



2022-2023

Student Handbook

Registration Information

Registration: Please complete an online registration form for each student through our website www.sdsdonline.com under the “Register Now” tab. If you have already registered online for our summer 2022 classes, you will register for classes via your Parent Portal which can all be accessed on our website. The Registration Fee of \$30 per student & the first tuition payment are both due at the time of registration. By signing your registration form you are certifying that you have received, read and understand all of the policies and consequences as explained in this Student Handbook.

Class Placements and Registration for Returning Students: Early Registration for continuing students will begin immediately and run through July 17th, 2022. Returning Students will find their placement highlighted on the 2022-2023 schedule that was emailed to each family. Remember that all placements are made by the SDSD Faculty and are based on individual skill level. Please select the desired classes on our online registration form or via our Parent Portal and submit the appropriate payment to secure desired class days and times. Beginning July 18th, we will open registration to all students, and classes will be filled on a first-come basis.

Do not be concerned if your child is repeating a level. Dance instruction is not like an academic curriculum where you advance every year. We offer 11 levels of ballet, which covers approximately 15 years of ballet training. Our foremost concern is each dancer’s personal progress. Our primary goal is that each student be recognized for their efforts & achievements and be placed in a class level that is challenging, yet not overwhelming. After several weeks, we will make adjustments, as needed, to assure all students are properly placed within our program.

New Students: Registration for new students opens July 18th. New Students, *with previous training*, are required to participate in a short 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.

Pre-Professional Program (PPP): Our Pre-Professional Program is an elite, invitation only program that focuses on ballet training with the goals of perfecting technique, building physical strength, and developing artistry. The participants are required to take all classes at their own level as well as the PPP class where they work on perfecting technique. If they are of the proper age, they must also take a Pointe Prep and a modern class. If your dancer was selected for this program it would be noted on their placement form.

SDSD Tuition Schedule / Payment Due Dates:

The SDSD school year consists of 32 classes. For your convenience, your overall yearly tuition cost is divided into a 9-month payment plan of equal monthly installments. Tuition is due on (or before) the 1st of every month regardless of holidays, vacations, absences, studio closures and/or illness. Specific tuition payment schedule is included with our Tuition Policies on the next page. There is no grace period. Any accounts with an active balance after the 1st will incur a 10% late fee. Tuition not paid by the 6th of each month (or 6 days past the due date) will be charged to your card/account on file, including late fees. No Exceptions. We accept payment in the form of cash, check (made out to SDSD), or card (via Parent Portal). At this time, we are no longer accepting PayPal, CashApp, or Venmo for tuition. Statements are only emailed if your account is delinquent. Two (2) late payments within one (1) school year will result in the loss of family discounts for the remainder of the 2022-2023 school year. Tuition payments are non-refundable and not transferable. \$35 Returned Check Fee.

Questions? We have attempted to provide the answers to all your questions in this Student Handbook and hope that this will become your go-to for all questions related to your child’s dance class. However, if you have any additional questions please feel free to email us at southdaytonschoolofdance@gmail.com or call us at (937) 435-5052.

Thank You!

Thank you for spreading the word about our school, our professional faculty, and the quality training that we continue to strive to provide. Word of mouth has always been our best form of advertising. We sincerely look forward to an exciting and rewarding year with your child.



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Tuition Policies & Class Requirements

Payment Policy:

- Tuition payments are Due on the 1st of the month
- Accounts with a balance after the 1st will incur a 10% late fee.
- Tuition not paid by the 6th of each month will be charged to your card/account on file, including late fees.

Tuition Discounts:

- Tuition Discounts cannot be combined.
- The greater discount will be used on each family account.
- Two (2) late payments within one (1) school year will result in the loss of family discounts for the remainder of the school year. No Exceptions.

1. **Family Discounts:** The following discounts are offered to families with children enrolled in multiple classes.

4 classes per wk = 5%
 5 classes per wk = 10%
 6 classes per wk = 15%
 7+ classes per wk = 20%

2. **Payment Discounts:** 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.
3. **Referral Rewards:** Each time a new student registers & writes your name on his/her registration form as the referral, you will receive a \$5 credit. (no limit)
 - Only one referral reward will be given for each new student/family

Monthly Tuition Payment Amount:

30 Minute Class:	\$50
45 Minute Class:	\$55
60 Minute Class:	\$60
75 Minute Class:	\$65
90 Minute Class:	\$67.50*
<small>*Price shown reflects 5 class - 10% discount. Single class \$75</small>	

Tuition Payment Schedule:

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

CLASS REQUIREMENTS:

