



**DANCE STUDIO**  
HANDBOOK

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FOR  
PARENTS AND STUDENTS

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## **STUDIO HANDBOOK**

### **Welcome to Royal Academy of Dance!**

We are so happy to have you as part of our dance family. Our goal is to provide a valuable service to each student, so they acquire the skills, abilities, and confidence required to be a great dancer! Our highly qualified staff is here to motivate, inspire and train our students to be the best dancer they can be. We are dedicated to building a strong dance foundation, creating a love for the arts, and providing opportunities for our students. This handbook is designed to educate our parents on Royal Academy of Dance company policies and answer any questions you may have. The lines of communication will always be open so feel free to contact us with any questions, concerns, and/or input. You can reach us by phone at 847-579-9909 or by email to [info@royaldance.net](mailto:info@royaldance.net)

### **HOURS OF OPERATION**

Royal Academy of Dance is open 6 days a week. Our hours are listed below.

Monday – Friday: 4:00 – 9:00pm

Saturday: 9:00 – 6:00pm

Sunday: By appointment only

## ENROLLMENT PROCEDURE

You can enroll for classes online at our website, [www.royaldance.net](http://www.royaldance.net) or at the studio. The responsible party **MUST** complete the liability waiver through the parent portal **BEFORE** attending a class, whether enrolling online or at studio. The liability form covers all classes in which the student is enrolled. **The responsible party is required to pay the registration fee (if applicable) at the time of registration.** There is no cut-off date to enroll in dance classes.

## HOLIDAYS & VACATIONS

Our regular dance season is from August to June. We also offer summer dance classes and camps throughout June, July, and August. At the beginning and end of summer we will take a couple weeks off to help plan and prepare for the new classes.

We do not have classes on National Holidays (New Year's, Christmas, Thanksgiving, Independence Day, Memorial Day, Labor Day, etc.).

Our schedule follows most school calendars; if the school does not have classes, then we will also not have classes, with the exception of teacher work days. As a reminder to parents, we will send out notices by email and will also update our website, parent portal, and Facebook page with important reminders as to when we are closed for holidays.

## ABSENCES & ILLNESSES

If your dancer is sick, please have them stay home, this is for everyone's well-being. Students who have or have had a fever should stay home until they are able to maintain a normal temperature for 24 hours without the use of medication.

If you or your child miss a class, it is your responsibility to learn the material missed before the next class. This can be accomplished by taking a private lesson or meeting with a classmate. You can also make up a missed class by attending a class at the next appropriate skill level if approved by the instructor.

## RATES

<u>Class/Week</u>	<u>Monthly Tuition</u>
1	\$65
2	\$125
3	\$175
4	\$215
5- 10 hours	\$305
Unlimited	\$400

**Tuition payments made by check are an additional \$10 per month. Cash payments are not permitted.**

Season: The season runs the full calendar year.

As part of the “grand opening” of Royal Academy of Dance on August 21st **tuition for all students in August is waived!**

Royal Academy of Dance will have” rolling” enrollment, which means we will allow participation as long as there is space. We will also hold special summer classes and camps that include a variety of accelerated learning/skill classes. The summer classes will vary based on student enrollment.

Annual Administration Fee: (non-refundable) \$35 for the first student and \$25 per student for each additional family member.

We do occasionally offer special classes or camps that have a set class fee, these classes will not count towards the hourly rate above and are not eligible for additional discounts unless otherwise stated.

Private lessons are available, rates are to be determined by the instructor.

## TUITION POLICY

Tuition is to be paid by the first lesson of each month. Makeup classes and reimbursements will not be given for classes missed due to unpaid tuition.

Tuition paid in full for the entire dance year (August to June) will receive a 10% discount. Sibling discounts of 10% off additional family members are also available.

## CLASS ATTIRE

Students are to wear form-fitting clothes in which they can easily move. If the student has long hair, then they should have their hair pulled back and out of their face during all classes. Each class has different requirements, see the list below for more details. If you are unsure about shoes or sizing then please let us know, we offer shoe sizing at our studio. We have a variety of shoes and dance-wear available for purchase from our online store: [www.royaldance.net](http://www.royaldance.net) but can also take orders for sizes and items we may not have.

**Ballet:** Black leotard, pink tights; hair in a bun if possible; pink ballet shoes.

**Lyrical & Contemporary:** Form-fitting, easy to move in clothing; tan half soles.

**Jazz:** Form-fitting, easy to move in clothing; tan jazz shoes.

**Tap:** Form-fitting, easy to move in clothing; tap shoes (younger classes will have white buckle tap shoes, older classes will have black lace tap shoes).

