

# **Parkside Academy of Music and Dance**

## **Official Handbook 2023-2024**

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## SECTION ONE: Parkside Academy of Music and Dance

We would like to welcome all new and returning families to our school. In this handbook you will find important information that you will need to make your dance year a success.

### **Mission Statement:**

The staff at Parkside Academy of Music and Dance (PAMD) is committed to providing every student with a quality dance and music education in a positive and caring environment. Our mission is to nourish each student's artistic spirit by building a strong technical foundation which will assist in the development of poise, self-confidence, self-esteem, and a motivation to become the best that he or she can be. Our teachers give personal attention to each student and give classes that are uplifting, creative, energetic and fun. We choose appropriate music, costumes and choreography to convey positive values to our students and their audiences. We aspire to assure that your child's experience at Parkside Academy is enjoyable, educational and promotes personal growth.

### **Diversity, Inclusion and Equity Statement:**

Parkside Academy is committed to honoring, celebrating and valuing the diversity of its community, while fostering a welcoming environment. Diversity in this context refers to the appreciation and respect for but not limited to: race, ethnicity, nationality/culture, age, gender identity, sexual orientation, socio-economic status, religion, or physical abilities. Inclusion is ensuring all community members feel included, welcome and comfortable. Equity is ensuring justice, impartiality and fairness in procedures, processes and opportunities. The inclusion and equitable treatment of all members of our community including students, staff, families and volunteers is a core value to PAMD's mission.

### **Contact Information:**

Location: 33 West Roland Road, Parkside, Pa 19015

Phone: 610-874-8080

Email: [ParksideAcademyOffice@gmail.com](mailto:ParksideAcademyOffice@gmail.com)

Website: [www.parksideacademy.com](http://www.parksideacademy.com)

Parent Portal: <https://app.thestudiodirector.com/parksideacademy/portal.sd>

### **Staff:**

Pamela Dimeler, Owner and Director

Scott Dimeler, Owner and Business and Facilities Manager

Laura Dutton, Director of Parkside Performing Arts Company

Sarah Acchione, Director of Student Relations, Assistant Director of PPAC

*Instructors:* Sarah Acchione, Sasha Binder, Tamera Dallam, Pamela Dimeler, Laura Dutton,

Rachel Dutton, Jamie McPeak, Debra Stein, Savannah Schaffer.

*Office Manager:* Melissa Babenko

### **Director of Student Relations:**

The primary role of the Director of Student Relations is to manage student engagements while promoting P.A.M.D's mission to nourish each student's artistic spirit through a positive, caring and healthy dance environment. The Director of Student Relations serves as a liaison between students, families and instructors while implementing and enforcing the range of student policies. The Director of Student Relations will be the point of contact for communication regarding any student concerns.

## **Office Communications:**

For general information, please contact the Main Office (contact information provided above). If you need to contact an Instructor we ask that you go through the Main Office. Please refrain from contacting Instructors via their personal cell phones, or through social media platforms.

Our Main Office will primarily send communications via EMAIL. These communications include monthly newsletters, billing information, studio updates and other important information. Please check with the office to ensure that we have your correct email address on file. You may also receive information via classroom handouts, so be sure to check with your child (or in your child's dance bag) for this paperwork.

## **Parkside Academy 2023-2024 Dance Season Calendar**

### **2023**

SEPTEMBER 6 & 7 – OPEN HOUSE 5-8 PM  
SEPTEMBER 11 – FALL CLASSES BEGIN  
SEPTEMBER TUITION DUE BEFORE 1st CLASS (9-PAYMENT PLAN)  
OCTOBER 1 –TUITION DUE (Paid in Full & 9- PAYMENT PLANS)  
OCTOBER 24-30 – HALLOWEEN DRESS UP WEEK  
NOVEMBER 1 – TUITION DUE (9 PAYMENT PLAN)  
NOVEMBER 13 – COSTUME DEPOSIT DUE (\$40 PER COSTUME)  
NOVEMBER 20-25 – THANKSGIVING BREAK  
DECEMBER 1 – TUITION DUE (9 PAYMENT PLAN)  
DECEMBER 1 & 2 – NUTCRACKER PPAC  
DECEMBER 9 (tentative) – RETIREMENT HOLIDAY SHOW  
DECEMBER 18 – WINTER BREAK BEGINS (2 WEEKS)

