



2021-2022

Student Handbook

Registration Information

Registration: Please complete a registration form for each student. The Registration Fee of \$30 per student & the first tuition payment are both due at the time of registration. By signing your registration form you are certifying that you have received, read and understand all of the policies and consequences as explained in this Student Handbook.

Class Placements and Registration for Returning Students: Early Registration for continuing students will begin immediately and run through July 14th. Returning Students will find their placement highlighted on the 2021-2022 schedule that was emailed to each family. Remember that all placements are made by the SDSA Faculty and are based on individual skill level. Please select the desired classes, complete the attached registration form, and email it back to us, and submit the appropriate payment to secure desired class days and times. Beginning July 15th, we will open registration to all students, and classes will be filled on a first-come basis.

Do not be concerned if your child is repeating a level. Dance instruction is not like an academic curriculum where you advance every year. We offer 13 levels of ballet, which covers approximately 15 years of ballet training. Our foremost concern is each dancer's personal progress. Our primary goal is that each student be recognized for their efforts & achievements and be placed in a class level that is challenging, yet not overwhelming. After several weeks, we will make adjustments, as needed, to assure all students are properly placed within our program.

**Please note that we had to expand our levels for the 2020-2021 year in order to comply with COVID-19 capacity requirements. For this reason several levels have been combined this year since the capacity requirements are no longer in place. It is also important to note that we eliminated one of our jazz levels that was no longer needed to satisfy capacity requirements. This means that it may appear that your dancer has moved down a level however this is not the case. We have adjusted our curriculum to meet the current skill level of dancers in each class.

New Students: Registration for new students opens July 15th. New Students, *with previous training*, are required to participate in a short placement class prior to registration to ensure the best and most appropriate placement. Please call to schedule an appointment for a placement class. (937) 435-5052

Pre-Professional Program (PPP): Our Pre-Professional Program is an elite, invitation only program that focuses on ballet training with the goals of perfecting technique, building physical strength, and developing artistry. The participants are required to take all classes at their own level as well as the PPP class where they work on perfecting technique. If they are of the proper age, they must also take a Pointe Prep and a modern class. If you have a serious dancer that is excited to take on this challenge please see Miss Erin or Miss Julie.

SDSA Tuition Schedule / Payment Due Dates:

The SDSA school year consists of 32 classes. For your convenience, your overall yearly tuition cost is divided into a 9-month payment plan of equal monthly installments. Tuition is due on (or before) the 1st of every month regardless of holidays, vacations, absences, studio closures and/or illness. Specific tuition payment schedule is included below with our Tuition policies. There is no grace period. Tuition received after the 1st will incur a 10% late fee. No Exceptions. We accept payment in the form of cash, check (made out to SDSA), or card (via PayPal or CashApp, link on our website sdsdonline.com). Statements are only mailed if your account is delinquent. Two (2) late payments within one (1) school year will result in the loss of family discounts for the remainder of the 2021-2022 school year. Tuition payments are non-refundable and not transferable. \$35 Returned Check Fee.

Questions? We have attempted to provide the answers to all of your questions in this Student Handbook and hope that this will become your go-to for all questions related to your child's dance class. However, if you have any additional questions please feel free to email us at southdaytonschoolofdance@gmail.com or call us at (937)-435-5052.

Thank You!

Thank you for spreading the word about our school, our professional faculty, and the quality training that we continue to strive to provide. Word of mouth has always been our best form of advertising. We sincerely look forward to an exciting and rewarding year with your child.

Tuition Discounts:

- Tuition Discounts cannot be combined.
- The greater discount will be used on each family account.
- Two (2) late payments within one (1) school year will result in the loss of family discounts for the remainder of the school year. No Exceptions.

1. **Family Discounts:** The following discounts are offered to families with children enrolled in multiple classes.

