



# PARENT HANDBOOK

## 2021-2022

## FROM THE DIRECTOR

Dear Parents,

Welcome to Dance Integrity Performing Arts Theatre. This is the beginning of a new journey and we are moving up to the next level of greatness. Thank you for trusting me enough to allow your children to attend our dance company. It is my honor and privilege to work with each child as they discover new talents and improve upon old ones.

As a part of Dance Integrity Performing Arts Theatre, each child will be required to follow specific guidelines, rules, and regulations. These rules have been set in place to assure that each child is provided with an environment that fosters success. Please work with me in ensuring your child abides by them every time he/she steps into Dance Integrity Performing Arts Theatre.

It is not easy doing what I do; however, I wear it as a badge of honor. I am very passionate about dance and it is my life's dream to help our youth develop the same love that I have for this art. In previous years, this company has succeeded in creating, molding, and inspiring the dancers who have participated. It is my hope that this upcoming year will be no different. I know with your full cooperation and support; Dance Integrity will continue to thrive.

Please thoroughly read and review the contents of this packet. I have created it as a way to provide detailed information necessary for your child's participation. It is not my responsibility to personally keep you inform. Attending parent meetings and coming inside to pick up a copy of any memos or newsletters the secretary provides at the front desk counter, is a MUST to keep up to date and be informed.

### MOTTO

***NEW MOTTO ADDED HERE***

If you have any questions or concerns, please feel free to contact me at 305 494-0622. Thank You,

Mrs. Taranika Gordon-Jones

Dance Integrity Performing Arts Theatre LLC.

# Dance Integrity Performing Arts Theatre

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**REGISTRATION:** A Registration Application, which is included in this packet, must be completed for EACH child. This application must be filled out completely before your child is approved to start. There is a **MANDATORY \$50 REGISTRATION FEE also first month payment is due when registering your child.** Your child will not be allowed to participate if the application and the fee are not received. The fee can ONLY be paid in **Cash, Debit/Credit Card, or Money Order**, made payable to: **Dance Integrity Performing Arts Theatre. NO PERSONAL CHECKS ARE ACCEPTED.**

**Monthly Fees:** Monthly fees are to be paid within the 1<sup>st</sup> thru 3<sup>rd</sup> of every month. Any fees paid after the 3<sup>rd</sup> will be assessed a \$30 late fee. If payment is not received by the 10<sup>th</sup> of the month, your child will not be allowed to take class. *Note: If your child's dance class does not fall on the 3<sup>rd</sup> of the month, you are still held responsible for late fees after the 3<sup>rd</sup>.* There are no refunds at any time.

**Monthly fees are based on number of classes. (Except Tippy Toddlers \$125 Monthly Fee)**

**All dancers are required to select Ballet as one of the classes as it is mandatory.**

**Two Classes: \$125 per month**

**Three Classes: \$145 per month**

**Four Classes: \$160 per month**

**Five Classes: \$180 per month**

**PLAN AND PURPOSE:** The purpose of this company is to offer advancement in the arts; concentrating on dance and its fundamentals. This company will include auditions, evaluations, and warm-ups. Each dancer will also learn dance terminology and choreography which will be showcased in various productions/performances.

**WARM-UPS/Bags:** All Dancers apart of Dance Integrity Performing Arts Theatre must purchase a Dance Integrity Warm-up suit for the price of **\$175**. Bags are **\$25**. *Due date to purchase warm up and bag will be announced.*

**ATTIRE:** All dancers are required to pay the attire fee of **\$150.00**. This fee includes all dance attire your child will need. **This fee must be paid when registering for the dance company. Once your child has received attire it will be his/her responsibility to have it every class.** You can purchase Dance Integrity Attire/Apparel on the website [www.danceintegrityonline.com](http://www.danceintegrityonline.com)

Dancers are **REQUIRED** to have proper attire to participate. Dancers should come to the dance studio dressed dance ready for class. Hair should be securely pulled back. No Jewelry allowed! ***We strongly recommend that you label your child's dance items with their name to help identify their belongings. Dance Integrity is not responsible for lost or stolen items.*** If your child is not dressed appropriately, he/she will NOT be allowed to participate that day and will have to deal with exercises given by instructor. Consistent violations of this rule will result in your child being suspended from the dance class. Suspension may lead to complete removal from Dance Integrity. Please be sure your child is prepared to take class on their selective days.

