join other activities midseason that conflict with those requirements are subject to dismissal. If absent due to illness and missing 2 or more days, a doctor's note MUST be given to the front desk upon returning. Failure to do so will result in dismissal from the team. If a dancer is unable to attend classes and rehearsals the week of competition, they will not be allowed to compete that weekend. **Attendance will be taken this year electronically and make-up classes will be enforced.**

## MASTER CLASSES

All accelerated program students are required to take master classes to enrich their dance education. We will invite master teachers into the studio to teach a class in a specific discipline 8 times this year. Please note that these classes will be on Fridays or Saturdays and will have a fee. All competitive dancers are required to take master classes to perform in recital and stay on the competitive team. Failure to do so will result in immediate dismissal of the team. Dancers ages 10&under are required 5 classes and dancers ages 11+ are required 6 master classes.

## **MANDATORY AUDITIONS & INTENSIVES**

All dancers must be present at the competition team auditions and the following week during their intensive to be on the team. No exceptions. Please plan summer vacations accordingly.

## **SUMMER DANCE REQUIREMENTS**

Competitive dancers must dance year-round to build their technique and strength. Summer dance is a great time for your dancer to work on their skills and grow in artistry and confidence. ECDC offers an 8-week dance class program, designed with summer in mind! Each class offered runs from Monday to Thursday. Dancers must complete the summer requirements in order to audition for our competitive program.

## **REQUIRED REHEARSAL ATTIRE & JACKET**

All competitive dancers will be required to wear their “rehearsal uniform” to their Thursday & Friday rehearsals as well as Saturday rehearsals. Dancers not dressed properly for class will not be allowed to participate. Specific dance clothes maintain the tradition, dignity, instruction and safety of the art of dance. Dancers in improper shoes or clothes run the risk of getting hurt and not receiving the proper training that they deserve. Hair must be in a BUN for all ballet classes, no exceptions.

## **SOCIAL MEDIA/BULLYING AGREEMENT**

I understand that I am to be respectful of others when using my social media accounts including but not limited to text messages, Instagram, Facebook, Snapchat, etc. Any dancer who posts negatively about the studio, the team, or any staff member or fellow dancer will be immediately dismissed from the studio. This includes posts on a dancer’s “finsta” account. In the event that an incident that is considered bullying occurs, the student, the student’s parent, and the studio teachers will have a meeting to address the behavior. If the negative behavior continues, the student will be asked to leave the studio. This is possible at any time throughout the year, from the first day of practice to a week before the recital.

## **AUDITION PLACEMENT**

If you contact the studio regarding placement, your child will be dismissed from the team immediately. Questioning placement means you do not believe in the ECDC staff and therefore you should not be dancing with us. All decisions made at auditions are final. Any unacceptable behavior regarding placement by student OR parent (gossip, social media, texting, emailing, verbal slander, etc.) will result in immediate dismissal of our program.

## **NATIONALS 2021**

I understand that the team will be going to Nationals in summer 2020 and that it is mandatory for all competition team members to attend.

## **TUITION**

All competitive dancers must have tuition paid on time. Tuition is non-refundable. If tuition is overdue by 2 weeks, the owners have the right to remove your dancer from all classes and the competition team.

## **COMPETITION FEES**

Competition and choreography fees are NON-refundable and will be paid by due dates given. Failure to pay fees will result in a \$50 late fee per competitive dancer. If a dancer leaves the team due to dismissal for inappropriate behavior, illness, or personal choice, all choreography and competition fees are still to be paid in full. East Coast Dance Company pays the competitions 30-60 days before the actual event and competitions will not refund fees, therefore, ECDC cannot refund the fees.

### **TEACHER/PARENT COMMUNICATION**

Parents will not contact the studio director, assistant director, or teachers/staff via cell phone or social media messenger unless it is an absolute emergency. Parents are to contact the studio via phone (732-987-9047) or email ([eastcoastdancenj@gmail.com](mailto:eastcoastdancenj@gmail.com)) with all questions and concerns.

