



360 Dance Center Handbook

Updated 05/2023

Welcome to 360 Dance Center!

Thank you for registering your dancer with us! This handbook is a resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to meeting each dancer, getting to know them and building a stronger community together.

Happy Dancing!

Rachel Handren
Owner & Creative Director

Practices are held at (NOT a mailing address):

Element Gym, Studio 1
655 Fairview Ave N
St. Paul, MN 55104

(612) 512-1372

rachel.handren@360dancecenter.com

Office Hours:

Monday-Saturday 11:00 am-4:00 pm

Typical Coaching Hours:

Monday-Friday 4:00-9:00 pm

Closed Sundays

Please check our website or call for specific hours of class operation

www.360dancecenter.com

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CLASS COMPONENTS

Important Dates: All dancers participating in a school year season will have mandatory events and performances to attend which will be announced to all participating members as soon as dates are solidified. All school year season classes perform in an annual Spring Recital to end their official season participation. Info about this recital will be released to parents and students as we draw closer to the event.

All other important dates and events along with themed class days can be found on the 360 Dance Center Calendar portion of the 360 Dance Center website. All competition dancers will receive their mandatory dates via email. 360 Dance Center will observe the holidays and will not hold classes during SPPS (Saint Paul Public Schools) observed days off. Please check your Parent Portal or our calendar for an official calendar of days closed each season as these dates change year by year.

Class Registration & Trial Policy: At 360 Dance Center, we want to ensure that each dancer is in the correct level to ensure a positive experience and a realistic challenge. We have listed all class descriptions on our website along with suggested ages and levels so students can register for a class that will best suit them. If a student is registered for a class above or below their skill set, they may receive a suggestion to register for a different class. Class changes may incur additional fees.

Class Changes: A student may drop and add classes depending on availability. To ensure proper costume orders class changes will not be allowed after November 1st of any given year. Dancers wishing to change classes after this date must have the instructor's permission and must possibly purchase an additional costume. Private lessons may be required for late registrants; this will be at the instructor's discretion.

Waitlist: Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your parent portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

Attendance Policy: Consistent attendance is the key to making a strong and successful dancer. Arriving on time is being ready 5-10 minutes before class begins. Any student who is not committed to class attendance will not only miss out on personal opportunities to grow, but will also hold the entire class back from learning as a team. Please consider your commitment to dance before registering for classes.

CLASS COMPONENTS

Lateness on a regular basis will not be tolerated. If a student is consistently late, they may be asked to sit out, and, if the problem persists, they may be removed from the class. For our younger dancers who cannot drive, it is the parent's responsibility to help children follow these rules. This includes having students at classes, rehearsals, and competitions on time and ready to dance in appropriate dance wear. We would hate to remove a child from a competition or performance for reasons outside of their control, but, as a staff, we must look out for the group as a whole.

Please do not use the loss of dance rehearsals, performances, competition, etc. as a punishment for your child. A strong team can only truly develop their potential with every student present. Please find a different source of punishment. The entire team does not need to be punished for something your child did. However, it takes a village to raise a child, so we are open to having a discussion with your child to discuss how they can better their actions.

Recreation classes do not have a specific attendance policy. However, any dancer who is absent for any reason will not be able to receive a refund for their missed classes. Any dancer absent from a class for more than two consecutive weeks may become ineligible to perform in any upcoming events or recitals. Any dancer who misses class is expected to catch up on choreography from a fellow student or through a Private Lesson.

Competition dancers are allowed four unexcused absences per one routine throughout a competition season. Dancers are allowed two additional unexcused absences per additional routine. If absences exceed the maximum allotted amount, consequences will be as follows: 1 over absences=1 missed competition/event, 2 over=2 missed competitions/events, 3 over=3 missed competitions/events. In the case of four over absences, a dancer will be greatly encouraged to reconsider their commitment and may be excused from all team commitments.

