



Parent/Student Handbook



2016/2017 SEASON
REVOLUTION ACADEMY OF DANCE
305 W. 1ST ALBANY OREGON, 97321

Table of Contents

I. Introduction/Philosophy.....	2
Contact Information & Important Dates.....	3
III. Stay Informed.....	4
<i>E-mails</i>	4
<i>Website</i>	4
<i>Studio Bulletin Board/Office Staff</i>	4
<i>Facebook/Instagram</i>	4
<i>Weather Cancelations</i>	4
<i>On-line Account Access</i>	5
IV. For Parents/Students.....	6-8
<i>Understanding Dance Education</i>	7
<i>Class Placement</i>	7-8
<i>Add/Drop Class</i>	8
<i>Class Enrollment</i>	8
<i>Observation</i>	9
<i>Class Visitors</i>	9
<i>Pointe Work</i>	9
V. DressCode.....	10
VI. Tuition Policies.....	11-13
VIII. Studio Policies.....	13-18
<i>Arrival/Departure Times</i>	13
<i>Attendance</i>	13
<i>Tardiness</i>	13
<i>Dual Enrollment Classes</i>	14
<i>Makeup Classes</i>	14
<i>Medical Information</i>	14
<i>Illness</i>	14
<i>General Policies</i>	15
<i>Studio Etiquette</i>	15
<i>Social Media</i>	15
<i>Cell phones</i>	16
<i>Lost and Found</i>	16
<i>Photos</i>	16
<i>Substitute Teachers</i>	16
<i>Emergency Evacuation</i>	17
<i>Shopping Center/Parking Lot Safety</i>	17
<i>Bathroom Policy</i>	17
<i>Discipline Policy</i>	18

<i>Termination of Enrollment</i>	18
VIII Recital.....	19-21

ABOUT THIS HANDBOOK

We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

This handbook will serve as your guide to Revolution Academy of Dance and its philosophy of dance education. The contents within will explain our studio policies and procedures.

Philosophy

R.A.D is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers. Our goal is to teach our students:

- Style
- Technique
- Showmanship
- Age-appropriate dance education, costumes, music and curriculums
- Community Service

We believe that dance training encourages young people to develop a positive self-image. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all R.A.D Studio faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime. Welcome to our family!

Don't forget, classes begin **Tuesday, September 19, 2016.**

As a condition of enrollment at Revolution Academy of Dance, students and their parents or guardians agree to abide by all the policies set forth by R.A.D, its Director, faculty, and staff. RAD reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Contact information for Revolution Academy of Dance:

ADDRESS: 305 W. 1st
Albany Oregon, 97321

PHONE:

E-MAIL: revraddance.com

WEBSITE: www.rad-dance.com

STAFF: **Artistic Director:** Colette Herring Compton
Faculty: Makayla Halstead, Aja Stellar, Stephanie Vaughn, Christian Velasco
Office Manager: Kim Worthington

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. The following studio communication tools are available to you;

A. E-mails revraddance@gmail.com

Newsletters and important updates are sent through general Gmail emails. The majority of studio information is sent via e-mail. If you do not have an account, you must create one from the register link on our webpage. Information sent through e-mail will help you stay up-to-date on studio due dates, upcoming events, and monthly activities. Please check your junk/spam mail and add us as a contact.

B. Website www.rad-dance.com

We are constantly updating our website. News, important parent and student information, contact information, class schedules, studio calendars, studio documents, photo galleries and more are available online 24 hours a day.

C. Studio Bulletin Board

Important information is always posted on our studio bulletin board located in the lobby area. Please stop by and read flyers, letters, and our calendar at least once a month for due dates, upcoming events, and monthly activities.

D. Office Staff

If you have any questions regarding information distributed, we encourage you to contact the office between the hours of;

10:00AM-9:00PM (Monday-Friday)

E. Facebook/Instagram

“Like/Follow” Revolution Academy of Dance on Facebook, Instagram, to receive daily updates on school news/events.

F. Weather Cancellations

School closures due to severe weather conditions will be announced after **2:00PM**. Notifications of weather cancellations will be emailed, posted on the website/Facebook Page, announced on the school’s outgoing voicemail message, or text to you if you opt in. Canceled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make-up class available, a replacement class will be scheduled.

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. **Strong technique is a key ingredient and class is where you develop that technique.**

- *Come to each class prepared to learn and without personal distractions.* Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do.
- Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.
- Respect for your teachers is essential.
- Listen to each correction given, whether it’s directed at you or another dancer. **A correction is an honor; it shows you how much a teacher cares about your progress as a dancer.**

- **Always say thank you when a teacher or choreographer offers you constructive criticism.** Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.



