



CHICKEE'S[★]
DANCE WORLD

PARENT HANDBOOK
2019 - 2020

Dear Chickee's Dance World Parent/Guardian,

Congratulations! You have successfully enrolled your child/children into classes at Chickee's Dance World for our 36th season of dance. Thank you for trusting Chickee's Dance World with your child's artistic education. We have created this one-stop handbook to shed some light on how things will run throughout the year as well as answer questions you may have before the year begins. While we suggest you take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, we are always available to answer any questions. We look forward to seeing you in class!

Chickee

Owner/Director

Ariana

Artistic Director

QUICK REFERENCE STUDIO INFORMATION

Address: 67 Millbrook Street, Suite LL1 Worcester, MA 01606

Phone Number: (508) 792 - 0959

Email: cdw4dance@outlook.com

Website: www.chickeesdanceworld.com

Mission Statement & Philosophy

Founded in October 1983, Chickee's Dance World continues to provide a comfortable atmosphere for our students and parents, we are approachable and we make dance fun and enjoyable. Our goal is to offer every athlete the best instruction in a well-organized, safe and fun-filled controlled learning environment. Our program exists to provide every participant a chance to succeed through the development of long term life skills such as confidence, perseverance, a love of movement and a sense of accomplishment in his/her abilities. We believe strongly in team unity, sportsmanship, goal setting, respect for others, self-respect and the development of a strong work ethic.

Registration

It is important that all students and/or parents – whether returning or new - fill out and sign your electronic registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / insurance contract.

Our annual registration fee is **\$15.00 per student/ \$40.00 cap per family** and must be paid in full prior to the commencement of classes. Make sure you get your payment in via Credit Card, Cash or Check as failure to pay your registration fee in time may result in losing your place in class.

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 want to try something a bit different. Please contact cdw4dance@outlook.com if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

Communication

By now you have probably noticed that we are HUGE on communication here at Chickee's Dance World. It is our promise to respond to all inquiries 24 – 48 hours and we will never leave a question unanswered you can call (508) 792 – 0959 between 3:30PM – 8:30PM Monday through Thursday or 9:30AM – 12:30PM on Saturday.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email, please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course 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 **cdw4dance@outlook.com** to your contacts so we don't end up in the dreaded **JUNK** folder!

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to "LIKE" our Facebook page. *CDW will no longer be using REMIND as a means of communication.*

We display important information, dates and studio details on our noticeboard outside the door so please have a quick look when dropping off and picking up 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 or visit the front desk.

Important Dates

We understand how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via email as we get closer to the events. CDW will be closed 1 - 2 Saturdays in the spring due to our competition team traveling and competing. Our scheduled camps located below will be used as make - up time for your dancer. You will be notified in advance as to what Saturdays they are.

Date	Event	Description	Who it involves
09/09/2019	Season 36 Begins	Classes begin for our 36 th season of dance	All
10/26/2019	Halloween Spooktacular	A Halloween Themed Dance Camp taking place 9:30AM – 12:30PM	Students ages 7.9 & Under
11/11/2020	Costume Balance DUE	Payments for Recital Costumes are due. Payments may be made prior to 11/11 as well	All Classic Program Students
11/27/2019 – 11/30/2019	Thanksgiving Break	CDW CLOSED	All
12/21/2019	Snowflake Soiree	A Holiday themed dance camp taking place 9:30AM – 12:30PM	Student ages 7.9 & Under
12/23/2019 – 1/1/2020	Winter Break	CDW CLOSED Classes Resume 1/2/2020	All
02/08/2020	Sweetheart Saturday	Valentine's Day Themed Dance Camp Taking Place 9:30AM – 12:30PM	Students Ages 7.9 & Under