BALLET	Ballet 3 & 4	Required: Two (2) Ballet 3 & 4 classes per week, Wednesday 7:30-8:15 Pointe Prep class very highly encouraged
	Ballet 5	Required: Two (2) Ballet 5 classes per week & Wednesday 7:30-8:15 Pointe Prep class
	Ballet 6	Required: Two (2) Ballet 6 classes per week & Thurs 7:45-8:30 Beg Pointe Class
	Ballet 7 & 8	Required: Three (3) Ballet classes per week, Friday Advanced Ballet very highly encouraged
MODERN	All Levels	Required: <ul style="list-style-type: none"> • Must be nine (9) years old as of 8/20/23 (or by invitation) • Must currently be enrolled in Ballet 3 or higher
	Improv/Choreography	Required: <ul style="list-style-type: none"> • Must currently be enrolled in Modern 2 or higher
JAZZ	All Levels	Required: <ul style="list-style-type: none"> • Must be seven (7) years old as of 8/20/23 <ul style="list-style-type: none"> ◦ With permission, if six years old and enrolled in Ballet 1
	South Dayton Dance Theatre	Audition by Invitation Only Required: <ul style="list-style-type: none"> • Must be placed in Ballet 5 or higher SDDT Company Member Class Requirement: <ul style="list-style-type: none"> • 3 Ballet Classes per week • 1 Modern Class per week • 1 Jazz Class per week



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Email Communication: Email is our primary means of communication with parents. Our official email address is southdaytonschoolofdance@gmail.com. Make sure to provide us with an email that you always have access to and let us know if there are any changes to your email address over the course of the year. 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!

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.

Students must be picked up immediately following class. After two (2) instances of students being picked-up more than 10 minutes late, you will be billed \$1 per minute. Additionally, your student will not be permitted to participate in class until this fee is paid. Students are not permitted to exit the building unattended they must remain inside the building until a parent arrives. For safety reasons, parents must come inside the school to pick up their children. Thank you for your cooperation.

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. (*ex: cheerleading, soccer, piano, birthday parties, etc.*) No Exceptions. If you will miss a class due to illness, you must schedule your makeup class on the Parent Portal. All missed classes must be made-up within two (2) weeks. Limit of four (4) make-up classes per year.

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 via the Parent Portal. This must be completed to close the account and thus, prevent further billing. If you do not drop the class via Parent Portal your account will continue to be charged each month (including late fees). A student's absenteeism does not affect tuition payments. Accounts will only be closed when officially dropped via the Parent Portal and will go into effect from the date received.

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, or call the school to hear a current message as to class status. Students may obtain a make-up class pass for classes cancelled due to weather, which must be used within two (2) weeks of missed class date. SDSD does not credit, refund, or pro-rate tuition for classes cancelled due to poor weather.

Cancelled Classes: In the unusual circumstance a class is cancelled by the teacher or by the School, two make-up times will be offered for students. No refunds or credits will be given.

Health & Safety Policies: Due to the ever-changing nature surrounding the policies regarding health & safety, we will wait until 2 weeks prior to the start of class to release our updated health and safety rules and policies. Currently our policies consist of; hand sanitizer provided upon entry, washing hands between barre and centre, sanitization before and after each class, Lobby/Dressing room closed, modified drop-off/pick-up procedure, etc. If you would like a copy of our current health and safety rules and policies, please email us at southdaytonschoolofdance@gmail.com

Recital Policies: SDSD hosts a year-end recital at the end of every school year. This year, our Recital will take place on June 3rd, 2023 with a mandatory dress rehearsal on June 2nd, 2023. Recital Fees are due on November 1st with your November tuition payment. The Recital fee is a flat \$40 fee per student. Dancers in our Pre-Levels (Mommy & Me, Creative Movement, Pre-Ballet, Pre-Ballet 2, Pre-Tap) will purchase their costume for a \$55 fee per costume. Dancers in our Level 1 classes and above rent their costumes from our costume closet for a fee of \$10 per class. Costumes that are rented must be returned directly following your dancer's performance. Our costume return table will be located in the lobby of the Theater. 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.



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Health & Safety Policies

Arrival/Dismissal

1. All faculty, staff, and students are required to check their symptoms daily before coming to SDSD. We ask that parents be vigilant of their family's health and **NOT** send anyone to SDSD under the following circumstances:
 - a. If you, your dancer, or someone in your home has experienced any of the following symptoms **in the last 3 days**:
 - i. Fever or chills
 - ii. Cough, dry or wet
 - iii. Shortness of breath or difficulty breathing
 - iv. Severe fatigue, muscle, or body aches
 - v. New loss of taste or smell
 - vi. Sore throat
 - vii. Congestion or runny nose
 - b. If you, your dancer, or someone in your home has been in direct contact with someone diagnosed with COVID-19.
2. Our Lobby will remain **CLOSED**. Only dancers will be allowed in the building at this time.
3. Our Dressing Room will remain **CLOSED**.
 - a. We ask that all dancers come dressed in the proper dress code, with their hair done, and prepared for class. Dancers will place all personal items in a small pile at their barre spot or next to their square.
4. Dancers will be asked to wait until their parent is visible at our front door or an SDSD faculty or staff member escorts them out of the door.
5. Dancers who have a break in their classes longer than 30 minutes are not permitted to remain in the building.