FOR THE PARENTS: “WE’RE IN THIS TOGETHER”

We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. *Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children.* You are a role model for your child about how to interact with others in a professional setting.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

Dance is an individual art form and children need to be allowed to achieve at a pace that’s comfortable.

- Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. It’s important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.
- Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work.

- Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer **appropriate** opportunities to every child.

Placement decisions are derived from many years of teaching experience. **Age may be used as a guideline, but does not determine the child's final placement.** The following criteria are evaluated;

- **Technique**
- **Body Alignment**
- **Flexibility**
- **Style**
- **Previous years works in the classroom**
- **Attitude, motivation, attendance**
- **Recommendation by the faculty or by the Director.**

Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder.

Placement is highly individual and the factors that go into the decision are complex. R.A.D has your child's best interest in mind. Please trust we are placing your child where they will best succeed.

Classroom Placement Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

- Looking to other students for inspiration is good; however, **making negative comparisons distracts children from focusing on becoming stronger dancers.** In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

- Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.
- If you have questions or concerns about your child's dance education (such as progress or class placement), please **request a conference** with the main office. Talking only to other parents can lead to misinformation and confusion. **Please contact the school office to set up an appointment; do not approach your child's teacher or the Director between or during classes as these conversations take away from instructional class time.**

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

Adding or Dropping a Class

In the interest of keeping family accounts up-to-date and accurate, students who wish to add/drop a class from which they are registered must contact the front office staff ASAP or the parents will be responsible for FULL tuition payments.

Class Enrollment

There must be at least **4** students in a class for that class to be held. If a class falls below six students during the 2016-2017 season, it may be canceled at any time. If this happens, students will be moved to a class that is most appropriate for their age group and ability.

Classroom Observation

Classroom observation is encouraged thru our numerous viewing windows. You may sit in on a class at any time by notifying the front office staff in advance. This rule is put into place to relieve students of unnecessary distractions during vital learning time. In addition, parents will see their child's progress more readily if they are not in the room regularly watching.

- Please refrain from shouting instructions or distracting your child in any way.
- We ask that you observe quietly. Please place all cell phones and electronic devices on silent, and ensure siblings are monitored and quiet during observations.
- Please do not walk into the class without the permission of the teacher.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as “Bring a Friend Week” and in-school performances.

Pointe Work

Students interested in pointe must have completed extensive training in ballet and demi pointe work. Students enrolled in pointe must also enroll in ballet class. Students will be evaluated by our staff on the following criteria to determine if they are ready for pointe work; coordination, posture, strength, and feet.

We will not put your child up on pointe until they are at least 12 years old so that we know that their bones, tissues, and muscles are fully developed. Students will be admitted to go up on pointe when recommended by the pointe teacher. **There is an inherent risk when putting students up on pointe.** Therefore, we will only recommend those students who are developmentally ready to begin pointe work.

We request that a visit be made to your doctor prior to the purchase of pointe shoes. This information is important to evaluate growth plates, cartilage development or any other unknown issues that could pose a risk.

Some students will never go up on pointe. If your child cannot go up on pointe, we will help them select other classes that are appropriate and safe for their body composition.

Dress Code Requirements

Revolution Academy of Dance maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- *Students should carry their dancewear, shoes, and other belongings in a dance bag.*
- *Please print your child's name on the bag as well as on all of its contents.*
- *Dancewear is to be kept in good repair and laundered on a regular basis.*
- *Watches, jewelry, and safety pins should not be worn to class.*
- *Dance shoes should never be worn outside.*
- *Female students should wear their hair tightly secured and styled away from the face; **a neat bun is required for ALL Ballet classes.** The only exception is Hip Hop class.*
- *Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.*
- *Dress-up slippers are prohibited from ballet class as they are a safety hazard.*