### **OUTSIDE TRAINING**

No competitive dancer may seek additional training at any other facility without the approval of the Studio Director. Any dancer wishing to take outside classes (Broadway Dance Center, master classes or workshops, etc.) MUST fill out the Outside Training Request Form and get it APPROVED by the Director, Amanda Calpini. Failure to do so will result in immediate dismissal from the team.

### **SOCIAL MEDIA**

I understand that it is my responsibility as a parent to monitor my dancer's social media accounts including but not limited to text messages, Instagram, Facebook, Snapchat, etc. Any dancer OR parent who posts negatively about the studio, the team, or any staff member or fellow dancer will be immediately dismissed from the studio. This includes posts on a dancer's "finsta" account. In the event that an incident that is considered bullying occurs, the student, the student's parent, and the studio teachers will have a meeting to address the behavior. If the negative behavior continues, the student will be asked to leave the studio. This is possible at any time throughout the year, from the first day of practice to a week before the recital.

### **PARENT CODE OF CONDUCT**

Any negative talk, text, email, or social media engagement about the studio, teachers, staff, other parents or dancers is prohibited. Those who engage in such type behavior will be immediately dismissed from the team with no refund. No parent is to negatively talk, text, email, etc. about any other parent or dancer in the studio. Parent to parent communication must stay civil and friendly. Passive aggressive behavior will not be tolerated. Any dancer (or parent) showing an extreme emotional outburst or negative behavior towards any staff member will be automatically dismissed from the studio. We are setting an example for the children as role models and adults.

Due to Covid-19, we will not be offering birthday parties this season. Thank you for understanding.

# Birthday Parties

## All Dance Parties Include...

- **Partiers:** Up to 15 guests, not including parents. Additional party guest add-on: \$8 per child
- **Invitations:** All invitations are specific to the location of the party! Complete the invites and give them out to the future party guests!
- **Table Settings:** Includes general birthday plates, cups, forks, napkins, and tablecloths!
- **The Party:** Our parties are one hour and thirty minutes in length, although extra time is available for an extra fee. Our professional dance instructors will also serve as your personal hostess for the entire party. The instructor will lead a fun dance warm up, offer dance games, and teach a fun follow along routine that matches your theme. NO DANCE EXPERIENCE NECESSARY! Cake, presents and more birthday fun will follow. Parents are welcome to stay the entire time or return to join us the last 10 minutes to see the routine they learned!

## Parents Provide...

- Birthday cake, candles, drinks, or any other desired snacks or food.
- Parents have the option to decorate minimally 15 minutes prior to the party start time.
- All party attendees will need to complete a waiver signed by a parent in order to participate.
- No alcohol is allowed on studio premises.

## Birthday Party Add-Ons...

- Let's Get Crafty! – Add a craft to any party package! Children can make a fun craft that will match their desired theme! With this option, party dancers will also be given an extra 30 minutes of party time (included in the add-on price) to complete their craft. [Add-on price: \$100]
- Party Props – Glasses, hats, blow horns, glow sticks, whistles, and many more themed props available to enhance the party! [Add-on price: \$5 per child]
- Don't want the party to end? Add additional dance party time! Additional party time must be booked in advance! [Add-on price: \$50 per half hour]

## Dance Party Rules

- Party Waivers – In order to participate, each party guest must have a completed, signed waiver. Waivers can be obtained at the studio. We suggest sending the waivers to guests along with invitations.
- Absolutely no alcohol allowed on the premises.
- Host parent is able to arrive 15 minutes prior to the start time of the party and must vacate the premises no later than 15 minutes after the end time of the party. Any additional time will require an additional \$50.00 fee added to the party balance.
- Guest parents are welcome to stay and watch the party or they can join the party the last 10 minutes for the special performance.
- Small snacks, cake, cupcakes and pizza are allowed; no extensive catering allowed.

## Birthday Party Pricing

**Base Price:** \$375.00 up to 15 kids (ages 3 and up)

**Deposit:** \$100 Non-refundable deposit required

Due to Covid-19, we will not be offering girl scout programs this season. Thank you for understanding.

