**INTRODUCTION FOR OUR DANCERS & PARENTS**

This is the section where we talk about our philosophy, our roles, and our expectations and responsibilities. We’ll get in to the nitty gritty in the next section.

Congratulations! You have been accepted into IDA. The first step to becoming a successful dancer and tumbler is making a solid commitment to your teammates, classes, rehearsals, and performances. You are responsible for reading this Handbook, keeping yourself organized and informed by checking Groupme/app website each week for updated information and making sure you are prepared for every rehearsal and performance.

Just so we are all on the same page, we’ve added a few dictionary definitions of words we believe are very important and you will see them throughout this handbook:

RESPONSIBILITY - A responsibility is something you're required to do as an upstanding member of a community. If you're in a band, it's your responsibility to learn the songs and show up to practice on time. The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management.

COMMITMENT - the act of committing, pledging, or engaging oneself. A pledge or promise; obligation: We have made a commitment to pay our bills on time.

TEAMWORK - cooperative or coordinated effort on the part of a group of persons, acting together as a team or in the interests of a common cause.

RESPECT – esteem for or a sense of the worth or excellence of a person, or a personal quality or ability. I have great respect for her judgment.

DEDICATION – the act of devoting oneself wholly and earnestly, as to some person or purpose: He dedicated his life to fighting corruption.

 **CLASSES AND REHEARSAL ETIQUETTE**

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. (Leave your cell phone in your bag and your friends at home!) 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, rehearsal, or performance 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.

Your child’s presence on time at all classes, rehearsals and performances is imperative. The spirit of teamwork and the lesson of dedication are a big part of RDC’s educational process. Arriving late or unprepared or allowing unexcused absences shows a lack of respect to the teachers and your teammates. Parents/guardians – please understand that you share responsibility in making sure your dancer is prepared to commit to company requirements. Your cooperation is necessary to make sure your dancer gets to his/her rehearsal. In addition, please pick up your dancer on time from class and rehearsal. Our staff cannot leave until every dancer is picked up so if you are late, we are paying a staff person to stay with your child.

We expect each of our dancers to read this Handbook, keep themselves organized and informed of all schedule, choreography and placement changes. All dancers must show respect for their teachers (regular and subs) and other students at all times. Inappropriate behavior could result in dismissal from the Company. Even our youngest dancers can be responsible for keeping up with their shoes and dancewear and learning their routines. Encourage your dancers to be organized and know what is going on at all times. Remember, as a parent you are paying for their classes and their Company participation, the dancer’s job is to be focused, prepared and dance his/her best.

All dancers are expected to focus, work hard and arrive early enough to give themselves time to warm up before a rehearsal. Respect for the teachers and choreographers you work with is essential. Listen to each correction given, whether it’s directed to 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 dancers who apply themselves in every class and appreciate their teachers’ knowledge and experience.

**LOBBY, PERFORMANCE & TEAM ETIQUETTE**

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. We expect each of our parents to read this Handbook and pay attention to all information provided on Groupme. You need to be informed and responsible at all times about your child’s commitment to and schedule for IDA.

Our program relies on a positive atmosphere for our faculty, company members, and their parents; it promotes a positive learning experience for all involved. Cooperation between all parents is expected. Showing respect for the other parents, along with the students (including dancers and parents from other studios) and faculty, makes an important impression on the children. You are a role model for your child in how to interact with others in a professional setting. Encourage your child to be the best that he or she can be without regard to what others may achieve. Dance is an individual art form; each child needs to achieve at a pace that’s comfortable for him or her.

No two students will progress at the same rate, even if they experience the exact same training. It’s important to encourage the children to focus on themselves, give their all, respect and be supportive of their teammates, and be satisfied with their own accomplishments.

BEWARE OF BECOMING THE CLASSIC "STAGE or DANCE MOM" just to be able to talk about the "difficult" classes that they are taking or how "advanced" their children are. Children of these types of parents usually become so frustrated with their dancing that they "quit" and never realize that dancing is supposed to be "fun".

