



South Dayton  
SCHOOL OF DANCE

STUDENT  
*Handbook*



# HISTORY & VISION

The South Dayton School of Dance was founded by Elizabeth Karns in 1986. Miss Liz had a vision of creating a school to train world class well rounded dancers. Since then, SDSD has done just that with numerous former students dancing and teaching professionally. Since its inception, SDSD students have trained in ballet, modern, tap, jazz, and so much more. Over the schools 35 year history, Elizabeth Karns, Gigi Gardner, Gina Walther, Julie Anderson, and Erin Robbins have all served as owners with Miss Erin being the sole owner since 2023.

The South Dayton School of Dance is committed to providing the highest quality classical dance education by boasting a faculty of which each member has either a college degree in dance, professional dance experience, or both. SDSD prides itself on creating a family atmosphere where all feel welcome to fall in love with the joy of dance.

# STUDENT & PARENT BEHAVIOR POLICIES

**Email/Text Communication:** Email is our primary means of communication with parents. Our official email address is [southdaytonschoolofdance@gmail.com](mailto:southdaytonschoolofdance@gmail.com). Please check your email often for new information and updates from SDSD. If you are not receiving our emails, please check your spam or junk folder first, and then email us if the issue persists. Additionally, we send a monthly newsletter with an abbreviated schedule, reminders, and information about upcoming events, and more! Texts will only be sent for very important reminders or in emergency situations.

**Attendance and Promptness:** Attendance will be monitored closely. Absenteeism will slow down your child's progress as well as the progress of the entire class. We are committed to developing your child's talents to their fullest potential; therefore, attendance is expected at each scheduled class. Part of a student's attendance includes being on time. Dance students are expected to arrive 5-10 minutes prior to class. If a student arrives more than 10 minutes after the start of the class, the instructor will have her/him sit, observe, and not participate for their own safety as they will have missed the warmup. Recital participation requires consistent attendance.

**Student Absence Policy/Make-Up Classes:** If your dancer will be absent from a class, we ask that you enter this absence into our Parent Portal so that our instructors can plan accordingly. Make-up classes are available only if the dancer is ill or if there is a family emergency. Make-up classes are not permitted for absences resulting from participation in other activities. If you will miss a class due to illness or emergency, you must schedule your makeup class on the Parent Portal. All missed classes must be made-up within 1 month of the class missed.

**Behavior Standards:** South Dayton School of Dance strives to protect and foster the interests of all dancers and their families at all times. SDSD dancers and their parents/guardians are expected to behave in a socially acceptable fashion and in furtherance of the wellbeing of all dancers, faculty, staff, guests, partners and volunteers. South Dayton School of Dance has adopted a strict policy against harassment of any kind. Statements made in any form: verbal, written or electronic, and/or behavior that are of racial, ethnic, sexual, violent, threatening, harassing, bullying or demeaning in nature will not be tolerated.





# TUITION POLICIES

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- The SDSD school year consists of 32 classes.
- There is a \$40 registration fee per student.
- For your convenience, your overall yearly tuition cost is divided into a 9-month payment plan of equal monthly installments.
- Tuition installment payments are due on the 1st of each month.
  - If your account still has an active balance as of the 2nd your payment will be processed automatically to your card on file.
  - If your payment is later than the 2nd for any reason or your card on file is declined a \$25 penalty fee will be added to your account and your dancer will not be permitted to participate in classes until your balance is paid in full.
- Our preferred method of payment is card via our Parent Portal, however we also accept payment in the form of cash or check (made out to SDSD).
  - Cash or check payments must be received by close on the 1st to prevent your card on file from being charged.
- Statements are only emailed if your account is delinquent.

## Refunds/Early Withdrawal Policy:

- No refunds will be given for pre-paid tuition.
- In the unlikely event that a student needs to withdraw early, the student will need to drop the class by notifying us in writing by email or through our parent portal.
  - This must be completed to close the account and thus, prevent further billing. If you do not notify us, your account will continue to be charged each month.
- A student's absenteeism does not affect tuition payments.

## Tuition Discounts:

- Tuition Discounts cannot be combined.
- The greater discount will be used on each family account.

### 1. Family/Multi-Class Discounts:

- 4 classes per week = 5% discount
- 5 classes per week = 10% discount
- 6 classes per week = 15% discount
- 7+ classes per week = 20% discount

### 2. Payment in Full Discount: Receive 5% off payment of full-year when paid at time of registration.

- Recital & Recital Costume Fees must be included at time of payment.
- Recital, Costume, and registration fees are not discounted.

