



# Fusion Dance & Fitness, LLC

## Student-Parent Handbook 2017.18

### INTRODUCTION

It is a pleasure to welcome you into our family at Fusion Dance & Fitness. Our team is thrilled to see many familiar faces return to the studio, and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the season, as well as answer a lot of questions you may have before our session begins. While we would love for you to take the time to read this information carefully, and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any questions you may have.

### STUDIO INFORMATION

**Address** Location: 308 East 4<sup>th</sup> Street Waterloo, IA  
Mailing: PO Box 2156 Waterloo, IA

**Phone** (319) 233-0747

**Email** office@fusiondancefit.com

**Website** www.fusiondancefit.com

### STUDIO MANIFESTO

To begin, it is important to us at Fusion Dance & Fitness that all members of our team share our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, instructors, and staff members at our studio, and is the driving force behind every interaction with our students and their families.

Fusion Dance & Fitness is a place where students of all ages, colors, shapes, sizes are welcome. We are a community of instructors, students and families who are passionate about dance and the performing arts. We take pride in offering a quality, experienced, and educated teaching staff. We are committed to providing a safe and positive environment in which all students can feel supported, comfortable, and welcome. We encourage creativity, individuality, and self-expression. Our goal is to create a happy experience for all of our students. We strive to nurture and develop talent, and inspire a love and appreciation of all styles of dance.

## **TABLE OF CONTENTS**

<b>REGISTRATION</b>	<b>PAGE 3</b>
<b>FEES AND TUITION RATES</b>	<b>PAGE 3</b>
<b>COMMUNICATION</b>	<b>PAGE 3-4</b>
<b>IMPORTANT DATES</b>	<b>PAGE 4</b>
<b>POLICIES AND PROCEDURES</b>	
<b>CODE OF CONDUCT</b>	<b>PAGE 4-5</b>
<b>SOCIAL MEDIA</b>	<b>PAGE 5</b>
<b>ATTENDANCE</b>	<b>PAGE 5-6</b>
<b>STUDENT INJURY</b>	<b>PAGE 6</b>
<b>CHOREOGRAPHY</b>	<b>PAGE 6</b>
<b>DROPPING A CLASS</b>	<b>PAGE 6</b>
<b>INCLEMENT WEATHER</b>	<b>PAGE 6</b>
<b>OTHER DANCE STUDIOS</b>	<b>PAGE 6</b>
<b>PICK UP AND DROP OFF</b>	<b>PAGE 6</b>
<b>ADDITIONAL RULES</b>	<b>PAGE 6-7</b>
<b>CLASS DESCRIPTIONS</b>	<b>PAGE 7-8</b>
<b>AGE GUIDELINES</b>	<b>PAGE 9</b>
<b>REQUIRED CLASS ATTIRE</b>	<b>PAGE 9</b>
<b>SPRING PRODUCTION INFORMATION</b>	<b>PAGE 10</b>

## REGISTRATION

Before lacing up those dance shoes, it's important that all students and/or parents –whether returning or new- provide us with the most up-to-date contact details. This information is kept online in your family portal. Each family must also complete a media release and liability form for each student.

We encourage all of our students and families to try a variety of dance styles, and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact our office manager to schedule a trial (provided the class has not reached capacity).

Typically, a minimum of 5 students is needed for a class to be secured; there may be exceptions. Registration for Dance classes will close at the end of October to give staff adequate time to measure for and order performance costumes.

## FEES AND TUITION RATES

### REGISTRATION FEES

- Our annual registration fee is \$35/student or \$50/family. This must be paid in full prior to the commencement of classes. A failure to pay your registration fee in time, may result in losing your place in class.

**COSTUME FEES:** Costume fees will be posted by November 1<sup>st</sup>. All costume payments are due by November 16<sup>th</sup>. Costumes will typically cost anywhere from \$60-90/class.