Age	Class	Boys	Girls
3-6 yr. old	Ballet/Tap/Jazz	Black jazz pants, white T-shirt, black ballet shoes. (Black tap shoes may be required.)	Pink/nude tights, solid color leotard, pink/beige leather/canvas split sole ballet shoes, black tap shoes, black slip-on jazz shoes (no ties).
7-18 yr. old	Ballet/Pointe	Black/beiges jazz pants	Pink/nude tights, solid color leotard pink/nude leather or canvas split sole ballet shoes with elastic straps. (Pink pointe shoes may be required.)
7-18 yr. old	Lyrical	Black jazz pants, white T-shirt, dance paws.	Solid color leotard, black, pink or tan stirrup/footless tights, dance paws.
7-18 yr. old	Jazz	Black jazz pants, white T-shirt, black jazz shoes.	Solid color leotard; black, pink or tan tights; black slip-on jazz shoes.
7-18 yr. old	Tap	Black jazz pants, white T-shirt, black tap shoes.	Solid color leotard; black, pink or tan tights; black tap shoes (full-sole).
7-18 yr. old	Modern	Black sweatpants or tights, white T-shirt, no shoes.	Solid color leotard, tan, or black stirrup/footless tights.
7-18 yr. old	Hip-Hop	Comfortable clothes (not jeans) and clean sneakers.	Comfortable clothes (not jeans) and clean sneakers.

Tuition Policy

A. Due Date: Full monthly tuition is due by **1st of each month unless the due date falls on a Sunday, tuition will be due on Monday the 2nd or 3rd . 1st Month's tuition is due at the time of registration.** R.A.D reserves the right to cancel any enrollment of any student who is **30 days delinquent** in tuition payments. A \$20.00 late fee on any payments received past the 15th of each month.

- *If you know you will be gone the week tuition is due, please pay in advance.*
- *If your child is sick the week tuition is due, pay on-line, or call to make other arrangements.*

MONTH	Tuition Due Date	Day of Week
September	At time of Registration	-----
October	October 3 rd	Monday
November	November 1 st	Tuesday
December	December 1 st	Thursday
January	January 3 rd	Tuesday
February	February 1 st	Wednesday
March	March 1 st	Wednesday
April	April 3 rd	Monday
May	May 1 st	Monday
June	June 1 st (Last Payment)	Thursday

B. First Months Tuition: All parents are required to pay the first month's tuition and registration fee upon registering as this payment holds your child's place in class. Students will not be admitted to enroll without this payment. The first month's tuition is non-refundable.

C. Credit Card Policy: After registering (paying for September lessons and your registration fee), monthly tuition must be paid by automatic credit card payment. Tuition will be debited from your account between the **1st and the 3rd** of each month (October/June). All registrants are required to fill out a "*Credit Card Authorization Form*" at the start of each season during registration. This form authorizes Revolution Academy of Dance to withdraw your monthly tuition.

- There will be a 2% convenience fee on all credit or debit payments to cover the fees charged by those companies. There are no convenience fees associated with payment by check.
- **If your credit card is declined your account will be charged a \$20.00 LATE FEE.**
- When your credit card expires please be pro-active and contact us with your updated information. Tuition will be charged directly to your specified **VISA, MasterCard, or Discover Card, American Express, JCB, and Diners Club.**

D. Tuition Rates: Tuition rates are for the full season (September-June, including studio holidays), not by the number of classes in the month. Tuition payments are based on a 10-month season.

2016-2017 Tuition

Pre Classes Pre Ballet/Pre Jazz/Pre Hip-Hop

1 Class	\$35
2 Classes	\$60
3 Classes	\$85

Upper level Classes

1 Class	\$45
2 Classes	\$90
3 Classes	\$125
4 Classes	\$155
5 Classes	\$175
6 Classes	\$195
7 Classes	\$215
8 Classes	\$230

Tuition Discounts

- *Sibling Discount-5% off the smaller account*
 - *Family Max Out-\$415.00*
 - We offer a **5%** discount on annual tuition that is paid IN-FULL by **September 30, 2015**. This discount is null and void after this date.
- * Discounts cannot be combined

Registration Fee

An annual registration fee of **\$35 per student, or \$50 per family, comes with a free R.A.D t-shirt upon payment of registration and first month tuition.** This Covers the cost of postage, insurance, taxes, on-line newsletters, handbooks, ASCAP music license fees, supplies, website maintenance fees, on-line portal fees, CAM charges and so on. Registration fees are not refundable with the exception of preschool students who are determined to be unready for dance and may receive a credit for the following season. Registration fees are due upon registration.

Additional Fees

Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events. To off-set bank charges, R.A.D will charge **\$35.00 for each returned check.**

Arrival and Departure

We cannot provide supervision for students outside of class.

- We encourage students to arrive 10 minutes before class starts.
- For their safety, children under age 10 should be **picked up immediately** after class. Students ages 10 and older must be picked up no more than **10 minutes** after their class is completed. Repeated violation of this policy will result in the cancellation of the student's registration, forfeiture of all registration fees, costume deposits, and tuition. If you know you are going to be late to pick up your child, please call the studio and let our office manager know.

