



**2020-2021 SEASON**

# AXEL DANCE ACADEMY HANDBOOK

## About:

Axel Dance Academy is entering its 5<sup>th</sup> year! We are so thrilled that you have chosen us for your child's dance education, we strive to provide an enriching experience for your family. Axel Dance Academy offers a progressive program for their students ending with a recital in June. Axel provides quality dance education at an affordable rate so all students can foster their dance education. Please read the below guide to better understand the program.

## A Guide for Students and Parents

As a condition of enrollment at Axel Dance Academy (ADA), students and their parents or guardians agree to abide by all the policies set forth by ADA, its director, faculty and staff. ADA reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s)/ guardian(s). We take our role as a mentor and instructor in your child's life very seriously. It is our objective to inspire passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Thanks again for joining us for an exciting year at Axel Dance Academy!

★ Dates and/or expenses listed in this handbook are subject to change. Please check the website and your newsletters for updates.

## ABOUT THIS HANDBOOK

\*dates and/ or expenses listed in this handbook are subject to change.

### Key contact information for ADA:

#### Studio information

Studio Email: [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org)

Director: Ashley Keane

Address: 271 Sharps Lot Road, Swansea, MA 02777

Phone: 508.678.9622

Email: [akeane@ymcasc.org](mailto:akeane@ymcasc.org)

**ADA Closure Dates (October-June):** Please note dates are subject to change based on school calendars and scheduling for 2020-2021. Additionally, classes will not be held during picture day/week; more details will follow. Tuition will not be prorated due to these closures. Please refer to our make-up policy if you wish to make-up missed class.

**Columbus Day**, October 12<sup>th</sup>  
**Veterans Day**, November 11<sup>th</sup>  
**Costume Deposits Due**, November 15, 2020  
**Competition Costume Due**, November 22, 2020  
**Costume Measuring**, November 16<sup>th</sup>-21<sup>st</sup>  
**Thanksgiving Break**, November 24<sup>th</sup> -29<sup>th</sup>  
**December Break**, December 22<sup>nd</sup> - January 3<sup>rd</sup>  
**Martin Luther King Day**, January 18<sup>th</sup>  
**Costume Balance Due**, February 10, 2021  
**February Vacation**, February 15<sup>th</sup>- 21<sup>st</sup>  
**April Vacation**, April 19<sup>th</sup>- 25<sup>th</sup>  
**Memorial Day**, May 31, 2021

### **Staying informed:**

We work hard to make the dance experience organized and fun. Monthly newsletters will be available please take them and read them through to find out the latest information.

**Band Team App-** stay in the loop with messages and calendars. The link is <https://band.us/n/a2a942m7S3z3z>

**Facebook page-** “Like” our page to find out the latest information. Please invite friends and family to like and share!

→[Facebook.com/axeldanceacademy](https://www.facebook.com/axeldanceacademy)

**Instagram-** “Follow” our page to find out the latest information. Please invite friends and family to follow and share! →[Axel.dance.academy](https://www.instagram.com/axeldanceacademy)

Have a question, please email [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org). This will be the quickest way to contact the studio if you have any questions. Please allow 48 hours to answer.

\* If in the event you do not hear from us please feel free to add a gentle reminder.

### **Social Media Policy:**

- You DO NOT have permission to reveal any information that compromises ADA! You are forbidden to share personal information about the director, instructors, dancers or their families.
- Never post anything that could compromise the self-esteem of students who attend ADA.
- If you post videos of rehearsal, do not post any choreography in it’s entirety and no competition videos.
- Both students and adults should not post negative comments about the studio or instructors.
- Never speak negatively about instructors, students, or parents from other studios and ours.
- All students must always show respect for their instructors. Inappropriate behavior will result in dismissal from the studio.
- Please note- Our staff is instructed to not accept “Friend” requests from clients, parents, or dancers of the studio and can be relieved of their faculty position for doing so. This is a YMCA rule that we must follow. Axel Dance Academy has a Facebook and Instagram page and we would love for you to follow us!