## Girl Scout Programs

East Coast Dance Company offers a one-time class that meets the requirements for the Girl Scout Dance Badge. Each program is 1.5 hours in length and includes a ballet demonstration, jazz combination, hip hop exercise and a 15-20 minute question and answer session. Whether you are helping your Brownies earn the Brownie Dancer Badge, getting active with the Junior's Staying Fit Badge, or joining us for a fun patch experience, ECDC Girl Scout Programs will maximize your time and convenience for your Girl Scout Troop! Our programs are an exceptional way to offer your girls something fun, exciting and brand new!

**Badge programs must be scheduled in advance. Troop leaders are responsible for supplying the badges. \$9.00 per student. Please contact us via the email to schedule today!**



# COVID19 POLICIES AND PROCEDURES

**Please take a moment to familiarize yourself and your dancer with our new procedures. We ask that parents have a conversation with their child prior to their first dance class back discussing the new rules and expectations regarding social distancing, wearing a mask, and dancing only in their 6ft x 7ft square.**

1. All waiting areas are closed. Parents and siblings must wait in their cars instead of inside the studio. For dancers ages 4 and under – one parent is allowed to come into the lobby area the first 3 weeks of class to help assist with shoe change and help ease the transition into the classroom. Parents of dancers ages 8 and under are encouraged to remain onsite in the parking lot the first week back to dance, in case their dancer has any separation problems or behavioral issues.



2. Parents must conduct their own health assessment of their dancer prior to arriving at ECDC. This includes taking temperature and discussing all COVID-19 symptoms. Dancers may not enter the facility if they are exhibiting any symptoms or have been exposed to COVID-19 in the past 14 days. Parents must fill our Student Health Assessment Form and submit it to the studio on the first day back to dance.

3. Upon entering the building, each dancer will be temperature checked at the door with a no-touch thermometer. Dancers will be asked to leave the building if their temperature is above 100.4 degrees. All staff members will conduct a personal health assessment and input this information in the staff health log each day.

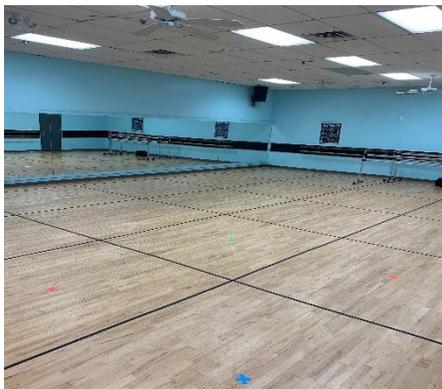
4. Dancers should not enter the building until their exact class time as this allows for the previous class to be dismissed from the building and for sanitation of dance rooms to occur. Dancers must wait in their car outside upon arrival until their class time. **Please wait in the parking lot, not in the fire lane or the police will be called.**

5. Dancers need to arrive to the studio in dance clothes. There will be no changing allowed in the bathrooms. Dancers are encouraged to wear a cover-up to and from the building.

6. Masks are required in the studio in all common areas such as the lobby, hallways, and restrooms. We are strongly encouraging masks while dancing, however we understand that it may inhibit someone's health and are currently leaving it up to the parent's discretion for the child while actively participating in class. All recreational classes are limited to small gatherings of only 8-10 dancers and all dancers are spaced 7ft apart, including for water/mask breaks.

7. Dancers are required to sanitize their hands upon entering the building. There will be sanitizing stations set up in the hallway and classrooms.

8. There will be a staffed hall monitor to help endorse social distancing during transitions between classes. This staff member will also be sanitizing all high-contact public surfaces frequently throughout the day including but not limited to bathrooms, doorknobs, cubbies, etc.



9. Upon entering the classroom, dancers will be directed to stand in a 7ft x 6ft grid box with their water bottle. Dancers will have a colored X in front of the mirror. Students will be directed one color at a time to walk to their X to put their water bottle down and then return to their square. They must stay in their grid box to dance for the entire class. Drink breaks will be directed by the teacher and done one color at a time to ensure social distancing is maintained.

10. Due to the large size of our classrooms, the number of students per room depends on the number of 7ft x 6ft squares we can accommodate which varies per room. All recreational classes will be capped at 8 - 12 dancers for the beginning of our season. There will be no contact between dancers at any time and they must maintain their social distancing while in the building. Dancers will be frequently reminded to practice social distancing.