4 classes per wk = 5%

5 classes per wk = 10%

6 classes per wk = 15%

7+ classes per wk = 20%

2. **Payment Discounts:** Receive 5% off payment of full-year when paid at time of registration.
 - Recital & Recital Costume Fees must be included at time of payment.
3. **Referral Rewards:** Each time a new student registers & writes your name on his/her registration form as the referral, you will receive a \$5 credit. (no limit)
 - Only one referral reward will be given for each new student/family

Monthly Tuition Payment:

30 Minute Class:	\$45
45 Minute Class:	\$50
60 Minute Class:	\$55
75 Minute Class:	\$58
90 Minute Class:	\$68

Tuition Payment Schedule:

Payment #1	Due with Registration
Payment #2	Due on or before October 1 st
Payment #3	Due on or before November 1 st
Payment #4 + Recital and Costume Fees	Due on or before December 1 st
Payment #5	Due on or before January 5 th
Payment #6	Due on or before February 1 st
Payment #7	Due on or before March 1 st
Payment #8	Due on or before April 1 st
Payment #9	Due on or before May 1 st

CLASS REQUIREMENTS 2021-2022:

BALLET

Ballet 3	Required: Two (2) Ballet 3 classes per week
Ballet 4	Required: Two (2) Ballet 4 classes per week, Wednesday 7:30-8:15 Pointe Prep class very highly encouraged
Ballet 5	Required: Two (2) Ballet 5 classes per week & Wednesday 7:30-8:15 Pointe Prep class
Ballet 6	Required: Two (2) Ballet 6 classes per week & Wednesday 7:30-8:15 Pointe Prep Class
Ballet 7	Required: Two (2) Ballet 7 classes per week & Thurs 7:30-8:15 Beg Pointe Class
Ballet 8, 9, & 10	Required: Three (3) Ballet classes per week, Friday Advanced Ballet very highly encouraged

MODERN

All Levels	Required: <ul style="list-style-type: none"> • Must be nine (9) years old as of 8/21/21 (<i>or by invitation</i>) • Must currently be enrolled in Ballet 4 or higher
Improv/Choreography	Required: <ul style="list-style-type: none"> • Must currently be enrolled in Modern 2 or higher

JAZZ

All Levels	Required: <ul style="list-style-type: none"> • Must be seven (7) years old as of 8/21/21 <ul style="list-style-type: none"> ◦ <i>With permission, if six years old and enrolled in Ballet 1</i>
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South Dayton Dance Theatre

Audition by Invitation Only	Required: <ul style="list-style-type: none"> • Must be placed in Ballet 5 or higher SDDT Company Member Class Requirement: <ul style="list-style-type: none"> • 3 or more Ballet Classes per week • 1 Modern Class per week • 1 Jazz Class per week
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School Policies

Email Communication: Email is our primary means of communication with parents. Our official email address is southdaytonschoolofdance@gmail.com. Make sure to provide us with an email that you always have access to and let us know if there are any changes to your email address over the course of the year. Please check your email often for new information and updates from SDSD. If you are not receiving our emails, please check your spam or junk folder first, and then email us if the issue persists. Additionally, we send a monthly newsletter with an abbreviated schedule, reminders, information about upcoming events, and more!

Attendance and Promptness: Attendance will be monitored closely. Absenteeism will slow down your child's progress as well as the progress of the entire class. We are committed to developing your child's talents to their fullest potential; therefore, attendance is expected at each scheduled class.

Part of a student's attendance includes being on time. Dance students are expected to arrive 5-10 minutes prior to class. If a student arrives more than 10 minutes after the start of the class, the instructor may have her/him sit, observe, and not participate for their own safety as they will have missed the warmup. Recital participation requires consistent attendance.

Students must be picked up immediately following class. After two (2) instances of students being picked-up more than 10 minutes late, you will be billed \$1 per minute. Additionally, your student will not be permitted to participate in class until this fee is paid. Students are not permitted to exit the building unattended they must remain inside the building until a parent arrives. For safety reasons, parents must come to the door to pick up their children. Thank you for your cooperation.

Student Absence Policy/Make-Up Classes: Make-up classes are available only if the dancer is ill or if there is a family emergency. Make-up classes are not permitted for absences resulting from participation in other activities. (*ex: cheerleading, soccer, piano, birthday parties, scouting activities, etc.*) No Exceptions. If you will miss a class due to illness, you must call or email the day of your class to schedule a make-up class. If no call or email is received a make-up class will not be issued. All missed classes must be made-up within two (2) weeks of original absence. Limit of four (4) make-up classes per year.