## **Practice Attire Bundle Package Includes:**

### **GIRLS-**

- Leotard,
- Biker Shorts
- Unitard
- Sweat Suit

### **BOYS -**

- Mock Neck Leotard
- Cargo sweat pants
- Black V-Neck Shirt

## **Parents are responsible for purchasing dance shoes and tights:**

- Tan Canvas Ballet shoes
- Black Jazz shoes
- Black Tap shoes
- Foot Pas
- Skin tone convertible tights

We will have tights for sale \$7 child sizes and \$10 adult sizes

***FACILITY/SPACE:*** Cubby spaces in dance studios are also available for each dancer. No eating or drinking inside of the dance studio. Bottle water only, no exceptions. Dancers must clean up after themselves after class; this includes all personal belongings. Respect the space and all who use it. Parents are not permitted to enter studio during class time. **Parents are NOT allowed to stay inside the studio to watch or wait for the dancer class to end.** Parents are only allowed inside for drop off/pick up and to conduct business with the secretary. Due to limited space and potential distractions dancers will not be permitted to enter the facility until 5 minutes before class. Please pick up dancers immediately after class end. ***Parents whose child remains after their schedule dance time will be assessed a Supervision fee of \$25, beginning after the initial 5-minute grace period.***

***CLASS SCHEDULE:*** Upon taking classes, dancers will be issued a class schedule. The dancers will dance on their selected days unless notice is given to take home stating otherwise. Dancers will follow a weekly dance schedule that includes different styles of dance. **Dance instruction begins PROMPTLY AT the scheduled class time.** **If a dancer will be over 15 minutes late to class, please notify Mrs. Gordon.** **Failure to do so dancer will be asked to leave class for the day.** Dance Integrity Performing Arts Theatre is not responsible nor will be held liable for any dancer that comes to facility during Non- Dance Integrity practice hours.

***ABSENCES AND TARDIES:*** Although it is impossible for anyone to guarantee their attendance due to illnesses and family emergencies, it is **IMPORTANT** that students attend class daily. New material is covered each class scheduled. Time does not permit a re-teaching of material for those who were absent. Please make every effort to ensure your child's attendance in every class. **24-hour notice** must

be given to the secretary, Taranika Gordon, or a staff member, if your child will be absent. Proper notification should also be given if your child will be late to class. **If your child misses too many classes, therefore not learning enough material, he/she will NOT be allowed to perform in that dance piece.**

Class/Level placement are at the discretion of the instructors and director, Mrs. Gordon. Student age, ability, and maturity are all factors involved when deciding class/level placement. Any concerns must be brought to the director's attention.

**BEHAVIOR:** All parents and dancers will always conduct themselves in the utmost appropriate manner, including performance and events. Parents and dancers are expected to behave in an acceptable, friendly, and professional manner. This is a place for children to learn the art of dance in a warm and positive atmosphere.

There is a **ZERO-TOLERANCE** policy in place for behavior issues (i.e. No Fighting or Horseplay). Your child will be removed from the company if he/she displays poor conduct. There will be no dancers who exhibit bad attitudes, backtalk, or disrespect within Dance Integrity Performing Arts Theatre. This does not only include respect for Mrs. Gordon but also for staff and other parents. Poor behavior disrupts the environment and prohibits other dancers from learning and improving their craft. It will **NOT** be tolerated or accepted on any level. Please make sure your child understands what is expected of him/her. ***Any negative behavior from parents or dancers will result in immediate dismissal from the company.***

***TECHNOLOGY:*** All cellphones or electronic devices are to be silenced and put away while in the dance studio. No phone call, recording videos, picture taking, or social media during class time.

## **RECITALS/PERFORMANCES:**

All parents will be notified in advance when it is time to prepare for an upcoming performance or recital. Please be aware that practice dates and times usually change when rehearsing for performances. There are typically **two** shows for the school year; a Spring Show (**sneak-peek**) and an **End-Of-Year Show**. **There is a MANDATORY COSTUME RENTAL FEE.** Payment for costumes can **ONLY** be made in **CASH**. No money orders or checks will be accepted. Receipts will be given at the time payment is received. Please be mindful that this fee is only for the **RENTAL** of the costumes. **If you would like to OWN the costumes your child wears during the show, you must pay \$300 for EACH costume. COSTUME FEES ARE NOT REFUNDABLE under any circumstances.** Costume Rental Fee will be based on how many classes your child takes.