**Hip-hop:** Any clothing is fine if it is not restrictive; sneakers (not your everyday sneakers, these should be worn in-studio only).

**Acro/Tumbling:** Leotard; NO TIGHTS; bare feet.

**Gymnastics:** Gymnastics leotard

## PERSONAL ITEMS LOST AND FOUND

Students should bring their own water bottle to class, please make sure the bottle is labeled with their first and last name. Please limit the items your child brings with them to dance. We suggest a small backpack or duffel bag with their dance shoes and any additional attire or items they may need for their class. All items should have the students initials or name clearly written on every item so that they do not get lost. Cell phones, tablets, and handheld games are not allowed in class.

We have a Lost & Found cart located in the studio office. If your child has lost anything during dance then please check here, we do a full walk through of the studio each night and all items left at the studio are placed in the Lost & Found cart. Items are only kept in Lost & Found for 4-6 weeks before they are donated to a local charity.

## RECITAL FEES AND COSTUMES

Each dance year, the studio has a June recital to showcase what the students have learned throughout their dance year. There is a recital fee, the total fee will be based on the number of routines each student has in the recital. This is to help cover the cost of costumes, tickets for family and friends, venue rental, and the extra staff necessary to make this production the best it can be. **The recital fee is due no later than the end of January.**

## PUBLIC PERFORMANCES

Anytime the studio is asked to perform, we accept! Our performance classes are the 6-year-olds and older. The dancers are not required to dance in public, however, any experience and opportunities they get, the better! It is in the dancer's best interest that they perform.

## **PARENT INVOLVEMENT**

Royal Academy of Dance communicates mainly through email and the website. Please make sure you are on our mailing list to receive important information! We will not spam or give your information to anyone! We invite the parents to help with fundraisers, public performance (hair, make-up, supervision, etc.), and, mostly, scenery. We also ask that you encourage your kid(s) to practice their dances. We can easily send you their music upon request. Get your child(ren) to stretch at least 10 minutes every day! Your body is a machine that you must constantly work to improve! Core, leg, and arm work are all equally important. You need to be strong in order to execute dance moves properly. In order to be the best dancer, you can be, you need to put in work at home. This is where parents can come in and work with their kids at home. It will benefit your child and will be a fun activity you can do together!

## **ONLINE PARENT PORTAL**

Parent Portal is an interactive online system to help you register for new classes, keep track of your child's class schedule, tuition, payments, and studio updates. We will be using this system to provide information for studio news and updates. You can sign up by visiting the [Parent Portal](#) page of our website!

## **DISCIPLINE**

Dance itself is a discipline. You must be very in tune with your body and teacher. It is imperative that the students listen and behave. Bad character and/or behavior will not go unnoticed. We will firmly tell a student to stop acting up in a way that is not embarrassing or humiliating, but stern. If a child acts up a second time, they will have their reward revoked. If the problem persists, we will notify the parent and have a meeting.

## COMPETITION DATES

RADIX Dance Competition: February 4-6, 2022  
KAR Dance Competition: February 25-27, 2022  
Precision Arts Dance Competition: April 8-10, 2022  
Showstopper Dance Competition: May 13-15, 2022.  
Nationals Dance Competition – TBA

## IMPORTANT DATES

We know it's hard to plan ahead by a whole season or year, but your families will be so grateful if you can set out some of your studio's important dates right from the beginning for them to put in their calendars. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

Date	Event	Description	Who it involves
08/01/2021	Registration Day	Register for your 2021/2022 classes	Everyone
08/21/2021	GRAND OPENING!	Everyone is welcomed to come and share this important day for us. Time: 12pm.	Everyone
09/25/2021	Parent Meeting Competition Team	Parents and Teachers meet at the studio to chat about upcoming competitions and performances.	All parents (no children please)
12/19/2021	Christmas Show	All competition dances performing and recreational classes.	Everyone
More Dates TBA			



## Parent Release Form for Photography and Videography

I, the undersigned, give permission for Royal Academy of Dance to use video footage and / or photographs of my child/ward, \_\_\_\_\_.

This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

printed materials (eg - brochures and newsletters)  
online and offline advertising and promotion  
videos and digital images such for use on social media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Royal Academy of Dance for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## CODE OF CONDUCT

To ensure the smooth, safe running of Royal Academy of Dance and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a Royal Academy of Dance staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception – parents and students are not permitted to contact Royal Academy of Dance teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the director first. Personal meetings with the studio director can happily be arranged via reception.

Royal Academy of Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Choreography, costuming and studio policies remain the intellectual property of Royal Academy of Dance and may not be reproduced or sold by any students, parents or staff without permission of the principal/s.