Refunds/Early Withdrawal Policy: No refunds will be given for pre-paid tuition. In the unlikely event that a student needs to withdraw early, a Class Drop Form must be completed to close the account and thus, prevent further billing. A student's absenteeism does not affect tuition payments. Accounts will only be closed with a completed Class Drop Form and will go into effect from the date received. Please email or call to fill out a Class Drop form.

Weather Closing Policy: In the event of inclement weather or poor road conditions, classes may be cancelled for the safety of our students and faculty. When Centerville City Schools are closed due to the weather, SDSD will also be closed. Please check your email for a notification of closure, or call the school to hear a current message as to class status. Students may obtain a make-up class pass for classes cancelled due to weather, which must be used within two (2) weeks of missed class date. SDSD does not credit, refund, or pro-rate tuition for classes cancelled due to poor weather.

Cancelled Classes: In the unusual circumstance a class is cancelled by the teacher or by the School, two make-up times will be offered for students. No refunds or credits will be given.

COVID-19 Policies: Due to the ever-changing nature surrounding the policies regarding COVID-19, we will wait until 2 weeks prior to the start of class to release our updated health and safety rules and policies. Currently our policies consist of; optional masks, Lobby/Dressing Room/Dancer Lounge closed, front door entrance/exit, hand sanitizer in all rooms, sanitization of touch points between classes, etc. Please see the following page

Arrival/Dismissal

1. All faculty, staff, and students are required to check their symptoms daily before coming to SDSD. We ask that parents be vigilant of their family's health and **NOT** send anyone to SDSD under the following circumstances:
 - a. If you, your dancer, or someone in your home has experienced any of the following symptoms **in the last 3 days**:
 - i. Fever or chills
 - ii. Cough, dry or wet
 - iii. Shortness of breath or difficulty breathing
 - iv. Severe fatigue, muscle or body aches
 - v. New loss of taste or smell
 - vi. Sore throat
 - vii. Congestion or runny nose
 - b. If you, your dancer, or someone in your home has been in contact with someone diagnosed with COVID-19.
2. Our Lobby will remain **CLOSED**. Only dancers will be allowed in the building at this time.
3. Dancers will now need to be dropped off at the front door of our building.
4. Our Dressing Room will remain **CLOSED**.
 - a. We ask that all dancers come dressed in the proper dress code, with their hair done, and prepared for class. Dancers will place all personal items in a small pile at their barre spot or next to their square.
5. Dancers must be picked up in the front of our building promptly after their class, no later than 5 minutes after their scheduled class has ended.
6. Our Lunchroom/Dancer Lounge will remain **CLOSED**. Food is not permitted in the building.
 - a. The only exception to this rule is dancers who have 3 or more classes in a row on a given day. These students may pack a granola bar or other pre-packaged snack to be eaten at barre spot with teacher permission only.

Use of and Sanitation of Facilities

1. Disinfection of high contact surfaces, such as ballet barres, light switches, door handles, restrooms will be completed between every class.
2. Hand sanitizer and disinfection wipes will be available in every classroom, and throughout the facility.
3. **Masks are optional** for dancers, faculty, and staff.
 - a. All SDSD Faculty and staff are fully vaccinated.
4. Dancers will not be permitted to leave their studio except to use the restroom or wash hands.

In the Classroom

1. Dancers will be given the option to wash their hands or apply hand sanitizer after barre.
2. We ask that all dancers bring their own TheraBands for pointe prep.

