

3-D Dance

Parent/Student Handbook

2019-2020





All rights reserved. No part of this handbook may be reproduced, stored in a retrieval system or transmitted in any form or by any means, mechanical, electronic, photocopying, recording or otherwise, without the prior written permission from © 3-D Performing Arts Academy, LLC, 2019.



Table of Contents

Welcome to 3-D Dance - page 3

Our Professional Educators - page 4

Communication - page 5

Registration Policies - page 9

Tuition and Fees - page 9

Winter Showcase- page 11

Annual Recital - page 12

Studio Policies - page 14

Class Attire - page 14

Attendance - page 14

Online Calendar - page 15

Parent Observation Week(s) - page 15

Student Evaluations - page 16

Safety Policies - page 17

Social Media Policy - page 18



Welcome to 3-D Dance

It's our pleasure to warmly welcome you into our family at 3-D Dance. 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 clarify how things will run throughout the year, as well as answer the most common questions we receive. We appreciate you taking the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Our friendly staff are always here to help, and will happily answer any additional questions you may have.

QUICK REFERENCE STUDIO INFORMATION

Physical Address: 26772 Highway 380 East, Little Elm, TX 75068

Studio Phone Number: 469-296-0150

Primary Email: registration@3-ddance.com

Website: www.3-Ddance.com

Facebook Page: www.facebook.com/3ddance

Instagram Page: www.instagram.com/3ddancelife

Hashtags: #iam3ddance #bloomat3ddance

Leadership Team:

Founders: Suzy Simpson and Michelle Finch (info@3-ddance.com)

Performing Company Director: Lindsey Hughes (lindsey@3-ddance.com)

Recreational Program Director: Summer Andress (summer@3-ddance.com)

Creative Arts Preschool Director: Megan Mohammadi (CAPP@3-Ddance.com)

Studio Manager: Dena Guzman-Torres (registration@3-ddance.com)

Our Professional Educators

Our enthusiastic, passionate and dedicated teachers are the heartbeat of 3-D Dance. We hire well-rounded instructors who are industry professionals, with college level training and/or relevant education, performance experience and teaching experience, who also exhibit the personality and character traits that we value at 3-D Dance. We are truly looking forward to working together to guide this generation of skilled, confident, genuine and unique performers.

Our entire staff has passed an annual national background check and is CPR certified. Our dance instructors are Y.P.A.D. Certified dance educators dedicated to upholding the highest standards in costume, music and movement selection. Our Y.P.A.D. Certified dance educators are also trained in injury prevention and abuse prevention, and are dedicated to maintaining a happy, healthy, safe environment for our students.

Substitute teacher policy: In the event that the assigned teacher will not be in attendance, a trusted 3-D Dance professional educator will serve as a substitute.

Click here to read about [Our Staff](#)

Communication Methods

Communication is critical to the success of our students and their families, and we make it a priority to communicate important information in advance so that you can plan accordingly. Communication may be through phone calls, scheduled parent meetings, emails, text message groups, social media posts, lobby signage, handouts, [website](#) updates and the [website calendar](#). The website contains the most current information.

Please be sure you are receiving and reading all communication from 3-D Dance, so that you can make the most of your investment in your child's dance education.

To prevent missing critical information, please ensure that you check and read your email regularly.

Email Communication

The primary means of mass communication for the studio is via email. You will receive regular newsletters, announcements and important information via email so please ensure you have provided an up-to-date email address in your online registration that is regularly checked.

Be sure you have saved info@3-Ddance.com and registration@3-Ddance.com to your email address book so that our emails do not go to your “solicitations” or “spam” folder.

If you would like email correspondence sent to multiple recipients, please notify our studio Manager at registration@3-Ddance.com and we would be happy to add those for you.

Verbal Communication

Please be mindful to refrain from asking your child's instructor questions that require lengthy discussion in transitions between classes. It is imperative that our teachers start their next class on time. If you are aware that the teacher is finished with classes for the day, or has a break, please respect that they may need that time for administrative duties or personal needs (such as picking a child up from the babysitter).

We welcome parents to make an appointment to speak with a teacher on the phone or in person at a time that is convenient for both parties.

Phone Communication

Our friendly staff can be reached by calling 469-296-0150. Please leave a voicemail if necessary. We are committed to replying to voicemails within 24 hours (with the exception of weekends). This phone number does not accept text messages.