# INSTALLMENT PAYMENTS & TUITION SCHEDULE

## Installment Payment Amount:

45 Minute Class: \$55

60 Minute Class: \$60

75 Minute Class: \$65

90 Minute Class: \$67.50\*

\*price shown reflects 5 class -  
10% discount, Single Class \$75

30 minute Class: \$85/6 week session

## Installment Payment Schedule:

Payment #1	Due with Registration
Payment #2	Due on or before October 1st
Payment #3	Due on or before November 1st + Recital and Costume Fees
Payment #4	Due on or before December 1st
Payment #5	Due on or before January 8th
Payment #6	Due on or before February 1st
Payment #7	Due on or before March 1st
Payment #8	Due on or before April 1st
Payment #9	Due on or before May 1st



# BUILDING POLICIES

## Drop Off/Pick Up/Parking Lot Policies:

- Dancers should be dropped off for class no earlier than 10 minutes prior to the start of their class and should be picked up no later than 5 minutes following the conclusion of their class.
- Parents are not permitted to stay in the drop-off/pick-up area during their child's class. Parents are welcome to wait in our parking lot or to explore the shopping center. We will call you if any issues arise.
- For safety reasons, students will not be permitted to enter or exit the building unattended.
- Parents must park and come into the studio to the drop-off/pick-up point to pick up their children.
- For the safety of our students, please do not illegally park your vehicle in the fire lane, or directly in front of our entrance.
- **Parking Lot Dress Code:** All Students are required to wear street clothes over their dance attire when entering or exiting the school.
  - Please do not allow your child to wear his/her dance shoes outside on the pavement. Imbedded rocks, pebbles, sand and dirt are very hard on our professional marley dance floors.

## Classroom Policies:

- Students will bring all belongings including dance bags, shoes, coats, etc. into the studio with them.
- Parents are not permitted to enter the classroom to help their students with shoes, coats, etc. This must be done in the Drop-off/Pick-up area.
- During class all personal items including shoes, clothes, electronics, etc. must be stored in a closed bag against the wall.
- All electronic devices must be on silent and stowed away during class time.
- Please do not allow your child to bring toys or other unnecessary items to the studio. We are not responsible for the security of these items and they are a distraction to your dancer as well as others.

## Dancer Lounge Policies:

- Dancers age 9 and older who have 2 or more classes on a given day are permitted to use our Dancer Lounge to eat and do homework.
- Parents are not permitted in the Dancer Lounge
- Dancers are required to clean up after themselves and make sure that all trash ends up in the trash can.
- Dancers must leave the Dancer lounge exactly the way that they found it
- This means putting benches, tables, etc. back to their original location
- Dancers are NOT supervised by an adult while using the Dancer Lounge. Use of the lounge is at the risk of the student and parent.

# DRESS & HAIR CODE

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- The established dress and hair codes will be strictly enforced.
- Students not meeting the specified attire and hair dress codes will be asked to sit and watch class until dress and hair codes have been met.
- Uniforms create a structured, disciplined class environment, and have a positive effect on a student's attitude in class.
- Most professional & pre-professional organizations do require uniforms for dance classes.
- Uniforms reflect quality training & atmosphere and help to instill school pride.
- Teachers need to see a student's body in order to help with proper body alignment.

## Hair Code:

- All Female Dancers:
  - High Ballet Bun secured with a hair tie, at least 4 bobby/hair pins, and a hairnet.
- All Male Dancers
  - Hair should be kept out of the face at all times.

## Dress Code:

- All items in our Dress Code are required for students.
- All required items are made by Eurotard Dancewear may be purchased online via the QR code below or locally at Got Dance?
  - We highly encourage you to call this store before going as they change their hours often and sometimes without notice (937) 438-1111.
- Age appropriate styles have been selected for best comfort and longest wear.
- Quality dancewear and shoes make a substantial difference in a dancer's performance.
  - While it may seem tempting to purchase dancewear at Target or other department stores, these items are not designed for classical dance training.



# OTHER POLICIES

**Weather Closing Policy:** In the event of inclement weather or poor road conditions, classes may be cancelled for the safety of our students and faculty. When Centerville City Schools are closed due to the weather, SDSD will also be closed. Please check your email for a notification of closure and also our social media accounts will be updated. A text may also be sent to your primary contact phone number. Students may schedule a make-up class for classes cancelled due to weather, which must be used within one month of the missed class date. SDSD does not credit, refund, or pro-rate tuition for classes cancelled due to poor weather.

**New Students:** Students new to SDSD, with previous training, are required to participate in a short, 10 minute placement class prior to registration to ensure the best and most appropriate placement. Please email or call to schedule an appointment for a placement class.

