



# ***Pre-Dance Division Handbook***

**A Handbook for both Parents and Students**

***North Shore School of Dance  
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## About this Handbook

For over TWO DECADES the North Shore School of Dance has been a leader in dance education and professional training. Our faculty and staff are committed to providing the finest quality of training in an environment that is nurturing, challenging, and disciplined. Our goal is to educate the mind, body, and soul of each of our students. We believe that our success comes as a result of quality training and passion, by staying true to the traditions of dance as an art form.

At NSSD, we don't teach them a dance, we teach them how to dance. We believe in education and teaching them skills that will last a lifetime. Our dance classes give each student confidence that instills pride, and a higher self-esteem.

We have created this handbook to offer our dancers and their parents a clear understanding of the commitment and responsibility that is required to train at the North Shore School of Dance. All students and parents are required to abide by the rules, guidelines and regulations outlined within this handbook. It is the responsibility of every parent and dancer to read and understand this handbook.

## To The Parent

NSSD relies on a positive atmosphere for our faculty, dancers and their parents. Our program promotes a positive learning experience for all participants. We believe that the dancer's success depends on the support of their parents or guardians. Your commitment to the process makes an enormous difference; we encourage you to be a supportive part of your child's dance education.

## Pre-Dance Division Dress Code

**Ballet:** Solid light pink leotard, solid ballet pink tights, pink ballet shoes. Tutu's, skirts or dress up costumes are not permitted in class. Black tap shoes needed for tap.

**Boys:** White t-shirt, black tights or pants, black ballet shoes. Black tap shoes needed for tap.

Jazz pants and jazz shoes are optional for jazz classes. Jazz pants and hip hop shoes are optional for Hip Hop classes. Combination classes only change shoes (if applicable), not complete attire.

FOR THE DANCERS HEALTH AND SAFETY, NO OUTSIDE SHOES PERMITTED FOR USE IN A DANCE CLASS. NO EXCEPTIONS. DANCE SHOES ARE NOT TO BE WORN OUTSIDE.

## Attendance

We request that absences be reported to the office prior to class time. Please email the school at [nssdance@aol.com](mailto:nssdance@aol.com)

## Injuries, Illness & Allergies

Please inform your instructor of any health problems your child may have. Your signature on the registration form is certification of your child's ability to participate in his/her dance class. Please inform your child's instructor of any previous injuries of physical limitations.

Students must be fever free for at least 24 hours before they are allowed to return to their scheduled class.

Due to the number of nut allergies in our students, NSSD is a nut free zone. If your child needs a snack between multiple classes, please provide them with a healthy alternative. As a reminder, there is no eating in any of the dressing rooms or studios.

## **Class Cancellations**

Classes are ALWAYS held on President's Day, Martin Luther King Day, Columbus Day, and Pulaski Day. We are open during School Institute Days, unless it is a scheduled holiday at NSSD. Please check your local television station (ECC registered) or the website for school closings due to weather.

## **School Etiquette**

- Please turn off all cell phones when entering NSSD.
- All waiting areas must be kept quiet.
- No running in the hallways.
- No cell phones in the studios.

## **NSSD Correspondence**

As a reminder, all statements, confirmations, and class information, will be emailed to the registered email address. Please update your email address as needed.

## **Drop Off and Pick Up Information**

Students are not to be left unattended and should remain with parent or guardian until class begins. Please arrive early so that your child has ample time to use the bathroom before class.

Parents must be prompt when picking up their child or carpool. Please call the office if you are running late. After an initial warning, parents that are repeatedly late will be charged at a fee of \$15.00 per 15 minutes

## **Cancellation Policy**

North Shore School of Dance reserves the right to cancel any program due to lack of enrollment. Students will be emailed no later than 1 week prior to the start of any class or 2 weeks prior to the start of camp. In special circumstances where a student needs to drop, the parent must send a letter to be reviewed by the Director. Requests are only considered from date received. Letters are accepted by regular mail, email, or in person.