Social Media

Social media is a convenient way for us to communicate information to a large number of people at once. We update our [Facebook](#) and [Instagram](#) pages almost daily. **Please read our Social Media Policy at the end of this handbook for important guidelines we follow in order to protect our dancers, families, staff, and studio online.**

We encourage families to check-in at 3-D Dance, share our posts, like, and comment often. We often have social media contests among families with prizes that include credit toward tuition or merchandise.

When posting about 3-D Dance on Facebook or Instagram, we encourage you to use tag us, check in or use our hashtag **#iam3ddance**

Like us on Facebook: www.facebook.com/3ddance (be sure and set your facebook account to FOLLOW our 3-D Dance Facebook Page so that our posts show up in your newsfeed.)

Follow us on Instagram: www.instagram.com/3ddancelife

Pathway Meetings

Pathway Meetings are held in 15 minute increments on various dates from February through April. Parents have the opportunity to meet one-on-one with the directors to discuss their dancer's goals,

needs, and future path. Pathway meeting sign ups will be available in January, and parents can secure their spot online.

Studio Signage

We often display important information, dates and details on our front door, studio doors, and/or in our lobby area that has also been communicated in various other formats. Please have a quick look when dropping off and picking up your dancer in case there is anything you may have missed.

Handouts

We occasionally send dancers home with paper handouts with important information, dates and details that have also been communicated in various other formats.

Website

We always display important information, dates and studio details on our website (www.3-Ddance.com). You can also use your customer portal via our website to register, post payments, update your personal information or update your credit card information.

Text Messaging

In the infrequent case of urgent information (for example, weather cancellations or other unexpected events or emergencies) we will send an SMS text to all enrolled families, via our online enrollment system or the Remind app. For this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date. The number you receive our reminder texts from may not be recognized as 3-D Dance by your cell phone carrier, and may appear as an unfamiliar phone number. If you have not “opted in” for text communication, you may not receive these text messages.

For general studio text updates and announcements: Text @3DFAMILY to the number 81010

If your dancers is in any of the following programs: CAPP, Musical Theater,, Emerald Company, Crystal Company, Sapphire Company, Ruby Company or Pre-Company, text the corresponding code to the number 81010

- Creative Arts Preschool Program @3DCAPP
- Emerald Company @3DEMER
- Crystal Company @3DCRYSTALS
- Sapphire Company @SAPPHIREC
- Ruby Company @RUBYCOM
- Pre-company Sparkle Squad @3DPRECO
- Musical Theater @3DTHEATER

Class Dojo

Performing Companies use the Class Dojo app to track merits and demerits. While the app provides parents a means of outgoing communication, parents should always use email as the primary mode of communication of critical information to the studio.

Brightwheel App

Creative Arts Preschool Program uses the Brightwheel app to send parents daily updates on their child. While the app provides parents a means of outgoing communication, parents should always use email as the primary mode of communication of critical information to the studio.

Registration Policies

We understand that first time registration can be somewhat overwhelming, and we are happy to walk you through the process and/or assist with class selection. All registration and payments are completed online via our web site www.3-Ddance.com

Once enrolled, parents can create a customer account using the email address provided with their registration. Updates to address, email, phone number, payment methods, and review of transactions or student schedules can be handled using the customer login.

At the time of registration, you will be charged for your first month's tuition plus an annual registration fee. The registration fee is waived for Summer Sessions, One Day Camps, and Little Elm Rec Center Programs.

Please click [HERE](#) to view our policies

Tuition and Fees

Class Tuition: Weekly class tuition and fees can be found [HERE](#).

Private Lessons: \$65 per hour. Private lessons are reserved with the instructor of your choice and may be rescheduled up to 24 hours prior to the time of the scheduled reservation. Failure to cancel/reschedule private lessons 24 hours prior to the reservation will result in a no-show charge equal to the amount of attending the private lesson. There is no penalty for cancelling/rescheduling 24 hours prior to the lesson. Private lessons can be booked [HERE](#).

Creative Arts Preschool Program: The CAPP Fall enrollment and supply fee is due at the time of enrollment. The Spring supply fee is due January 1st. Enrollment/Supply Fees are non-refundable. This

fee covers supply costs, curriculum costs, classroom supplies and studio resources. All school supplies/ classroom supplies will be provided by 3-D Dance.

Monthly tuition is due monthly from September through May. Standard late fees, consecutive class discounts, sibling discounts, and semester discounts apply.