**PERFORMANCE FEE:** Each student performing in the show will pay a performance fee of \$65/student or \$95/family.

**TUITION:** Payments cover 40 weeks of dance, spit into 10 monthly payments, August - May.

- Payments are due on the first of each calendar month. Any account unpaid after the 15th of the month will have a \$15.00 late charge assessed. Any student with an overdue balance of more than 45 days will not be allowed into classes until payment is received in full.
- Payment options: We will accept cash or credit card payments in our office. We also offer online direct withdraw payments. If you participate in the recurring payment plan, your Tuition will be deducted on the 1<sup>st</sup> weekday of each month.
- WE NO LONGER ACCEPT CHECKS

Tiny-Tots	\$42.00/month
1 class/week	\$48.00/month
2 classes/week	\$86.00/month
3 classes/week	\$118.00/month
4 classes/week	\$144.00/month
5 classes/week	\$166.00/month
6 classes/week	\$182.00/month
Additional Classes	\$16.00/month
Unlimited Family Rate	\$275.00/month

**STUDIO RENTAL FEES:** During open time slots, if you wish to rent the Fusion Dance & Fitness facilities for any additional dancing, a studio rental fee of and \$25/hour (Fusion Students), and \$35/hour (non-Fusion Students) will be assessed. Please speak with the office manager to reserve your space.

**PRIVATE LESSONS:** Private lessons are available for most styles of dance. Please contact the office manager if you are interested. The cost is \$55/hour (Fusion Students) and \$65/hour (non-Fusion Students).

## COMMUNICATION

- Here at Fusion Dance & Fitness we feel that communication is key. It is our goal to respond to all enquiries within 48 hours, and we will never leave a question unanswered. Our friendly office staff can be contacted at 319-233-0747, Monday-Thursday between 1:00-7:00PM.
- For your convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are happy to include multiple email addresses per family, if you would like your correspondence sent to numerous recipients. Don't forget to add our email address [office@fusiondancefit.com](mailto:office@fusiondancefit.com) to your contacts so we don't end up in the Spam folder!

- In the infrequent case of urgent information (for example, unexpected class cancellation or performance changes), we will send an email, and a mass text to all families. For this reason, please make sure the email address and mobile number you have provided is corrected, and that you have registered to receive mass text information.
- Facebook is also a great way for us to keep in touch with a large number of people at once. We encourage all families to 'Like' our Facebook page.
- We always display important information, dates and studio details on our bulletin boards throughout the building. Please have a quick look when dropping off and picking up, just in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us at 319-233-0747 to chat with one of our helpful team members.

## **IMPORTANT DATES**

First week of classes	AUGUST 14-17
Labor Day	SEPTEMBER 4 (studio closed)
Halloween	OCTOBER 31 (studio closed)
Costume Payments Due	NOVEMBER 16
Fall Break	NOVEMBER 22-23 (studio closed)
Winter Break	DECEMBER 25-JANUARY 4 (studio closed)
Spring Break	MARCH 12-16 (studio closed)
Last week of classes	MAY 21-24
Studio Production Rehearsal	MAY 29-JUNE 12
Dress Rehearsal	JUNE 13-14
Show Dates	JUNE 15-16

## **POLICIES AND PROCEDURES**

### **CODE OF CONDUCT**

To ensure the smooth, safe running of Fusion Dance & Fitness 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 them further. 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 will 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 the office manager. 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 Fusion Dance & Fitness teachers via phone, in person, or via email/social networking with studio issues unless it has been broached with the owner first. Personal meetings with the studio owner can happily be arranged via reception.
- In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

- Fusion Dance & Fitness 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 Fusion Dance & Fitness, and may not be reproduced or sold by any students, parents or staff without permission of the owner.
- Only students and parents with positive attitudes are permitted on the premises. Those with negative, disruptive, or dis-respectful attitudes will be asked to leave. Behaviors that are detrimental to the safety of the students will not be tolerated.

## **SOCIAL MEDIA**

Fusion Dance & Fitness' Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with the Fusion Dance & Fitness code of conduct.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Fusion staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Fusion Dance apparel) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- Photos or Videos taken from performances or rehearsals may NOT be posted online.
- You may not post photographs / videos that feature Fusion dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

## **ATTENDANCE**

Your child's attendance in class is very important to their peers and our teaching staff. 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 routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

- If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know in advance so the class impact is minimal.
- If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

- Classes missed, for any reason, can be made-up in a level equal to or below the class level the student is enrolled. Classes must be made up within one month. No credit is given for student absences or missed classes. However, students are always encouraged to make their classes up at a different time.

