



Parent / Student Handbook

2019

Andrea's Dance Academy

Andrea's Dance Academy

ACADEMY PHILOSOPHY

Andrea's Dance Academy offers high quality instruction in all areas of dance. We provide a nice, clean facility and workable class sizes so that students receive personal instruction at a reasonable cost. At Andrea's Dance Academy, our classes are designed to stimulate the enjoyment of dance while laying an important foundation for further training. As the student advances, the variety and intensity of the class work increases. We offer classes for beginners through advanced students, ages three through adult.

MISSION STATEMENT

Andrea's Dance Academy is a studio dedicated to teaching correct dance technique, theory and terminology for beginning through advanced students of all ages. We do not believe in over inflated prices for a lot of show. We believe in teaching the basics of the art form to provide a solid foundation both mentally and physically. This foundation enables the student to understand and perform dance at any level. It allows the student to appreciate the true beauty of the art form.

Our students are our first priority. It is our goal that they receive a positive and excellent education in dance.

Andrea's Dance Academy will never discriminate against any potential student based on body type, sex, race, ethnicity, or religious background. We do not accept students under the age of three.

Andrea's Dance Academy is NOT handicapped accessible.

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I. Contact Information

Below is the appropriate contact information for *Andrea's Dance Academy*. Please contact us when you need to inform us about something, or when you need information or have a question.

Owner/Manager: Miss Andrea Tester

Physical address: 31 Main Street, Fair Haven, Vermont, 05743

Mailing address: P.O. Box 2, Fair Haven, Vermont, 05743

Phone number: 802-377-5596

E-mail Address: andreasdance31@gmail.com

Website: www.andreasdanceacademy.com

Facebook: [Facebook.com/andreasdanceacademyvt](https://www.facebook.com/andreasdanceacademyvt)

II. Fees and Payments

Monthly fees

The monthly tuition for one dance lesson per week is \$60.00.

The monthly tuition for two dance lessons per week is \$100.00.

If there are three or more siblings from the same family there are discounts available. Please see Miss Andrea for what those discounts would be.

Private Lessons

Private lessons can be arranged with Miss Andrea or Miss Allison for \$30.00 per hour. Private lessons must be paid for at the time of the lesson.

Due Date

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All dance lesson tuitions are due no later than the 1st of each month.

Late Fees

Any dance lesson tuition paid after the 10th of the month will be subject to an \$8.00 late fee.

Payments

Payments for dance lessons can be made in cash or check only. When paying by check it should be made out to *Andrea's Dance Academy*.

Payments can be made in person, put in the drop box in the studio, or mailed to P.O. Box 2, Fair Haven, VT 05743.

Returned Checks Fee

There will be a \$35.00 fee for any checks not honored by the bank.

Refunds

Any refunds for dance lessons, when approved by *Andrea's Dance Academy* and in accordance with their policies for refunds, will be made by check.

III. Classes

Class Structure

See the Dance Schedule flyer for information

Attendance

Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents/guardians to stress the importance of attending class and rehearsals.

If a student will knowingly miss class due to illness, a conflicting activity, or appointment, they should notify *Andrea's Dance Academy* prior to class by calling 802-377-5596 or emailing andreasdance31@gmail.com.

Cancellations

Andrea's Dance Academy will make every effort not to cancel classes. There are certain situations, however, where class cancellations are unavoidable, such as severe weather, teacher illness or unavailability, and issues with the dance studio such as power outage. When this happens, every effort will be made to make notifications as soon as possible through email and postings to our Facebook page.

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When classes are cancelled, *Andrea's Dance Academy* will make every effort to try and make up the missed class, but due to scheduling constraints or teacher availability, this may not be possible. If the class is rescheduled, notification will be made through email and postings to our Facebook page.

Substitute teachers

Andrea's Dance Academy reserves the right to provide a substitute teacher in cases where the regularly scheduled teacher is unable to attend a lesson.

Scheduled Closures

Scheduled closures for holidays and teacher time off will be posted on the website and in the studio. Classes not held during scheduled closures will not be made up.

IV. Communication

Andrea's Dance Academy works hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all handouts and other school information. Please ask your child if they received any information each week. If you have any questions regarding the information distributed, we encourage you to contact the office at 802-377-5596. If you have any questions please check our website for the answers, www.andreasdanceacademy.com. If you cannot find the answer please contact *Andrea's Dance Academy* at andreasdance31@gmail.com.

V. Dress Code and Hair Policy

A dancer's attire and hair greatly determines the attitude toward their class work. Therefore, we require that the dress code is followed at all times. Instructors may not allow class participation by a student who regularly neglects this requirement.