CAPP tuition and fees are as follows:

3 day option: Tues, Weds, Thurs 10:00 am - 1:00 pm	2 day option: Tues & Thurs 10:00 am - 1:00 pm	1 day option: Weds only 10:00 am - 1:00 pm
Registration & Fall Supply Fee due at time of registration: \$220	Registration & Fall Supply Fee due at time of registration: \$135	Registration & Fall Supply Fee due at time of registration: \$100
Spring Supply Fee Due 1/1/2020: \$150	Spring Supply Fee Due 1/1/2020: \$100	Spring Supply Fee Due 1/1/2020: \$75
Monthly Tuition Due 9/1/2019-5/1/2020: \$340	Monthly Tuition Due 9/1/2019-5/1/2020: \$235	Monthly Tuition Due 9/1/2019-5/1/2020: \$125

Winter Showcase

Click [HERE](#) for all Winter Showcase related information.

The 2019 Winter Showcase date is Sunday afternoon, December 8th at Braswell High School. We do not hold a dress rehearsal for Winter Showcase.

Winter Showcase Performance Fee

\$100.00 - single dancer; \$50.00- each additional sibling collected on October 15, 2019. This fee covers the cost of programs, technical staff, recital staff and rental of the recital facility. Performance Fee includes a complimentary edited digital download of the show, filmed by a professional videographer, and available for online download 4-6 weeks after the performance.

Tickets

Seating is reserved and all tickets must be purchased online in advance. Ticket prices range from \$15-\$20. Tickets will go on sale October 15, 2019. The ticketing link is available under the "Winter Showcase" tab on our Website.

Costume Payment

Costume Payments are \$115 per costume, and include tights and accessories. Costume payments will be drafted on September 15th, 2019

Costume payments are non-refundable and therefore all class transfers must be made prior to September 15th, 2019. Costumes ordered after September 15th may incur an additional \$25 fee, and will be shipped separately from the group costume order.

Parent Meeting Week - "Winter Showcase 101"

Winter Showcase 101 meetings will occur Nov. 4th - 9th. A modified class/meeting schedule will be provided in advance. Each dancer is required to have a parent in attendance. Costumes will be handed out at the conclusion of the meeting.

*******All accounts must be current to participate in Winter Showcase.*******

Families who do not comply with their payment obligations may be charged a late fee, and/or excluded from studio events and performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class, costume, or recital fees.

Annual Recital

Click [HERE](#) for all recital related information. The 2020 recital dates is Sunday afternoon, May 17, 2020 with dress rehearsal two weeks prior on Sunday, May 3, 2020.

Mandatory Dress Rehearsal

*******Attending dress rehearsal is a requirement for recital participation.*******

All families should review all recital details and policies to be sure they are prepared for the show and arrive at the appropriate times. Dress Rehearsal is a requirement for participating in the recital. We understand that emergencies do happen, however, it is impossible to participate in a production of this magnitude without attending the dress rehearsal. Should you find that you have a conflict with the dress rehearsal date in advance, please let us know that you intend to opt out of the recital. Should an emergency occur on the day of dress rehearsal and you are unable to attend, we will make spacing arrangements on the day of dress rehearsal to adjust for your absence at recital.

Recital Fees

\$115.00 - single dancer; \$50.00- each additional sibling collected on March 15, 2020. This fee covers the cost of programs, technical staff, recital staff and rental of the recital facility. Recital Fee includes a complimentary edited digital download of the show, filmed by a professional videographer, and available for online download 4-6 weeks after the performance.

Tickets

Seating is reserved and all tickets must be purchased online in advance. Ticket prices range from \$15-\$20. Tickets go on sale online on April 1, 2020. The ticketing link is available under the "Recital" tab on our Website.

Costume Payment

Costume Payments are \$115 per costume, and include tights and accessories. Costume payments will be drafted on November 15th, 2019. Costume payments are non-refundable and therefore all class transfers must be made prior to November 15th, 2019. Costumes ordered after November 15th may incur an additional \$25 fee. and will be shipped separately from the group costume order.

Parent Meeting Week - "Recital 101"

March 30th-April 4th are Recital 101 meetings. A modified class/meeting schedule will be provided in advance. Each dancer is required to have a parent in attendance. Costumes will be handed out at the conclusion of the meeting.

*******All accounts must be current to participate in recital.*******

Families who do not comply with their payment obligations may be charged a late fee, and/or excluded from studio events and performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class, costume, or recital fees.

