



Mrs. Jenkins Dance Academy

DANCE STUDIO
HANDBOOK

FOR
PARENTS AND STUDENTS

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It's our absolute pleasure to warmly welcome you into our dance family at Mrs. Jenkins Dance Academy. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year is in full swing. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! 😊

QUICK REFERENCE STUDIO INFORMATION

Address:

224 O'Neil Court, Unit 1-4

Columbia SC 29223

Phone Number:

(803) 307-3444

Email:

MrsJenkinsDanceAcademy@gmail.com

Website:

www.mjdastudio.com

Owner / Director: Stephanie Jones Jenkins

2 / Studio Manifesto

To start us off, it's important to us at Mrs. Jenkins Dance Academy that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Mrs. Jenkins Dance Academy is place where kids of all ages shapes and sizes learn to dance and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We are committed to ensuring our dancers receive the optimal dance experience.

We are passionate about the arts as well as dance and sharing with our dancers its importance on their educational journey.

We care about all dancers as well as families and are always willing to extend a helping hand if need be.

We love passionate dancers as well as dancers who are eager to learn and explore.

We embrace all cultural differences.

We stand for equality across the board. No grey areas.

We promise to provide excellent customer service and an outstanding dance experience with certified, highly qualified and/or experienced dance instructors.

We focus on providing dancers with the comprehensive artistic education that fosters excellence in all forms of dance.



3/ Registration

Before lacing up those dance shoes, it's important that all students and/or parents – whether returning or new - fill out and complete your 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 Early bird registration ensures that in the event of classes reaching capacity before Term/Semester kicks off, you will be guaranteed a place in the class/es of your choice. This typically takes place in April for the following dance season.

Our annual registration fee is **\$35 per student/ \$15 for 2nd family member / Free for additional family members** and must be paid in full prior to the commencement of classes. Make sure you get your payment in via **Parent Portal** as failure to pay your registration fee in time may result in losing your place in the 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 are wanting to try something a bit different. Please contact reception 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).

**** REMINDER **** Don't forget - if you refer a friend or family member to enroll, you will receive \$10 off your tuition for the following month. You must let us know so we may apply your credit once your guest registration is complete.

4/ WAIVERS AND RELEASE FORMS

REGISTRATION IS INCOMPLETE WITHOUT WAIVER AGREEMENT AND MUST BE COMPLETED BEFORE CLASS IS TAKEN AT MJDA

I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury or death. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Mrs. Jenkins Dance Academy classes, rehearsals, performances, or activities. I also exempt, release, and indemnify Mrs. Jenkins Dance Academy, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Mrs. Jenkins Dance Academy. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Mrs. Jenkins Dance Academy, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.

Permission is granted The Mrs. Jenkins Dance Academy to use photographs of students for publicity purposes.

I have read, understood and agree to be bound by the above statement.

MJDA In Era of COVID-19 Waiver / Disclaimer

INFORMED CONSENT FOR IN-PERSON SERVICES DURING COVID-19 PUBLIC HEALTH CRISIS

Thank you for your trust in Mrs. Jenkins Dance Academy. As with the transmission of any communicable disease like a cold or the flu, you may be exposed to COVID-19, also known as Coronavirus at any time or place.

This disclaimer contains important information about our decision (yours and mine) to resume dance lessons in light of the COVID-19 public health crisis. Please read this carefully and let me know if you have any questions. When you sign this document, it will be an official agreement between us.

Risks of Participating in Dance Lessons

You understand that by coming to the dance studio, you are assuming the risk of exposure to the coronavirus (or other public health risk). This risk may increase if you travel by public transportation, cab, or ridesharing service.

Your Responsibility to Minimize Your Exposure

To obtain services in person, you agree to take certain precautions which will help keep everyone (you, me, and our families, [my other staff] and other dancers) safer from exposure, sickness and possible death. If you do not adhere to these safeguards, it may result in our returning to virtual dance lessons.

- Your dancer will only attend dance lessons if he/she is symptom free.
- You will take your dancer's temperature before attending each dance lesson. If it is elevated (100 Fahrenheit or more), or if he/she have other symptoms of the coronavirus, you agree to contact MJDA to alert us of your absence.
- You will drop your dancer off at the door with MJDA Staff and wait until temperature is taken. Your dancer may not be dropped off no earlier than 5 minutes before his/her class time.
- Your dancer will use alcohol-based hand sanitizer when he/she enters the building.
- You will adhere to the MJDA COVID-10 Prevention Plan and safe distancing precautions we have set in place, even when you are away from MJDA.
- You will wear a mask in all areas of the MJDA including the parking lot (I [and MJDA staff] will too).
- You will keep a distance of 6 feet while waiting outside or in the parking lot and there will be no physical contact (e.g. no shaking hands) with me [or staff].
- You and your dancer will try not to touch your face or eyes with your hands. If you do, you will immediately wash or sanitize your hands.
- You will make sure that your child follows all of these sanitation and distancing protocols.
- If you have a job that exposes you to other people who are infected, you will immediately contact MJDA to let us know.