## STUDIO RULES

Supervise your dancer and siblings to keep them safe while in the lobby. Do not allow them to run down the halls, scream, walk on the furniture, stand on counters or any furniture, or play in the bathroom.

Dancers, parents and siblings should be respectful in the lobby area, using their “inside voice,” keeping voices down, and conversations respectful all little ears. Be respectful of studio property.

Keep your account up to date and include late fees if necessary. Call or email the office manager if you have questions regarding your account.

Remember that your child is unique and special! Trust your child’s teacher’s evaluations since they are professional dance educators with many years of experience and only have your child’s best interest at heart.

Special Information for Parents of Preschool Students Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. We meet these goals with our age-appropriate curriculum and ongoing communication with parents. The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

## ADDITIONAL INFORMATION

**EMOTIONAL SUPPORT:** Understanding Dance Education As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that’s comfortable. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work.

**STAYING INFORMED!** We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other studio information. Newsletters and updates are emailed to you at the email you provided to us on your registration form. If you have any questions regarding the information distributed, we encourage you to contact the office 847-579-9909 during regular studio hours. We answer email on a regular basis, except on weekends and holiday breaks. Feel free to email questions to the office at [info@royaldance.net](mailto:info@royaldance.net)

**FACEBOOK PAGE:** <https://www.facebook.com/royalacademyofdancechicago>  
Please invite your family and friends to “like” the studio! - Please do not post questions on the studio’s Facebook page. Instead, please email them directly to [info@royaldance.net](mailto:info@royaldance.net)

**WEATHER CANCELATIONS:** When the weather outside is frightful: As a general rule, if school has been cancelled due to winter weather and / or roads conditions are hazardous, dance classes will be cancelled.

**INSTRUCTOR CANCELLATIONS:** If an instructor has to cancel a class for any reason, we will contact each dancer registered in that class as soon as the office is aware of the cancellation. In this event dancers can make up their dance time in any class on the schedule, possibly even attending a class at the same time with a different instructor.

**DRESS CODE:** Royal Academy of Dance maintains a dress code to encourage professionalism, concentration and a sense of inclusiveness. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training. • Students should carry their dancewear, shoes, and other belongings in a dance bag.

Please print your child’s name on the bag as well as on all of its contents. • Dancewear is to be kept in good repair and laundered after each wear. Dance shoes should never be worn outside. Hair tightly secured and styled away from the face; a neat bun is preferred for female dancers. A Bun is required for all female dancers for all ballet classes in the Junior and Senior levels beginning with the 7-10 age of classes • Bare legs are not allowed. Tights must be worn with leotards and ballet shorts. Royal Academy of Dance makes it easy for

parents and students with “all you’ll need” packages. These packages contain everything students need to begin their journey into the wonderful world of dance (shirts, shorts, leotards, ballet shoes, flip flops, water bottles, dance bags etc..) Please see the package and price list available at the studio front desk.

**UNIFORM:** At Royal Academy of Dance we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the studio or from our website [www.royaldance.net](http://www.royaldance.net).

**ATTENDANCE:** Your child’s attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

**HOLIDAYS:** Studio holidays DO NOT necessarily reflect school holidays. Therefore, unless a studio holiday or break is noted, classes are in session (refer to your calendar included in this newsletter). Dancers will be reminded of holidays and breaks in class and notice will be posted.

**LEAVING EARLY:** If you will be leaving class early, inform your instructor before class begins. When it is time for you to leave, signal your instructor and exit quietly.

**ILLNESS:** Colds, flu, and other contagious illnesses occur frequently and spread easily among children. When your child has a fever, please keep him/her at home until the temperature returns to normal.

**PARKING LOT SAFETY:** The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its doors, please do not leave your car idling. Do not allow children to play in the parking lot or close to the curbs.

**FOOD AND DRINK:** Only water is allowed in the dance studios. No food, drinks, or gum. Dancers who have many classes in the evening may bring a meal, however they must eat at the counter space provided. Do not allow your child to walk around with a snack. If a mess is made, clean it up.

**ANNUAL RECITAL SHOWCASE:** All students are encouraged to perform in our annual recital showcase! The showcase is in June. Those tentative dates have been provided to you on the studio calendar in this handbook and will be confirmed upon final approval by the governing bodies of the venue.

**RECITAL PHOTOS:** Recital photos will be taken at Royal Academy of Dance. All students are asked to be present for their class picture. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at your photo session on time and ready to be photographed.

**STUDIO RENTAL:** The studios are available for rental for meetings, rehearsals, and other activities. Whether you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

Please remember that we value you and your support and want to thank you for choosing us for your child's dance education!

**WELCOME TO ROYAL ACADEMY OF DANCE.  
We look forward to an exciting, rewarding season!**