11. The water fountain will be closed until further notice. Dancers are asked to bring their own personal water bottle from home which they will place on one of the socially spaced dots at the front of the classroom before taking their place in their 7ft foot square. Keep in mind there will be no place to refill water bottles, so dancers may need to bring a larger bottle than usual. Any water bottles left at the studio at the end of the day will be thrown out.

12. There will be NO EATING in the studio. Dancers are not allowed to bring any food, drink or snack other than water into the building.

13. Classes will be dismissed approximately 5 minutes early to allow time to fully sanitize the floor & classroom between classes.

14. Dancers who have a break between classes must exit the building. They will need to wait outside and maintain social distancing, or wait in their car. When registering, we suggest enrolling your child in “back to back” dance classes.

15. Dancers are to wait on a large piece of yellow tape until being called into the classroom by the teacher. All tape lines are socially distanced by 6 ft.



16. If parents have any questions with which they need staff assistance, they are encouraged to call the studio at (732) 987 – 9047 or email us at [eastcoastdancenj@gmail.com](mailto:eastcoastdancenj@gmail.com) instead of entering the facility in person. A clear Plexiglas separation has been placed on the front desk to create a barrier between office staff and any customer who does require in-person assistance.

17. The lobby & front desk is closed for unannounced walk-in questions. If a parent needs to come into the building for payment or to sign something, they should call the studio first to set up an appointment.



## COVID-19 Dance Student Health Questionnaire

The safety of our employees and dance families remain East Coast Dance Company's overriding priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and dancers, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our building. Please return this questionnaire to the front desk or via email before your child's first class. Dancers **MUST** have this form submitted to be able to take class.

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (mobile/home) \_\_\_\_\_

Dancer Name: \_\_\_\_\_

1. Has your dancer recently been in close contact with anyone who has exhibited any symptoms of Covid-19 including but not limited to fever, cough, sore throat, respiratory illness, difficulty breathing?

Yes     No

2. Has your dancer recently been in contact with anyone who has tested positive for COVID-19?

Yes     No

3. Has your dancer recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department? Including: China, Italy, Iran, and most countries in Europe.

Yes     No

4. Has your dancer experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?

Yes     No

5. Has your dancer traveled to any of the travel advisory states listed by the NJ COVID-19 Information website in the last 14 days?

Yes     No

**If the answer is "yes" to any of the questions, access to our facility will be denied.**

I attest that the above information is true.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pandemic/Covid-19 Policies 2020 - 2021

- Missed Classes - If a class is missed you may make it up in person if, and only if, space is available in that classes due to limited space being available. If you need to make up a class you must make a reservation to ensure space is available. Available space is first-come, first-served and there are no guarantees space will be available. There are no refunds for a missed class.
- In the event where we are unable to hold classes in person at the dance studio, alternate arrangements will be made including but not limited to: outdoors, an alternate location, or an online service (Zoom). Your contract is for dance classes not the location of the classes. In the event that a class is unable to be held at the studio due to the COVID-19 Pandemic, classes will immediately convert to an online learning platform until in-studio classes can resume. All policies and requirements for dancers will remain in effect for online classes.
- Any parent or child refusing to adhere to safety guidelines will not be allowed in the dance studio. No refunds for missed classes.
- Should your child experience symptoms of COVID-19, they must be medically cleared from a doctor before returning to dance.
- If your dancer or immediate family has traveled to any of the travel advisory states/countries listed by the NJ COVID-19 Information website, you must quarantine for 14 days before returning to the studio
- If a student must withdraw from a class, **please notify the dance school in writing immediately**, as you will be charged for classes until that time. Refunds are not given on tuition paid. No refunds will be given for missed classes, shoes, apparel, or costume purchases.
- If a mandatory government shutdown occurs and we are forced to close in the middle of the month, we will not refund that month's tuition or credit accounts. The dancer can finish out the month on Zoom before withdrawing.
- If you choose to remove your dancer from the studio due to the studio being forced to go virtual by required government shutdown, your dancer will lose their spot in the class. If you plan on re-enrolling your child once in-person classes resumes, the only option for re-registration will be classes with space available.
- Upon registering your child, you agree to this handbook and all guidelines set forth