### **STUDENT INJURY**

If your student becomes injured during the season, and is unable to return to class, please notify the office immediately about dropping the class. If your student becomes injured, but plans to return to class, you are still responsible for making monthly tuition payments in order to reserve their place in the class. There are no costume refunds given to students who cannot participate in the Spring Production.

### **CHOREOGRAPHY**

Students requesting to use dance choreography from class for outside events must first obtain permission from the instructor/choreographer. Additionally, you must give credit to the choreographer and Fusion Dance & Fitness at the event.

### **DROPPING A CLASS**

In order for a student to drop or cancel a class, you must notify the office. If the student drops the class at any point during the month, you are still responsible for paying a full month's tuition.

### **INCLEMENT WEATHER: CLASS CANCELLATIONS**

If Waterloo OR Cedar Falls schools are canceled for the day, released early, or evening events are canceled due to poor weather conditions, the studio will NOT be open for classes. Also stay tuned to the KWWL cancellation web postings, as we will contact them with closing information ([www.kwwl.com](http://www.kwwl.com)). Overall, use your own discretion regarding attendance.

### **OTHER DANCE STUDIOS**

- Students enrolled in dance classes at Fusion Dance & Fitness, are not permitted to participate in classes at other dance studios.
- This policy is intended to ensure that proper technique is maintained and skill level is not delayed in progression. This rule is also enforced to protect the studio material and choreography.
- This policy does not include involvement with school drill/pom/dance teams or summer programs and workshops with reputable national companies and institutions.

### **STUDENT PICK UP/DROP OFF**

- Students must either be brought into the studio by a parent or dropped off right in front of the studio entrance.
- Students will not be permitted to leave the building after class until a parent has entered the building.
- Students who are able to drive themselves to and from class will not be permitted to leave the building alone. They must walk out with another student or parent after class.
- Fusion Dance & Fitness does not provide childcare services, so children should never be left unattended before or after class. The studio will close immediately following the last scheduled class of the day.

These measures are not meant to be an inconvenience for anyone, but for the safety of all students

### **ADDITIONAL STUDIO RULES**

Students...

- Be prepared for class, stay informed on studio updates – check the bulletins.
- No street shoes will be allowed in the studio ballrooms.
- Attendance will be taken at the beginning of each class. Always come to class on time!
- Turn off your cellular phones. These should not be used during class.
- Put your name on everything you own!
- Ballet students must set up the barres before class begins and put them away at the break.
- Use the restroom before class, on break or after class.
- Students are not permitted to leave the studio during class without the instructor's permission.
- NO gum, food, or personal items allowed in the studios.
- Pay attention in class – NO TALKING. Address questions / problems at the end of class.
- Always RESPECT, APPRECIATE, and LISTEN to your instructors and your peers! At the end of each class, students should applaud their teachers, assistants, peers, as well as themselves.
- Pick up after yourself! Don't leave the dressing room in a mess.

Parents...

- Fusion Dance & Fitness is not responsible for any lost or stolen items.
- Please send water or money for the vending machine with your students
- Children ages 7 and younger should not be left alone at the studio.
- If a student becomes ill or injured, during class, they will be sent to the office to call a parent.
- If a student gains an injury during the dance season, if possible, they are encouraged to attend class to watch.
- Students should NEVER leave the studio alone. Please inform the office if your child is scheduled to leave the building with anyone other than you.
- Please check with your student about any information that may have been explained in class. You should also check in with the office regularly for updates and notices.

## **CLASS DESCRIPTIONS**

### ***Tiny Tots***

Ages 2-3 and 3-4

Students will receive an introduction of ballet technique and will learn how to be creative with movement. Children will learn proper dance class behavior, practice rhythms, directions, and various forms of movements, in a fun, child friendly environment.

### ***Ballet/Tap combination class***

Demi and Level 1: Ages 4-9

This is a combination class continuing with Ballet Techniques, and Introducing Tap Techniques and rhythms.

