

# Amyclae Dance Academy

Studio, Competition Company,  
Recreational Teams, & Specialty Teams

## HANDBOOK

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## CODE OF ETHICS

The purpose of Amyclae's Company, Recreational Team & Specialty Teams is to provide students more opportunities to grow as dancers, performers and as people. Amyclae strives to offer the highest dance education in a positive, safe, respectful and nurturing environment. In order for Amyclae to provide and keep this structured and healthy environment, we ask parents and dancers to abide by Amyclae's Code of Ethics.

### Students Code of Ethics

- I will arrive 5-10 minutes early to class.
- I will wear the proper dance attire, or I will sit out of class.
- I will wear my hair pulled up and away from my face.
- I will be a role model to the younger dancers.
- I will respect my parents and teachers at all times.
- I will not talk in class while my instructor is speaking.
- I will be polite to all students, staff and faculty at all times.
- I will not walk on the dance floor with street shoes.
- I will respect the studio space and clean up after myself.
- I will act with proper dance etiquette at all times
- I understand that I can be dismissed from class for misbehavior

### Parents Code of Ethics

- I will promote teamwork and sportsmanship for all dancers in a positive manner.
- I will exhibit exemplary behavior at the studio or performances.
- I will be considerate of all dancers, staff, faculty and other parents feelings by not gossiping or spreading rumors.
- I will always applaud all dancers when attending competition.
- I will not question the competition directors or judges at any time.
- I will not judge my child's performance but will instead always be there to support and encourage them without regard to their competition score.
- I will not question the judgement of any faculty member, guest teacher or choreographer.
- I will not make disparaging remarks, of any type, with regard to faculty, staff, guest teachers, choreographers, choreography, choreography placement, costumes, other parents or criticize them inside the studio, outside the studio or at a studio event. NO negative comments of any kind!
- I will support my child's love for dance by supporting their classes, teachers, and choreographers.
- I will be a good role model to my child and other children by supporting the faculty and choreographer's ability to make decisions about the dancers and choreography and what will be best for the entire team.
- I will direct all inquiries to the Office Staff.
- I will encourage my child to be the best of their ability at all times.
- I understand that my personal conduct at the studio, performances and other studio events, must be above reproach.
- I understand that I must represent the highest standards of morality, teamwork and sportsmanship.
- I accept this "Code of Ethics" and agree to conduct myself accordingly. I understand that my child or myself, may be removed from Amyclae and/or any dance event for failure to comply.

## DRESS CODE

- The studio dress code is available on Amyclae's website or you can get one from the office staff.
- Company, Specialty Teams and Recreational Teams are required to follow studio dress code and set a good example for the younger children.
- Your child's level leotard should be worn in every class along with the required tights and shoes.

- Company, Specialty Teams and Recreational Teams should wear black leotards with tights, black shorts or black leggings.
- Amyclae Attends Workshops and Competitions throughout the year. When at a workshop or competition, dancers can wear anything that is studio colors which includes, white, black, pink and silver. Dancers younger than 11 years old are not allowed to wear anything that reveals skin other than the arms. These younger dancers are innocent and we need to protect that innocence. Male dancers can wear black, white and silver. Dancers can wear convention gear if they chose to do in addition to studio colors. Studio Jackets with black shorts or black leggings need be worn when going to and from the ballrooms as well as on stage for award ceremonies.
- If you would like to attend a workshop or competition that Amyclae is not attending. You can wear whatever you want. You must inform the Director if you plan to go to a master class in the area, a workshop or a competition. Since you will be representing Amyclae, it's important that you understand your responsibilities since an Amyclae teacher will not be there.

## WEEKLY CLASS REQUIREMENTS

### Company

- 2 Ballet Classes
- 1 Pre-Pointe/Pointe
- 1 Company Jazz Class
- 1 Company Contemporary Class
- 1 Strength & Flexibility Class
- 1 Turns & Leaps Class
- 1 Company Rehearsal
- 1 Company Production Rehearsal
- 1 Commercial Dance (periodically throughout the year)

### Specialty Teams

- 1 Specialty Team Rehearsal
- 1 Same Style Technique Class

### Recreational Teams

- 1 Ballet Class
- 1 Jazz Class
- 1 Musical Theatre Class
- 1 Recreational Team Rehearsal

## ATTENDANCE POLICY

### Company & Recreational Team Attendance Policy

- August thru December – Maximum of 5 Absences per class
- January thru May - Maximum of 5 Absences per class

### Specialty Team Attendance Policy

- August thru December - Maximum of 3 Absences per class
- January thru May - Maximum of 3 Absences per class

### Excused and Unexcused Absences

- Illness is an excused absence if you bring in a doctor's note that specifies the reason you were absent.
- Students that are tardy to class, more than 15 minutes, will receive half an absence.