Examples of unexcused absences are:

- Extracurricular activities (sports, plays, etc.)
- Leisure activities (vacations, concerts, etc.)

Examples of excused absences are:

- Funerals
- School events that affect grades or future enrollment opportunities
- Contagious illnesses & serious injuries with a doctor's note (see below)

CLASS COMPONENTS

Please keep your dancer home for any of the following conditions as an excused absence:

- Pain--any complaints of unexplained or undiagnosed pain
- Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat or difficulty breathing/wheezing/persistent cough
- Fever of 100°F or more, **students must be fever free for 48 hours to return to class**
- Diarrhea, nausea or vomiting
- Infected skin/eyes or an undiagnosed rash
- Any known or suspected communicable disease or lice

Dress Code: Students will adhere to the following dress code per class:

Class	Dress Code
All 360 Dance Center Classes Recreation & Competition Non Hip Hop Styles	Form fitting clothing to properly assess alignment, can include leotard & tights, leggings, jazz shorts, tight tanks or t-shirts, NO JEANS OR SWEATPANTS Hair must be pulled out of the eyes
All 360 Dance Center Classes Recreation & Competition Hip Hop Styles	Street clothing (baggy or tight) consisting of sweatshirts, long sleeves, t-shirts, tank tops, leggings or sweatpants, NO JEANS OR BARE LEGS

Dress codes are an essential part in ensuring dancers are applying correct and safe movement during class. Any dancer not adhering to the dress code will sit out of or may be dismissed from class. **This is an extremely important policy to 360 Dance Center!**

Students will need the following shoes per class:

Class	Shoe Requirements
Recreation Creative Movement	Black or Pink Ballet Shoes
Recreation Dance Foundations & Musical Theater Concepts	Skin Tone Jazz Shoes
Recreation Hip Hop Fundamentals	Any Black High Top Shoe
Competitive Dance	Balera B80 Shoes for Jazz & Musical Theater Styles & Foundations Any CLEAN tennis shoes for Hip Hop Foundations
Competitive Dance Choreography Classes	Dependent upon style & routine, contact instructor

CLASS COMPONENTS

If any students do not have the required shoes for a class, students are encouraged to bring clean tennis shoes to class until shoes have been ordered. All shoes can be purchased on the 360 Dance Center Store on the 360 Dance Center website. All shoes will be picked up in the studio. For any sizing questions, please send your instructor an email.

Costuming: All participants will be measured in the first couple weeks of classes beginning. All costumes are ordered near MEA weekend and are passed out to students as they arrive. Costumes are ordered with an inch or two of wiggle room to ensure that they will fit throughout the entire season. Participants will have the responsibility to report any ill-fitting costumes, shoes or accessories.

All individual sizing alterations are the responsibility of the parent. It is mandatory for all alterations to be 100% completed prior to the first performance. If alterations are not a viable option, parents may attempt to use safety pins and other methods to ensure a proper fit.

Each class will have set costumes and accessories. Some accessories may be included with the costume fee, however students may need to purchase additional accessories to complete their costume such as tights or earrings. Classes will receive their costume list when costumes arrive.

Private Lessons: All students can schedule Private Lessons during a dance season. The goal of these lessons is to catch students up on missed choreography, strengthen weak points in choreography and/or to work on skills needed for class. These private lessons are first-come first-serve and can be reserved on the 360 Dance Center website.

Class Cancellations: In the event of unforeseen circumstances such as inclement weather, serious illness or death in the family of an instructor, classes may be canceled or offered virtually if possible. All class cancellations will be communicated via social media and email as promptly as possible. All 360 Dance Center staff are given PTO based on their hours worked at the studio per our staff handbook. Once a member of our teaching staff have reached their allotted number of PTO hours, they will be required to offer make-up classes date upon schedule allowances. If any canceled class is not able to be rescheduled for a make-up date, each member will receive a credit on their account to use toward a future class. Any classes affected by cancellations will not receive a refund under any circumstances.