2/17/2020 – 2/21/2020	February Vacation	CDW CLOSED Make up classes for any Snow Days are subject to take place.	All
4/11/2020	Bunny Bash	Spring Themed Dance Camp Taking Place 9:30AM – 12:30PM	Students Ages 7.9 & Under
4/14/2020 – 4/15/2020	Picture Day	CDW Picture Day – Information will be sent as it gets closer	All
4/20/2020 – 4/24/2020	Spring Break	CDW CLOSED Make up classes for any Snow Days are subject to take place.	All
5/9/2020	Ticket Day	Information to be Provided	All
5/25/2020	Memorial Day	CDW Closed	All
5/26/2020 – 5/29/2020	Recital Prep Week	Schedule will be altered to provide rehearsals for classes needing it before recital.	To Be Assigned
5/29/2020	Rehearsal	@ St. John’s High School – Timing – To Be Assigned	To Be Assigned
5/30/2020	Recital	Chickee’s Dance World 36 th Annual Recital @ St. John’s High School	All

Code of Conduct

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

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

No classes or teachers are to be disturbed unless it is an emergency. At no time is it appropriate for a parent to use the dancers’ area/hallway between studios. Parents are not to approach teachers or students during class and if messages of food/drink/medication needs to be passed on to a student, it must be done at the reception desk or through a CDW staff member not in class. All parents must wait in the waiting areas provided or outside of the building 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. Studio phone number: (508) 792 - 0959

Any questions or complaints must go through Chickee – parents and students are not permitted to contact Chickee’s Dance World teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with Chickee first.

In the rare case of a parent or student showing disrespect or defamation to the studio by any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Chickee’s Dance World 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.

Chickee’s Dance World reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Chickee’s Dance World and may not be reproduced or sold by any students, parents or staff without permission of the director.

Age Divisions

Please note, CDW uses these age divisions as a guide line. Our experienced staff will decide if a dancer should work with a different division based on experience and ability.

Itty Bitty Movers (16 Months – 2.9 Years):

Our Itty Bitty Movers are our youngest group of dancers who will explore imagination, sound and creative movement while working on motor skills and developing relationships with their teacher and other Itty Bitty Movers! Parents will not participate in class however there will be observation classes (to be announced)!

Tiny Tykes (3 Years – 5 Years):

Our studio stands apart from others when it pertains to the instruction of our Tiny Tykes. We have a unique understanding of the special care necessary to have a successful experience while broadening the opportunities for our Tiny Tykes. Our stress free attitude provides more than the right atmosphere for building individuality, learning responsibility, exploring one’s movement and creating confidence while having fun!

Mighty Minis (5.5 Years – 7.9 Years):

Dancers are encouraged to explore their own movement along with instruction from their teacher. Our teachers introduce to the athlete proper technique, execution and provide a comfortable atmosphere where the children can ask questions and share their experiences.

Primary (8 Years – 11 Years): Beginner/Advanced Beginner:

We develop knowledge in all aspects of dance along with self-confidence and motivation necessary to insure a happy, satisfied and successful exploring athlete.

Secondary (12+ Years) Advanced Beginner/Intermediate:

Classes in our Secondary Program are more concentrated and intensive. Dancers work and condition improving technique and execution creating an all-around dancer. Teachers create a positive, high-energy learning experience.

Safety

With the safety of our families as a number one priority, Chickee's Dance World 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 see our staff and we will happily assist you.

The directors, instructors and staff at Chickee's Dance World recognize the negative impact inappropriate music and costume selections have on students in the dance community. We are wholeheartedly committed to ensuring our students at CDW and any of our affiliations a safe and appropriate environment.

You will find within our online enrollment a public liability / insurance statement. Please read this document carefully and electronically sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Privacy:

When you purchase or hire a product or service with Chickee's Dance World the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and credit card. 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/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

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.

Information is stored securely in an electronic form and is accessible only by authorized personnel.