- Planned Absences such as school chorus concerts, school activities, school end of year banquet etc. All planned absences will be excused if you bring in a note, prior to the event, from the teacher explaining why you will be absent.
- Medical Emergencies. If you or your immediate family has a medical emergency, please call the office to let us know 540-657-1744. A medical emergency is when an immediate family member has been admitted into the hospital.
- If your child plays a sport and will miss a lot of dance, please set up a meeting with the Director. We may be able to switch your child's classes around, temporarily, so they can do both activities without missing a lot of classes. We will work around your child's schedule.
- Unexcused Absences – Birthday parties, getting hair done, getting nails done, going to the movies, too much homework, etc. It's best not to miss classes except for emergencies so you don't fall behind in dance. Your child will learn something new or work on perfecting their technique in every single class. We don't want them to miss anything because it may be the one time that something was said that would've made everything click for your child and work together.
- It can be dangerous for a student to miss a lot of their classes. Throughout the year the classes become harder, similar to taking math class at school. If your child misses a week here and a week there, your child will not advance as fast as the other students. Steady and continuous classes keep the dancer's body safe while training. Multiple absences will increase your child's chances of injury. We take safety precautions when a dancer missed multiple classes. They may be moved down to a lower level class to prevent them from injury.

## Temporary Drop-Outs

Amyclae gives continued training to all students who attend class. We can't hold back an entire class for a student who temporarily suspends their training. The student will be placed in an appropriate class upon return. If the student would like to return to their original class, private classed may be needed. Children who are watching classes learn a great deal of information and are encouraged to continue watching classes. We've found that dancers who sit out for an injury and watch classes, tend to be more prepared when they come back to class.

## TUITION & FEES

### Financial Responsibilities for Competitive Programs

- Competition companies' entry costs
  - 3 Dances at 3 Competitions for the Regular Competition Company
  - 1 Dance at 3 Competitions for each Specialty Team
  - 2 Dances at 1 Competition for the Recreational Team
- Guest Master Classes – Required for Regular Company; Optional for Specialty or Recreational Teams
- Summer Boot Camp– Required for Regular Company; Optional for Specialty or Recreational Teams
- Summer Classes – Required for Regular Company; Optional for Specialty or Recreational Teams
- Choreography
- Tremaine Workshop – Required for Regular Company; Optional for Specialty or Recreational Teams
- Dance Nationals – If we attend, it will be required for Regular Company; Possibility for Specialty Teams; the Recreational Team will not attend.
- Monthly Tuition
- Monthly Rehearsal Fees
- Jacket (Girls)/Warm-Up (Boys)
- Costume & Competition accessories including, but not limited to, tights, shoes, hair pieces, earrings, make up, nude leotard or nude undergarments. The list of accessories will be emailed after all choreography is complete and costumes have been selected. Parents are responsible for purchasing all required accessories.
- Travel for workshops & competitions. Parents are responsible for making their own reservations for travel and hotel to and from workshops & competitions.

- Parade rehearsal fee will be charged if Amyclae decides to do the Christmas parade(s) and any rehearsal fees will be charged at the time. Amyclae Competition Company is required to participate; Specialty and Recreational teams are optional, but highly recommended.

## Payment Options

Amyclae wants every child to have the opportunity to experience healthy competition and more opportunities to perform on stage. We have a payment plan for every competitive program so you can pick the best plan for your family budget. You can also choose to pay the entire amount for the year and if you choose to do so. Fees are Non-Refundable. Once you and your child make the decision to audition for Company, you will be responsible for ALL Competition Fees for the year.