## General Policies:

- The first step to becoming a successful dancer is making a solid commitment to your classes.
- Bring yoga mat and mask to class.
- Please do not interrupt class unless it is an emergency.
- Please provide your child with a water bottle and hair elastic to keep hair tied back.
- Students are not permitted to use cell phones during class times.
- All communication with teachers should go through [akeane@ymcasc.org](mailto:akeane@ymcasc.org)
- Always speak positively about teachers, students or parents and if an issue arises please bring it to Miss Ashley's attention.
- Always speak positively in the Y, on social media and in the community. We are a team and would like to keep the spirit of the Y in everything we do.
- All students must always show respect for their teachers. Inappropriate behavior could result in dismissal from the school.
- We believe dance encourages positive self-image as they increase awareness for their physical being.
- We believe dance will improve coordination skills, agility, strength and developing muscular awareness. Dance classes give children the freedom to express themselves through movement.

**Tuition Disclaimer:** Tuition will be drafted 5 days before the 1<sup>st</sup> of the month. Tuition is not prorated as all classes receive the same number of classes. If you would like an invoice the Welcome Center will be able to provide you with one as our system does not automatically produce them. If you have any questions about invoices please reach out and email our [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org).

**Tuition Assistance:** Assistance is available for anyone who wishes to apply. Please reach out with questions.

**Communication:** Make sure you have provided us with the proper email address as this will be our main form of communication. We also will communicate through the band app. Please allow for push notifications. If you are not receiving our monthly newsletter, please reach out. Please read all communications as things are constantly changing.

**Minimum/Maximum Participants:** Each class needs 5 students to run and will be capped at 10-12 students. This depends on the dynamic of the students and the instructor can make the call to cap it before 10. We follow the DPH standards.

**Emergency Evacuation:** We have never had to use this plan; all instructors are prepared for the circumstance.

**Lost and Found:** Due to COVID-19 and the regulations set forth by DPH we are not allowed to keep a lost and found this year. All lost and found will be thrown away nightly.

**Student Placement:** Children must meet the age of grade level required by September 1<sup>st</sup> or have the permission of the Dance Director. All placement can be changed by the director as seen fit.

### **Class Cancellation:**

**Inclement Weather:** If the State of Massachusetts issues a State of Emergency it is the YMCA's policy to close all facilities, therefore no classes be held. Please check the Facebook and the **BAND APP. We follow Swansea School schedule.** If they have no inperson school we will have no classes.

- **Swansea Delays- No AM classes**
- **Swansea Early Dismissal- No PM classes**
- **Swansea No school- studio NO classes**

**Instructor Absence:** If the instructor becomes ill or must deal with another issue and no replacement is available a make-up class will be scheduled.

### **Make-up Policy:**

**Personal Absence:** Make-up classes can be made within 2 weeks of an absence, in a class at the same level.

**Discipline Policy:** All instructors are qualified staff that are trained to work with children. Like any school instructors, they deserve respect. For many of our students this will be their first time listening to anyone besides their parent in a formal setting. You may hear Miss Ashley say "I'm going to put boogers in your hair." Please know that Miss Ashley will not put boogers in your child's hair but it is her way to get on the child's level while trying to teach in a classroom setting. All instructors have their own way and please let them try to handle a situation. They will contact you if necessary. Please note if we find your child is a danger to themselves or another child, we will ask them to be removed for the day or from the program. We will make that call if we deem necessary. We will follow the 4 core values of the Y at all times **Respect, Responsibility, Caring and Honesty.** We hold these foundations dear and work hard to make these the values of the studio.

**Termination of Enrollment:** In certain cases, if it is in the best interest of one or more students, it may deem necessary to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. No refunds are given for fees already paid.

#### **Reasons deemed necessary:**

- Disruptive or dangerous behavior by students or their parents.
- Abuse of other children, staff or property.
- Inability of ADA to meet the child's needs.

**Drop Program:** If you would like to leave the program you must submit a writing notice via email to [axeldance@ymca.org](mailto:axeldance@ymca.org) 14 days prior to the draft date. If you are drafted, you will not be eligible for a refund.