### ***Jazz/Hip Hop combination class***

Demi 1-3, Level 1: Ages 4-9

This is a combination class introducing basic Jazz technique, as well as introductory hip-hop dance movements, and tricks.

### ***Ballet and Ballet Technique***

Level 2-6: Ages 9+

The traditional technique of classical ballet has developed over centuries. It is a basis for the logical physical training of a dancer. Students are taught proper body placement, body alignment, barre and center floor work, along with across the floor combinations. All students are urged to study ballet, as it is the foundation of all other dance styles, and facilitates further success in these disciplines.

\*Ballet Technique is for additional practice only. Students will not perform a dance.

### ***Tap***

Level 2-6: Ages 9+

Tap is a style involving rhythm, dynamics, and varying sounds. The quick footwork acquired through tap dancing enhances balance, coordination, and control. Tappers will have a graduated warm-up to loosen their ankles and knees for proper execution of skills, across the floor progressions and have center floor work to learn and perfect new skills.

### ***Hip Hop***

Level 2-6: Ages 9+

Hip Hop or funk dancing is a combination of street jazz, modern, and tribal styles. This form of dance is often seen in televised dance performances or music videos, and is constantly changing with the wide variety of current music. Students will learn the importance of isolations and dynamics to execute pop-and-lock and funk movements.

### ***Jazz and Jazz Technique***

Level 2-6: Ages 9+

This is a stylized and energetic form of dance providing a personal and creative means of expression. Jazz movements are fast and intricate and tend to reflect the multiple rhythms of jazz music. Classes include center warm-up and technique, stretch and strengthening exercises, floor work, and across the floor progressions in addition to center floor combinations. Students will also focus on flexibility, proper body alignment, posture, and technical skills.

\*Jazz Technique is for additional practice only. Students will not perform a dance.

### ***Theater Jazz***

Advanced: Age 14+

This class combines jazz technique with other varieties to create a "Broadway" style of dance. This class will follow a jazz warm up and will have progressions and center floor work and combinations that combine acting with jazz dance.

### ***Lyrical***

Intro-Advanced: Age 9+

Lyrical is a form of dance that focuses on a dancer's ability to communicate with others through gesture and expression, using the emotion and mood of the music. Along with the contributions that ballet, jazz and modern has made to lyrical dance a large part of its origin was derived from stage acting. Students have a warm up focusing in core strength, flexibility, and movement of the back. The class includes floor work, progressions, and center combinations.

\*Co-requisite: Ballet or Ballet Technique

### ***Modern***

Intro-Advanced: Age 9+

Modern dance centers on dancer's interpretations, rather than the structured steps of ballet technique. Students will learn the various techniques and terminology used in Modern dance. Extensive center warm-up and cross-floor material are taught. Core strength is developed to facilitate execution of skills and techniques learned in the various Modern styles.

### ***Baton***

Age 5+

Students will learn baton terminology and basic twirl skills while developing hand-eye coordination and wrist flexibility. Students will also learn basic twirl combinations.

### ***Tumble***

Age 5+

Tumbling teaches and improves upon flexibility, balance, strength, muscle control, discipline, & concentration. This class will focus on fundamental acrobatic technique. Students will be given challenges based on individual ability to help them grow and enhance their agility, flexibility, & strength.

### ***Intro to Pointe***

Age 10+

This class is done in a ballet shoe, and is a strengthening course designed to prepare the dancers foot for Pointe class. The students will spend a majority of the class on barre work and center work.

\*Co-requisite: Ballet

### ***Pointe 1***

Age 11+

This class is a continuation of Pre-Pointe, and students will most likely begin the season in a ballet shoe... Students will continue to focus on building strength in their feet so they may move into a Pointe shoe within the season.

\*Pre-requisite: Pre-pointe

\*Co-requisite: Ballet

### ***Pointe 2***

This is a ballet class done in Pointe shoes. To dance on pointe (on tiptoe), students must already have good technique in classical ballet. To participate in the class, students must also be enrolled in Ballet.