**\$60 per class (doesn't include Hip Hop or Company) Hip Hop will continue to be a separate expense for parents to purchase as the dancer keeps them.**

**\*\*Early payments are accepted.\*\* All costume fees must be paid in full by December 15th for the Spring show and April 30th for the End of the Year show.**

If your child **does NOT** pay for his/her costume by the date given, he/she will **NOT** be allowed to participate in the upcoming performance. **Late payments will be accepted with an additional \$50 late fee. Please plan accordingly so your child will be able to perform with his/her peers.**

**HAIRSTYLES:** Each dancer is **REQUIRED** to have their hair styled properly for performances. Dance Integrity Performing Arts Theatre strives to be a uniformed Company. Mrs. Gordon will specify what style must be worn for each performance. **There are no exceptions for braids, twists and any other hairstyles that have not been specified. If directions are not followed, your child will not perform.**

**RECITAL/PERFORMANCE DAYS:** If your child is not fully prepared the day of performance, he/she will **NOT** perform. Dancers **MUST** come to the performance location with **ALL OF THEIR DANCE NEEDS**. If any article of clothing (such as tights, shoes, shirts, etc) is missing, your child will be removed from the show. Dance Integrity will **NOT** provide missing pieces for your child. Although members of the Parent Committee will assist in getting your child dressed for the show, it is **YOUR** responsibility to ensure your child has the necessary items to perform. There is a call time in which each dancer should arrive the day of the show. If your child walks in hours later after call time, **THEY WILL NOT PERFORM UNDER ANY CIRCUMSTANCES!!!! IT IS MANDATORY FOR ALL DANCERS TO BE PRESENT AND ON TIME FOR DRESS REHEARSAL.**

**Extra Items to Purchase:** Aside from the costume rental fee all parents are responsible for purchasing additional items to complete each costume such as Hip-Hop attire, tights, dance shoes, etc.

**TICKET SALES:** All ticket sales are **MANDATORY**. Ticket sales are mandatory due to the accommodation of the facility, lighting and sound technicians, and also any other necessities (such as props) for the show in order to make the show/production a success. Ticket prices will start at \$30 a ticket.

All dancers will receive at least **ten tickets** for a production/show and **any dancer that does not sell them will not be able to perform**. Parents will normally be given a ticket due date to return all tickets. Ticket money not returned by this date will be assessed a **\$10 late fee PER TICKET**. The breakdown: 1 dancer 10 tickets, 2 dancers (siblings in same household) 12 tickets, 3 dancers (siblings in same household) 15 tickets.

**PRODUCTION FEE:** Production fees are **MANDATORY** for all dancers. **The production fee for each recital is \$100.** Production fees help fund facility cost, costuming, photo shoots, and more. Means every dancer is responsible for production fees.

**MEDIA RELEASE:** Dance Integrity will be videotaping and/or taking photos of our dancers in class, special events, and performances. We would like your consent/permission to use the videos and/or photos for promotional purposes.

**PARTICIPANT INJURY:** As the parent or guardian to a dancer at Dance Integrity Performing Arts Theater, I acknowledge that Dance Integrity or the owner, Mrs. Gordon, is not responsible for any injuries a

dancer may receive while on the premises. Each dancer assumes the risk involved in participating in any dance related classes or performances. As the parent or guardian, I release the dance studio and owner, its staff members and any fellow dancers from any liabilities resulting from any personal injury and/or loss of personal property. As the parent or guardian, you agree to all terms and conditions of the liability waiver.

**COVID-19:** Due to the COVID-19 pandemic, Dance Integrity is taking full precautions and will follow the CDC guidelines for dance studios. We ask that if your child is displaying any of the COVID-19 symptoms, PLEASE keep them home. To ensure the safety of the dancers, staff and each person entering the dance studio we will be:

1. Temperature Check: Thermometer reading of 100 degrees or higher WILL NOT be permitted into the studio until the temperature reads satisfactory.
2. Parents MUST complete the CDC Guidelines Questionnaire upon drop off and sign COVID waiver
3. Hands will be sanitized upon entering the dance studio
4. All parents and dancers that enter MUST have on a clean mask. Also, dancers must wear their mask during class.
5. Hand washing will be frequent to avoid the spread of germs. We are asking that each dancer has his/her personal hand sanitizer.
6. The dance studio will frequently sanitize all common areas throughout the day.

## STAFF

**TARANIKA GORDON-JONES, Director/Owner**

**Tricia Benyard-Sands, Secretary**

**Anita Hope, Ballet Instructor**

**Jazmine Mays, Jazz Instructor**

**Paige Anderson, Tap and Jazz Instructor**

**Jerome Mike, Hip-Hop Instructor**

**Clarence Jones, Contemporary Instructor**

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