

Student and Parent Handbook for 2023–2024

This handbook states all of the Family Museum Dance policies and procedures for the upcoming year.

REGISTRATION POLICIES:

Registration is on a first come first serve basis and accepted by mail-in only. There is a \$15 non-refundable registration fee per student due at the time of registration. Registration of a student is a full year agreement. Please know that we try to accommodate as many dancers in as many classes as we can, but because of space, time, and staff limitations, we cannot accommodate everyone in every style of dance. If your child is placed on a wait list, we do add new students to classes through December as space becomes available. Returning students on a wait list will be given priority registration for the following year.

TUITION POLICIES:

All tuition fees and payments for classes attended are non-refundable. Classes at the Family Museum may be suspended immediately without notice because of unforeseen events such as closure due to weather, teacher illness, government action, pandemic, or any other event beyond the Family Museum's control. These events will not entitle the parent(s) or guardian to a tuition refund or class credit. Please note, we have included one free day in our schedule for which you have not been charged. Any classes canceled for any reason beyond the one free day will not be made up and do not entitle the parent(s) or guardian to a tuition refund or class credit.

You may choose to pay your dance fees automatically and be billed on the day of your choice each month. Please indicate the automatic monthly billing choice of payment on your registration form. If you choose automatic billing, the \$10 processing fee is waived. Please be sure that you include the 3 digit security code from the back of your credit card, and be sure that your credit card does not expire before the end of the school year. To be billed in monthly installments without automatic billing, there will be a one-time service charge of \$10 per family to cover mailing and processing. If you do not choose monthly billing, your tuition will be billed in two installments, due on September 1 and February 1. Please note that Monday classes meet less frequently because of holidays – your bill will reflect the prorated rate. Please note that the production fees are billed separately, and will be due mid-October. If you choose automatic billing, your credit card will be charged automatically for your production fees. Once costumes are ordered, production fees are non-refundable.

CONTACT INFORMATION:

Jessica Halfhill, Dance Coordinator: 563-344-4151 or jhalfhill@bettendorf.org

Chelsea Bankes, Dance/Museum Educator: 563-344-4163 or cbankes@bettendorf.org

Caitlyn Smyth, Dance Educator: 563-344-4109 or csmyth@bettendorf.org

Julie Klein, Registration and Billing: 563-344-4170 or jklein@bettendorf.org

Kim Kidwell, Museum Director: 563-344-4166 or kkidwell@bettendorf.org

YOUTH PROTECTION ADVOCATES IN DANCE

The Family Museum is a certified YPAD organization, marking our commitment to keeping kids happy, healthy and safe in dance. Each of our dance staff members has undergone a background check and received training in CPR, abuse awareness and prevention, injury prevention and response, and safety and emergency preparedness. Additional training in wellness and development of young dancers covers social media safety, today's dance culture, developmentally appropriate artistry, body image, nutrition, disordered eating, bullying, and conflict resolution. For more information about YPAD, please visit:

www.ypadnow.com

SPRING PRODUCTION:

The annual Spring Production is an opportunity for all students in our program to display, in a performance setting, what they have been learning during the year. Performing is an integral part of a student's training and we encourage participation. Production fees cover the cost of costumes and fees for our year-end performances.

- There is a production fee of \$75/class for PreBallet 1 & 2; Ballet 1 & 2; Tap 1 & 2
- There is a production fee of \$85/class for Ballet 3 & higher, Tap 3 & higher; all levels of Jazz, Hip Hop & Modern.
- NO FEE: Session classes, Creative Movement, Pre-Pointe or Pointe (these classes do not participate in spring production)

PLACEMENT:

When placing students in a level, the Family Museum dance staff look at each dancer individually to determine in which class we feel your dancer will be most successful. While we do have some age guidelines for beginning each style of dance, placement in each level of our program is determined by assessing your child's ability as compared to our curriculum, the quality of your child's technique, and preparedness for the next level. The Family Museum's class levels do not necessarily match other dance schools in the area. As children progress physically at different rates, it is not uncommon to have children of different ages in different levels. This is especially true for those who dance more frequently. Many of our classes are designed to be repeated for a minimum of two years, so being placed in the same level for more than one year is not unusual. Family Museum dance staff welcome discussion with parents/guardians regarding a student's placement and progress. If you would like to discuss your child's placement with your teacher, please call 563-344-4151 to set up an appointment.

Family Museum Dance staff will evaluate students based off of a set of leveled standards during March of each school year. Advancement in levels will be the decision of the faculty and staff, and based upon the dancer's ability to be successful in the next class level. All placements are final and are made to provide students with the best chance for success and with the safety of the dancer in mind. If a recommended class does not work with your schedule, you may opt to enroll in a class at a lower level. For safety reasons, dancers may not enroll in classes at a higher level than recommended.

POINTE and PRE-POINTE:

Enrollment in Pointe or Pre-Pointe classes is by invitation only. Students will be placed on Pointe after careful evaluation of strength and flexibility in the legs, feet, ankles, hip-rotation, abdominals and back. Before students will be considered for pointe work, they must be enrolled in a minimum of two ballet technique classes per week. Not only must they be proficient in their technique and strength, but they must be able to pass a series of 9 pointe-readiness tests.