### **2024**

JANUARY 1 – TUITION DUE (9 PAYMENT PLAN)  
JANUARY 2 – CLASSES RESUME  
JANUARY 15 – COSTUME BALANCE IS DUE  
FEBRUARY 1 – TUITION DUE (9 PAYMENT PLAN)  
FEBRUARY 12 - 17 - VALENTINE CELEBRATION WEEK  
MARCH 1 – TUITION DUE (9 PAYMENT PLAN)  
MARCH 25-30 – SPRING BREAK  
APRIL 1 – TUITION DUE (9 PAYMENT PLAN)  
MAY 1 – TUITION DUE (9 PAYMENT PLAN)  
MAY 25-27 – NO CLASSES (Memorial Day Weekend)  
JUNE 3 – LAST DAY OF CLASSES  
JUNE 4 & 5 – PICTURE DAYS (Schedule TBD)  
JUNE 7-9 – TENTATIVE RECITAL WEEKEND (West Chester U)  
July – SUMMER CAMPS AND INTENSIVES TBD

*Any update, addition, and changes made to our calendar will be sent via email and posted to social media.*

## SECTION TWO: Financial Information

### Tuition and Fees:

Registration Fee: A yearly registration fee of \$30 is charged per family.

### Class Fees:

Class fees for the 2023 - 2024 season are as follows:

For a 45-minute class the fee is \$53 per month.

A one-hour class is \$63.00 per month

A one hour and fifteen-minute class (meets twice a week) is \$152 per month.

A one hour and thirty-minute class is \$83 per month.

A two-hour class is \$108 per month

Private lessons are available at \$35 per half hour

Please note that the monthly tuition rates quoted are based on attendance at the school for the entire season, that is, from September to the Recital weekend in the Spring. *There is **no** tuition credit or refund for classes missed by a student. Exceptions to the tuition policy, may be granted under extreme circumstances decided on a case by case basis and at the total discretion of the school director.*

### Make-up Classes:

Make-up classes may be taken within six weeks in another class of the same level.

### Tuition Discounts:

Pay in full discount - Full year's tuition paid by October first receives a 5% discount.

Multi-lesson discount – If a student takes more than one class per week, a 5% discount will be applied to the 2nd class, and a 10% discount will be applied to the 3rd class and so on.

Multi-student discount – Families enrolling more than 1 student receive a 5% discount for each additional student enrolled.

### Payment Options and Billing Procedures:

We prefer all payments be made through the parent portal (online via our website) or over the phone via a credit card. We accept all major credit cards, personal checks, bank checks, money orders and cash.

Checks should be made payable to P.A.M.D. There will be a \$35 fee for any returned checks.

Cash payments (exact amount only) should be enclosed in an envelope with your child's name, class time and payment amount written on the envelope.

### Payments Plan Options:

Option 1: Pay In Full - If you wish to pay for the entire dance year, the full payment is due by October 1st. If you select this option there will be a 5% discount applied. **It is only under this payment option that the school will consider any partial tuition refund for special circumstances that may arise during the school year, at the full discretion of the director.**

Option 2: 9 Payment Plan - In this option, the total tuition due is divided into nine equal (9) payments as follows; the first payment is due at or before the first class in September. The following eight payments are due on the 1st of each month, October through May. This is a monthly payment plan and it is based

on a full dance season, regardless of how many classes are in a month. If you choose the autopay via credit card option through the parent portal, the scheduled payment will be processed the first business day after the first of the month.

The studio does not send payment reminders. Please mark due dates on your calendars.

**Late Payments and Bank Fees:** If tuition payments are not made within 25 days past the due date as per the payment options chosen above, accounts will be subjected to a \$10 late fee for each late payment. A \$35 charge will be assessed for checks returned for insufficient funds.