## Fall Classes Withdraw Schedule

- Withdraw 1-14 days (from the first scheduled day of class), \$25.00 charge per class held plus \$25.00 drop fee per class.
- Withdraw 15-30 days (from the first scheduled day of class), 75% tuition refund less \$25.00 drop fee per class
- Withdraw 31-45 days (from the first scheduled day of class), 50% tuition credit, less \$25.00 drop fee per class
- Withdraw 46-60 days (from the first scheduled day of class), 25% tuition credit, less \$25.00 drop fee per class
- Withdraw after 60 days NO CREDIT will be given
- The registration fee is non-refundable.
- You will be responsible for any unpaid balance after credit is applied.
- Tuition credit is kept on family account for 1 year and is not transferable.
- Doctor's note must be submitted for all medical problems.

## Summer Class & Camp Policies

Any summer class or camp refund requested, less registration fee and deposit, will only be issued up until June 1. After that date, there are no refunds. Requests made due to medical problems or family relocations must be submitted in writing. Doctor's notes required for all medical problems. Students who miss summer class or camp are eligible only to make-up classes within the summer session. Summer class and camp fees are not prorated.

Due to the concentration of the Intensive Program, all intensive study registrations are due no later than 1 month prior to the start date. Students wishing to enroll after the deadline should contact [nssdance@aol.com](mailto:nssdance@aol.com) for availability.

## Pre-Dance Showcase

The Pre-Dance Showcase is a very comfortable and informal stage experience for our youngest dancers. Students are provided with simple costuming which is worn over their regular class attire. All session II fees include a costume fee for the showcase.

This showcase is optional to all of Session II students. Families love our short shows which also feature the North Shore Ballet Theatre. Tickets go on sale in the spring.

As a reminder, flash photography is prohibited for both dress rehearsal and stage performance. The brightness of the flash can be blinding and potentially dangerous to performers.

## Parent Observation

Parent observation occurs at two specific times throughout the year. The dates for parent observation are posted on the bulletin boards and are located in the fall brochure. Please plan to stay for the entire class period. No flash photography is permitted. All cell-phones and pagers must be turned to silent or turned off. Show your dancer support by giving them your full attention and encouragement; show your dancer (s) what it is to be a good audience, as you set the best example.

Observation is only permitted at designated times. Prospective students and special cases must be approved by the instructor and Director no later than 1 week prior. The training process is sensitive;

your presence may distract or inhibit other students. Viewing windows are available in most studios; however, if the class seems distracted by the window, the curtains will be closed.

## **Lost and Found**

Items left in the studio, dressing room, or hallways will be collected and placed in the lost and found located in the dressing room. We encourage all students to write their name or initials in all of their belongings.

North Shore School of Dance is not responsible for lost or stolen articles. Students are encouraged not to leave valuable items in the dressing room unattended. North Shore School of Dance does not tolerate theft in any way.

## **Birthday Parties**

Private birthday parties are available for ages 3 and above at North Shore School of Dance. Birthday parties are 1 and 1/2 hours long: 45 minutes for instruction and 45 minutes of celebration. You can choose from a variety of themes, including a special birthday party with Kasper, owner of MONSTER'S ENTERTAINMENT. Contact [nssdance@aol.com](mailto:nssdance@aol.com) for studio availability.

## **Privacy**

The front office staff are not allowed to give out student or teacher class information, phone numbers, email addresses or home addresses. Therefore, we ask that phone numbers be exchanged on an individual basis.

## **Graduating Dancers**

All students who are in kindergarten classes will graduate into the student division upon completion of the school year. Exciting things await these dancers at NSSD. Dancers going into 1<sup>st</sup> grade are eligible for many styles of dance in levels Jr 1a and/or Jr 1. Class choices for these dancers are afterschool and on Saturday's. A copy of the Dedicated Dancer Handbook for our Student Division dancers is available at [www.northshoredance.com](http://www.northshoredance.com).