Acceptable Clothing

Leotards (Leotard styles must reflect modesty)

Tights (Please do not wear tights with holes or bad runs)

Yoga pants

Stretchy comfortable clothing and socks

Shorts (appropriate length)

Andrea's Dance Academy attire (if designed for use during dance class)

We require that all dancers wear cover-ups when coming to and going from the building. If t-shirts are worn as a cover-up, they should be worn with pants, shorts, or a skirt

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For boys:

T-shirts

Pants (no jeans)

Shorts

Prohibited Items

Jeans of any kind

Baggy clothing

Any type of clothing that has offensive or vulgar images or writing

Watches, bracelets, necklaces, and dangly earrings may not be worn during class

Changing rooms

Changing rooms are provided for students to change into and out of dance attire.

Proper behavior and etiquette is required by all students when using the changing rooms.

Cold Weather Clothing

Students are encouraged to wear warm clothing; coat, hat, gloves, and warm pants, to and from the studio during cold and inclement weather. Coat racks and storage cubbies are provided for storage of clothing during dance class.

Hair Policy

All students must wear their hair secured away from their face and off their neck.

VI. Arrival and Departure

Arrival

- We suggest that students arrive 5 -10 minutes early to prepare for class.
- Students may be asked to observe class if they arrive more than 10 minutes late.
- Students should wait quietly for their class to begin.
- Students should use the restroom before class, not during class. (Adults, please help with this process/task).
- All dancers must wear clothing over their dance attire as they come and go into the studio.
- A parent/guardian should accompany any student under 10 years of age into the studio for drop-off and pick-up.

Departure

Andrea's Dance Academy

- Students who are 15 years old and younger, can only be picked up by individuals listed on the *Student Pick Up List* on the back of the registration form. Prior notification to *Andrea's Dance Academy* must be made if anyone other than a person listed will be picking up the student.
- To ensure the safety of your children, please arrive 5 minutes prior to the end of class.
- Students should wait inside the building to be picked up by their parent/guardian.
- A parent/guardian should accompany any student under 10 years of age into the studio for drop-off and pick-up.
- Students are not to be left at *Andrea's Dance Academy* for an excessive time before and after lessons. Students will not be permitted to leave the studio by themselves unless *Andrea's Dance Academy* has been advised that they were given permission by their parents.
- *Andrea's Dance Academy* will not be responsible for students allowed, by their parents, to leave the building unaccompanied.
- Please remind your children to always remain in groups or with an adult if they are departing the studio premises.
- All dancers must wear clothing over their dance attire as they come and go into the studio.

VII. Class Etiquette

Bullying and Hazing

Bullying or hazing students by another student, a sibling, an adult, or a teacher will absolutely not be tolerated and can result in immediate dismissal from *Andrea's Dance Academy*. Bullying and hazing refers to any name calling, belittling, unkind remarks, intimidation, unwanted or unwarranted touching of any kind, disturbing any of the students personal property, or any behavior deemed as bullying or hazing by *Andrea's Dance Academy*.

All students, siblings, and parents are required to use positive reinforcement and positive comments when speaking to or about another student.

If any student feels they are being bullied or hazed, they should immediately report it to Miss Andrea and to their parents. *Andrea's Dance Academy* will investigate all allegations and take immediate and remedial action if required.

Respect

Andrea's Dance Academy

Students are expected to treat each other, teachers, and staff with the utmost respect, using appropriate language and good manners in every aspect of *Andrea's Dance Academy*. Students who do not adhere to this request may be asked to sit out of class. In cases of severe disrespect to another student or a teacher, dismissal from *Andrea's Dance Academy* may occur.

Students arriving for class or leaving class are not to disrupt the class taking place on the dance floor.

Arriving on Time

Students are expected to arrive on time for class, giving them enough time to change clothes if necessary.

Students who arrive more than 10 minutes late may be asked to sit and observe the remainder of the class.

If a student knows they will be late to class, they should immediately notify their teacher.

Wait for Teacher's Permission to Enter the Studio

Students should not walk out onto the studio dance floor unless they have permission of the dance teacher.

Prohibited Items

No food or chewing gum is allowed in the studio.

Other than a water bottle with a secured lid, no drinks are allowed in the studio.

Water bottles are not allowed on the dance floor.

Electronics and cell phones are not permitted on the dance floor, and should not be used by students during class without the teacher's permission.

Pets of any kind are not permitted in studio.

Keep a Positive Attitude

Students should always keep a positive attitude about dance and dance class.

Students are encouraged to ask questions of their teachers as long as they are recognized by their teacher and the question is relevant to the class work.