Dance Music: All dancers will be able to access their class music via Dropbox. The Dropbox links will be shared via email as well as in each class's resource tabs which can be viewed on the Parent Portal and the BAND app.

REGISTRATION

Parent Portal: All families, regardless of programming, will need to create a Parent Portal account in order to participate in any classes. You can register via the 360 Dance Center website by clicking on “Register” in the upper right hand corner or by visiting the specific class page and registering for any open spots. The link to sign in can be found in the “Registration” portion of the 360 Dance Center website.

Fees: All recreation and competitive classes taking place during the school year will be charged Registration Fees, to be paid in full prior to classes beginning. Additionally, tuition fees will be charged to all families throughout the dance season and can be paid monthly or in one lump sum. For a detailed breakdown of our fees, reach out to 360 Dance Center staff to ensure you are receiving accurate information as fees may change year to year.

Summer Classes: Summer classes will change from year to year and will be offered based on popular demand. Summer classes do not require registration fees and will be charged per session. For more information on current summer class offerings, contact 360 Dance Staff.

Student/Parent/Teacher Relations: Instructors can be contacted via email or phone. All contact info is given in an introductory email before the start of classes. Please do not try to catch an instructor between classes. Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.

- Social Media: We are on Facebook, Instagram and YouTube. Become a fan and keep up with the latest 360 Dance Center news!
- Disruptive Behavior: Students are expected to maintain appropriate behavior at all times. Disruptive behavior will not be tolerated and may be cause for dismissal.
- Emails from Studio: Please ensure our email doesn't end up in your spam folder! 360 Dance Center will use email to communicate updates to this Handbook, procedures or any other important information during the year.
- Communication Outside of Work Hours: All communication received outside of daytime work hours will be responded to in a timely manner once staff are back in office and at the studio. Please try to communicate with all staff during normal hours so we can ensure our staff take care of their personal, physical and mental health throughout our dance seasons!

360 Dance Center is not responsible for monitoring participating members' personal social media sites, posts, comments, etc. However many people, including colleges and potential employers, can view social media pages even if they are private. It is expected that students will represent 360 Dance Center positively.

REGISTRATION

Facility Rules: 360 Dance Center is honored to share space with Element Gym and use their amenities. The following facility rules are also in place and enforced at all times:

- Per the Fire Marshal, there is no sitting or standing in the hallways. Please remain in the lobby or seating area while waiting for class to begin or let out.
- Students and waiting siblings will not display horseplay in the waiting areas.
- Students should not perform any gymnastics or stunts in the halls or waiting areas.
- No drinks, sodas, coffee, gum, or food of any kind in the main studio areas; only in the lobby area. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts, dairy or soy.
- The premises of Element Gym outside of the studio are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes. Students 7 and older must be dropped off and picked up on time** (no more than five minutes before class or five minutes after class). Parents/guardians are responsible for arriving on time for drop-off and pick-up, for coming into the building for drop-off and pick-up, and for instructing their students not to leave Element Gym without them.
- No student of any age should hang out in the parking lot without a parent present.
- If a student 7 years old or older is participating in multiple classes on the same day, the student may remain inside Element Gym unattended by a parent/guardian between classes provided that the student abides by the facility rules.
- Please be courteous to fellow parents and students. Our waiting areas can become crowded and a little common courtesy can go a long way!

Personal Belongings: Please label all shoes, dancewear, dance bags, coats, etc. with the students first and last name. Please write your dancer's name on the inside of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the "pick-up box" brought to each class.

The lost and found is located in a bin inside the gym during business hours. Items will be donated during summer breaks and when the bin becomes overfull. Please check these bins regularly.

360 Dance Center is not responsible for lost or stolen items. Any items of value are encouraged to be brought into the studio during classes and stored in practice bags or hung on hooks available inside of the studio.