**PLEASE NOTE:** Students will not be permitted to participate in classes if tuition is 60 days past due. Any and all tuition payments due and not received will be subject to all legal collection procedures and students will not be permitted to re-enroll until all outstanding past due tuition is paid in full.

**Recital Costume Fees:** Students will be measured for costumes during class in November. Cost of each costume is \$80. A Costume deposit of \$40 *per costume* will be required no later than November 14th. The remaining balance will be due on or before January 16th. There will be no costume reimbursements for students that decide to stop dancing after January 1st. Recital costumes will not be ordered for your child unless a deposit has been received. Costumes ordered late or needed to be exchanged will incur a separate shipping and handling fee. Costumes will be tried on and handed out when they arrive in the spring. Costumes will not be allowed to be taken home if there is an outstanding balance.

## SECTION THREE: Facility Policies

### Access to Facilities:

P.A.M.D will be open during its scheduled class times. There is no guarantee that someone will be in the Main Office outside of these hours. Please call 610-874-8080 and speak with the Office manager to verify daily hours of operation. The school calendar can be found on our website, hanging in the studio, and in section 1 of this document for you to print.

### Drop Off & Pick Up Procedures:

When dropping your child off, please enter through the front entrance and proceed quickly and quietly downstairs to the Lower Level Waiting Room. Children are not permitted in the studio until their class begins. If you arrive early to pick up your child, we ask that you kindly wait downstairs, as it eases the traffic flow in the front hallway. At pick-up, children are asked to wait inside the building until a parent or guardian arrives.

### Parking Procedures:

Parking is available on West Roland Road on both sides of the street in front of the fire house. You may also park on Norfolk Lane or in our driveway however, please leave "Staff Only Parking" spots open. The one-way portion of W. Roland Road between the studio and Edgemont Ave. is residential parking only, please refrain from parking in this area.

When dropping off or picking up your student you must PARK your car in a designated parking spot. You are prohibited to wait in your car while blocking the driveway entrance or the one-way portion of W. Roland Road. Evening classes have a high volume of students and instructors coming and going.

### **School Closing Procedures:**

PAMD may be closed due to inclement weather. To see if classes are canceled, please call 610-874-8080 one hour before the beginning of class. There will be a voice message on the answering machine indicating school closing. Parents can also check their email, our Facebook Page or our Instagram page for school closing updates and the Family Portal.

### **Holiday Celebrations:**

PAMD celebrates a variety of different holidays throughout the year. We celebrate with festive decorations, coloring pages, stamps and holiday music. Families may choose to excuse their children from these classes, however there will be no tuition refund.

### **Food and Drink Policy:**

We encourage students to bring a refillable water bottle. Gum is not permitted in the studio at any time. All food should be consumed in the downstairs waiting area. Please discard all trash properly.

**Lost and Found:** Our lost and found bin is in the lower level waiting area, just outside of the bath rooms. Make sure your child's name or initials is on their dance shoes and bags. Valuable items that are found in the studio will be turned into the office. Any items left at the end of the year will be discarded or donated to charity.

**Library:** A dance library is located in the bookcase in Studio A. Students may check out a book through the office. Books may be borrowed for up to two weeks. Return books to the office.

### **Smoking, Alcohol and Other Drug Policy:**

For the health of our dancers, smoking is prohibited on PAMD property. We have a zero-tolerance drug and alcohol policy. Students are expected to take care of their bodies and should not smoke, drink or use drugs. If a student is caught on the premises doing so, they will be subject to immediate dismissal.

### **Psychological and/or Medical Evaluation and Withdrawal:**

We put each of our student's health and well-being first. We encourage our students to reach out to their instructor, staff, or the Director of Student Relations with any problems or concerns. We understand that some students may need to withdraw from classes for various medical reasons. Students needing to withdraw from lessons for a major medical reason will have any prepaid tuition applied as a credit towards next year or refunded at the discretion of the director.