Studio Policies

Please click [HERE](#) to read our Policies.

Late Pick-up Policy

Parents are expected to pick their dancer up at the conclusion of their class.
Our late pick-up policy is as follows:

First occurrence, 10 minutes or less: parent will receive an email reminder of late pick up policy
First occurrence, over 10 minutes late: \$1 per minute (11 minutes = \$11)
Subsequent times: \$2 a minute after 5 minutes (6 minutes late = \$12)

Required Class Attire

Please click [HERE](#) to read our dance and tumbling class [Dress Code](#).

Attendance

*Please call or email the studio if absences are foreseen: registration@3-ddance.com or 469-296-0150
Your child's attendance in class is very important to their success and enjoyment of their dance education. Please ensure that your child attends their classes on time each week and attends all classes planned for them. Not only do absences impact the performances we work toward, it also impacts the social and confidence-building principals that our staff works 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 ahead of time so the class impact is minimal. In many cases the instructor can modify a lesson plan in advance knowing that a student will not be in attendance. If your child is too unwell to attend class, we ask that you inform us as soon as you can so we can inform their instructor.

Unfortunately, we are usually unable to accommodate make-up sessions for students who miss a class, but will make every effort to provide a make-up opportunity if there is one available. Please understand that for a number of reasons, it is not always possible for us to provide a make-up opportunity for a missed class.

Online Calendar

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we provide all of our important dates so you can plan other commitments. Our [online calendar](#) is the most current source of studio event dates and deadlines. We always communicate details for each event and deadline as we get closer to the events. If you know ahead of time that your family will be unable to attend an event due to planned holidays or existing commitments, please let us know ASAP.

We follow Denton ISD for Thanksgiving Break, Winter Break, Spring Break and weather related closings. We remain OPEN for all one-day school holidays (Labor Day, Columbus Day, MLK Day, President's Day, etc.)

Parent Observation Week(s)

At 3-D Dance, we value the growth and commitment of our dancers of all ages and skill levels, and our staff is committed to their progress in all areas of technique and performance. We offer Parent Observation week twice each year (fall and spring) to invite the parents into the classroom to give a 15-minute presentation at the end of class demonstrating what the students have been learning and will continue to work on in class throughout the year.

Fall 2018 Parent Observation Week: October 7th- 12th, 2019

Spring 2019 Parent Observation Week: March 23th - 29th, 2020

Student Evaluations

Fundamental dance technique is consistent during all levels- from introductory level to advanced, the same core technique is applied. Students receive formal written student evaluations twice each year. Criteria measured on each progress report are specific to each class and level, and are outlined in our curriculum for that class and level. Expectations regarding execution of skills progresses as students grow in their dance education. Progress reports evaluate a student according to the expectations for their age and skill level, allowing instructors and students to create new goals.

Our experience shows that twice-yearly student evaluations present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our dance families find their parent observation week presentations and written student evaluations to be informative and helpful in the continued growth of their dancer.

Spring, Summer and Fall class recommendations are made by each teacher in conjunction with spring student evaluations.



Safety Policies

Personal Information

As a valued customer of 3-D Dance, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardian primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Financial information is safeguarded by allowing only our dance families access to the account payment information on file for each dancer. Families must update and maintain their payment method(s) using the customer portal.

Child Protection Policy

With the safety of our families a number one priority, 3-D Dance is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please contact us.

We have a number of CCTV cameras / viewing windows / parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area/viewing room/studios.

The owners and staff at 3-D Dance are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

A parent may never come inside the classroom to sit and watch class, unless the teacher has invited all the parents into the classroom to view a student showcase.

Emergency Plan

3-D Dance has a written emergency plan for tornadoes, fire, evacuation, non-violent civil disputes, and life-threatening emergency situations. 3-D Dance Staff are trained in emergency protocol.

Staff Professionalism Policy

Any questions or concerns must go through the Studio Manager– parents and students are not permitted to contact 3-D Dance teachers via phone, in person, or via email / social networking with studio issues unless arrangements have been made with the Studio Manager first.

When attending performances, rehearsals, public appearances or recitals / concerts, 3-D Dance staff members, dancers and family members are expected to represent the studio in a responsible, enthusiastic and courteous manner. Explicit language, inappropriate attire, offensive clothing and criminal behavior will not be tolerated. Consuming alcohol and smoking are not permitted at events where you are representing the studio.