FINANCIAL POLICIES

Tuition: All competitive tuition information is confidential* and can be found in the 360 Dance Center Competitive Dance Contract upon the completion of a Parent Info Session. Competitive Fees include class tuition, costuming, props (if applicable), competition fees, annual events (Lock-In, Team Bonding Events, etc.) and all registration fees associated with competitive dancing. For more information, please contact Ms. Rachel.

All tuition fees for Recreation Classes are listed on the 360 Dance Center website on the Recreation Classes tab. As these fees may change to align with current events, they will not be listed here. For any tuition questions, please reach out to 360 Dance Staff.

**While we believe in transparency behind what we do, we acknowledge that our competitive program is an expensive venture! Rather than have these fees be publicly displayed, we want to ensure we explain what your fees go towards through parent/student meetings so you can know what you are involved in.*

Methods of Payment: 360 Dance Center requires all participants to keep a credit card or bank account on file on the Parent Portal. Personal checks, credit cards (VISA, MasterCard and Discover), debit cards, e-bank payments, and cash are acceptable methods of payment. One-time payments may also be made via the parent portal. If paying by check, please write the student's name in the memo section of your check. Checks should be made payable to "360 Dance Center." If paying in cash, please place it in an envelope with the student's name clearly listed on the front.

Advanced Payment: You may pay in advance for tuition and fees; however, there is no discount.

Late Fees: Tuition is due on the 1st of each month, no later than the 7th. If payment has not been received by the 7th of each month (September-April), the payment method on file will be charged. A penalty charge of \$35 will be assessed for each returned/declined check or transaction. In the event of a second returned check, further payment will then be cash or credit/debit card only. In the event that a returned check or declined transaction occurs and payment is not submitted by the 7th of the month, a \$35 late fee will be charged. In the event of two consecutive late fees, family accounts will be switched to 'Auto-Pay.' If payment cannot be resolved after two consecutive late fees, the affected student(s) will be withdrawn from class until fees are resolved.

Sibling, Multi-Class and Referral Discounts: Families with multiple students and/or a student in two or more classes will receive a 5% discount per occurrence. The maximum discount a family can receive is 10% per season. If any currently registered families refer a new incoming family and that family successfully registers for any competitive or recreational school-year dance class, they will receive a \$30 credit per registered family.

FINANCIAL POLICIES

Offset Against Open Balances: In the event that (a) you overpay for a specific payment obligation owed to 360 Dance Center (whether for tuition, recital fees, costume fees, competition entry fees, or otherwise), or (b) you are otherwise entitled to a refund of a specific payment made to 360 Dance Center, 360 Dance Center may apply such overpayment or refund to any and all outstanding and unpaid balances owed by you to 360 Dance Center or keep the funds as a credit for a future class or dance season by written family request.

Refund Policy: All registration/initial fees, last month fees, tuition fees and competition fees for the season are non-refundable, no exceptions. In the event that a competition or event is canceled and a refund is issued by the event, a credit will be applied to each affected account.

Termination of Contract: We ask participating families to take registration to our program very seriously as a termination of contract can and will negatively affect the team as a whole and may even result in a routine not being able to perform if the student is a part of a duet, trio or a group with the minimum amount of members. Because of this, any dancer that terminates their contract mid-season is responsible for paying the remainder of their season fees as well as providing a resolution to any teams that can no longer compete in their appropriate category due to this termination. This resolution includes refunding affected team members who are committed and have paid their season fees and/or ensuring a replacement is set prior to officially leaving our teams. No payments made from notice of termination will be available for credit or refund. If a dancer terminates from a class at any point during the regular dance season, they will not be able to enroll again until the next dance season. Any student terminated due to breach of contract (terms in the Handbook) will follow the aforementioned policies.

***NEW* Scholarships:** If prospective participants are experiencing personal hardship for any reason, they are encouraged to apply for a Studio Scholarship. Application and participation via volunteering for studio-led events are required components to 360 Dance Center Scholarships. Specific Scholarship Policies are listed via the Scholarship Application. Student Choreographed Routines do not qualify for scholarships. Sliding Scale fees are no longer provided. We highly encourage families to participate in our Fundraising events to help supply support towards personal family fees or to create more scholarships for incoming dancers.