### **Insurance Waiver and Information:**

PAMD requires every student to fill out and submit a ***new Release of Liability and Emergency Medical and Photographic Permission Agreement of 2023-2024. These forms can be found on page 15-16 of this handbook and should be printed and returned at the beginning of every dance season.*** This form allows your child to participate in all class activities. By signing this waiver, you understand that dance is a physical sport and that certain physical injuries can result. By signing this form, as is indicated, you are agreeing that you will not hold Parkside Academy of Music and Dance or its instructors, staff, employees, agents or assigns responsible for any injuries which might occur. You are also granting Parkside Academy of Music and Dance permission to seek medical attention for your child; including calling 911 or an ambulance, if necessary. Any expenses incurred will be the responsibility of the student's parents or guardians.

Note: Parkside Academy of Music and Dance will not be responsible for anything that might happen as a result of false information given to the school or on the Release Form.

### **Photo and Marketing Policy:**

It is understood that PAMD reserves the right to use any photography and videography of a student's performance or classes for purposes of advertising, promoting or publicizing the studio. All ownership, including copyright, shall belong to PAMD. Parents must sign this waiver along with the Health Form.

### **Social Media Policy:**

When using all forms of Social Media (including but not limited to Facebook, Instagram, Snapchat, Twitter, TikTok) all students, parents/guardians must adhere to this Social Media Policy.

PAMD will not tolerate any negative comments made toward the studio, another student/parent, staff member, or instructor on Facebook, Twitter, Instagram, Snapchat, etc. Positive words of encouragement are welcome. We hold our PAMD students to a higher standard and want to remind them to use good judgment on social media platforms. NO VIDEO CLIPS OF ANY PAMD CLASS or ROUTINE (Group OR Solo/Duet/Trio etc.) OR DANCERS are permitted on YOUTUBE, FACEBOOK, INSTAGRAM, TWITTER, SNAPCHAT, TIKTOK or any other internet public viewing source or social/viewing network WITHOUT EXPRESS PERMISSION FROM PAMD STAFF. Students are not permitted to record TikTok videos on our property, in studio spaces or waiting areas as this could result in injury, exclusion of others, and the posting of other students on social media platforms not approved by their parents/guardians.

Performance videos (such as the recital video or competition videos) may not be shared on any social media platform. Classroom video links may be sent to families so that their dancers can practice; these also may not be shared on any social media platform. EXCEPTION: posts on the official PAMD Facebook or Instagram page(s) may be shared/reposted.

## **SECTION FOUR: Dress Codes**

### **General Guidelines and Reasoning for Proper Attire:**

PAMD enforces a same or solid colored dress code in order for the Instructors to be able see the technical and artistic things that the students are working on more clearly and without distractions. **PAMD accepts gender-neutral dress in our classes. If a dancer prefers, they may wear close-fitting, solid-color active-wear not listed on the specified dress code list.**

**Hair must always be pulled back neatly and secured away from the dancer's face for ALL classes.** If a dancer's hair is not pulled back it could result in injury of the eye. Hair that is not secured properly can be a distraction to the dancer. A bun is preferred for ballet class. **Jewelry** is discouraged from being worn in dance class due to safety reasons. Please avoid hoop earrings, necklaces with large pendants and bracelets. **Shoes** should be labeled on the inside with the child's name. Please do not write names on the outside or bottom of the shoes. Dance shoes should never be worn outside and street shoes should be taken off before entering the dance room. This will help your dance shoes last longer and keep our dance floors clean. For your convenience we offer a **Shoe Exchange** program. You may leave gently used dance shoes in good condition at any time of the year. If your child is in need of a pair of shoes, you may take a pair from the Shoe Exchange at any time. It is located in the lower level waiting area. All shoes are free of charge. **Undergarments** should not be seen. Underwear hanging out and bunching up will be uncomfortable and will restrict the dancer's movements. Supportive bras are important as dancer's mature; however they should be covered as best as possible.



**A dress code** helps to mentally prepare and focus dancers prior to their arrival. It encourages them to get in the habit of taking their craft seriously which will mentally set them up for success in the classroom.

*Parents* - Please help us enforce our dress code. Wearing the correct attire is the dancer's and parent's responsibility. *Older Dancers* - Please do not rely on your instructors or parents to hold you accountable. You know the rules and expectations. However, if there is a strange situation where you spill something, leave your leotard at home, or forget a pair of shoes, we ask that you COMMUNICATE this information to your Instructors. Dancers will not be permitted to wear baggy sweatpants or t-shirts, coats, sweaters, or skirts/shorts that are not made **specifically** for dance. Turtlenecks may be layered during winter months.