**Recital Policies:** SDSD hosts a year-end recital at the end of every school year. This year, our Recital will take place on June 1st, 2024 with a mandatory dress rehearsal on May 31st, 2024.

- Fees associated with our year end recital are due with your 3rd installment payment which is due on or before November 1st.
  - The Recital fee is a flat \$50 fee per student.
  - Costume fees vary based on level:
    - Dancers in our Pre-Levels (Mommy & Me, Creative Movement, Pre-Ballet, Pre-Ballet 2, Pre-Tap, Pre-Tap 2, Pre-Jazz) will purchase their costume for a \$65 fee per costume.
    - Dancers in our Level 1 classes and above rent their costumes from our costume closet for a fee of \$15 per class.
      - Costumes that are rented must be returned directly following your dancer's performance.
- Participation in our Recital is optional however we ask that you let us know regarding your participation by November 1st when Recital Fees are due.





# CLASS REQUIREMENTS

As your dancer develops and advances through our curriculum, certain levels have specific class requirements to ensure that your dancer is continuing to progress. Please see the class requirements below:

Ballet	Ballet 3	<b>Required:</b> Two Ballet 3 classes per week, Wednesday 7:30-8:15 Pointe Prep class very highly encouraged
	Ballet 4 & 5	<b>Required:</b> Two Ballet 4 & 5 classes per week, Wednesday 7:30-8:15 Pointe Prep class
	Ballet 6	<b>Required:</b> Two Ballet 6 classes per week & Thursday Beginning Pointe Class
	Ballet 7 & 8	<b>Required:</b> Three Ballet 7 or 8 classes per week, Friday Advanced Ballet very highly encouraged
Modern	All Levels	<b>Required:</b> Must be currently placed in Ballet 3 or higher, or by invitation
	Improv/ Choreography	<b>Required:</b> Must be currently enrolled in Modern 2 or higher
Tap & Jazz	Pre-Levels	<b>Required:</b> Must be 5 years old as of 8/19/2023 to enroll in Pre-Tap or Pre-Jazz
	Level 1+	<b>Required:</b> Must be 7 years old as of 8/19/2023 <ul style="list-style-type: none"> <li>◦ With permission, if six years old and enrolled in Ballet 1</li> </ul>
South Dayton Dance Theatre	Audition by invitation only	<b>Required:</b> Must be placed in Ballet 5 or higher  SDDT Company Member Class Requirement: <ul style="list-style-type: none"> <li>• 3 Full-Length Ballet Classes per week</li> <li>• 1 Modern Class per week</li> <li>• 1 Jazz Class per week</li> <li>• 1 SDDT Pointe Class</li> </ul>



# South Dayton SCHOOL OF DANCE

## Calendar Legend

- Important Events
- SUSD Closed (including office)
- Tuition Payment Due

### August 2023

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2023

S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2023

S	M	T	W	T	F	S
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2024

S	M	T	W	T	F	S
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

### March 2024

S	M	T	W	T	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

S	M	T	W	T	F	S
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June 2024

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# Calendar of Events

# South Dayton SCHOOL OF DANCE

## Calendar Legend

- Important Events
- S-SDSD Closed (including office)
- Tuition Payment Due

### August 2023

- **Friday, 8/4/23 - SDDT Company Audition**
  - by invitation only (9:30am - 12:30pm)
- **Sunday, 8/6/23 - Open House**
  - Meet our teachers, participate in trial classes, register for classes, observe advanced classes
- **Mon 8/7/23 - Fri 8/18/23: S-SDSD CLOSED**
  - Please email or call to set up an appointment
- **Saturday, 8/19/23: S-SDSD 2023-2024 School Year Classes Begin**

### September 2023

- **Monday, 9/4/23: S-SDSD CLOSED**
  - in observance of Labor Day
- **Sunday, 9/9/23: SDDT Nutcracker Auditions**
  - 1:45-3:00 - SDDT 1st Co. & Apprentices
  - 3:00-3:30 - 6 & 7 year olds
  - 3:30-4:00 - 8 & 9 year olds
  - 4:00-4:30 - 10 and up

### October 2023

- **Sunday, 10/1/23: Tuition Payment #2 Due**
- **Saturday, 10/7/23: SDDT Silent Auction Fundraiser**
  - during regular class times
- **Mon 10/16/23 - Sat 10/21/24: Parent Observation week**
- **Mon 10/23/22 - Sat 10/28/22: Wear your Halloween Costume to Class Week**
- **Friday, 10/27/23: SDDT's "Boo Bash" Halloween Party!**
  - in observance of "Tricks-or-Treat"
- **Tuesday, 10/31/23: S-SDSD CLOSED**