Pay It Forward: If any participants registering for recreation or competitive classes would like to elect to pay an additional amount to go towards our Scholarships, this option will be accessible during the registration process. This amount must be paid in full along with your registration fees. Contributions towards the Pay It Forward fund will not be considered a charitable donation, an investment within our company or means for favoritism towards a family or dancer regardless of the amount.

ADDITIONAL STUDIO POLICIES

Intellectual Property Limits: All routines choreographed by 360 Dance Center staff may not be performed under a different dance studio, league or competitive team during the current or future seasons unless with explicit permission. Dancers may NOT participate in other competitive dance teams, but may participate with other sport programs during a dance season.

Violation of Policy Action Plan: All students are expected to maintain a professional and appropriate public and social media presence while a member of a competitive dance team. Any evidence of social media posts, whether public or private, displaying nudity, illegal substance usage and expletives or statements meant to degrade a person or group of people's race, gender, sexual orientation, political opinions or personal lifestyle will be subject to the terms of violation consequences below.

Poor attitudes, conduct or unnecessary drama toward other students or participants will not be tolerated. Students are to uphold themselves to a higher standard as a 360 Dancer and must agree to abstain from harmful/illegal choices. This includes abstaining from any type of bullying (cyber or physical), illegal drugs, tobacco/alcohol usage, vaping, degradation of other studios, students or staff or any other presented information that goes against the code of conduct.

Documented evidence can include, but is not limited to, photos, screenshots, admittance of guilt from accused parties, first hand 360 Dance Center staff witnesses and statements written under social media accounts bearing the name of a participant. Hearsay will not be an acceptable form of documented evidence. If there is documented proof of such behaviors or other violations of this handbook and contracts required to participate, the following steps will be taken:

First Violation: A verbal & written warning will be given to students and parents involved detailing the incident. This documentation will be held in 360 Dance Center's private active records for two consecutive dance seasons.

Second Violation: A private conference will be arranged to discuss further intentions and interventions as well as a two week suspension of all upcoming scheduled classes. All further intentions, interventions and suspensions will be documented. Records of this documentation will be held in 360 Dance Center's private active records for two consecutive dance seasons.

Third Violation: The participants in question must terminate their contract and will not compete under Ms. Rachel's direction for the remainder of the current dance season. A private conference will be arranged to discuss the violation as well as sign a termination document. This documentation will be held in 360 Dance Center's private active records for two consecutive dance seasons.

ADDITIONAL STUDIO POLICIES

If a two week suspension coincides with a competition or event, participants will be able to participate in a competitive event, but will not be allowed to attend optional competitive or studio events. As we are not trying to shame or discourage our dancers from bettering themselves, we will still require affected dancers to attend mandatory community outreach events. Fees paid by the dancer in question will not be issued a refund for any missed rehearsal or competition opportunities.

All dancers who must terminate their contracts will be allowed to participate in upcoming dance seasons, but will not be allowed to return to 360 Dance Center until the season they were terminated from has finished. During this time, we encourage families to pursue avenues of support for their dancers to achieve more successful futures. Any dancer returning to future seasons of dance must supply evidence of commitment to this handbook by scheduling a meeting with staff, supplying any documentation of outside resources and providing additional written evidence of steps that will be taken to keep the dancer in question healthy and safe.

If a terminated dancer who returns during the following season violates their contracts, they will be subject to the second term of violation with documentation of a first violation and the third term of violation upon documentation of a second violation. Any dancers terminated during two consecutive seasons will not be allowed to return to 360 Dance Center under any circumstances.

Any participating member of 360 Dance Center, including staff, parents/guardians, students and volunteers with documented evidence of sexual assault, physical assault, acts of terrorism or extreme violence against an individual or group will be immediately terminated from any contracts, dance seasons and classes permanently. These individuals will not be allowed to return to 360 Dance Center under any circumstances.