Quarantine Procedures

Intermittent Quarantine

1. Quarantine Due to Symptoms
 - An individual student or staff member who shows symptoms of COVID-19 should inform SDSD via email or phone as soon as symptoms are discovered.
 - Students/staff should immediately stay home until symptom free for 72 hours.
 - Anyone showing symptoms will be referred for testing.
 - While under symptom-based quarantine, virtual links will be sent for continued class participation.
 - Families of students who quarantine must let SDSD know at least 24 hours in advance to receive a virtual link.
 - If a staff member needs to quarantine, they will either teach remotely or a substitute teacher will be provided.
2. Quarantine Due to Direct Contact with COVID-19 Case
 - Unvaccinated students/staff who have been within six feet of a confirmed COVID-19 case for fifteen consecutive minutes or more over the past ten calendar days, must stay home from dance for fourteen calendar days from the time they were last exposed to the infected individual or until they receive a negative COVID-19 test result.
 - While under COVID-19 quarantine, virtual links will be sent for continued class participation.
3. Quarantine Due to Confirmed COVID-19
 - Students/staff and their families must work with their doctor, schools, SDSD, and the Montgomery County Health Department to contact trace all unvaccinated individuals the person has been within six feet of, over fifteen consecutive minutes of time, beginning the 48 hours prior to the onset of symptoms (for those cases that are symptomatic) or the 48 hours prior to the test being taken (for asymptomatic cases) and ending at the time the staff/student was isolated.
 - Students/staff who are symptomatic must stay home, in the care of a doctor, until all the following criteria have been met:
 - Three days with no fever (without using fever reducing medication)
 - Other symptoms have improved
 - Ten days since symptoms first appeared
 - Students/staff who are asymptomatic must stay home, in the care of a doctor, until ten days have passed since testing positive without any symptoms developing.

Should SDSD need to close for an extended period of time, we will move to a virtual class structure.



2021-2022

Student Handbook

Building Policies

Please be advised that SDSA will open 15 minutes before the first scheduled class begins, and close 15 minutes after the last class ends each day.

Please note that at this time our Lobby, Dressing Room, and Dancer Lounge are CLOSED. Parents are permitted in the lobby to drop off or speak with Miss Julie only if needed.

Lobby Policies:

- **No Food or Beverages** will be permitted in the Lobby, Hallway and Dressing Room. *(with the exception of water bottles)*
 - Please feed your children *(students & siblings)* prior to class.
- Parents & siblings must remain in the Lobby while at the studio.
- Parents are not permitted to move chairs in the lobby
- Disruptive parents or siblings will be asked to leave
- Strollers are not permitted in the Lobby

Dressing Room Policies:

- **No Food or Beverages** will be permitted in the Lobby, Hallway and Dressing Room. *(with the exception of water bottles)*
- Parents & siblings are not permitted in the Dressing Room for any reason
 - Dancers who cannot dress themselves must dress before they arrive
- Dancers are not permitted to move or touch another student's belongings
- Dancers are expected to clean up after themselves and take all of their belongings with them when they leave
- Dancers are expected to show respect and kindness to all in the Dressing Room and Dancer Lounge.

Parking Lot Policies:

- For safety reasons, students will not be permitted to exit the building unattended.
 - Parents must come to the door to pick up their children.
- **For the safety of our students, please do not park your vehicle in the fire lane, or directly in front of our entrance.**
 - Please park your vehicle in a marked parking space when coming to the door to pick up your child.
- **Parking Lot Dress Code:** All Students are required to wear street clothes over their dance attire when entering or exiting the school.
 - Please do not allow your child to wear his/her dance shoes outside on the pavement. Imbedded rocks, pebbles, sand and dirt are very hard on our professional marley dance floors.

Dancer Lounge Policies:

- Dancers who have 2 or more classes on a given day are permitted to use our Dancer Lounge to eat and do homework.
 - Parents are not permitted in the Dancer Lounge
- Dancers are required to clean up after themselves and make sure that all trash ends up in the trash can.
- Dancers must leave the Dancer lounge exactly the way that they found it
 - This means putting benches, tables, pillows, etc back to their original location

Consequences: If a Parent or Dancer is found to be in violation of these policies, they will lose their Dressing Room/Dancer Lounge/Lobby privileges for the remainder of the year. Serious or repeated violations may result in dismissal from the school.