These children almost always perceive themselves as "failures" because they can never live up to their parent’s "impossible" expectations for them. What a shame - dance builds grace, confidence, posture and balance, and is a lot of fun - not every child who dances for a year or fifteen years will become a professional, but the memories & benefits last a lifetime!

Be proud to be a non-gossip parent; spreading gossip or rumors creates a downbeat atmosphere and influences negatively on productivity both in and out of the classroom. Please leave your personal life at home.

Children learn important lessons from their teachers and parents, acquiring important 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 to their peers, the adults in their lives, and themselves.

Some parents may compare their child’s progress or class or choreography placement to that of others in the program. Watch for this behavior in your children as well, and encourage them to focus on their own accomplishments. Looking to others for inspiration is a good thing; however, a negative focus or comparison distracts from the energy that could be focused on becoming a stronger dancer. In addition, speaking negatively about your child’s teachers, fellow dancers, or other parents in front of your child––or other students––could result in problems far beyond your original concerns. Often children will react to their parents in a way that imitates the parent’s behavior with other adults or authority figures.

We understand that some of our IDA families have multiple households. Please make sure that you are communicating with each other between the households and not expecting IDA or our staff to be the moderators. Both households can, and should have access to Groupme for rehearsal and competition information. It is your responsibility to add them to the groups.

If you want multiple parent e-mails on accounts, it is your responsibility to add them within your Parent Portal. <https://app.jackrabbitclass.com/ppEdit.asp?nw=1>

Please keep the personal issues between families out of the studio.

We are here to help you and your child have a great experience but we need YOUR help. Keep us informed about issues (physical and emotional) and/or concerns, Natalie and the IDA Staff will keep it confidential. Please remember that we can help you, but we are not here to parent your child.

**Classes and Recitals**

All group competition routines and Non- Competitive Classes will rehearse weekly during a designated practice time. There may be weekend rehearsals for a few dances or if extra work is needed. Extra rehearsals/run throughs will be posted on Groupme based on the progress in dances. Please make sure that you and your dancer check the app often for updates as rehearsal schedule do change and you are responsible for keeping up with the changes. All rehearsals are dedicated to learning and “cleaning” choreography and some rehearsals could be just technique to improve the specific skills in the routine.

All Classes and Rehearsals (including weekly rehearsals) are MANDATORY. Making IDA a priority (i.e. keeping your rehearsal commitment) is important to your teammates and your teachers. There are penalties for missing rehearsals, up to and including losing specialty dancers or dismissal from IDA (see below in Discipline section). Why are Classes and Rehearsals Mandatory? All rehearsals and classes are dedicated to either learning or cleaning the choreography. A missing dancer holds back the progress of the entire group and the next rehearsal will not be as productive since the teacher will either need to reteach steps or review new positions/corrections. When the teacher’s clean choreography, we may also change it. Dancers who miss a cleaning session may not be properly prepared for performance and could end up letting down themselves or their team. What if a Dancer must miss a rehearsal? Rehearsals are mandatory. There are very few reasons for an “excused” absence from a rehearsal – see the discipline section. However, if an absence is unavoidable PARENTS must notify the IDA Director Natalie at 801-631-8130 – NOT THE CHOREOGRAPHER/Coach/Teacher via direct message on Groupme at least 2 weeks in advance of a regular rehearsal, including those during a dancer’s spring break. For additional rehearsals called by Natalie or a choreographer, a PARENT must notify the IDA Director via direct message or phone call within 48 hours of rehearsal being called. Any dancer missing rehearsal, whether is it excused or unexcused, is responsible for learning any missed

All company dancers must attend rehearsals in proper dance attire and appropriate shoes – see Dress Code section. Female team members are required to wear their hair pulled back or in a bun for all rehearsals.