**Dance with Me:** Students are required to wear light pink leotards, pink or flesh tone tights, pink skirt (optional), and pink or flesh tone ballet shoes. Optional gender-neutral attire: white or black form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. The dancer's ballet shoe and tights should match in color. Adults should wear comfortable clothes.

**Kinder Dance:** Students are required to wear light pink leotards, pink or flesh tone tights, pink skirt (optional), and pink or flesh tone ballet shoes and white tap shoes. Optional gender-neutral attire: white or black form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. Black ballet and tap oxfords for boys..The dancer's ballet shoe and tights should match in color. Remove white ribbons on tap shoes and replace with white elastic.

**Elementary I:** Students are required to wear sky blue leotards, pink or flesh tone tights, sky blue skirt (optional), and pink or flesh tone ballet shoes and white tap shoes. Optional gender-neutral attire: white or black form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. Black ballet and tap oxfords. The dancer's ballet shoe and tights should match in color. Remove white ribbons on tap shoes and replace with white elastic.

**Elementary II:** Students are required to wear sky blue leotards, pink or flesh tone tights, sky blue skirt (optional), and pink or flesh tone ballet shoes, white tap shoes. and tan slip-on jazz shoes. Optional gender-neutral attire: white or black form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. Black ballet and tap oxfords. The dancer's ballet shoe and tights should match in color. Remove white ribbons on tap shoes and replace with white elastic.

**Elementary III:** Students are required to wear solid color leotard, pink or flesh tone convertible tights, ballet skirt (optional) pink or flesh tone split-sole ballet shoes, black Oxford tap shoes and tan slip-on jazz shoes. Optional gender-neutral attire: solid colored form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. Black ballet, jazz and tap oxfords. The dancer's ballet shoes and tights should match in color.

**Level 1, 2, 3 Ballet:** Students are required to wear a solid color leotard, pink or flesh tone convertible tights, ballet skirt (optional) pink or flesh tone split-sole ballet shoes and pink or flesh tone pointe shoes. Your shoe and tights should match in color. Optional gender-neutral attire: solid colored form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes. Black ballet tights, dance belt and dance shoes.

Level 1 dancers will have a meeting in Sept. to discuss purchasing pointe shoes. Pointe shoes should not be purchased prior to this meeting. 2nd year Level 1, Level 2 and Level 3 students may purchase their pointe shoes prior at the start of the dance year. All pointe shoes must be checked by Miss Laura prior to sewing them. It is recommended that all students get a NEW pair of pointe shoes to start the school year. Each class goes through a "breaking in" period that needs to be completed with NEW shoes.

**Level 1, 2, 3 and Adult Tap:** Students are required to wear a solid color leotard, pink or flesh tone tights, black dance shorts or pants (optional) and black Oxford tap shoes. Optional gender-neutral attire: solid colored form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes.

**Level 1, 2, 3 Jazz:** Students are required to wear a solid color leotard, pink or flesh tone tights, black dance shorts or pants (optional) and tan or black slip-on jazz shoes. Shoe color for recital will be determined once costumes are selected. Optional gender-neutral attire: solid colored form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes.

**Level 1, 2, 3 Modern and Intro to Modern:** Students are required to wear a solid color leotard, pink or flesh tone footless or convertible tights and black dance shorts or pants (optional). Students may dance barefoot or wear flesh tone Foot Undeez or Turners. Specific shoes for recital will be determined once costumes are selected. Optional gender-neutral attire: solid colored form fitting tank top or athletic wear t-shirt, black leggings or biker shorts, socks and dance shoes.

**Hip Hop:** Students should wear black leggings or dance shorts and a leotard or form fitted tank top or t-shirt. Black Converse Chuck Taylor All-star low top sneakers will be required for the recital. Flat sole sneakers dedicated for Hip Hop class only can be worn until you have the correct shoes. **Children should not wear their outside sneakers for Hip Hop class.** Dance shoes should never be worn outside and street shoes should be taken off before entering the dance room.