Dress Code:

At Chickee’s Dance World, we believe that wearing studio attire give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

A specific dress code also:

- Encourages discipline
- Helps students resist peer pressure to buy stylish clothes for class
- Helps identify non-students in the studio
- Diminishes economic and social barriers between students
- Increases a sense of belonging and school pride
- Improves attendance

In class students must adhere to our dress code listed below:

AGE GROUP:	CLASS:	ATTIRE:	SHOES:
Itty Bitty Movers	Itty Bitty Mover Combination Class	Leotard & Pink, White or Tan, Footless Tights	Pink Leather Ballet Shoes
	Pre – School Combination Class	Leotard & Pink, White or Tan, Footless Tights and socks	Pink Leather Ballet Shoes & Black Tap Ties
Tiny Tykes	Tiny Tutus	Leotard & Pink, White or Tan, Footed Tights	Pink Canvas Ballet Shoes
	Tiny Tumbles	Leotard & stirrup, footless or no tights	NONE
	Tiny Hip Hop	Active Dress Code such as leggings with a tank top	New sneakers for studio use ONLY!
Mighty Minis	Pre – School Combination Class	Leotard & Pink, White or Tan, Footless Tights and socks	Pink Leather Ballet Shoes & Black Tap Ties
	Classic Combination	Leotard & Pink, White or Tan, Footed Tights	Tan Bloch Tap-On Tap Shoe & Tan Bloch Super Jazz Shoe
	Ballet Beginnings	Leotard & Pink, White or Tan, Footed Tights	Pink Canvas Ballet Shoes
	Mini Tumbles	Leotard & stirrup, footless or no tights	NONE
	Mini Hip Hop	Active Dress Code such as leggings with a tank top	New sneakers for studio use ONLY!
	Tap	Shorts, Leggings, Tank Top or Sportsbra	Black Bloch Tap – Flex Shoe
Primary & Secondary Dance	Jazz/Turns, Leaps, Jumps	Shorts, Leggings, Tank Top or Sportsbra	Tan Super Jazz Shoes
	Ballet	Black leotard & Pink Tights	Pink Canvas Ballet Shoes
	Contemporary & Lyrical	Shorts, Leggings, Tank Top or Sportsbra	NONE
	Hip Hop	Active Dress Code such as leggings with a tank top	New sneakers for studio use ONLY!
	Acrobatics	Shorts, Leggings, Tank Top or Sportsbra	NONE

BOYS		White/Black Tee Shirt & Black Gym shorts	Tap: Black Oxford Tap Shoe
			Jazz: Black Bloch Super Jazz
			Ballet: Black Canvas Ballet Shoes
			Hip Hop: New Sneakers for studio use ONLY!
			Acro: NONE

Fee Structure

Please find below the fee structure for 2019 - 2020. Fees are conducted hourly. Sibling fees will be calculated separately and cannot be combined.

Time Per Week:	Monthly:	Trimonthly:	Full:
45 Minutes	50.00	150.00	450.00
1 Hour	60.00	180.00	540.00
1.25 Hours	70.00	210.00	630.00
1.5 Hours	75.00	225.00	675.00
1.75 Hours	80.00	240.00	720.00
2 Hours	95.00	285.00	855.00
2.25 Hours	102.00	306.00	918.00
2.5 Hours	115.00	345.00	1,035.00
2.75 Hours	125.00	375.00	1,125.00
3 Hours	135.00	405.00	1,215.00
3.25 Hours	150.00	450.00	1,350.00
3.5 Hours	160.00	480.00	1,440.00
3.75 Hours	175.00	525.00	1,575.00
4 Hours	183.00	549.00	1,647.00
4.25 Hours	195.00	585.00	1,755.00
4.5 Hours	210.00	630.00	1,890.00
4.75 Hours	220.00	660.00	1,980.00
5 Hours	230.00	690.00	2,070.00
5.25 Hours	240.00	720.00	2,160.00
5.5 Hours	245.00	735.00	2,205.00
5.75 Hours	250.00	750.00	2,250.00
6 Hours	255.00	765.00	2,295.00
6.25 Hours	258.00	774.00	2,322.00
6.5 Hours	260.00	780.00	2,340.00
6.75 Hours	268.00	804.00	2,412.00
UNLIMITED	265.00	795.00	2,385.00

We offer the following options for fee payment:

- Registration is REQUIRED to be ONLINE. A \$15.00 enrollment fee is due upon registration. (\$40.00 maximum per family) This fee is non-refundable.
- Tuition is divided into 9 monthly payments throughout the dance year. Monthly payments are accepted in the form of cash, check, Visa, MasterCard, or Discover and are due on the first

Monday of each month.