**Injury & Illness Protocol**

If you are ill or injured, please do not come to class/rehearsal. If you do come to class or rehearsal and sit out, all or any portion of the class/rehearsal – you will be marked as “absent” for that class/rehearsal. We want you to get better (and your teammates will appreciate it too!). If you are ill or injured for more than one (1) week or you are in a cast, brace or wrap, we will need a doctor’s note and you will need to comply with the injury protocol listed below BEFORE you can come back to class, dance in rehearsals or compete. If you have a reoccurring injury that has you out of class for more than a week two or three times in the same IDA season, you should be resting your body for the rest of the season and you will be asked to take a leave of absence from IDA for your own health. This is for your safety and protection and we need to take in to consideration the impact of your injury/illness on the team and your groups.

We want to make sure that any dancer that has been ill or has had an injury that has kept them out of dance by a doctor’s note for more than two weeks is fully healed and well before returning to class and competition. Based on discussions with physical therapists, a dancer or athlete that has missed a significant amount of training time needs the same amount of “training time” to get back to “game/performance” shape. As a result, the following is IDA’s injury/illness protocol for dancers that have missed more than two weeks of dance - When your child is injured or ill

 - 1. Parent deliver to Natalie/email a doctor’s note to inspiredanceut@outlook.com – not the teacher or choreographer, explaining the injury and how long the dr. thinks the child will be out.

 2. Natalie will inform the choreographers and all IDA teachers about injury and how long the dancer will be out.

 3. During this injury Zoom classes are available and the option to attend class and “sit out.” Students observing in class is very beneficial and self educational.

- If a dancer takes the rest of the year off because of injury or other issue, dancer must be reevaluated for class placement and IDA participation. Note, that due to injury you may be placed in a lower level.

This protocol is NOT intended to be punitive in any way. We want what is physically best for your child so that he or she can be healthy and not suffer long-term impacts from a serious injury or illness.

**Videos**

Due to some of our choreographers’ pieces being copied by other studios, we will no longer be posting videos of dances. It is your responsibility to video your own routines (not ask the Front Desk to do it for you) and to keep those videos private. It is unfortunate that we can no longer post on You Tube but due to the lack of integrity of others in the dance industry, we must protect what our choreographers work so hard to produce.

**Dress Code**

**Combo/ Mini Classes**

Students are to wear tights and any color leotard (tutu optional), a biketard is also welcome. Ballet shoes are to be BLACK LEATHER. Tap shoes are to be BLACK as well, you may choose either lace up or velcro. These shoes can be found Pat’s dancewear in Bountiful, Dancewear Inc. (8922 S 7th E, Sandy), or Onstage Dancewear in Taylorsville.

**Tumbling**

Students are to wear tight fitting clothes, no pockets are allowed for safety reasons. Tumbling classes have no shoe requirements other than bare feet.

**Jazz Classes and Competition Teams**

Dance clothing is required and is to be tight fitting. Workout Leggings and tops are very convenient. Students are to wear either TAN Capezio Turning Point Shoes, Tan Bodywrappers Canvas Lyrical turning shoe. These shoes can be found Pat’s dancewear in Bountiful, Dancewear Inc. (8922 S 7th E, Sandy), or Onstage Dancewear in Taylorsville

Turning Shoe

**Ballet Classes**

Students are to wear Bloch "Elastosplit X" Canvas Split-Sole Ballet Shoes to class along with pink ballet tights and any color of leotard (skirt is optional as well). If your child’s foot is too small for this shoe option, please find an option that is still within it’s same line of functionality. These shoes can be found Pat’s dancewear in Bountiful, Dancewear Inc. (8922 S 7th E, Sandy), or Onstage Dancewear in TaylorsvilleSplit-Sole Canvas Ballet Shoe

**Hip Hop**

Clean tennis shoes along with tight fitting clothing. Boys typically wear gym shorts and a t-shirt. Girls typically wear leggings and a tight fitting top.

All shoes and clothing may be purchased at

 Pat’s Dancewear

-105 S Main St, Bountiful, UT 84010

- 8922 S 7th E, Sandy

Or at Onstage Dancewear

-4168 S Carriage Square, Taylorsville, UT 84129

Many students have found dance clothes at Walmart and Target as well.