**Irish:** Students are required to wear comfortable clothes and black ballet shoes.

## **SECTION FIVE: Recital Information and Performances**

### **Recital Location:**

Our current recital location is the Madeleine Wing Adler Theatre, West Chester University, 817 S. High Street, West Chester, PA 19383. Parking is located in the "M" lot directly across from the theater. Recital dates will be announced at the beginning of each school year.

### **Recital Attire:**

For recital(s), all students are required to wear their purchased costumes, designated tights, shoes, hair pulled up, bun, etc. and makeup done as assigned by the teacher and/or Studio Director. Attire will be discussed in more detail at the annual Recital Meeting. Note: If dancers are changing costumes, they must wear a flesh toned camisole. The camisole functions as the dancer's undergarments. All jewelry and nail polish should be removed at home.

There will be a mandatory Dress Rehearsal prior to the performance in which students test out full hair and makeup, wear full costumes and accessories, get acclimated with the performance space and back stage areas, and practice a run of the show.

### **Ticketing Policy:**

PAMD recital tickets typically go on sale in April. To ensure each family has the opportunity to attend, a designated number of tickets will be set aside for purchase per family. If these tickets are not needed, the remainder will become available to others in mid-May on a first come first serve basis. Families may not purchase tickets for recitals unless tuition payments are up to date.

### **Picture Day and Recital Videos:**

Photographs of the children in their recital costumes are taken the week prior to the recital by Show Stopper Photography. The exact time/schedule of your child's class photograph will be handed out at the yearly recital meeting during a specified week in the spring. Class pictures are taken for each class and the purchase of individual pictures is optional. There is no obligation to buy the class pictures, but participation is encouraged. Students should arrive 15 minutes prior to their class's photo time. Parents must stay in the lobby area during picture day.

Our recital is professionally videoed, and you may order copies in the spring. Personal photos and videos are permitted at dress rehearsals only.

### **Backstage Volunteers:**

We cannot have a successful recital without parent volunteers. All volunteers must provide Criminal Background and Child Abuse Clearances in order to work backstage. At this time procuring these clearances are free for volunteers. We must have these documents on file as a part of our rental agreement. Backstage badges will be given out prior to the recital.

#### **CRIMINAL BACKGROUND CLEARANCE**

Link: <http://epatch.state.pa.us>

#### **CHILD ABUSE CLEARANCE**

Link: <https://www.compass.state.pa.us/CWIS/Public/Home>

***You will need to create a log-in before applying. There is no cost for volunteers/chaperones. After you apply for the child abuse clearance, you will receive an email confirming your application. You will be able to obtain your child abuse clearance by logging back in and printing it/saving it, you do not need to wait for it to come in the mail.***

Backstage parents are responsible for assisting children with costume/shoe changes, lining them up for dances, and keeping them occupied with coloring pages or other quiet and neat activities. The volunteer parents must enforce a no running or horseplay policy. Each class will be assigned a designated room or table and we ask that the backstage parent stays with their class at all times and leave the area clean. Parents should arrive forty five minutes before the start of rehearsal and recital and should stay until each child has been checked out.

### **Backstage Drop Off and Pick Up Procedures:**

For the safety of our students we require a parent/guardian to escort their children to the backstage area at the recital venue. The parent will then need to sign their child IN on the appropriate Sign-In Sheet. At the conclusion of dress rehearsal and performances, dancers will not be released from their dressing room until a parent/guardian has signed them out. Older siblings may not sign out younger siblings. Please make sure to coordinate who will be picking up or dropping off your children prior to arrival at the venue.

## **SECTION SIX: Class Leveling System**

### **Placement into Levels 1, 2 & 3:**

Students that have met the requirements to enter our leveled classes will be placed in said classes at the discretion of the instructors based on ability (not age, grade, years or friends). A letter will be sent out the first week of August stating what level students have been placed into for the upcoming season.

Our instructors want each dancer to succeed and be the very best dancer he/she can be! We kindly ask that parents support our teachers' decisions. They are professionals and are more than happy to talk to students who would like to discuss their placements.