Please do not let your child go into the dance studio until the teacher calls them for class. Teachers are only responsible for students during class time. Our office manager is not responsible for students at any time.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. During the months from September to December much technique and terminology is presented. A missed class could leave a child one step behind the other students. If you know your child will be absent from class, please call the studio (**we encourage upper level dancers to call in themselves**) and we will relay the message to your child's instructor.

During the months of **January through June**, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

- If students are excessively absent and miss more than **(3)** rehearsals in the same class between **April and June**, they **could be pulled from their recital piece**. Families will not be reimbursed for any fees associated with the recital or monthly tuition.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. **Students who arrive more than 10 minutes late must stretch on their own and rejoin the class at the teacher's invitation.**

Dual Enrollment

The following classes require dual enrollment for the entire year;

CLASS OF INTEREST	REQUIRED CLASS
Jazz	Ballet
Lyrical, Pointe, Modern	Ballet
Competition Jazz	Ballet

Example: If your child would like to enroll in Jazz, they must also enroll in Ballet for the entire year.

Makeup Classes

Students who miss a class for illness/inclement weather closing will have the opportunity to make it up with another similar class within **4** weeks of the absence. Monthly tuition payments will not change in the event of any missed lesson. Please check with the office to determine the best makeup class for your child.

Medical Information

- Parents must notify the Director/Office staff and or teachers regarding children who use an inhaler, food allergies, or who may require medications during their time at R.A.D.
- It is also important to inform the Director/Office staff and or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. All information about our students is confidential.
- If your son or daughter requires any special needs, please notify the staff

Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately. When your child has a fever, they must be fever free for **24 hours** before returning to dance. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

General Policies

- Use of the school telephone is limited to emergencies only.
- **Students and parents should not go behind the office desk for any reason. Should you need help with something, please ask our office staff.**
- Parents and students should never interrupt a class in session.
- Children must be supervised at all times and are not free to run around the lobby, hallways or classroom areas.
- Never speak negatively about teachers, students, or parents from other schools. Never recruit students from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

Studio Etiquette

- Students are to **dispose of GUM** before entering the studio. Gum is a choking hazard.
- **Food and soda are not permitted in the studios.** Students must eat snacks/dinner in the reception area, dressing room, or dancer lounge. Water bottles are permitted.
- Dance Bags must be placed in the dressing room, not in the classroom.
- No cell phones in class.
- Waiting area to be kept quite as this is very distracting for our dancers. Please help to keep pathways clear of clutter.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, Instagram, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide R.A.D students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Revolution Academy of Dance. By that we mean you are forbidden to share personal information about the Director, other students or their families, or anything that is proprietary and/or confidential to them or R.A.D.
- Students and parents should neither claim nor imply that they are speaking on behalf of R.A.D.
- Never post anything that could compromise the self-esteem of students who attend R.A.D.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; R.A.D owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the Directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

Cell Phones

Student's cell phones are not allowed in class. Under no circumstances will a student be allowed to place or receive a call during class time. Texting is also prohibited. Student cell phones can be used in the reception area, dressing rooms, or outside after the class has ended. If students repeatedly abuse this rule they will be asked to keep their cell phone at the front desk until their classes have ended for the evening.

Cell phones can be beneficial to dance, if you need to video a routine to practice at home it can be done with instructor approval.

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

Please do not bring expensive items such as I-Pods/I-Pads/DS Systems to the studio. All misplaced unlabeled items will be placed in our lost and found bin in the dressing room. Please check the lost and found bin frequently. Items not claimed by end of each month will be donated to Goodwill.

Photos

Individual, group, and class photos taken by us or an outside company may be used in any or all forms of media advertising. If you do not want your child photographed for media advertising, please tell our office manager at the front desk.

Substitute Teachers

We reserve the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach class. Furthermore, we encourage our instructors to continue their training by attending workshops, classes, and seminars. Hence, an instructor may request a substitute in order to attend such functions.

Students should not “Skip” class because they know a substitute teacher will be covering their class. Tenured dancers know that the more teachers they are exposed to, the better they will be able to perform at auditions as they are adept at picking up multiple styles quickly.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Parking Lot Safety

Our school is located in busy downtown Albany. Please enter and exit our parking lot and surrounding parking spaces with extreme caution. Please cross the street after looking both ways. Always attend your child walking to and from the studio. Students ages 9 and under will not be allowed to leave the studio without a parent. Students will be instructed to stay in the office until a parent comes to get them. R.A.D will not be held liable for injuries incurred inside/outside of the building.