Boys are to wear loose fitting pants, and a t-shirt. Please no jeans, some prefer basketball shorts. Our boys wear Black Leather Jazz Shoes for Jazz classes and Black Leather Lace up Tap Shoes for our combo classes. They may also be purchased from either store listed above. We highly recommend that each student be sized properly before purchasing.



APPROPRIATE SHOES MUST BE WORN IN ALL CLASSES – BARE FEET AT YOUR OWN RISK

**Costumes**

IDA does NOT require any dancer to have a custom-made costume. We order the majority of our costumes from standard costume catalogs and we try to keep them affordable for everyone. All group costumes are chosen by the choreographers by mid-October based upon the style of dance, style of music, and age of dancers. The group costume choices will be sent via Groupme. No recital costumes will be reused by other groups. No IDA group costumes will come from home. We try very hard to take into consideration the body types and ages of all dancers in each group in selecting a costume. Solo, duets & trios costumes are also chosen by the choreographer and dancer based on the same criteria. Feel free to reuse an old costume or purchase a costume from another dancer for solos, duets or trios. If you want to order a new costume, all solo, duet & trio costumes must be chosen and approved by early October so that we can place a bulk order for all competition costumes and make sure we get them for our Christmas Recital and competitions. We will not order a specialty costume unless a parent has signed off on the style, color and price at the studio. If you are late in your selections and/or your approvals, you may have to pay an additional rush shipping fee or we may be unable to get your costume in time for the first competition.

We measure all Students for costumes in early September. Since most of costumes need to last an entire year, we will take that into consideration when we order costumes. If your child has a significant growth spurt, it is your responsibility to ask to be remeasured by Staff in December of the dance year for recital costume sizing. Since we do not have custom costumes, your costumes may need alterations. Check with your local dry cleaner who may be able to do alterations for you. If you have a concern about a particular costume selection, please Cindy at mncpoll@gmail.com immediately. Costume payments are the sole responsibility of the parent or guardian. The average cost of a costume is $80.00 each. Some choreographers have used a costume base and had embellishments added. The cost of those semi-custom costumes can be up to $150. If you have questions or concerns about costume, please contact Natalie directly.

**TUITION, FEES AND EXPENSE POLICY**

Each Dancer/Family has 1 account which is managed through IDA. The IDA account is in the Dancer’s and parent’/Families name and will contain all the costs associated with those participating in the competition team , rehearsal fees, competition fees, competition costumes, costumes, recitals, teacher fees etc.

The IDA account is managed on a declining balance (see below). Part of the commitment to the IDA is being up-to-date with all accounts. If the accounts are not current, dancers will not be allowed to compete and dancers will not receive their recital costumes during costume week. IDA’s tuition, registration fees, recital fees and costumes fees are due according to IDA’s published policies and calendar.

Late charges will apply to all amounts not paid by the 10th of each month, even IDA accounts, if past due. We do not mail or e-mail bills or statements. It is the parent’s responsibility to read and know IDA’s billing and payment policies. If you want a copy of your IDA account, you may log into your parent portal.

**Class Fees**

We understand the extra commitment and expense of participating in extra curricular activities. As a result, we offer discounted class fees to immediate family members who have 3 or more siblings enrolled.

IDA accounts may be paid monthly through a credit card on file. It is your responsibility to update your card on file within your parent portal.

**Payment and Management of IDA Accounts**

IDA accounts are managed as declining balance account –The amount required to participate in IDA varies by the number of classes and competition teams you choose to accept. If there is an outstanding balance on your account past the 10th of each month, your student/child will not be able to participate until the full balance has been paid in full. If a costume has not been paid for in full, we are not able to purchase/order your child’s costume. This will also affect the issue of if the costume is available after the fees are paid or if the student’s size is no longer available. If your account has a “credit” balance (i.e. you had fewer expenses than anticipated), the credit will roll over to the next month. If a balance remains and you choose to leave the studio, the balance is not refunded.