ATTENDANCE:

Students are expected to attend all of their classes and to be punctual. Consistency is essential for the dancer's progress. Proper muscle warm-up is necessary to prevent injury. If a student arrives 10 to 15 minutes late to class, they may be asked to sit and observe. Please notify your teacher if absences are necessary. Dancers with less than a 75% attendance rate for the year will not be allowed to advance to the next level.

NANCY EVANS MEMORIAL SCHOLARSHIP FUND:

As an educator and dance instructor, Nancy Evans dedicated over 20 years to working at the Family Museum, leaving an impact on countless students and families during her time here. To honor the memory of such an influential educator, the Nancy Evans Memorial Scholarship Fund was created to assist families facing financial hardships, ensuring that children still have the opportunity to participate in classes and lessons despite these difficulties.

Scholarship applications will be accepted each fall until December 1.

To apply, please contact Jessica at jhalfhill@bettendorf.org. If you

would like to help us continue to support families in need by making a contribution to the fund. Please visit www.familymuseum.org/donate or contact Jessica Halfhill at 563-344-4151 to make your donation.



*Nancy Evans Memorial
Scholarship Fund*

DRESS CODE:

Dancers not in proper dress code or without proper footwear may be required to sit out of class for safety reasons. Please do not send your dancer to class in a costume. Hair for all dancers must be pulled back off of the face (ponytail, braid, etc). Short hair must be pulled off the face with barrettes or headband. Dancers in Ballet 3 and higher are required to wear their hair in a bun. No excessive jewelry. Small earrings and necklaces are fine, but please leave large, dangling jewelry at home.

ATTIRE:

- **Teachers are happy to work with students and families to find attire that makes each dancer comfortable in class. Please do not hesitate to reach out to your teacher with questions about attire.**
- **Ballet:** Females should wear a solid color leotard, optional chiffon ballet skirt (no tutus or costumes), pink or skin colored footed tights with matching leather or canvas ballet shoes (not the Isotoner slippers). Ballet shoes should fit like a glove and should not have more than ½" extra room at the toe. If you are unsure about fit, please ask your student's teacher. Male/gender neutral students should wear fitted black shorts or leggings with compression undergarments, a white t-shirt and black ballet shoes.
- **Jazz:** any color leotard with optional fitted long sleeved cover up, skin colored or black tights with matching jazz shoes, and optional black spandex shorts or leggings. You will need skin tone shoes for performance. Male or gender neutral students should wear fitted, solid colored activewear and black jazz shoes.
- **Tap:** Tap 1-3: any color leotard, pink or skin colored tights, optional skirt or spandex shorts or leggings; Tap 4 & up, male, or gender neutral students: activewear (no jeans). All tap students should purchase black tap shoes, with **Tap 4 level and higher requiring black, full-sole, oxford style tap shoes.**
- **Hip Hop:** t-shirt or sweatshirt, sweatpants, shorts, or leggings, black high-top Converse sneakers. No jeans. **Do not wear your street shoes for class, and do not wear your hip hop shoes outside.**
- **Modern:** Females should wear any color leotard with footless tights or leggings; Male or gender neutral students may wear fitted solid, colored activewear; bare feet
- **To purchase new dancewear or shoes,** we suggest Discount Dancewear online at www.discountdance.com. You can search for the Family Museum's suggested shoes and body wear by clicking on the "Teachers" link on the Discount Dance homepage. Enter code **TP27080** for a discount on your first order and to continue to support the Family Museum Dance program. We also have a shoe swap at the Museum – donate a pair of shoes you have outgrown and take a pair of the next size. We cannot guarantee that we have all sizes available.



PARENT OBSERVATION:

During the Fall & Spring there will be a Parent Observation Week. Parents are invited into the studio to watch their child's class. To minimize distractions, we ask that parents (without siblings, extended family, or friends) watch the entire class, without the use of cell phones. Parent Observation dates will be announced in September.

PARENT CONFERENCES:

If you have any concerns or questions about your child's dance class, progress, summer dance workshops, etc., please call or email to schedule an appointment with our dance staff.

SAFETY AND PICK UP PROCEDURES:

Parking or stopping along Learning Campus Drive for drop off or pick up is not allowed. Please pull into a parking space to drop off or wait for your dancer.

Please note that the Family Museum exhibit galleries close at 6 PM Monday through Thursday. The Museum's main entrance doors will remain unlocked for 15 minutes after our last class of the evening has started. All dancers and parents must stop at the Welcome Desk to let the Visitor Services Staff know they are here for dance class or to pick up a dancer. Admission to drop-in programs, Imagination Studio and the exhibit gallery is not included in your dance class tuition. If you would like to participate in a drop-in program or visit the exhibits before or after your dance class, please show your Museum membership card or pay the admission fee at the Welcome Desk.