At 360 Dance Center, we believe in grace and second chances as well as standing firm in what we know will create strong and competent future adults. All documentation of contract violations are only kept active for two consecutive seasons because we do not believe in holding grudges over past infringements. All evidence and documentation will be kept on file permanently, but will not be considered “active” after two consecutive seasons to give each dancer a clean slate. All contract violations with a permanent termination will be kept on file as “active” for as long as 360 Dance Center remains as an operating entity.

COMPETITION DANCE POLICIES

Prerequisites and Requirements: In order to participate with our competition teams students must:

- Audition for the dance style(s) desired
- Adhere to the decisions made by staff concerning team placements
- Participate with a team performance in order to perform a solo, duet or trio
- Take at least 6 hours of summer dance classes prior to the beginning of the season

All participating students and families must also:

- Follow the rules & policies listed within this contract and as stated in the 360 Dance Center Handbook (available on 'Competition Team HQ' section of website)
- Participate in all mandatory team events, community outreach events and competitions
- Commit to good attendance during the entirety of scheduled dance classes and events
- Communicate if a dancer is unable to participate in rehearsals, events or competitions due to an injury, a doctor's note detailing the injury and procedure for recovery is required to ensure all staff and students are taking precautionary steps to avoid reinjury
- Not compete for a different dance studio or perform any choreography created by instructors of 360 Dance Center at other competitions, events or showcases without explicit permission
- Not take on another activity that would directly conflict with team commitments
- Agree that any violations of rules, policies or the code of conduct will result in action taken by 360 Dance Center according to the 360 Dance Center Handbook

Competitions & Events: Competitions begin in February and run through May with the option of Nationals held during the summer. All competitions are typically within an hour or less of the Twin Cities. Approximately mid-January, dancers will receive a packet detailing what to expect, what to bring, etc. This handout is first shared via email, but will also be available via the Band App and the Parent Portal.

Detailed schedules and performance times for each competition are released approximately a week prior to the event. It is possible that students compete on more than one day if they are participating in multiple routines. Changes to the schedule are not allowed unless dancers have an inadequate time to change between routines (2 or less numbers between). Any major changes requested by studios will risk routines becoming ineligible for awards. The set schedule varies event by event based upon how many entries, dancers and studios are competing on any given weekend.

COMPETITION DANCE POLICIES

Dancers are to arrive approximately 1-2 hours prior to their competing time. Competitions can and have run early and arriving early ensures plenty of time for preparation as well as the possibility that a routine may be asked to perform earlier than their scheduled time.

Last minute withdrawals from any competition will not be tolerated. Serious injuries, illnesses or family tragedies are the only exceptions. All entry fees are non-refundable due to each competition's policies. Competitions may allow missed routines to receive a credit for a future performance date. Parents and students are not allowed to contact the offices of competitions. This is prohibited by the competitions. All questions are to be addressed through Ms. Rachel.

All competitions have a hired photographer and videographer to capture moments onstage. This media comes at a cost and may be purchased by any participants. Contact Ms. Rachel if you are interested in purchasing photos or videos from competitions as she may be able to receive them at a discounted rate.

All participating students will be required to attend mandatory community outreach and team events. More details about these events are released in an email to all members. Tentative dates for these events are listed in the 360 Competition Dance Contract and are solidified as the dates draw nearer.

Fundraising: Competition dance can be a very expensive sport. Because of this, we will have several fundraising opportunities for the studio and for individual dancers. All funds raised by and for individual dancers will be applied to that student's tuition for the season. All funds raised by the studio for the studio will be invested in studio equipment, scholarship funds or charities. No fundraising proceeds will be able to be pocketed as cash or income.