**Dismissal Policy:** All children should be picked up immediately after class. Students 11 and under must be dismissed at the side of the building. Children are not permitted outside the studio without a parent.

**Attendance:** All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through June, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in obstacles for the students, their instructors and classmates.

**Technical ability and proficiency in dance is the result of continuous practice, discipline, and hard work.**

**Tardiness:** We know everyone is busy and that some classes might require rushing to the studio from work or school. With that being said dance is a physical activity that requires your body to be warm to execute skills safely. Late students miss the proper warm up may sustain an injury. Students may be asked to warm up in the corner of the studio to prevent injury.

**Class Visitors:** For safety issues and to keep distractions at a minimum we ask that no visitors be in the classroom. Students should not invite, siblings, other relative, or friends to their classes with the exception of special events such as “Bring a Friend Week” and in-class performances. As always we welcome any interested students to try a class only if classes are not at capacity.

**Medical Information:** Parents/Guardians must notify the director and/or instructors regarding children who have allergies, use an inhaler or who may require medications during their time at ADA. It is also important to inform the director and/or instructors about your child’s existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained and are excited to work with all children and personalities and the more we know about your child, the better the dance experience will be for all involved. All information about students is confidential.

**Attending Lessons III:** Although we appreciate the dedication we cannot have anyone attend who is ill. Your dancer will not be allowed to attend class if they have a fever, chills, stomach ache, cough, shortness of breath, sore throat, loss of taste, loss of smell or any other symptoms outlined by the CDC. If a student does not feel well in class, they will be removed from the classroom, their parent/guardian/emergency contact will be called and they will need to be picked up immediately. Parents must notify the staff if their dancer or if anyone in their immediate household has been exposed to someone with COVID-19 and must stay home from dance for at least fourteen (14) days.

**Overall health and Safety:** Our number one priority will always be the safety and health of our dancers, families and staff. The staff at ADA will continue to do everything in their power to provide the best dance education to your dancer under any circumstance. Communication will be as frequent as needed. State and Federal guidelines will continue to evolve and we will continue to abide by change with them. We will ask for your support, understanding and kindness as we work through any changes. Please trust that we will do everything to do right by all our families. Until COVID-19 conditions change we reserve the right to end consecutive classes a few minutes early to disinfect all surfaces.

**Covid-19 Policies:** We anticipate this season will not mirror other seasons as State regulations are constantly changing. If in the event we need to shut down by State or Federal Guidelines we will begin virtual lessons. If your child wants to dance and wants to zoom in current in-person classes, we can try to accommodate depending on class size. Tuition will run as normal for remote classes. There will be no refunds given for any portion of payments already made/billed to your dance account if we are offering virtual lessons. Unless we otherwise communicated tuition will remain the same. If you decide to withdraw from remote learning, all fees that have been paid are not refundable (including but not limited to costumes and recital fee). If you decided to withdraw from the program after February 1, 2021 your dancer may not be able to participate in the recital as they will be missing valuable learning opportunities. Company dancers who withdraw forfeit all fees and all will not able to compete or perform in events. Families will have the opportunity to rejoin when the program resumes, however they will be responsible for a \$30 reinstatement fee. The YMCA and ADA reserve the right to make changes as needed to adhere to State and Federal Guidelines.

## Recital, Expenses and Registration Policies

**Recital:** Instructors begin their routines for the recital beginning in January. Please make every effort to attend classes as each class requires a great deal of improvements on the next. The classes build on each other and each child receives educational improvements that help them to become better dancers.

Students who wish to participate in the recital must be enrolled prior to January 15<sup>th</sup>. All students who enroll after January 15<sup>th</sup> will not be eligible to be in the recital. Students will be automatically enrolled in the recital unless parents opt out in writing by 2pm on December 19, 2020. No recital cancellations will be taken on phone or in-person. Please email [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org) .

A successful show depends on all of us! We completely understand wanting to soak in every minute for your dancer’s performance from the audience, however you can’t really get the full “dance parent” experience without spending time backstage. That’s where all the theater magic happens! As recital season approaches, watch for emails where we will need your assistance!