No Talking, Running or Horseplay During Class

Parental Involvement

Andrea's Dance Academy

We encourage parental involvement by communicating regularly with information about important studio news and events. We want parents to observe their child's progress and to offer encouragement and praise for his/her accomplishments.

Parent teacher conferences can be scheduled by calling Miss Andrea Tester. Please do not approach the teacher immediately before, during, or after a class to discuss your child's progress in the class. Please call and schedule a time.

VIII. Safety and Security

Pick Up Policy

Students, who are 15 years old and younger, can only be picked up by individuals listed on the *Student Pick Up List* on the back of the registration form. Prior notification to *Andrea's Dance Academy* must be made if anyone other than a person listed will be picking up the student.

To ensure the safety of your children, please arrive 5 minutes prior to the end of class.

Students should wait inside the building to be picked up by their parent/guardian.

A parent/guardian should accompany any student under 10 years of age into the studio for drop-off and pick-up.

Please remind your children to always remain in groups or with an adult if they are departing the studio premises.

Emergency Contact Information

Parents are required to keep updated emergency contact information on file at *Andrea's Dance Academy*.

In the case of an emergency, *Andrea's Dance Academy* will always attempt to contact mom or dad first. If they cannot be reached, they will contact the individuals listed in the emergency contact section.

Emergency Evacuations

In the event that the studio or building has to be evacuated due to smoke, fire, CO₂, or building damage, the students will be escorted to the Dunkin Donuts / CitGo Station located across the street from the building. All students will remain with the teacher until picked up by a parent, legal guardian or other person listed on the registration form.

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Appropriate Behavior

Horseplay, roughhousing, running, yelling, or any behavior that is detrimental to the class is prohibited and will not be tolerated. Students are required to walk while in the studio. There is no talking during dance class.

Students are to be respectful and use appropriate behavior while in the dressing rooms. At no time may boys and girls be in the same dressing room at the same time, regardless of age.

Only one student is allowed in the bathroom at a time.

Fighting will not be tolerated and may result in immediate dismissal from *Andrea's Dance Academy*.

Leaving the Studio

Students must receive permission from the teacher before leaving class if they are leaving before the class is over.

Alcohol / Drugs / Tobacco

Alcohol of any kind and in any amount is not allowed in the studio, stairwell or foyer at any time.

Drugs of any kind and in any amount are not allowed in the studio, stairwell or foyer at any time.

Smoking and vaping are not allowed in the studio, stairwell or foyer at any time. Tobacco products and vaping products are not allowed in the studio at any time. If a parent needs to smoke while waiting for their child, they must go outside and be at least 25 feet from the sidewalk entrance to *Andrea's Dance Academy*.

Students and/or adults who violate the above policy may be dismissed from *Andrea's Dance Academy*.

Injuries

If any student is injured while attending class, the following will take place:

- Appropriate first aid will be rendered for minor injuries (ice, band aid, etc).
- In cases of severe injuries, and if no parent or legal guardian is present in the studio, the *Andrea's Dance Academy* teacher will determine if 911 should be summoned.

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- The parent or legal guardian will be notified. In cases of severe injury, and the parent or legal guardian cannot be reached, the individual on the emergency contact list will be contacted.
- An injury report will be filled out and shared with the parent/legal guardian.
- In cases of a diagnosed concussion or severe injury, *Andrea's Dance Academy* may require a doctor's release before the student can rejoin classes.

Custody Orders / Restraining Orders

If there are custody orders limiting a parent's contact or restraining orders regarding a parent or legal guardian, Miss Andrea Tester must be made aware of them and copies of the orders must be on file in the studio. At no time will any member of *Andrea's Dance Academy* attempt to enforce any of these orders, but we will contact the appropriate law enforcement agency for assistance.

Inclement Weather

The safety of our students, teachers and parents is of utmost concern. If the weather is bad (snow, ice, or dangerously cold), we may cancel classes. Sometimes the weather and roads may clear in time for our afternoon classes. Please call the studio or check Facebook or our website for inclement weather updates.

Lost Items

Please label all belongings. A lost and found box can be found in the studio's dressing area. Students are encouraged to leave valuables at home. The studio cannot be held responsible for lost items.

IX. Illness Policy

Illness

If your child is ill, please do not bring them to class. Make-up classes are available in cases of illness, injury or emergency.

If your child has had a fever, vomiting or diarrhea in the past 24 hours, please do not attend class.

If a student becomes ill during class, the teacher will contact the parents or emergency contacts to come and pick them up immediately.

Restroom is located in front of the studio for hand washing.