\*Pre-requisite: Pointe 1

\*Co-requisite: Ballet

**Pointe class requirements:** Failure to comply with rules will result in students sitting out of class

- Students must have instructor approval to participate in Pointe
- New students will need to schedule a placement audition
- Students must have the required shoes at all times
- Students must wear required ballet attire
- Students must keep a class attendance record of 70% or better



## AGE GUIDELINES

Tiny Tots	Age 2-3 and 3-4
Demi Combo	Age 4-5 and 5-7
Level 1	Age 7-9
Level 2/Intro	Age 9-11
Level 3/Beginning	Age 12+
Level 4/Intermediate	Age 13+
Level 5-6/Advanced	Instructor Permission ONLY

Baton	Age 5+
Intro to Pointe	Age 10+
Boys Hip Hop	Age 5-9
Tumble	Based on Skill Level

## REQUIRED CLASS ATTIRE

A neat and tidy appearance sets an attitude of attentiveness and respect. Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc. If a student does not follow proper dress code, they will receive a warning. If the student continues to break dress code, the instructor has the right to ask the student to sit out of class.

- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- No blue jeans, jean shorts or T-shirts (they are not dance attire).
- No costumes are allowed in class unless the Studio or the individual teacher announces a dress up day.

*Tiny Tots:* Black, Pink, or Lavender leotard, pink tights, optional skirt, pink leather ballet slippers. Ties on ballet slippers are to be tucked into the front of the shoe.

*Ballet/Tap Combo:* Black, Pink, or Lavender leotard, pink tights, optional skirt, pink ballet slippers & black tap shoes. Ties on ballet slippers are to be tucked into the front of the shoe.

*Jazz/Hip Hop Combo:* Solid colored leotard or fitted tank, jazz pants or dance shorts. Jazz: Tan Jazz shoes, Hip Hop: a clean pair of sneakers.

*Ballet/Pointe:* Black Leotard (any sleeve length), ballet pink tights, pink soft shoe ballet slippers or Pointe shoes, optional ballet chiffon skirt.

*Jazz, Theater Jazz, and Baton:* Solid colored leotard or fitted tank top, jazz pants or dance shorts, tights, tan jazz shoes.

*Tap:* Solid colored leotard or fitted tank top, tights, dance shorts or jazz pants, black tap shoes (no heels).

*Lyrical/Modern/Contemporary:* Solid colored leotard or fitted tank top, form fitting pants, tights are optional, tan modern sandals or bare feet.

*Hip Hop:* Any colored leotard or tank top, dance shorts or pants, jazz shoes, or aerobic tennis shoes. NO outside shoes, and NO black soles. Exercise clothing is acceptable for students not participating in other classes.

*Tumble:* Students do not need footwear for this class. They must wear tight fitting clothing from our uniform shop with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks.

## **SPRING PRODUCTION INFORMATION**

All Fusion students enrolled in Dance Classes (excluding Pre-Pointe, Ballet and Jazz Technique classes) will participate in an annual production taking place at the Gallagher Bluedorn Performing Arts Center. Students will begin learning their routines in January and continue through April. Combo Classes will learn 2 routines. Some classes may perform both nights, and some will only perform 1 night.

### **Costumes**

- Students will be measured for costumes in October.
- Characters and Costume Prices will be announced in October/November
- Costumes must be paid for prior to FALL BREAK

**Studio Rehearsals:** These rehearsals are designed to continue cleaning and perfecting routines. We will also rehearse transitions between scenes and dances, entrances and exits, etc.

**Dress Rehearsals:** These are full dress rehearsals to take place at the Gallagher Bluedorn PAC. Students should be prepared with costumes, tights, shoes, hair, and make up. We will run all dances with entrances/exits, transitions/scenes, lighting, and stage space.

### **Performance Fee**

\*see Fees and Tuition Rates

- Includes a show Tee Shirt
- Includes a digital copy of each show

**Pictures:** Each student has the option of taking part in Dance pictures.

**Tickets:** All spectators must purchase a show ticket through the GBPAC. Student tickets, Adult tickets, and 2-day tickets will be available.

**Production Recordings/DVDs:** Following the Spring Production, Fusion Dance & Fitness will provide a video link to both performances. The links will be emailed to all families that participated. Families will then have the option to purchase a DVD copy at an additional cost.