**Costumes:** We spend many hours deciding what costumes work best for what classes and we work very hard at making sure all costumes are age appropriate. If your child wishes to be in the recital then a recital costume must be purchased. The amount of costumes is based on how many classes the student attends. Costumes payments are NON-REFUNDABLE, costume manufactures do not accept cancellations or offer refunds; therefore the school does not refund costume deposits. Costumes are not ordered for dancers who have a balance on their account. Costume Measuring week will take place November 16<sup>th</sup>-21<sup>st</sup>. Please make every effort to attend. Costumes will be \$55 per dance and have a \$10 deposit due November 15<sup>th</sup>. Dancers are automatically enrolled in costumes for all recital classes (please note there are some non-recital classes). Parents/Guardians may login to their online poratal through Daxko or call the Welcome Center to make payments on costumes.

*All payments are due in full by February 10<sup>th</sup>, 2021.*

*All students need one costume for each dance they train in except for non-performing classes. Costumes include all accessories (hat, gloves, etc) but do not include required tights and shoes.*

<b>Date</b>	<b>November 15th</b>	<b>February 10<sup>th</sup></b>
Amounts due	\$10 deposit per costume due	Costume balance paid in full

**Late Costumes:** When a dancer registers for classes late in the season, costumes may not be available for pictures or recital. In that case the dancer is welcome to continue in classes, but will not be able to participate in recital performance for that season. The costume price will be dependent on shipping and will increase from the normal amount.

## **ADA Registration:**

*All registrations will take place online. Go to [ymcasc.org](http://ymcasc.org). Select programs at the header of the website. Then on the left-hand side select dance. When you are prompted please provide the email address that you gave at the time you signed up for your YMCA account. You can call [508.678.9622](tel:508.678.9622) to change that email.*

### ➔ [Programs](#)

- [Dance](#)
- [Register today](#)

*If your account is not working please contact [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org) for a password reset. You may also call 508.678.9622 and speak with a Welcome Center Representative to send a password reset. It will not let you register if you have a balance on your account.*

## **Class Descriptions**

The dance program is progressive program ending with a recital performance in June. We provide a quality dance education at an affordable rate concentrating on technique and performance.

**Acro:** 3<sup>rd</sup> Grade and up: This class is ideal for children interested in tumbling. This class builds the foundation of acrobatic skills. Dancers will learn confidence, agility and flexibility.

**Adult Class:** These classes are recreational and focus on Lyrical, Jazz and Hip Hop Choreography. Students will focus on choreography and gaining dance skills across the floor. Must be 18 years old to join these classes.

**Ballet/ Lyrical:** 3<sup>rd</sup> Grade and up: Ballet is the foundation of all dance. Building a strong ballet technique will help dancers build and become solid dancers in whichever form they prefer. Children will learn classical ballet technique, which will improve balance, grace, strength and flexibility. Children will learn terminology and focus on lyrical movements. Must have permission to take Pre-Pointe/ Pointe.

**Combo Acro:** Pre-K & Kindergarten (Combo II Acro)- 1<sup>st</sup> & 2<sup>nd</sup> Grade (Combo III Acro): This is for combo level children interested in tumbling. This class builds the foundation of acrobatic skills. Dancers will learn confidence, agility and flexibility.

**Combo II:** Pre-K & Kindergarten (Ballet & Tap): Introduction to motor and social skills needed for dance. Introduction to the basic concepts of rhythm, spatial awareness and musicality. Introducing Ballet and Tap steps.

**Combo III:** 1<sup>st</sup> & 2<sup>nd</sup> Grade (Ballet, Tap & Jazz): Building upon the foundation introduced in Combo II. Students will gain confidence and be introduced to further steps. Dancers will concentrate on concepts of rhythm, spatial awareness and musicality. Introducing Ballet, Tap and Jazz steps.

**Company Classes:** These classes require director approval and are invite only. Students will perform at community events and competitions during the dance season.

**Contemporary Dance:** A style of expressive dance that combines elements of several dance genres including, modern, jazz, lyrical and classical ballet. Connecting the mind and the body through fluid dance movements.

