

# DanceWorks Performing Arts Parent/Student Handbook

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# **TABLE OF CONTENTS**

**1/ Introduction**

**2/ Studio Policy**

**3/ Registration**

**4/ Communication**

**5/ Important Dates**

**6/ Code of Conduct**

**7/ Safety**

**8/ Emergency Closure Policies**

**9/ FAQ**

**10/ Injuries**

## **1/ Introduction**

It is our absolute pleasure to warmly welcome you into our family at DanceWorks Performing Arts. Our faculty is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this handbook to hopefully shed some light on how things will run throughout the year, as well as answer a lot of queries you may have before the year begins.

Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Do not forget that our friendly office staff are always here to answer any questions you may have. Nothing is too big or too small, we promise! ☺

## **2 / Studio Policy**

It is important to us at DanceWorks that all members of our studio share our vision, our purpose, and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

DanceWorks is a place where kids of all ages, shapes, and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

## **3/ Registration**

Before putting on those dance shoes, it is required that all parents/guardians register for classes via their parent account and sign all waivers. We encourage all of our students and families to try a variety of dance genres, and we are more than happy to accommodate a free class for existing students who want to try something a bit different. Please contact the front desk if you would like to try a new class and we will happily see what works for you on our schedule.

## 4/ Communication

By now you have probably noticed that we are BIG on communication here at DanceWorks.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so ***please ensure you have provided the studio with an up-to-date email address that is regularly checked.*** We are happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address [info@danceworksperformingarts.com](mailto:info@danceworksperformingarts.com) & [billing@danceworksperformingarts.com](mailto:billing@danceworksperformingarts.com) to your contacts so we don't end up in the dreaded Spam folder!

We provide information about classes, closures, and schedules on our website [www.danceworksperformingarts.com](http://www.danceworksperformingarts.com) We also send text reminders to all families who are able to give us a number that we can text. So, for this reason, ***please make sure the cell phone number you have provided to the studio is correct and up-to-date.***

We always display important information, dates and studio details on our noticeboard in the lobby, so please check the board when dropping off and picking up students in case there is anything you may have missed.

We are always happy to talk in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us at 360-892-5664 to talk with the front desk.

Our friendly office admin can be contacted at 360-892-5664 between 2-8 pm Monday- Friday, and 9 am- 12 pm Saturdays. Our studio is closed on Sundays.

## 5/ Important Dates

Important dates such as holiday closures can be found on the studio calendar on the resources page of our website, [danceworksperformingarts.com](http://danceworksperformingarts.com).

## 6/ Code of Conduct

To ensure the smooth, safe running of DanceWorks and enjoyable experience by all, below you will find our code of conduct. If any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

- Families who do not comply with their fees may be excluded from performances.
- External debt collection may occur when fees remain overdue and this will be at the expense of the client.
- Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and all parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or concerns must be emailed to [info@danceworksperformingarts.com](mailto:info@danceworksperformingarts.com)

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional, or cyber bullying by parents, staff, or students will not be tolerated and will result in dismissal from the studio.

DanceWorks takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

DanceWorks management reserves the right to change teachers or schedules when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of DanceWorks and may not be reproduced or sold by any students, parents or staff without permission of the director.

## **7/ Safety**

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our desk staff who will gladly assist you.

We have a number of viewing windows within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area.

The director and staff at DanceWorks are wholeheartedly committed to ensuring children in all dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic, or criminal content may influence our dancers and/or audience and will not use such music.

We do require that parents and students give us a full description of all allergies to ensure we can provide a safe environment for our dancers.

**PHOTO/MEDIA RELEASE OPT OUT  
PLEASE EMAIL [INFO@DANCEWORKSPERFORMINGARTS.COM](mailto:INFO@DANCEWORKSPERFORMINGARTS.COM) WITH:  
ACCOUNT NAME, STUDENT NAME &  
UPLOAD A CURRENT PHOTO TO YOUR PARENT ACCOUNT TO OPT OUT  
OF ALL DANCEWORKS DIGITAL MARKETING MATERIAL.**

## **8/Emergency Closure Policies**

Emergency Closures: In the event of an emergency closure or pandemic all classes will transition to online distance learning. No refunds or credits are given for missed regular classes. If the studio must cancel classes due to pandemics, severe weather, or events beyond our control such as power outages, we will switch to online classes which are billed at the full tuition rate.

## **9/ F.A.Q.**

### **How do we differ from other dance studios?**

Our floors are elevated hardwood sprung floors with a Marley floor covering which offers cushioning and support and prevents injuries, slipping, and fatigue. We have front desk staff Monday-Thursday and Saturday to help answer questions. We have an on-site dancewear store for your convenience.

### **Can we view the class?**

All classes in studios 1, 2, 3, 5, and 6 can be viewed through viewing windows. Studio 4 parents can watch their student on the television located in the lobby. Sometimes class location changes due to the size of the class, or a specific class/rehearsal schedule. All classes are also streamed live through zoom so that students can attend class from home and parents can observe at a distance.

### **My student is interested in competition groups and/or performing groups- are these available?**

Our competition and performing companies have auditions each season, and the student must have danced with us for at least 6 months before being considered for these classes. If your dancer is interested in competition and performing companies, please email [company@danceworksperformingarts.com](mailto:company@danceworksperformingarts.com).

### **What is the registration for?**

The registration fee covers administration expenses and is paid by all students, whether they are returning or new.

### **Where can I find out more about what the different dance genres are like?**

Aside from asking our desk admin we have all class descriptions listed on our website that anyone may look at.

### **Can my child start part way through the year?**

If there is still space available then a student can still enroll in classes, though they may be going into a class where the other students have learned a lot of basics already. Just be aware a student may have to do some catch-up work.

**If my student doesn't want to continue classes, what happens with payment?** We require written notice, via email or by filling out the drop form available from the front desk.

# 10/ Injuries

If a student is injured inside or outside of classes, DanceWorks now has injury guidelines in place.

1. DanceWorks must have a doctor's note stating the injury and the recommended treatment plan.

2. If at any time the treatment plan is changed, DanceWorks requires an updated treatment plan.

3. Once the dancer is cleared to return to class, DanceWorks must have clearance in writing.

4. All doctor's notes can be emailed to [info@danceworksperformingarts.com](mailto:info@danceworksperformingarts.com)

5. If a dancer has been out of class/rehearsals for an extended period of time, private lessons may be required in order to catch up. This is on a case by case basis, according to the teachers.

6. With a doctor's note the student will be allowed to observe classes while completing worksheets, if injury allows. Dancer must not be a distraction to the other dancers & teacher.

7. Students will continue to observe classes until clearance to dance again is received in writing. Observing classes offers dancers great opportunities to learn from a different perspective.

Dancers may notice new details and gain a deeper understanding of technique by watching their peers and teachers dance. Dancers will complete a guided worksheet to help focus their thoughts and observations from each class.

8. Accounts will not be placed on hold.

Without updated doctor's notes the student must observe until clearance to dance again is received in writing.

The above guidelines are for the safety of your child, the other dancers & teachers.