Student Teaching/Assisting Addendum

During an active school-year dance season, staff may request the assistance of a Student Teacher or Teaching Assistant to provide aid to large classes, classes that require additional support or to provide an educational experience for a student who is looking to pursue teaching in the future. As this is an evolving program, our only requirements for participating in Student Teaching/Assisting are:

- Communicate a desire to assist when or if the need arises via staff request
- The age of an assistant must be at least two years older than the average class age OR the cumulative experience of an assistant must be at least double that of the class
- All assistants must participate in a brief training session to practice situations that may arise during a normal class session and locate all necessary class materials

360 Dance Center wants to provide a positive experience for all involved with this role and will cultivate a productive learning environment by requiring the following of student teachers week to week:

- Acknowledging the responsibility and position of becoming a role model and a leader
- Coming to class five minutes early in proper dance attire & assisting in class prep/set-up
- Have a smiling face and a positive attitude
- Informing staff of personal illness or class absence in a timely manner so staff can plan accordingly

Our goal for each of our dance students is for them to leave each class feeling better or more knowledgeable than when they first walked in the door. The main responsibilities of a Student Teacher/Assistant are:

- Constantly be moving and notice if someone is having trouble or executing technique incorrectly
- If a student is frustrated, get on their level, look them in the eyes and ask how you can help
- Encourage students to be quiet when teachers are talking or when it's time to be focused
- Remember to use the sandwich method: compliment, give a critique and end with a compliment
- If someone needs extra help, get a teacher's attention to offer direction

The most important role of a Student Teacher/Assistant is to help others learn. We do NOT want to take away from someone's learning experience by:

- Talking when teachers are talking
- Favoriting students/only sticking by friends
- Speaking negatively of yourself, students or staff
- Sitting or standing in one place for long periods of time

360 Dance Center welcomes questions and/or individual coaching with Student Teachers/Assistants to aid in any circumstances that may arise. If, at any time, a Student Teacher/Assistant feels they need further guidance, a private session can be arranged.

Preparing For Classes & Your First Week

Preparing for Class:

1. Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back and proper dance shoes on. Please do not wear street shoes into the studio. Dance bags may be brought into the room or left in the cubby area. Put your child's name on all shoes and bags.
2. Please be sure all cell phones and electronic devices left in dancer's bags have their ringers and sounds set to silent. There is a strict no cell phone policy within the studio and when classes are in session unless explicit permission is given.

What to Expect Your First Week:

1. Like school, the first few weeks of class are a review of previously learned skills. This allows everyone to get comfortable with new classes and teachers. Instructors will evaluate students to be sure they are in the correct class.
2. If dancers have been placed into classes that are not correct for them –Don't worry - we will find a more suitable class!
3. The parking lot is very busy and can become quite full. Please be careful and watch for children!
4. It is best to get your dancer in class approx. 5-10 minutes early, ready to dance.
5. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. All instructors are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
6. Please have all dancers use the bathroom before class. Teaching assistants will gladly take them (if available) if they do need to go during class, but this can be a disruption.

PARENT QUICK REFERENCE

Payment Schedule			
MONTH	DUE DATE	AMOUNT	PAYMENT METHOD
Registration Fee (\$65/student; \$130 family max)	Registration		
Costume (\$80 Recreation; \$100 Competition)	Registration		
September Tuition	9/1		
October Tuition	10/1		
November Tuition	11/1		
December Tuition	12/1		
January Tuition	1/1		
February Tuition	2/1		
March Tuition	3/1		
April Tuition	4/1		
May Tuition	5/1		

Class Schedule								
Day						Class	Time	Costume Fee
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			
M	T	W	Th	F	Sa			

Parent Quick Reference

First things first...

Start the season off on the right foot!

What do I wear to class?	See Page 7
What kind of shoes do I need?	See Page 7
When do classes start?	See Page 5
Is there a place for my belongings during class?	See Page 10
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When is tuition due and how do I pay?	See Page 11
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Be sure to read through the handbook for all answers to your questions. Still need some help? Reach out to us and we would be happy to help!!