**Creative Movement:** Age 3-4 years: Introduction to motor and social skills needed for dance and tumbling. Introduction to the basic concepts of rhythm, spatial awareness and movement using creative games as well as learning basic ballet.

**Hip Hop:** 1<sup>st</sup> Grade and up: A high-energy class that infuses the latest styles of street dancing, breaking, popping, and locking. Classes will encourage students to step outside of the box by bringing their own individual style and personality to the movements.

**Hip Hop & Tumble:** 1<sup>st</sup> Grade and up: A high-energy class that infuses the latest styles of street dancing, breaking, popping, and locking. Classes will work on classic hip hop skills and tumbling skills.

**Jazz:** 3<sup>rd</sup> Grade and up: A fun upbeat class. Improve flexibility, balance and coordination. Dancers will learn turns, leaps, kicks, Jazz step and sequences while developing their rhythm.

**Music Medley:** Age 18 months-2 years: Introduction to motor and social skills needed for dance and tumbling. Great for boys and girls. Introduction to the basic concepts of rhythm and movement using creative games.

**Pre-pointe/ Pointe:** 5<sup>th</sup> Grade and up: Must be enrolled in ballet and have permission from Director to take Pre-Pointe/Pointe. Dancers will further their technique and dance focus with this class.

**Tap:** 3<sup>rd</sup> Grade and up: A joyful class full of rhythm and concentration on building musicality in dancers. Dancers will bring the music to life with their feet.

**Class Attire:**

✦ Hair for all classes should be back and kept out of the child's face. ✦

<b>Class</b>	<b>Boys</b>	<b>Girls</b>
Acro	Black Sweatpants, white T-shirt, no shoes	No tights or tan stirrups, Black Leotard with black shorts, pants or capris, No shoes
Adult Class	Attire to move in, sneakers	Attire to move in, sneakers
Ballet/Lyrical/Pre-Pointe	Black sweatpants, white T-shirt, black ballet shoes	Pink convertible (recital) or Tan tights
Combo II/III	Black sweatpants, white T-shirt, black ballet shoes	Pink tights, Pink Leotard or Dance Dress, Pink Ballet Shoes and Black Tap Shoes. Tan Jazz shoes for Combo III only
Combo Acro (I/III)	Black sweatpants, white T-shirt, no shoes	No tights or pink convertible, pink leotard (shorts or fitted capris if wanted) no shoes
Contemporary Dance	Black sweatpants, white T-shirt, no shoes or shoe undies	Tan tights, black leotard with black shorts, pants or capris, no shoes or shoe undies
Creative Movement	Black sweatpants, white T-shirt, black ballet shoes	Pink tights, Pink Leotard or Dance Dress, Pink Ballet Shoes
Hip Hop/Tumble	Loose fitting attire to move in, black sneakers	Loose fitting attire to move in, black sneakers
Jazz	Black sweatpants, white T-shirt, black jazz shoes	Tan tights, black leotard with black shorts, pants or capris, Tan Jazz Shoes
Music Medley	Black sweatpants, white T-shirt, black ballet shoes	Pink tights, Pink Leotard or Dance Dress, Pink Ballet Shoes
Tap	Black sweatpants, White T-shirt, Black tap shoes	Tan Tights, Black Leotard with black shorts, pants or capris, Black Tap Shoes

**Registration Fee:** There is a \$25 Registration fee per dancer, per season.

**Tuition:** Monthly tuition is charged October -June. If you did not cancel recital in writing, you are committing to attend class and pay tuition and recital charged through June. Tuition may be paid in advance however, there are no refunds on pre-paid amounts of any kind. Tuition is due the 5 days before the month begins.

**MONTHLY FEES:**

<b>AMOUNT OF CLASSES PER WEEK</b>	<b>MEMBER MONTHLY RATE</b>	<b>GENERAL PUBLIC MONTHLYRATE</b>
1 Class	\$35	\$45
2 Classes	+ \$20	+25
3 Classes	+ \$20	+25
4 Classes	+ \$15	+20
5 Classes	+ \$15	+20
Unlimited	\$110	\$150
Sibling Unlimited	\$180	\$220

Does your dancer want to compete or work with an instructor one on one? We offer Solos, Duos, and Small Groups. The prices are listed below. The time slots are offered on a first come, first serve basis. Private lessons are 30 minutes and held weekly on weeks that we are open.

