



Reverie Dance Academy Policy Agreement

Dear Reverie Dance Parent,

Many thanks to you for choosing RDA as your child’s dance training academy. We understand you have a wide selection of studios to choose from, and we are grateful to be working with you and your family. Our mission at Reverie Dance Academy is to provide a positive, nurturing environment for young artists to grow and learn, while preparing our students for a professional career in dance. Please do not ever hesitate to reach out to us if you ever have questions or need assistance.

Reverie Dance Academy (RDA) is a pre-professional training academy. Although we do offer recreational level classes for students who do not wish to make dance a career, we hold all of our students to the same level of classroom etiquette and studio policies. We ask each student and parent to adhere to the below policies to ensure a successful experience for all of our students.

Parents, please initial the below policies and submit to the studio with your family’s registration.

Student(s) Name(s): _____

2022-23 Health and Safety Procedures

- _____ The front lobby will be closed (students and staff only permitted inside).
- _____ All classes are drop-off only. The only exception is for our Little Dancers, Basic Ballet, Basic Tap, Basic Jazz. One adult is allowed in the lobby during the class. Sorry, no siblings. We will welcome students into the building no earlier than 15 minutes prior to the start of class.
- _____ Only small dance bags/backpacks will be permitted. Make sure to pack a water bottle with your name on it.
- _____ Students should arrive dressed and ready for dance class.
- _____ The studio will have a professional cleaning company disinfect all four studios and bathrooms overnight, using hospital grade disinfectants.

2022-23 General Policies and Procedures

- _____ Classes will take place at the studio. We are prepared to move all virtual classes should it be necessary, based on government guidelines. Neither tuition refunds nor tuition credit will be granted based on class format changes.
- _____ Please arrive to class with enough time to remove street clothes and shoes. Students should be ready to begin class when it is scheduled. Dance shoes should never be worn outside.
- _____ RDA’s Dress Code must be observed in all classes. The dress code can be viewed on the studio’s website. Please contact the instructor with any questions regarding dress code. Students who do not adhere to dress code may be asked to observe class.
- _____ Classes take place weekly. Please email stacy@reveriedance.com if your student will be absent for any reason. When our instructors are informed in advance, they are able to adjust their lesson plan to accommodate missing students. Students with absentee issues during Sessions IV and V may risk being removed from sections of Spring Showcase choreography.
- _____ Reverie Dance Academy will be closed the following dates: Halloween (Monday, October 31), Thanksgiving Break (Monday 11/21– Sunday 11/27), Winter Break (Thursday 12/22 – Wednesday 1/4), Spring Break (Monday 3/27 – Sunday 4/2).
- _____ Make-up lessons can be scheduled due to a class absence and should be taken at the student’s current level or level below in any class. For a list of available options, or to schedule a make-up lesson, e-mail stacy@reveriedance.com at least 48 hours in advance, as class sizes are limited. Make-up lessons must be completed by Friday, May 1, 2023. Tuition credit will not be given for any missed class.

- _____ If classes are cancelled due to inclement weather, an email will be sent to the email address on record and a notice will be posted on our website and Facebook page. All affected students will be offered a make-up lesson of their choice. Tuition credit will not be granted for any absences or classes cancelled due to inclement weather.
- _____ Students must be picked up promptly at the end of class. If you will be more than 5 minutes late to pick up your child, please call the front desk at 847.215.1901.
- _____ Tuition is due upon registration for Session I, and two weeks prior to the start of Sessions II-V. Once tuition is received, it is non-refundable and non-transferrable to another session or student. Tuition credit will not be granted for class absences and/or weather-related class cancelations. Make-up lessons will be made available (in the same level or level below) through May 1st for all missed classes. Should a student drop a class after payment is received, they can either switch to another class during the same session (pending availability) or schedule make-up classes.
- _____ Students may enroll in, or change classes up until December 1, 2022 (pending class availability). After this time we will not be able to accommodate new enrollments or class changes. All class changes must be submitted in writing by email to stacy@reveriedance.com or lacey@reveriedance.com.
- _____ To participate in Spring Showcase, students must be enrolled in and start attending class by December 1, 2022. Students must remain enrolled in the class and participate in Sessions II, III, IV and V and maintain at least 80% attendance. Students with poor attendance may be removed from Spring Showcase choreography.
- _____ Your questions are very important to us, therefore we would like to devote the time you deserve in our responses. Please refrain from using the time between classes to discuss matters with the instructors. Lacey and the teaching staff have scheduled office hours available to assist you. To forward any questions for specific instructors, or to schedule a meeting, please email stacy@reveriedance.com.
- _____ During the Fall/Spring Season, the Reverie Dance Academy Office is open Monday-Friday 4:00 pm-7:00 pm and Saturday 10:00 am-12:00 pm. Voicemails and emails will be returned during these times.
- _____ Class Levels/Placements are provided by the RDA teaching staff. Students are continuously reviewed. RDA will contact a family if a student should be moved to a different level from which they are enrolled. Written class recommendations are provided for the following season prior to the registration period.
- _____ Private lesson requests must be made to stacy@reveriedance.com. Lessons will be booked based on instructor and studio availability. Cost varies by instructor. Prior to booking a private lesson, the family's tuition balance must be paid in full.
- _____ Costume orders for Spring Showcase will be sent home in November, and will be due back no later than December 1, 2022. Showcase costumes for Little Dancers, Basic Ballet, Basic Tap and Basic Jazz will cost \$65 each. Level 1-7, Youth & Teen level Showcase costumes will cost \$75 each. RDC Company costumes will cost \$85-\$150 each. Students will be measured for their costume in November. **Once the costume has been ordered there are absolutely no refunds or exchanges. If a dancer drops out of a dance, the costume will be given to them after the final performance of that dance. No exceptions will be granted.**
- _____ All students will perform in at least one of the Spring Showcase performances (with the exception of Jumps & Turns and Acro). Students who are enrolled in multiple classes should plan on performing in multiple shows. Although we make every effort, we cannot guarantee siblings will perform in the same shows.
- _____ All participants in the Spring Showcase will receive a video download of the performances. A mandatory video download fee (approximately \$40-50) will be included for each family on the Showcase Costume Order Form.

Parent Signature _____ **Date:** _____

We are here to make sure your child receives the best dance training, and we look forward to making wonderful memories with you and your family. Please let us know if you have any questions or concerns.

Many thanks again!
Miss Lacey and Staff