There are dangers of moving up a level before a student is ready. A student will develop bad habits and "cheat" resulting in improper technique. Improper technique will inhibit the dancer from doing the more difficult things required at the higher level and put the dancer at a higher risk for injury. If the dancer is in a class that is too difficult, it may result in frustration and development of low self-esteem because of the dancer's inability to keep up.

The fastest way for a dancer to move up is to attend class, arrive on time in the proper attire and be focused and ready to work. Listen during class to all feedback and apply corrections with a positive attitude! If necessary, keep a journal to write down combinations, corrections or goals. Students should not argue with instructors or correct other dancers.

## **SECTION SEVEN: Parent/Family/Guardian Expectations**

The overriding principle of PAMD is the promotion of a caring and educational environment for all community members. We welcome each of our students and their families into our Academy every year with open arms. We want to ensure that every student feels as though they are training in a positive and nurturing environment. Our faculty and staff work hard to maintain this atmosphere and we expect all of our parents to support our endeavors.

### **Parent/Family/Guardian Expectations:**

- Parents are expected to encourage their children to follow the Student Code of Conduct.
- Parents are expected to ensure that their children attend class regularly, on time and dressed appropriately.
- Parents are expected to inform the office promptly about absences, late arrivals and late payments.
- Parents are expected to lead by example and demonstrate respect towards teachers, staff, students and other parents.
- Parents are expected to maintain the cleanliness and order of our waiting and play areas.
- Parents are expected to read all email updates and keep up to date with current activities and important information.
- Parents should refrain from taking photographs or videos without permission from the instructor.
- Because of fire regulations please refrain from gathering in the entrance hallway. Parents should proceed to the waiting area and view their child's class on the video feed provided unless given approval by the instructor to come into the classroom and watch.
- Parents are expected to support the instructors' decisions regarding placement in leveled classes and encourage their children to do the same.

## SECTION EIGHT: Student Code of Conduct

The overriding principle of PAMD is the promotion of a caring and educational environment for all community members. Every year we welcome each of our students and their families into our Academy every year with open arms. We want to ensure that all students feel as though they are training in a positive and nurturing environment. Our faculty and staff work hard to maintain this atmosphere and we expect all of our students to work hard to do so as well.

### Student Conduct Expectations:

- Dancers are encouraged to work hard, try hard, and be the best dancers that they can be!
- Dancers are expected to attend class and be punctual. *"Fifteen minutes early is on time, and on time is late"* Please allow time for changing into proper dance shoes for the start of class. Dancers who miss class are encouraged to attend make-up classes.
- Dancers must treat the studio as if it was their home. Please clean up all messes and place garbage in the trash bins.
- No gum is allowed in the studio at any time.
- Dancers are expected to come dressed appropriately for class based on each class dress code.
- Dance shoes should not be worn outside.
- Dancers are expected to have their hair pulled up and away from their face.
- Dancers are expected to wait outside of the classroom until they are invited in by the instructor.
- Dancers should not interrupt a class in session.
- During class, dancers are expected to listen closely when an instructor is giving corrections, these are vital teachable moments for all dancers.
- During class, dancers are expected to focus, watch and observe fellow dancers respectfully and without talking.
- Dancers are expected to be respectful of teachers, parents and peers at all times. Disrespect will not be tolerated. Dancers behaving inappropriately will be asked to leave the class, and parents will be contacted.
- Bullying in class as well as on Social Media will not be tolerated. Inappropriate pictures or language towards one another on any social media platform is prohibited.
- Profanity or abusive language is also prohibited.
- During class cell phones should be on silent (not vibrate!) and must be put away. If you need your phone out for emergency purposes, please ask for approval from the instructor.
- Photos and videos are not to be taken during class without approval from the instructor.
- Teachers reserve the right to remove a student from class who continually disrupts.

**Student Disciplinary Procedure:**

Any student that is NOT following the rules laid out in this Student Code of Conduct is subject to a *student disciplinary review*. Any violation of this code including any inappropriate, disrespectful or aggressive behavior by any students will be reviewed and discussed with the Director of Student Relations and the Studio Director. Serious violations of this code will result in immediate dismissal of enrollment with no tuition refund or further discussion.