Uniforms / Mandatory Dress Code:

Please note: The established uniform dress codes (*both hair & attire*) will be strictly enforced. Students not meeting the specified attire and hair dress codes will be asked to sit and watch class until dress and hair codes have been met. Uniforms create a structured, disciplined class environment, and have a positive effect on a student's attitude in class. Teachers need to see a student's body in order to help with proper body alignment. All required items may be purchased online at www.Eurotard.Com or locally at Got Dance? (937) 438-1111.

To find our Dress Code at Eurotard.com, hover over the "Studios and Groups Tab, then click on "Find My Studio". After it takes you to a new page enter the zip code "45459" and click search. Then go to "Select Studio" and click on South Dayton School of Dance Inc. This will take you to our dress code page where you can click on your child's class and the "show uniform" button to view and purchase any items needed.

Age appropriate styles have been selected for best comfort and longest wear. Quality dancewear and shoes make a substantial difference in a dancer's performance. Most professional & pre-professional organizations do require uniforms. Uniforms reflect quality training & atmosphere, and help to instill school pride. Please consult the Mandatory Dress Code List and note the manufacturer is Eurotard & Eurotard numbers before purchasing dancewear and shoes you may not be able to return.

2021-2022

MANDATORY DRESS CODE:

Creative Movement, Pre-Ballet, Pre-Ballet 2

-Eurotard.Com

- #1043 Pink Cotton Lycra Short Sleeve Leotard
- #215c Theatrical Pink Non-Run Footed Tights by EuroSkins
- #A2011c Pink Child Passe' Full Sole Ballet Shoe Drawstring Free
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Pre-Tap 1 & Pre-Tap 2

-Eurotard.Com

- #1043 Pink Cotton Lycra Short Sleeve Leotard
- #215c Theatrical Pink Non-Run Footed Tights by EuroSkins
- #A3509c Black Girls Lindy Patent Leather Tap Shoe w/Euphonix Taps
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Ballet: Levels 1-3

Eurotard.Com

- #4464c Black Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #218c Theatrical Pink Girls Convertible Mock Back Seam Tights w/soft Knit Waistband by EuroSkins
- #A2011c Pink Child Passe' Full Sole Ballet Shoe Drawstring Free
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Ballet: Levels 4-10

Eurotard.Com

- #4464 Black Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #218 Theatrical Pink Womens Convertible Mock Back Seam Tights w/soft Knit Waistband by EuroSkins
- #A2004a Pink Adult Coupe' Leather Split Sole Ballet Shoe Drawstring Free
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Modern: All Levels

Eurotard.Com

- #4464c Black Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #44335 Black Womens Booty Shorts w/Tactel Microfiber
- #210 Black Womens Non-Run Convertible Tights w/Soft Knit Waistband by EuroSkins
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Tap: Levels 1 & 2

Eurotard.Com

- #4464c Black Girls Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #44335c Black Girls Booty Shorts w/Tactel Microfiber
- #215c Theatrical Pink Non-Run Footed Tights by EuroSkins
- #A3509c Black Girls Lindy Patent Leather Tap Shoe w/Euphonix Taps
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Tap: Levels 3-5

Eurotard.Com

- #4464 Black Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #44335 Black Womens Booty Shorts w/Tactel Microfiber
- #210 Black Womens Non-Run Convertible Tights w/Soft Knit Waistband by EuroSkins
- #A5524c Black Treble Tap Shoe
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Jazz: All Levels

Eurotard.Com

- #4464c Black Adjustable Strap Princess Seam Camisole Leotard w/Tactel Microfiber
- #44335c Black Girls Booty Shorts w/Tactel Microfiber
- #210c Black Girls Non-Run Convertible Tights w/Soft Knit Waistband by EuroSkins
- #A2054a Black Axle Slip On Jazz Shoes
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

BOYS:

Eurotard.Com

- #44100 White Crew Neck T-Shirt
- #34943 Black Footed Tights
- #34944 Black Ankle Leggings Dance Belt

CM, Pre-Ballet 1 & 2:

- #A2011c Black Passe' Full Sole Ballet Shoe

Ballet 1-10: #A2004c Black Coupe' Split Sole Ballet Shoe

- #A2054a Black Axle Slip On Jazz Shoes
- #A5524c Black Treble Tap Shoe

ADULTS:

Comfortable clothing of choice & appropriate shoe



South Dayton

SCHOOL OF DANCE

2021-2022

Student Handbook

Calendar of Events & Tuition Due Dates

8/8/2021	OPEN HOUSE 2:00-5:00 PM Entertainment, Refreshments, Meet the Faculty, Last Minute Registration
8/6/2021	SDDT Auditions, Invitation Only, 9:30-11:00 Ballet, 11:00-12:30 Modern
Sat, 8/21/2021	Classes Begin
9/6-9/7/2021	School Closed 2 Days for Labor Day
Wed, 9/8/2021	Classes Resume
Sat, 9/11/2021	Nutcracker Ballet Auditions –Open to all students age 6 yrs & older
Sat, 9/11/2021	<i>Mandatory Parent Meeting</i> for Parents of <u>ALL</u> students auditioning for the Nutcracker
10/1/2021	Monthly Tuition Payment #2 Due
10/18-10/23/2021	*Parent Observation During Regular Class Times. If Possible
10/25-10/30/2021	Wear Your Halloween Costume to Class Week
TBA	SDDT Oktoberfest - German Buffet, Dancing, Door Prizes, Silent Auction
11/1/2021	Monthly Tuition Payment #3 Due
11/20/2021	Sugar Plum Fairy's 6th Annual Land of the Sweets Tea Party
11/23-11/28/2021	Thanksgiving Break - School Closed
11/29/2021	Classes Resume
12/1/2021	Monthly Tuition Pmt #4 and Recital & Recital Costume Fees Due
11/30-12/6/2021	School Closed -Nutcracker Preparations
Fri, 12/3/2021	Nutcracker Dress Rehearsal @ <i>Dayton Masonic Temple</i>
Sat, 12/4/2021	Nutcracker Performance 7:00pm @ <i>Dayton Masonic Temple</i>
Sun, 12/5/2021	Nutcracker Performance 2:00pm @ <i>Dayton Masonic Temple</i>
Mon, 12/6/2021	School Closed -Mandatory Nutcracker Costume Check-In
12/7/2021	Classes Resume
Sat, 12/18/2021	Last Day of Class 2021
12/19/2021-1/4/2022	School Closed - Holiday Break
1/5/2022	Monthly Tuition Payment #5 Due
Wed, 1/5/2022	Classes Resume
1/24-1/29/2022	Parent Observation During Regular Class Times
2/1/2022	Monthly Tuition Payment #6 Due
2/16-2/21/2022	School Closed - Presidents' Day
2/23/2022	Classes Resume
3/1/2022	Monthly Tuition Payment #7 Due
3/5/2022	School Closed –SDDT Spring Concert @ <i>Sinclair College</i>
3/27-4/3/2022	School Closed –Spring Break
4/1/2022	Monthly Tuition Payment #8 Due
4/4/2022	Classes Resume
4/13-4/15/2022	School Closed - Good Friday
4/16/2022	Classes Resume
4/17-4/19/2022	School Closed - Easter Observance
4/20-4/24/2022*	School Closed - Regional Dance America Festival in PA
5/1/2022	Monthly Tuition Payment #9 Due
5/28/2022	Last Day of Class
5/30/2022	School Closed –Memorial Day
5/31-6/4/2022*	School Closed - Recital Preparations
6/3/2022*	Mandatory Dress Rehearsal for Recital Performance
6/4/2022*	Recital Performance @ <i>TBA</i>
6/13/2022	Summer Classes Begin – 2 two week sessions
6/13-6/17/2022	Princess Ballerina Dance Camp
6/13-6/17/2022	Beg & Adv Beg Dance Camp
7/11-7/15/2022	Intermediate Intensive Dance Camp
7/25-7/29/2022	Choreographic Intensive
8/1-8/5/2022	Technical Intensive Dance Camp
8/7/2022	OPEN HOUSE 2:00-5:00 PM
TBA	1st Day of Fall Classes 2022

**Dates are not confirmed and remain subject to change*

Note: Performance dates & times are confirmed but must remain subject to change.