### November 2023

- **Wednesday, 11/1/23: Tuition Payment #3 Due**
- **Saturday, 11/18/23: SDDT Sugar Plum Tea Party**
  - in observance of Thanksgiving
- **The 11/21/23 - Sun 11/26/23: S-SDSD CLOSED**
- **Wed 11/29/23 - Mon 12/4/23: S-SDSD CLOSED**
  - Nutcracker preparation and performances

### December 2023

- **Friday, 12/1/23: Tuition Payment #4 Due**
- **Wed 11/29/23 - Mon 12/4/23: S-SDSD CLOSED**
  - Nutcracker preparation and performances
- **Friday, 12/1/23: Dress Rehearsal for Nutcracker**
  - at the Dayton Masonic Center
- **Saturday, 12/2/23: Dress Rehearsal and Nutcracker Performance 7:00pm**
- **Sunday, 12/3/23: Nutcracker Performance 2:00pm**
- **Monday, 12/4/23: S-SDSD CLOSED**
  - for Mandatory Nutcracker Costume Return
- **Saturday, 12/16/23: Last day of classes for 2023**
- **Sun 12/17/23 - Wed 1/3/24: S-SDSD CLOSED**
  - for Winter Break

### January 2024

- **Sun 12/17/23 - Wed 1/3/24: S-SDSD CLOSED**
  - for Winter Break
- **Thursday, 1/4/24: Tuition Payment #5 Due**
- **Thursday, 1/4/24: Classes Resume**
- **Monday, 1/15/24: S-SDSD CLOSED**
  - in observance of Martin Luther King Jr. Day

### February 2024

- **Thursday, 2/1/24: Tuition Payment #6 Due**
- **Mon 2/5/24 - Sat 2/10/24: Parent Observation week**
- **Friday, 2/9/24: SDDT's Parents Night Out**
  - 6:30pm - 9:00pm
- **Thu 2/15/24 - Sun 2/18/24: S-SDSD CLOSED**

### March 2024

- **Friday, 3/1/24: Tuition Payment #7 Due**
- **Saturday, 3/9/24: S-SDSD CLOSED**
  - for Spring Concert
- **Saturday, 3/9/24: SDDT's 37th Annual Spring Concert**
  - 7:00 pm at Bellbrook High School
- **Sun 3/24/24 - Sun 4/7/24: S-SDSD CLOSED**
  - for Spring Break

### April 2024

- **Sun 3/24/24 - Sun 4/7/24: S-SDSD CLOSED**
  - for Spring Break
- **Monday, 4/1/24: Tuition Payment #8 Due**
- **Monday 4/8/24: Classes Resume**
- **Tue 4/23/24 - Sun 4/28/24: S-SDSD CLOSED**
  - for RDA Festival in Hamsburg, PA

### May 2024

- **Thursday, 5/1/24: Final Tuition Payment Due**
  - for the 2023-2024 school year
- **Monday, 5/27/24: S-SDSD CLOSED**
  - in observance of Memorial Day
- **Tue 5/28/24 - Sun 6/2/2024: S-SDSD CLOSED**
  - for Recital Preparations and Performances
- **Friday, 5/31/24: MANDATORY Dress Rehearsal**
  - for Recital 2024

### June 2024

- **Tue 5/28/24 - Sun 6/2/2024: S-SDSD CLOSED**
  - for Recital Preparations and Performances
- **Saturday, 6/1/24: Recital 2024 Performances**
- **Mon 6/3/24 - Sun 6/9/24: S-SDSD CLOSED**
  - Faculty break
- **Mon 6/10/2024: June Session for Summer Classes Begins**
- **Mon 6/17/24 - Thu 6/20/24: Princess & Pirates Dance Camp**
- **Mon 6/17/24 - Thu 6/20/24: Beginning Dance Camp**
- **Fri 6/21/24 - Sun 7/14/24: S-SDSD Closed for Summer Break**

### July/August 2024

- **Fri 6/22/24 - Sun 7/14/24: S-SDSD CLOSED**
  - for Summer Break
- **Mon 7/15/24: July Session of Summer Classes Begins**
- **Mon 7/15/24 - Thu 7/18/24: Intermediate Intensive**
- **Mon 7/22/24 - Thu 7/25/24: Choreographic Intensive**
- **Mon 7/29/24 - Thu 8/1/24: Technical Intensive**
- **Fri 8/2/24: SDDT Company Audition 9:30am - 1:23pm**
- **Sun 8/4/24: Open House 2:00pm - 5:00pm**

# Calendar of Events