## Additional Financial Information

- Tuition is due the 1<sup>st</sup> of every month. You will be charged a late fee after the 5<sup>th</sup> of every month. The first time you are late with tuition, we will remind you of the due date. If you are late paying tuition a second time, we will need you to place a credit card on file. Your card will automatically be charged for tuition the 1<sup>st</sup> of every month.
- If your child quits or is dismissed from the studio, you must pay your remaining balance if your account is not showing a zero balance. A charge of \$250 will be charged per dance, for the time it will take to restage each dance. If you and your child decide to leave Amyclae, we will wish you well. If you leave Amyclae and disparage Amyclae's staff, faculty and/or families, on social media or in person, that is considered to be bullying or cyberbullying and may result in a lawsuit.
- It is illegal for a parent or dancer to use the name Amyclae Dance Academy for your personal use, such as signing your child up for a convention and using Amyclae's name without the director's knowledge. If your child dances at Amyclae and he/she wants to go to a convention, workshop, master classes and/or competition, that Amyclae will not be attending, you must tell the Director. She will sign you up under Amyclae's name. You will be charged \$20 for the time to do the registration and the music. If you do not inform the Director, it will be grounds for dismissal. It is important for the Director to know what outside dance each child is doing so the teachers can keep an eye on changes in their technique which often happened when they spend a lot of time learning combos and not enough time on proper technique which protects your body from injury.
- Company, Specialty Teams and Recreational Team Members are not permitted to take classes at another studio. All teachers teach differently and focuses on different technique. It is very difficult for a dancer to go back and forth with different technique and expect to grow. A strong technical foundation can be achieved with consistency in the classes with the same teachers. This doesn't mean that one teacher is better than another. It simply means that consistency with the same teachers, who are on the same page, is how a dancer is going to grow in their technique and performance.

## CODE OF CONDUCT

Amyclae strives to offer the highest level of dance instruction in a positive, respectful and caring environment. In order to develop and ensure this environment, we ask all of our student, parents, grandparents, guardians and families to abide by the following rules and Code of Conduct. These guidelines are intended to provide all dance parents and students guidance in daily settings from the locker area., the dance studio to one on one instruction.

We intend for students and parents of Amyclae to strive to behave in a positive and constructive manner at all times and to utilize truth, fairness and integrity in the development of personal decisions and relationships both inside and outside of the classroom.

On the occasion that student and/or parent fail to comply with Amyclae's Code of Conduct, Amyclae reserves the right, at its discretion, to dismiss a student and/or parent from the studio and from taking studio classes. Parents, please read the Amyclae Code of Conduct to your child.

## Dancers Code of Conduct

- Honesty and Integrity are expected.

- Dancers must participate within Amyclae's Company rules and respect all the teachers, staff, volunteers and their decisions.
- Dancers must respect their fellow dancers.
- Dancers must not distract, bully or harass other dancers.
- Dancers must be polite and display good manners at all times.
- Dancers must refrain from cursing, using offensive racial or obscene speech, gestures or written material.
- Dancers must refrain from talking back to adults or refusing to comply with reasonable requests.
- Dancers must refrain from physical, mental, emotional or cyber bullying other dancers, staff or instructors. This includes social media postings, referencing directly or indirectly to a student, staff, studio brand and/or affiliations to the studio.
- Dancers are the face of Amyclae and should conduct themselves in a manner that reflects positively on the organization.
- When representing Amyclae, dancers must continue to follow Amyclae's Code of Conduct as they are representatives of our organization.
- Students are not permitted to talk during class except questions to the teacher.
- Students and parents are expected to maintain low voices in the lobby and locker area.
- Students may not eat food or chew gum in the classrooms.
- Students are not allowed to bring food or drinks into the classroom.
- Students and their families should not bring valuables to the studio. Amyclae is not responsible for any lost or stolen items.
- Students should NEVER wear dance shoes outside of the studio. A coverup must be worn over dance clothing when outside of the studio.
- Students WILL NOT be allowed to wait outside of the studio to be picked up. They must remain inside the studio until their parents pick them up.
- Students and siblings under the age of 8 yrs old, not in class, must be supervised at all times. Please don't allow small children to run in the hallways. Volume must be kept low to minimize distractions to the children in class and the parents watching them dance.
- Students and their families are expected to clean up after themselves. Be courteous of the people that will sit at the table after you.
- Dance bags either need to be stored in lockers or under the freestanding benches. Do not your personal items on a table, desk or chair as this takes space away from other people. Hallways should be clear of items at all times.
- Students should not be using their cellphones during class, water breaks or bathroom break. If this occurs, the student's phone will be placed in a basket at the desk and they will be able to pick it up after class is over.
- Students may not leave the studio without prior parental permission.
- The Amyclae staff and faculty are unable to take responsibility for students before or after their scheduled class. It is the parent's responsibility to ensure their child is picked up and dropped off on time. In event of an emergency, the parent is required to call the studio to let them know that you will be late.
- Any questions or concerns regarding your student's class must be directed to the studio office staff. Parents and students are not permitted to contact Amyclae faculty via phone, in person, or via email/social networking with studio issues.
- In the case of a parent or student showing disrespect or defamation towards another parent, staff, faculty or student, a meeting will be scheduled and dismissal may be considered at the discretion of the studio owners.
- Following a formal meeting, Amyclae reserves the right to dismiss a student and/or parents who breach Amyclae's Code of Conduct or fail to adhere to our Code of Ethics.
- Only Company, Specialty and Recreational Dancers will be able allowed to compete at competitions.
- Amyclae has the right to change teachers or class schedules when necessary at any time throughout the year.
- Choreography, costuming and studio policies remain the property of Amyclae and may not be reproduced or sold by students, parents or staff.