If you are participating in a solo or duet , an additional fee of $300 for each solo/duet. This fee is used for choreography time with the current students involved. Competition entry fees and costumes fees are in addition and are based upon the students choice of competition and costume. All Competition fees are due by December of the dance year. We will let you know if you need to add additional funds to your account during the year.

All New IDA Competition Students should plan to spend around $150 plus tax for warm up requirements. Make up kits are required from MAC, each team has their color palette and are purchased through the studio to guarantee colors match.

**DISCIPLINARY MEASURES**

Commitment to the team is a founding principal of IDA and is one of the most important parts of the IDA experience. Team commitment also includes commitment to your classes, your instructors and your choreographers.

The only time you should be missing a class or rehearsal is if there is a death in the family, you are ill or injured or you have a school function that counts toward a grade. There are no excused absences from classes or rehearsals. If you miss more than one rehearsal a month of a particular routine, you will be removed from the routine.

**General Discipline**

The following are some of the reasons that you may be subject to discipline –

• Missing or late to more than two classes/rehearsals during the year.

• Missing more than one class in a month.

• Disrespect to teacher (after a warning), including trash talking

• Disrespect to other dancers (after a warning), including trash talking

• Taking other dancer’s belongings without permission

• Account not current

• Lack of commitment in required classes Specific discipline is up to Natalie and may include loss of specialty dance (solo, duet, trio), loss of placement in group dance, suspension from a competition (for groups or specialty dances or both), or dismissal from IDA (with no refund of monies paid).

**Specific Discipline Issues**

Please note the following specific penalties-

 Group Classes/Routines. All group routines will have final casts by October 1st for our Christmas Recital and February 1st for our Spring Recital. If a dancer drops a group dance after October 1st, other than for injury, he or she will be removed from the class to be sure that choreography is completed for the remaining students.

 Competitions. If you miss a competition without notice, you will be dismissed from IDA. In addition, you will be charged the regular entry fee for all dances that you asked us to enter for you, even if the schedule cannot be altered and you can’t compete. In addition, you will be charged the regular entry fee for all dances that you asked us to enter for you, even if the schedule cannot be altered and you can’t compete.

 Regular Rehearsals/Classes. In general, if a dancer misses one class during the year, they will receive a verbal warning from the choreographers. With a second missed class, a notice will be sent to the current student’s parents. If a third rehearsal is missed, the dancer will be blocked out of the routine and may face expulsion from IDA. If a dancer misses the last class before a competition, the dancer may be suspended from competition and will lose the entry fees. Each time a dancer has an unexcused absence from a regular rehearsal for ANY reason, he or she will be subject to discipline.

**COMPETITION & OTHER PERFORMANCE OPPORTUNITIES**

Since it is our goal to instill a passion for performing rather than merely the desire to win awards, competition dancers have many performance opportunities, including competitions. Our solid reputation for quality reflects our attitude toward competition and our goal to develop in each student a genuine respect for dance as an art form.

We consider participation in competitions not simply part of our students’ training as dancers; it’s also an important part of how we influence them as people. With the right focus, the experience gained in competition can be an excellent source of self-confidence. If the dancers feel good about a performance and understand that they become better each time they go onstage, they are truly growing through the competition experience. Hitting that stage and doing the best they can is what it’s all about; whether they win––or which award they win––is secondary.

Through participation in competitions and other performances, we hope to instill in our students an appreciation for other dancers and studios. We hope to motivate both students and faculty by exposing them to the highest caliber of talent available and encourage each dancer to do their best on each occasion. Only then can we produce the best dancers and teachers possible. For us, performing is an education!

We are hoping that we can do “in person” community performances in the coming season. However, if these types of gatherings are still limited, we may participate other Virtual performance options to assist community organizations. We believe the lessons learned through concert performances are just as valuable as the competition experience.