- Never park your vehicle in any area that is not a designated parking space.
- Please do not allow siblings to play in or around the front or back of the building.
- Please drop off your dancer in the back of the building for their safety.

Bathroom Policy

Our employees will not take students ages 3-6 to the restroom for safety reasons.

Instructors cannot leave their students unattended in class to escort a student to the restroom.

- We ask parents of this age group to stay in the lobby area if their child is not potty trained or if their child needs help in the restroom. In addition, it is best to visit the restroom before class begins to reduce the frequency of potty breaks.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

R.A.D students are expected to respect and willingly abide by all rules and regulations of the studio. Students are to conduct themselves in a courteous manner in the studio and at studio sponsored activities. Misconduct or poor attitude will result in the student's dismissal so that those who are interested in learning may do so without interruption.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.
- If problems continue to persist a meeting will be scheduled with the parent and Director.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of R.A.D to meet the child's needs
- Participation in drug and Alcohol Abuse
- Family Accounts are **30 days delinquent** in tuition
- Parents/Students negatively impact the studio atmosphere

Annual Recital

All students participate in our annual recital to be held at Russel Trip Performance Center on **June 23 & 24th, 2017**. **Dress rehearsal(s) will be held the morning of the 23rd.** **Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy.**

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. All students will typically perform multiple routines.

A big part of dance training includes learning through performance. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills.

Recital Handbook

NEW-In November we will post a recital handbook on our website and through e-mail with all the information parents and students need to know to make the recital experience enjoyable for all.

Recital Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. All students will need one costume for each dance form they train in.

- Costumes are delivered in March-April.
- Once costumes arrive we will try them on during class time to ensure a proper fit. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging.

- Some classes may require additional costume accessories. These accessories include, but are not limited to tights, gloves, socks, props, etc. Parents are responsible for purchasing these items.

In an effort to ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed during the December winter break. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume balances.

Costume Measurements

Students will be measured for costumes during regular class time during the month of NOVEMBER. Please make sure your dancer is present.

Costume Payment Schedule

Costume Price	Due Date
3-6 Year Old (\$TBD/per costume)	November 2 Balance for each costume due
Beg./Beg. Int. (\$TBD/per costume)	November 2 Balance for each costume due
Int. (\$TBD/per costume)	November 2 Balance for each costume due
Int. Adv. (\$TBD per costume)	November 2 Balance for each costume due
Adv. (\$TBD/per costume)	November 2 Balance for each costume due

Costumes will not be ordered for those accounts that have not paid the costume balance for each class they are enrolled in.

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. **Late payments will accrue a \$15 late fee.** Revolution Academy of Dance is not responsible if costumes are not received in time for picture week or the recital due to late payments. We cannot guarantee costumes will arrive on time for students who enroll after November 2016. Costume payments are the sole responsibility of the parent or guardian.

Recital Tickets

Tickets for the annual recital will go on sale in June. Tickets prices are **\$6 at the door day of recital.** No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

Recital Photos

Class photos are tentatively scheduled to take place **TBD** at R.A.D . Dates and times are subject to change. Please confirm your child's time on the updated schedule to be distributed the week of TBD.

- All students are required to be present for their class picture. There are no exceptions.
- After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled time since photo shoots tend to run ahead of schedule.

Parent Volunteers

The success of our recital relies on parent volunteers. If you are interested in helping backstage, please let our office manager know in May (or at any point you know).

Important Recital Dates

When registering your child with R.A.D, you commit yourself and/or your child to the following dates and events.

Date	Activity	Location
November 2	Costume Balances Due	R.A.D Studio
April TBD	Recital Photo Shoot (see recital handbook for more details)	R.A.D Studio
June 23 rd	Dress Rehearsal-10am	Russell Tripp Performance Center
June 23 rd	6:00PM SHOW	Russell Tripp Performance Center
June 24 th	2pm SHOW	Russell Tripp Performance Center

ADDITIONAL INFORMATION AND ACTIVITIES

Bring-a-Friend Week

September 26th-30th, 2016 is "Bring-a-Friend Week." Students may bring a friend (similar in age) to the school to experience a fun class designed for them and their guests. Students' friends attend class free of charge during this week.

Summer Program and Camps

Each summer R.A.D offers summer programs and camps for both current and new students. Summer activities are for children ages 5 to 18. A complete brochure of all summer programs will be distributed in April. We suggest early registration as these programs do sell out, especially the camps.

Welcome to our [R.A.D](#) Family!!!