Use of and Sanitation of Facilities

1. Disinfection of high contact surfaces, such as ballet barres, light switches, door handles, restrooms will be completed regularly.
2. Hand sanitizer and disinfection wipes will be available in every classroom, and throughout the facility.
3. **Masks are optional at this time** for dancers, faculty, and staff.

In the Classroom

1. Dancers will be given the option to wash their hands or apply hand sanitizer, before and after class as well as in between barre and center.
2. SDSD instructors will do their best to keep dancers as distanced as possible during class.
3. We ask that all dancers bring their own TheraBands for pointe prep.

Quarantine Procedures

Intermittent Quarantine

1. Quarantine Due to Symptoms
 - An individual student or staff member who shows symptoms of COVID-19 should inform SDSD via email or phone as soon as symptoms are discovered.
 - Students/staff should immediately stay home until symptom free for 72 hours.
2. Quarantine Due to Direct Contact with COVID-19 Case
 - **All Students** who have been within six feet of a confirmed COVID-19 case for fifteen consecutive minutes or more over the past ten calendar days, must monitor their symptoms but are permitted to continue attending class. If symptoms are discovered, please follow protocol in Section 1 of Quarantine Procedures.
3. Quarantine Due to Confirmed COVID-19
 - Students/staff who test positive must stay home for 5 days from the onset of symptoms. We recommend that students stay home until they have gone three days with no fever (without using fever reducing medication)

Should SDSD need to close for an extended period of time, we will move to a virtual class structure.

For the safety of our students and faculty, anyone not complying to the new policies and protocols set forth in this email will not be permitted to participate in any future classes.



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Building Policies

Please be advised that SDSA will open 15 minutes before the first scheduled class begins, and close 15 minutes after the last class ends each day.

Please note that at this time our Lobby, Dressing Room, and Dancer Lounge are CLOSED. Parents are permitted in the lobby to drop off or speak with Miss Julie only if needed.

Lobby Policies:

- **No Food or Beverages** will be permitted in the Lobby, Hallway and Dressing Room. *(with the exception of water bottles)*
 - Please feed your children *(students & siblings)* prior to class.
- Parents & siblings must remain in the Lobby while at the studio and may not watch classes.
- Parents are not permitted to move chairs in the lobby.
- Families are expected to remain quiet and respectful in the Lobby.
 - Disruptive parents or siblings will be asked to leave.
- Strollers are not permitted in the Lobby.

Dressing Room Policies:

- **No Food or Beverages** will be permitted in the Lobby, Hallway and Dressing Room. *(with the exception of water bottles)*
- Parents & siblings are not permitted in the Dressing Room for any reason
 - Dancers who cannot dress themselves must dress before they arrive
- Dancers are not permitted to move or touch another student's belongings
- Dancers are expected to clean up after themselves and take all of their belongings with them when they leave
- Dancers are expected to show respect and kindness to all in the Dressing Room and Dancer Lounge.

Parking Lot Policies:

- For safety reasons, students will not be permitted to exit the building unattended.
 - Parents must come to the school door to pick up their children.
- For the safety of our students, please do not park your vehicle in the fire lane, or directly in front of our entrance.
 - Please park your vehicle in a marked parking space when coming inside to pick up your child.
- **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.

Dancer Lounge Policies:

- Dancers 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

Consequences: If a Parent or Dancer is found to be in violation of these policies, they will lose their Dressing Room/Dancer Lounge/Lobby privileges for the remainder of the year. Serious or repeated violations may result in dismissal from the school.



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Dress Code & Event Policies

Uniforms / Mandatory Dress Code:

Please note: The established uniform dress codes (*both hair & attire*) 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. Teachers need to see a student's body in order to help with proper body alignment. All required items are made by Eurotard Dancewear may be purchased online via the QR codes or links 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. Most professional & pre-professional organizations do require uniforms. Uniforms reflect quality training & atmosphere and help to instill school pride.