**Competitions**

Schedules/Calendars At the beginning of each season, Natalie will post on Groupme and email all significant IDA events; including competitions, and performances . Generally, there will be one competition per month during competition season (February through May) . All competitions are scheduled for weekends (generally Friday through Sunday). Because we will not know specific days of competition until about 7 days before, you must block out ALL THREE DAYS of the weekend for competition.

These conventions are weekend events that give dancers the opportunity to take classes from the leading teachers and choreographers in the dance industry. Some group dances may attend competitions with conventions attached.

**Attendance**

When a competition runs over the entire weekend, we expect our competition teams to attend as much of the event as possible to support their teammates. We work as a team, always available to support each other.

Missing Competition: We have a new process for notifying our IDA staff if you will NOT be attending a competition. All of the competition dates will be available by October 1st of each dance year. If your dancer will NOT be able to attend, you will need to email and phone Natalie at 801-631-8130, inspiredanceut@outlook.com

Your child will be blocked out of dances for competitions.

**Competition Entries**

Group routines will be entered in every competition on IDA’s calendar. All entry forms will be filled out by IDA. Some competitions require parents to sign a release for the dancer to participate. Please make every effort to sign that release promptly or your dancer may not be able to compete.

Competition Preparation & Readiness

Performances and competitions are your opportunity to show the world the results of your dedication and hard work. To make the most of this opportunity:

• Be aware of the competition schedule. Arrive at performances at least 90 minutes prior to the scheduled time, in full costume, makeup and hair. Lashes are always required along with tights purchased from the studio. If your child is not in full competition prep, they will not be allowed to compete.

• Know where your group will be rehearsing prior to going on stage.

• Be sure you are properly warmed up with your Team Captain.

• Present yourself in a professional manner, with costumes pressed, shoes cleaned, hair and makeup done as directed, and all accessories accounted for.

• Always act professionally – respect your teachers, parents, other dancers (including those from other studios) and the competition or performance officials.

• When you arrive, check in with either your Team Mom, Cindy, or Natalie. Make sure you are backstage 8 numbers before your performance number and STAY WITH YOUR GROUP.

• If you have a solo, duet or trio, you must sign in with the competition’s backstage manager at least 8 numbers before your dance. Most competitions do not allow dancers who are not about to perform backstage.

• If you leave the competition for any reason, let Natalie know.

Go out there and show the audience how much you love to dance!

Competition Makeup

Please check your Groupme page for make up tips and suggestions. We may be hosting a competition make up workshop this year that would be great for first-time families and those that are most uncomfortable with stage make up.

Independent Entries/Other Studio Entries

No dancer may compete in any competition as an independent entry or on another studio’s competition team. No parent may contact a competition directly. Competitions require that contact be made by the studios only.

**RECITALS**

All IDA dance classes perform in the IDA recitals, and all dancers are expected to perform in those routines.

Since the clear majority of IDA members are also performing in class routines for recital, plan on your dancer being required to attend all of IDA’s classes and rehearsals. If there is a recital that you know you can’t attend, please let us know asap so we can plan around it.

**Private Lessons**

Private lesson fees for technique only or solos, duets or trios are paid directly to the choreographer. Choreographers may ask parents to sign up for VENMO and pay them through that app. Private lessons are scheduled directly with the choreographer. Availability for private lessons can be affected by many things –

Choreographer availability, studio space availability, how soon is the next competition. The dancer will pay an upfront fee to the choreographer. If a private needs to be rescheduled, the dancer must call the choreographer (no text or voicemail messages) and e-mail him/her directly at least 48 hours in advance or the FULL private lesson fee will be due.

The only exception is illness or injury within 48 hours of the scheduled private. The parent must call and speak directly with choreographer for an illness or injury excuse within 48 hours of a private. Hourly Privates are $50 for solos (or single student technique) and $25 per dancer for duets. Half-Hour Privates are $25 for solos (or single student technique) and $15 per dancer for duets. It is up to the dancer and the choreographer to schedule privates during that choreographer’s specific times.