Instructor relationships with parents, students and other staff members are unique and important. We want to foster positive and empowering relationships within the studio, however, please remember to keep your interactions with staff at a professional level. While you are welcome to build friendships with your instructors, it must not be at the expense of professionalism.

Harassment - either physical, verbal, emotional, sexual or cyber - will not be tolerated. If you ever feel harassed by a staff member, student, or parent, contact the owners immediately.

Social Media Policy

For the physical and emotional safety of our dancers, their families, our staff and their families, all 3-D Dance staff and enrolled families are held to a high ethical and moral standard regarding Internet profiles. 3-D Dance does not permit families or staff to post negative comments about staff members, dancers, dance parents, dance families, or any other individual associated with 3-D Dance. Posts that are abusive in nature, harassment, inappropriate posts, comments or photographs, any post threatening or damaging to another person, or illegal, are immediate grounds for dismissal from our programs.

3-D Dance's 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 Studio Manager if you have any questions.

With the increased use of internet profile sites, it is critical to remind staff, students, and parents of their responsibility to uphold high expectations in areas of technology use. Your internet pages/spaces/accounts provide personal information, which potentially can be viewed by the public without your permission. A reminder that the information, pictures, and bulletins you post are an extension of your “real life” reputation is the purpose of this position statement. Your profile could reflect negatively upon yourself or 3-D Dance.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos that identify children.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards 3-D Dance staff, students or families may result in disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio parent or volunteer, you may only do so with integrity, respect, and must adhere to privacy and confidentiality standards.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, choreography and music) must be observed by all studio patrons when posting online.
- While affiliated with our studio, we will not tolerate posts that indicate unprofessionalism or unbecoming behavior. We will not tolerate any posts that are harmful to anyone else. Such posts are ground for immediate dismissal.
- Our staff may not discuss matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - via Social Media. We encourage open communication, and to streamline the communication process, parent questions, concerns and feedback should be communicated via email to the Studio Manager at registration@3-ddance.com
- If a parent “friend requests” at teacher, it is at the teacher’s discretion whether or not to accept. We encourage our staff to develop student/parents relationships while keeping professional boundaries firmly in place.
- Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing studio matters will be warned against discussing studio matters in their private online groups, and encouraged bring their concerns directly to Studio Manager.
- For the protection of our students and their families, photos or videos taken from class, performances or rehearsals may NOT be posted online by parents or staff. While 3-D Dance has a signed photo consent from each family to post on behalf of 3-D Dance, no individual employee or parent may post student photos or video.

- No photos or videos may be taken from inside the auditorium during our annual recital.
- You may not post photographs / videos that feature 3-D Dance dancers other than your own children online without the consent of their parent/guardian. While 3-D Dance has a signed photo consent from each family to post on behalf of 3-D Dance, no individual employee or parent may post student photos or video.
- You may, however, SHARE photos or videos that have been posted by 3-D Dance via Facebook or Instagram.
- Identifying information of any dancers - including names, ages or location – may not be posted on social media unless consent is given from the parent/guardian.
- Watch your profile for an inappropriate photograph, posts, or information that could adversely affect your reputation or cause negative reflection on the dancer, their family, or 3-D Dance.
- Your profile / posts should never contain information that is harmful to another person.
- Staff, dancers and parents should not send or post messages or other electronic communications which are abusive, sexually oriented, threatening, harassing, damaging to another person's reputation or illegal.
- 3-D Dance Staff is held to a high standard and does not permit staff members to post negative, hurtful or damaging comments about others online, including other 3-D Dance staff, dancers or their parents.

Creative Arts Preschool Program - Additional Policies

- A photocopy of the driver's license of any adult authorized to pick a child up is required. We will not allow a child to be picked up by a person unless we have a copy of the driver's license on file and that individual has been authorized in writing to pick up the child by the legal parent/guardian. Please provide the photocopies of any adults you want to authorize to pick up your child to Meet the Teacher.
- Only one child is allowed in the restroom at a time. We plan to allow the children to use the potty as independently as possible, and have chosen attire that will allow for a child to easily get themselves dressed and undressed. Some children will require more assistance than others and the teachers are available to help as necessary. If you are concerned about "accidents" it is okay to send your child in a pull up as they transition further into potty training. We are unable to change diapers.

Communication is key! Always keep us informed of anything we need to know about that would help us keep your child and our studio safe.