<b>PRIVATE LESSONS</b>	<b>MONTHLY RATE PER DANCER</b>
SOLO	\$60
DUOS	\$40
SMALL GROUP	\$35

\*Sibling discount- please contact Miss Ashley for the sibling discount.

\*Unlimited does not include Private/Semi-Private/Group

You can access your account online through our website at [www.ymcasc.org](http://www.ymcasc.org). To log on to your personal account, you will need the email address you provided the YMCA at the time of registration. If you have forgotten your password or you need to provide a new email please contact the Welcome Center.

If is the parents/guardian’s responsibility to keep informed of all policies, requirements and deadlines, including the reopening safety policies & procedures posted at the studio and on the website. All parents and students are expected to read and comply with all studio policies, procedures, newsletters, recital information etc. available via email, on the website and at the studio. ADA website is located at [ymcasc.org](http://ymcasc.org). **PLEASE BE AWARE THAT POLICIES MAY CHANGE AT ANY TIME BASED ON PUBLIC HEALTH REQUIREMENTS.**

All outstanding balances must be paid in full **BEFORE**

1. Costumes are handed out
2. Any student can in the Recital
3. Registering for any other classes/programs
4. All unpaid charges as of the 15<sup>th</sup> of each month are subject to late charge of \$10, including auto debit account with balances.

**Studio Communication:** ADA communications primarily by email on the email address you provide the studio. Monthly newsletters and other studio-wide information is sent by email and on the Band app. If you are NOT receiving our studio-wide information please check your spam for and email from [akeane@ymcasc.org](mailto:akeane@ymcasc.org) or [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org). A calendar of important dates is at the front of this handbook, please review. Please contact us via email if you are not receiving emails.

**Recital Participation:** Each year our dancers have an end of the year performance to showcase their hard work. All dancers participating in the recital will be required to pay a one-time recital fee. This fee will be automatically drafted on February 1, 2021. The fee will be \$55 and will cover the cost of recital t-shirt, video of recital, and help with theater costs.

#### **For our students**

- True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, be kind to fellow dancers, become more aware of your technique, and make the most out of every class.
- Respect for the instructors is essential.
- A correction is an honor; it shows you how much an instructor cares about your progress as a dancer.
- Nothing can stop the students who apply themselves in every class and appreciate the instructors' knowledge and experience.
  - Wear a clean leotard (female dancers), dance gear (male dancers) . Please refer to class wear.
  - Dancers will label all dance "gear" with their name.
  - Dancers will keep their cell phones off or muted.
  - Dancers will go to the restroom before class.
  - Dancers will speak respectfully to instructors and one another.
  - Dancers will be positive and have a "can do" attitude.

*Whether you think you can or you think you can't. You're right.*

*-Henry Ford*

**For the Parents/Guardians:** We believe that children's success depends on the support of you. Our program relies on a positive atmosphere and educational experience for our faculty, students and parents. Cooperation between all parents is expected. You are a role model for your child about how to interact and we want our studio to be a positive environment. The spirit of teamwork and the lesson of dedication are a big part of our studio's education progress.

- Bring and pick up dancers on time.
- Label all dance "gear" with dancer's full name.
- We will be unable to keep lost and found items.
- Make sure to have dancers outfitted for class: Leotard, proper footwear, and hairstyle.
- Encourage dancers to practice at home.
- Read out informative newsletters.

**Summer Programs & Camp:** Axel offers a summer program that includes classes throughout the summer months. Classes include but not limited to technique, jazz, acro etc. The summer camp provides a fun day of dance with a weekly performance! You can enroll in the summer program or summer camp spring of 2021.

**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, email [axeldance@ymcasc.org](mailto:axeldance@ymcasc.org) to determine whether we can accommodate your group or activity.

#### **Final Note:**

WELCOME TO AXEL DANCE ACADEMY! We look forward to an exciting, rewarding season!