**Captains**

This season we have selected one or two Captains for each group routine. The Captains will have a list of all the dancers’ names so they can stay connected all season.

**Captains Job (Captains are the child of the Team mom)**

1. To gather all dancers to the designated meeting area backstage and at all competitions.

2. Review notes from the last rehearsal with the TEAM

3. Make sure everyone is warming up in a designated area as a TEAM

4. Communicate with the coach and IDA staff at the last class to make sure they are on the same page

5. Gather awards and hand them out

6. Take pictures at every competition and post them to our groupme to share

7. Gather any props and bring to the choreographer if there are any

8. Checks in dancers to the competition director

9. Cell phone check- making sure all dancers are being included and not focusing on their devices

**COMMUNICATION WITH IDA STAFF**

If you have questions or concerns about the studio’s policies, your child’s dance education, class or choreography placement- don’t panic––and please don’t talk with other parents when questions arise (even the Chasing Butterflies group). Go to the source - Make an appointment to speak directly to Natalie.

 Natalie will involve other teachers or directors as she sees fit. Please conduct all communication through a mutually agreed upon time with Natalie rather than approaching your child’s teacher. 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 can offer expertise in the field of dance education.

If you have questions about your IDA account or information about IDA studio policies, safety or reopening policies, costuming, rehearsals, competitions, direct your questions to Natalie or Cindy. Front Trusting others judgments will probably lead to your receiving incorrect information and missing an important deadline that will adversely impact your child. Emailing, texting, or calling is always a good option.

In addition, we recommend that no choreographer or teacher establish a close personal relationship or friendship with any student or their parents. Each staff member has their own social media sensitivity/tolerance so please do not be upset or offended if an individual does not choose to have you as a friend or follower on social media.

 Please understand that our teachers, choreographers, staff and owners have personal and family lives, other jobs and responsibilities apart from the studio. Of course, we will be there for you 1000% if you need us. Choreographers and/or teachers will provide their personal email addresses or cell phones numbers to you at their discretion for use for studio/IDA business only. Teacher cell phones should not be used to communicate absences (all rehearsals are MANDATORY) or discuss class or choreography placement.

Alterations:

Please Contact Cindy at 801-808-6473

Minor adjustments are $5
Major adjustments start at $20 and go up from there depending on how difficult (like resizing).
Fittings: If you come to me no charge. If I go to the studio it is $5 to cover travel expenses (if I am fitting a whole class the in studio fee is waived).

**Drop Off and Pick Up Zone-**

You may drop off and pick up your child in our designated area next to the studio. Please note, there is no parking allowed!!!! This is for through traffic only and goes from south to north for entrance and drop off. If you choose to park, please be aware that a parking violation will be applied to your account for $25.00.

**Parking-**

If you choose to wait and park, you may do so on the South end of the property by our traffic cones. We ask that if you have arrived after dark, please turn your lights off to help other parents entering the parking area to have better visibility. All students are to be picked up by their parent either by car in the pick up zone or by hand at the studio entrance. To make sure all students are safe, none are to walk alone across the parking.

Dance Assistant Contract

As a dance assistant you are in a teaching position. Your focus should be in helping the dancers improve and stay focused as directed by the class teacher. You need to be an example as to the expected behavior of a dancer during class time. An assistant not only helps during class but before and after class as needed. Please read and sign the contract below if you are going to assist in a class

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am an assistant for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class. I understand that I am in a teaching position and should treat assisting as such. I understand that as an assistant I need to have excellent attendance with minimal absences. I know that I will only receive credit for the classes I am in attendance for. I understand that I need to communicate any absences as early as possible with the teacher of my class and Natalie so there is time to find someone to fill my spot for that day. If I have any concerns that arise, they will be delt with in a professional and confidential manner. If I learn something about another student, I will only share that information with the appropriate people. I also understand that if I fail to fulfill this contract, I can lose my position as an assistant.