Dancers under age 10 who are being dropped-off for a dance class must be escorted to and from the dance studios by a parent or guardian. Dancers under age 10 who are being picked-up from dance class will not be allowed to walk to the front of the Museum alone. A parent/guardian must meet the dancer at the studio door. Prompt retrieval of your child is appreciated. Dancers ages 10 & up are allowed to walk to the front of the Museum alone, and will be allowed to exit the building to meet parents in the parking lot. Please let your teacher know if someone other than a parent or guardian will be taking your child home. Students should wear cover-ups and street shoes when coming to and from the studio. Students are not allowed in the studio without the permission of an instructor.

TEACHER-STUDENT CONTACT:

In teaching the art of dance, it is entirely appropriate for a teacher to touch a student to correct the student's posture, the physical line or position of the student's body or part of their body, or to help a student hold a position. The Family Museum does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the Family Museum, parents acknowledge that it is Family Museum Dance Program practice to correct students with physical contact. If you would not like us to make physical contact with your dancer, please let your child's teacher know. We gladly honor all requests.

WEATHER POLICY AND SNOW DAYS:

Please refer to local media sources regarding Bettendorf Schools' cancellations. We will also publicize our cancellations on our website's main page – www.familymuseum.org.

- If inclement weather conditions in the morning cause Bettendorf Schools to cancel classes for the day, all dance classes scheduled at the Family Museum for the day will be canceled and the Museum will close at 5 p.m.
- If inclement weather conditions in the morning cause Bettendorf Schools to delay the start of classes, dance classes will take place at their usually scheduled times.
- If inclement weather conditions that develop during the day cause Bettendorf Schools to release early and cancel evening activities, dance classes for the evening will be canceled and the Museum will close at 5 p.m.
- If inclement weather conditions develop after 2 p.m., or the regular release time for Bettendorf Schools, a decision regarding dance classes will be made based on existing or forecast conditions. This decision will be publicized on the Family Museum website and social media by 3 p.m.
- If Bettendorf Schools are 100% remote, the Director along with the Director of Public Works will make the decision on whether or not classes are held.

COMMUNICATION:

Monthly news will be sent home via email and posted in the cases outside of the dance studios. If you would like to be added to our email list for monthly emails, please send a message to jhalfhill@bettendorf.org. You can find more information about the Family Museum at www.familymuseum.org or by following us on Facebook or Instagram @familymuseumdance.

GOOGLE CLASSROOM:

For up to date information, to stream your spring production music, and keep your important documents only a finger click away, please join our Google Classroom by visiting www.classroom.google.com on your laptop or desktop computer, or download the Google Classroom app to your mobile device. You must use a personal email account to join. Students will not be able to use their school email address that is already associated with a Google Classroom to join. Our classroom code: **czkvaot**

STUDENT CONDUCT:

As a Youth Protection Advocates in Dance certified program, the Family Museum is committed to maintaining a safe, happy and healthy environment that allows all students to participate in and fully enjoy their dance training. By enrolling in the Family Museum Dance Program, parents and students agree to abide by the following codes of conduct:

MANNERS FOR DANCERS

Dancers show respect for themselves by:

- Wearing street clothes over their dance clothes when coming to or leaving the studio.
- Being prompt for class.
- Being dressed properly for class before entering the room, without jewelry other than small earrings, and with drawstrings either tucked in or tied in a knot and cut off.
- Having their hair out of eyes and up off the neck; For shorter hair, pulled back from the face with a headband or clips is acceptable.

Dancers show respect for others by:

- Respecting the wishes of fellow students regarding mask wearing and personal space.
- Keeping their hands to themselves during class.
- Waiting quietly for others to have a turn and for instructions from the teacher.
- Talking with one another only during share time.
- Having considerate and respectful behavior.
- Knowing where to stand. Give yourself and others room to dance.

Dancers show respect for their teacher and the art form they are learning by:

- Listening when the teacher speaks.
- Being prepared for their turn.
- Asking before leaving the room for any reason and upon returning, entering quietly.
- Communicating with their teacher. Don't be afraid to ask or answer questions. Speak to your teacher before class if you are injured or need modifications.
- Minding their manners. Don't sit down unless directed to do so. Yawning, talking, whispering, or having private giggles with your friends is not polite in dance class.
- Always thanking their teacher at the end of class.

Dancers show respect for the studio by:

- Not wearing street shoes in the dance studios.
- Only bringing spill-proof water bottles into the studios.
- Never hanging or leaning on the barre.
- Never running or doing gymnastics in the studio or Museum hall.
- Putting trash in its proper place.
- Always keeping all belongings zipped inside their dance bag in the cubbies.

Parents show respect for the dance class, teacher and studio by:

- Having students ready for class before entering the classroom.
- Having students at class on time and picking them up promptly after class.
- Knocking before entering the classroom if class is in progress.
- Standing away from the viewing window if it becomes obvious that students are being distracted.
- Not letting siblings stand and hit the viewing window or open the studio door.
- Making sure your child has had the opportunity to go to the restroom before class.
- Letting us know in advance if possible if a student will be absent.
- Clearly marking all items with the child's name and leaving toys at home.