SDSD Dress Code:



Creative Movement,
Pre-Ballet, Pre-Ballet 2

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3173>



Ballet 1 & Ballet 2

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3177>



Ballet 3 & 4

<https://eurotard.com/v4/ClassesUniform.aspx?ID=4804>



Ballet 5 – Ballet 8

<https://eurotard.com/v4/ClassesUniform.aspx?ID=4805>



Pre-Tap

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3175>



Tap 1 & Tap 2

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3186>



Tap 3, 4, & 5

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3187>



Modern/Improv – All Levels

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3184>



Jazz 1 & Jazz 2

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3189>



Jazz 3, 4, & 5

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3185>



Male Students

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3191>



SDDT Company Dancers

<https://eurotard.com/v4/ClassesUniform.aspx?ID=3190>



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Calendar of Events & Tuition Due Dates

8/7/2022	OPEN HOUSE 2:00-5:00 PM Free Trial Classes, Observe Classes, Meet the Faculty, Last Minute Registration
8/5/2022	SDDT Auditions, Invitation Only, 9:30-11:00 Ballet, 11:00-12:30 Modern
Sat, 8/20/2022	Classes Begin
9/5-9/6/2022	School Closed for Labor Day (2 Days)
Wed, 9/7/2022	Classes Resume
Sat, 9/10/2022	Nutcracker Ballet Auditions –Open to all students age 6 yrs & older
Sat, 9/10/2022	<i>Mandatory Parent Meeting</i> for Parents of <u>ALL</u> students auditioning for the Nutcracker
10/1/2022	Monthly Tuition Payment #2 Due
10/17-10/22/2022	*Parent Observation During Regular Class Times. If Possible
10/22/2022	SDDT's "Boo Bash" Halloween Party - Costume Contest, Games, Treats and more!
10/24-10/29/2022	Wear Your Halloween Costume to Class Week
11/1/2022	Monthly Tuition Payment #3 Due
11/19/2022	Sugar Plum Fairy's 6th Annual Land of the Sweets Tea Party
11/22-11/27/2022	Thanksgiving Break - School Closed
11/28/2022	Classes Resume
12/1/2022	Monthly Tuition Pmt #4 and Recital & Recital Costume Fees Due
11/30-12/5/2022	School Closed -Nutcracker Preparations
Fri, 12/2/2022	Nutcracker Dress Rehearsal @ <i>Dayton Masonic Center</i>
Sat, 12/3/2022	Nutcracker Performance 7:00pm @ <i>Dayton Masonic Center</i>
Sun, 12/4/2022	Nutcracker Performance 2:00pm @ <i>Dayton Masonic Center</i>
Mon, 12/5/2022	School Closed -Mandatory Nutcracker Costume Check-In
12/6/2022	Classes Resume
Sat, 12/17/2022	Last Day of Class 2022
12/18/2022-1/3/2023	School Closed - Holiday Break
1/4/2023	Monthly Tuition Payment #5 Due
Wed, 1/4/2023	Classes Resume
Mon, 1/16/2023	School Closed - Martin Luther King Jr. Day
1/23-1/28/2023	Parent Observation During Regular Class Times
2/1/2023	Monthly Tuition Payment #6 Due
2/10/2023	SDDT's Valentines Day Parent's Night Out - 6:30-8:00
2/15-2/19/2023	School Closed
2/20/2023	Classes Resume
2/25/2022	Dance Like an SDDT Dancer Workshop
3/1/2023	Monthly Tuition Payment #7 Due
3/11/2023*	School Closed –SDDT Spring Concert @ <i>Bellbrook High School</i>
3/13-3/18/2023	SDDT's Online Cooking Class & Silent Auction Fundraiser
3/26-4/9/2023	School Closed –Spring Break
4/1/2023	Monthly Tuition Payment #8 Due
4/10/2023	Classes Resume
5/1/2023	Monthly Tuition Payment #9 Due
5/22/2023	Last Day of Class 2022-2023 School Year
5/23-5/28/2023	School Closed - Regional Dance America Festival in Harrisburg, PA
5/29/2023	School Closed –Memorial Day
5/30-6/4/2023	School Closed - Recital Preparations
6/2/2023	Mandatory Dress Rehearsal for Recital Performance @ <i>Bellbrook High School</i>
6/3/2023	Recital Performance @ <i>Bellbrook High School</i>
6/12/2023	Summer Classes Begin – 2 two week sessions
6/12-6/15/2023	Princess Ballerina Dance Camp
6/12-6/15/2023	Beginning Dance Camp
7/10-7/13/2023	Intermediate Intensive Dance Camp
7/24-7/27/2023	Choreographic Intensive
7/31-8/3/2023	Technical Intensive
8/6/2023	OPEN HOUSE 2:00-5:00 PM
TBA	1st Day of Fall Classes 2023

Note: Performance dates & times are confirmed but must remain subject to change.