Allergy Policy

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In order to keep our severely allergic children safe, we request that students and families refrain from bringing any food products or pets into *Andrea's Dance Academy*.

Siblings / Friends

Siblings, relatives or friends who are ill should not visit *Andrea's Dance Academy*.

X. Refunds

Andrea's Dance Academy refund policy is as follows:

Class Cancellation

If more than one class is cancelled during the month and cannot be made up, the student will be issued a refund for the missed classes.

Injury / Illness

If the student is going to miss two or more classes during the month due to illness or an injury, and they cannot be made up, the student will be issued a refund for the missed classes.

Withdrawal from the Academy

If a student voluntarily withdraws from *Andrea's Dance Academy* and gives at least two weeks' notice, the student will be issued a refund for the remaining classes.

If the student voluntarily withdraws from *Andrea's Dance Academy* with no prior notice, they will not be issued a refund for any remaining classes.

Suspension or Dismissal from *Andrea's Dance Academy*

If a student is suspended or dismissed from *Andrea's Dance Academy* for violation of any policy or because of bad conduct, they are not eligible to receive a refund for any remaining classes.

Pro-Rated costs of Classes

Students who pay \$50 per month have a per-class cost of \$12.50.

Students who pay \$75 per month have a per-class cost of \$9.50.

Refund Checks

All refunds will be completed by check and mailed to the residence of the student.

XI. Enforcement of Policies

Purpose

The safety, security, and well-being of our students, parents, teachers, staff, and visitors are taken very seriously by *Andrea's Dance Academy*. The purpose of these policies and procedures are to ensure a safe and fun environment for our students to learn and to dance.

Disciplinary Process

Should a student violate any of these policies, or behave in any manner detrimental to the safety, well-being, or enjoyment of the class, *Andrea's Dance Academy* has the obligation to take appropriate disciplinary action. The disciplinary action may involve one or more of any of the following, depending on the severity of offense:

A discussion between the student and Miss Andrea.

A meeting with the student and the student's parents.

The student being asked to sit out of class and observe for a portion or all of a dance class.

The student being issued a written notification of their offense and what possible actions may occur if it occurs again.

Suspension from one or more classes.

Dismissal from *Andrea's Dance Academy*.

All disciplinary actions will be documented and shared with the student's parents.

Changes/Updates

Any changes or updates to this Parent/Student handbook will be given in writing to each parent/student.

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XII. Miss Andrea Tester

Miss Andrea began dancing at the age of 2 in Union City, California, dancing tap and jazz. She moved to Orwell, Vermont in 2004, and immediately resumed her dancing with “All that Jazz” in Brandon with Bobbi Hutchins. She spent five years dancing with All That Jazz learning techniques in ballet, tap, jazz, and hip hop. During her time with All That Jazz, Miss Andrea performed in numerous recitals and performed solo dance numbers.



In 2009 Miss Andrea joined the McFadden Academy of Irish Dance in Colchester, VT. Over the next 10 years she learned Irish Dance in both hard shoe and soft shoe.

During her 10 years with McFadden Academy of Irish Dance she competed in dance competitions all over New England and south-east Canada winning dozens of trophies and medals. For seven years Miss Andrea also participated in the New England Regional Oireachtas held in Providence, Rhode Island and Hartford, Connecticut, placing as high as 13th for all of New England in her age group.



In addition to dancing competitively, Miss Andrea has performed during First Night Burlington at the Flynn Center, for Irish Festivals, on St. Patrick's Day at numerous events, and in nursing homes and elementary schools, just to name a few.

For two years while at McFadden, Miss Andrea was an assistant teacher, teaching and choreographing Irish dance for students in the Beginner, Novice, and Prize Winner classes.

While in high school in Fair Haven, Miss Andrea joined the dance club where she choreographed numerous dances in hip hop and jazz. The dance club performed at school assemblies, halftime of sporting events, and at talent shows. Miss Andrea was also on the cheer squad all four years of high school where she helped choreograph dance numbers for football game halftime shows. She served as Captain in her senior year.

During her freshman year of college Miss Andrea once again joined the dance club, assisting with choreography for that group as well.

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Miss Andrea is currently a sophomore at Castleton University where she is a Music Education Major. She is a member of the Spartan Athletic Band, Wind Ensemble, and the University Chorale.

While being a full time college student she is also an active member of The Rainbow Girls of Vermont and is an assistant coach for middle school basketball and softball.

To be creative means
to be in love with life.
You can be creative
only if you love life
enough that you want
to enhance its beauty,
you want to bring a
little more music to it,

a little more poetry to
it, a little more dance
to it.

Osho