- The first tuition payment is due upon registration. **Tuition will be charged the 1st Monday of each month automatically! – NO EXCEPTIONS.**
- A fee of \$35.00 will be charged for returned checks for any reason.
- No Refunds, Transfers or Credits of payments are given due to dropped or missed lessons.
- If tuition is 2 weeks past due, the student will not be allowed to participate in class. If there is an outstanding balance at recital time, the dancer will not be allowed to participate in recital.

Payments:

1. IN THE STUDIO

- Payment can be made at the front desk using cash, check, or credit card 1 week prior to the 1st Monday of the month.
- If paying with cash or check you can drop off in the locked payment box located next to the front desk if no one is at the desk.

2. Credit card MUST be kept on file. (No Exceptions). CDW will charge the credit card on file the first MONDAY of every month for monthly tuition. Any unpaid balances that are not a part of monthly tuition 7 days past the due date will be charged with the credit card on file (ie: Costume Payment).

- Credit cards that are rejected will receive a 24 hour window to update information. If credit card is not updated within 24 hours a late fee will be added of \$10.00. If the overdue tuition is not paid in two weeks, the student will not be allowed to participate in class until payment has been received.
- Important Studio information will be sent home through EMAIL, please read emails thoroughly. It is **your** responsibility to open and read all information (this information will also be posted in the studio waiting room and information board). Paper notices will NOT be sent home with your dancer. It is your responsibility to come into the studio in order to make payments/ask questions.

Additions/Withdrawal:

- If you choose to have your dancer add or withdraw a class you must submit it in writing to the front desk. If your dancer chooses to drop a class you will be responsible for the remainder of the tuition for that month.
- Failure to settle all outstanding balances will be brought to a collections agent. In addition to late fees, a fee equal to 25% of the total balance due will be added to the outstanding balance.

Costuming

- All Recital Costume payments are due by **NOVEMBER 11TH**. Costumes will not be ordered for any dancer with an open balance on their account. Recital costumes are \$75.00 per costume. Dancers will have one costume per class.
- Costumes will be distributed to each student as long as tuition and costume payments are paid in full. Costumes are tentatively distributed in the month of April.
- Please note: costumes are ordered based on your dancer's measurements. We take into consideration growth throughout the year. When costumes arrive you should try them on immediately, should any adjustments need to be made it is your responsibility to make them.

Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the class, 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 recital 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 ahead of time so the class impact is minimal. If your child is sick and cannot attend class, we ask that you inform us through email as soon as you can so we can let the teachers know and preparations can be made to catch up on any missed work.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes, but will make every effort to schedule a catch-up class in the unlikely event that CDW needs to cancel a lesson. Students are welcome to attend the same classes scheduled at a different time/ similar classes to make up missed classes.

Social Media

Chickee's Dance World's Social Media Policy refers to all social networking sites, video/photo sharing sites, 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 behavior on Social Media remains in keeping with Chickee's Dance World's code of conduct.

- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Chickee's Dance World and its 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 (ie: Recital backstage volunteer, desk coverage, activity chaperone) you may only do so with integrity, respect, and adhere to the 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 (ie: Sally's Jazz Routine, Choreographer Ariana Sacco at Chickee's Dance World)

- While affiliated with our studio, (for example, images of your child in CDW's gear) 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 and feedback to be communicated to Chickee, the director.

- 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.

- Photos or Videos taken from rehearsals may NOT be posted online without the consent of Artistic Director, Ariana.

- You may not post photographs / videos that feature Chickee's Dance World 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.