## Parent/Grandparent/Guardian Code of Conduct

- Honesty and integrity are expected.
- Parents are encouraged to support their child's involvement and help them to enjoy the art of dance.
- Parents must demonstrate respect for faculty and staff at all times.
- Parents must not raise issues of disagreement publicly.
- Parents will not engage in inappropriate conduct towards teacher, staff, other dancers and families.
- Parents must discourage challenging and inappropriate conduct towards instructors, staff, other dancers and families.
- Parents will refrain from physical, mental, emotional or cyber-bullying other dancers, staff, instructors or families. This includes social media postings referencing directly or indirectly to a student, staff, families, studio brand and/or affiliations to the studio.
- Parents must remember that children participate in dance for their own enjoyment.
- Parents will teach their children respect for other students, teachers, and adults and lead by example.
- Parents will encourage and guide their child to accept responsibility for his/her own performance and behavior.
- Students and parents are expected to maintain low voices in the lobby and locker area.
- Students and their families should not bring valuables to the studio. Amyclae is not responsible for any lost or stolen items.
- Students should NEVER wear dance shoes outside of the studio. A coverup must be worn over dance clothing when outside of the studio. Parents are expected to send their child to the studio with proper clothing and shoes.
- Students WILL NOT be allowed to wait outside of the studio to be picked up. They must remain inside the studio until their parents pick them up.
- Students and siblings under the age of 8 yrs old, not in class, must be supervised at all times. Parents don't allow small children to run in the hallways. Volume must be kept low to minimize distractions to the children in class and the parents watching them dance.
- Students and their families are expected to clean up after themselves. Be courteous of the people that will sit at the table after you.
- Dance bags either need to be stored in lockers or under the freestanding benches. You can rent a locker to store your child's dance items. Do not leave your personal items on a table, desk and/or chair as this takes space away from other people. Hallways should be clear of items at all times.
- Students should not be using their cellphones during class, water breaks or bathroom break. If this occurs, the student's phone will be placed in a basket at the desk and they will be able to pick it up after class is over. Parents please talk to your children about not using their phones at the studio except for emergencies.
- Students may not leave the studio without prior parental permission.
- The Amyclae staff and faculty are unable to take responsibility for students before or after their scheduled class. It is the parent's responsibility to ensure their child is picked up and dropped off on time. In event of an emergency, the parent is required to call the studio to let them know that you will be late.
- Any questions or concerns regarding your student's class must be directed to the studio office staff. Parents and students are not permitted to contact Amyclae faculty via phone, in person, or via email/social networking with studio issues.
- In the case of a parent or student showing disrespect or defamation towards another parent, staff, faculty or student, a meeting will be scheduled and dismissal may be considered at the discretion of the studio owners.
- Only Company, Specialty and Recreational Dancers will be able to compete at competitions.
- Amyclae has the right to change teachers or class schedules when necessary at any time throughout the year.
- Choreography, costuming and studio policies remain the property of Amyclae and may not be reproduced or sold by students, parents or staff.
- Following a formal meeting, Amyclae reserves the right to dismiss a student and/or parents who breach Amyclae's Code of Conduct or fail to adhere to our Code of Ethics.