Other breaches of the Code of Conduct depending on the serious nature of the violation may result in one written warning. Further breaches may result in a temporary suspension or immediate dismissal of enrollment without tuition refund or further discussion.

NOTE: If a parent/guardian's conduct threatens the physical or psychological health and or safety of any person, students or staff, that parent/guardian's child/children will be dismissed immediately.

**Whistle Blower Policy:**

PAMD and the Director of Student Relations have an open-door whistle blower policy. Student's that may be concerned about other students or their activities, or actions can report these behaviors to the Director of Student Relations. There will be no punishment for reporting concerns, however anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates inappropriate behavior. Any false allegations which prove to have been made maliciously or knowingly will be viewed as a serious offense and subject to disciplinary action and possible dismissal without tuition refund.

**Retaliation Policy:**

PAMD will not tolerate retaliation against someone who has reported another student's violation of this code of conduct. The offending retaliator will be subject to disciplinary action and possible dismissal with no tuition refund

# PARKSIDE ACADEMY OF MUSIC AND DANCE

## *Emergency Medical Form*

STUDENT'S NAME \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ FATHER'S NAME \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

STUDENT BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_

CLASS DAY/TIME \_\_\_\_\_/\_\_\_\_\_

If Parents cannot be reached, person to call in an emergency:

1.NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

2.NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

3.NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PLEASE LIST ANY MEDICAL CONDITIONS (INCLUDE BROKEN BONES) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DOES YOUR CHILD HAVE ASTHMA? \_\_\_\_

IF YES, DO THEY HAVE A RESCUE INHALER WITH THEM? \_\_\_\_

DOES YOUR CHILD HAVE ALLERGIES? \_\_\_\_

IF YES, TO WHAT? \_\_\_\_\_

CHILD'S PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

INSURANCE INFORMATION \_\_\_\_\_

MAY WE GIVE YOUR CHILD ADVIL/TYLENOL? \_\_\_\_

# **PARKSIDE ACADEMY OF MUSIC AND DANCE *Release Form***

## **RELEASE OF LIABILITY AGREEMENT:**

By signing this form below, I (we) grant permission for my child(ren) to participate in all class activities. I understand that dance is a physical sport and that certain injuries can result.

By signing this form below, I (We) hereby agree to release and discharge Parkside Academy of Music and Dance, it's instructors, employees, assigns and volunteers from any and all liability in the event your child/children are hurt or injured while attending classes, rehearsals, competitions, recitals, fundraisers, parades, public performances of any nature or any other event that your child/children actively participates in as a registered student of Parkside Academy of Music and Dance.

## **PERMISSION FOR MEDICAL AND EMERGENCY MEDICAL TREATMENT:**

I (We) grant Parkside Academy of Music and Dance (school), it's instructors, employees, and volunteer's permission to provide/seek medical help and/or treatment in the event of a student(s) injury while participating in a school event. This includes calling 911 or an ambulance and providing aid to the student until medical help arrives. We understand that the Release of Liability Agreement applies herein as stated above.

Parkside Academy of Music and Dance cannot and will not be responsible for any harm or injury that may result from the Parent or Guardian giving false information on this release form.

## **PHOTOGRAPHIC PERMISSION AND RELEASE:**

I (we) hereby grant permission for my child to be photographed by Parkside Academy and Music and Dance (School), their instructors, employees and volunteers and that the child's image may be used by the School for purposes of advertisement of the School and/or for publicity purposes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# PARKSIDE ACADEMY OF MUSIC AND DANCE Handbook Acknowledgement Signature Page

Students and Parents/guardians: By signing below we acknowledge that we have received a copy of the Parkside Academy official handbook of rules and procedures and have read and understood all terms and conditions stated therein.

**Student's Name(s):**

\_\_\_\_\_

All students, Elementary 3 and up are REQUIRED to read Section 8 "Student Code of Conduct" sign and return. We encourage parents to read and discuss this section with your child.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All parents/guardian are required to read, sign and return as stated herein.**

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_