## SAFETY & SOCIAL MEDIA POLICY

### Safety

- It is recommended that parents come into the studio to pickup and drop up your child rather than the child having to cross the road to the parking lot. This may be adjusted as needed for specific safety issues depending on the current health advisories.
- NO Bullying Policy. We take bullying very seriously! Students and parents may be asked to permanently leave the studio. We follow the 3 strikes and you're out rule. If your child is being bullied, if you or your child has overheard a conversation, between students or parents, where they are discriminating against another adult or a student, please notify the office immediately. The studio owner and the Director will be notified of the parties involved and the situation surrounding the bullying. A meeting will be set with everyone involved. Prior to the meeting, you will be asked to file a bullying complaint with Amyclae. This will be your opportunity to always speak up.
- Included in registration, you will be asked to sign a media waiver allowing us to proudly use images and video footage of your child for advertising and promotional purposes. Should you have any concerns with signing this waiver, please see our office staff who will happily assist you.
- The safety of you and your child at Amyclae is our utmost importance. We have several closed-circuit cameras throughout the studio. You may watch your child in their dance class any time by watching the monitors in the lobby and locker area. Amyclae also has a camera pointing outside of the studio which captures images from the parking lot to ensure you and your child's safety.
- The Amyclae Staff are educated in the negative impact of inappropriate music and costume selection when it comes to performing on stage. Amyclae is wholeheartedly committed to ensuring children are not subjected to any inappropriate songs or costuming. We recognize that some songs and costumes may influence the dancers/audience and we will continue to strive to avoid such music and costuming.
- Long, pointy fingernails are the fad of today's society. Although you and/or your child may like them, when dancing, accidentally scratching another person has become an issue this year. Another issue is partnering. Dancers with long pointed nails are not able to confidently spot or assist lifts without endangering the other person's life. Acrobatics takes the lead. We have seen dancers regress due to their nails. Acrobatics requires you to grip the floor, with your fingers spread open, and palms on the floor. This is dangerous for the dancer to have long pointy nails and do acrobatics. It causes the body to readjust the wrists, so the body weight is over the heel of the palm, instead of the weight being evenly distributed over the entire hands. Therefore, dancers with long, pointed fingernails will not be allowed to attend classes at Amyclae until the fingernails are removed or filed down.
- Students WILL NOT be allowed to wait outside the studio to be picked up. A parent must come inside the studio to pick their child up or call the office staff and ask them to send the student out.
- Amyclae staff and faculty are not responsible for children before or after their class. Please make sure your child is supervised before and after class.
- A parent and child will be immediately dismissed from the studio if parent or child is intoxicated or under the influence of drugs. Our NO Alcohol and NO Drug Policy is straight forward. Anyone who enters the doors to Amyclae, and has been drinking or doing drugs, Amyclae will call the police and have you escorted off the property. The protection of the children and families of Amyclae is our highest priority.
- If your child is sick, please do not bring them to the studio until they have been cleared by a doctor to go back to activities. A doctor's note must be provided in order to return to class.
- Parents, I can't stress enough how incredibly important it is to keep ALL conversations at the studio positive. If you're waiting for child's class to end, and you're sitting in the lobby or locker areas, the students not in class can hear you. Many times, the teachers can also hear your conversations. Safety is not only about protecting one's body. Safety is also about protecting your child's mental state of mind, emotional state of mind, self-esteem and self-worth. Amyclae is about protecting every aspect of a child's life. Negative talk, whether it's about your child, someone else's child, Amyclae staff or faculty, it has a negative effect on a child. The phrase "Misery Loves Company" may be true, but if that is the case for you, it would be in the best interest for everyone if you drop your child off at the studio and leave or sit in your car until your child's class is over. We are committed to making a positive and safe environment for the Amyclae families.

## Social Media

- Anonymity on Social Media is never guaranteed. Exercise particular caution when sharing posts, images or videos that identify children in your care.
- Students behavior on social media must adhere to Amyclae's Code of Conduct. Competition Members may be dismissed from their competition group or from the studio if they break a rule in the Code of Conduct or Code of Ethics.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Amyclae staff, faculty, or families may subject the person posting to be dismissed from the studio and/or legal action.
- If someone chooses to engage on social media while identifying as a studio volunteer or employee, he/she may only do so with integrity, respect and adhere to Amyclae's Code of Conduct.
- Any content revealing or referring to sensitive studio information is not permitted to be shared online.
- While affiliated with Amyclae, (ex. costume design, choreography) 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 through social media. Please direct your questions or concerns to the office staff.
- Videos taken from performances or rehearsals may not be posted online.
- Identifying information of any featured minors, including names, age and location, must be removed when posting on social media.

## Communication

- For convenience, our primary source of communication is via email. You will receive important information and dates in the Amyclae Newsletter via email. Please ensure that you have provided the studio with an up-to-date email address that is regularly checked.
- Add our email ( [info@amyclaedance.com](mailto:info@amyclaedance.com) ) to your contacts so we don't end up in Spam. The information and dates we provide you are very important. We don't want you or your child to miss out on some great opportunities that Amyclae offers.
- Amyclae has a Facebook closed group that we also use for communication. We recommend that you join the Amyclae Closed Group to get more up to date information about activities, fundraisers, Amyclae News which is checking in with our alumni to see how their lives have grown and changed.
- Amyclae has an Instagram! Follow us to see pictures of the Amyclae families and inspiring dance quotes.
- Amyclae's Facebook and Instagram pages will be monitored to ensure all content is appropriate and relevant.
- In the event that the studio will be closed due to inclement weather, you will receive an email by 2:00pm.