- If your commute or other responsibilities or activities put you in close contact with others (beyond your family), you will take the appropriate steps to either quarantine, health screen, or self-check to ensure you are free of any illness.
- If a resident of your home tests positive for the infection, you will immediately let MJDA know and we will then plan virtual lessons for your dancer until after 14 or more days of quarantine (2 weeks or more of virtual dance lessons).

MJDA may change the above precautions if additional local, state or federal orders or guidelines are published. If that happens, we will talk about any necessary changes.

MJDA's Commitment to Minimize Exposure

MJDA has taken steps to reduce the risk of spreading the coronavirus within the studio and we have posted our efforts on our website and in the dance studio. Please let Mrs. Jenkins know if you have questions about these efforts.

If You or Anyone at MJDA Are Sick

You understand that we are committed to keeping you, me, [MJDA staff] and all of our families safe from the spread of this virus. If you or your dancer show up for dance classes and after having his/her temperature taken, shows signs of fever or other symptoms, or believe you have been exposed, we will have to require you and your dancer to leave the studio immediately.

If I [or MJDA staff] test positive for the coronavirus, we will notify you so that you can take appropriate precautions.

Your Confidentiality in the Case of Infection

If you or your dancer have tested positive for the coronavirus, I may be required to notify local health authorities that you have been in the dance studio. If I have to report this, I will only provide the minimum information necessary for their data collection. By signing this form, you are agreeing that I may do so without an additional signed release.

Informed Consent

This agreement supplements the general informed consent/business agreement that we agreed to at the start of our work together.

5/ Communication

By now you have probably noticed that we are BIG on communication here at Mrs. Jenkins Dance Academy. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 803-307-3444 between 10am – 6pm

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so 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 (MrsJenkinsDanceAcademy@gmail.com) to your contacts so we don't end up in the dreaded Spam folder, which happens a lot!

We are also proud to provide you information round-the-clock via our very own website at www.mjdastudio.com

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or email to all family members on file. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

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 join our closed Parent Facebook group. This group can be found at <https://www.facebook.com/groups/MJDAPARENTPAGE/> and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in reception 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 us on (803) 307-3444 to chat with one of our helpful team members.

6/ Important Dates

We understand wholeheartedly 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 organised 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. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let Mrs. Jenkins know at your earliest convenience. **(See Calendar Below)**

food/drink/medication needs to be passed on to a student, it must be done through the front desk staff member. All parents must wait in the waiting areas or outside of the studios 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 picked up.

Any questions or complaints must go through receptionist or Mrs. Jenkins.

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

MJDA 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.

Only private lesson students are permitted to enter solo competitions or performances and it must be with the permission of their teacher and/or choreographer.

MJDA management 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 MJDA and may not be reproduced or sold by any students, parents or staff without permission of the studio owner, Mrs. Jenkins.

MJDA Dance Class Etiquette

1. Arrive on time. Arriving late to class is disruptive to the other students, the teacher, and can set up the potential for injury if you do not have enough time to properly warm up. If for some reason you must be late, contact Mrs. Jenkins beforehand to get approval.

Most dance classes, regardless of where they are or what style of dance they teach won't allow you into class if you're more than 15 minutes late. Teachers may choose to ask the dancer to sit out.

2. Have a good attitude. Energy begets energy, and for a lot of students, this is their one hour a week that they get to leave the house and do something fun for themselves. We all have our own challenges and learning how to manage them properly will help you on the dance floor, as well as in life.

3. No cell phones allowed in dance class.

4. Try not to leave the dance floor for the duration of class. If an emergency arises, notify the teacher and leave discretely.

5. Do not talk when the teacher is speaking. If you have a question for the teacher, wait for the right moment, and raise your hand. Make sure it is a question that you cannot figure out on your own. Teachers may choose to ask the dancer to sit out or leave class if behavior is disruptive.

6. Do not correct other students. That is the teacher's responsibility.

7. Do not correct the teacher. If the teacher has made a mistake (which is bound to happen) and it is causing confusion in the class, it is fine to politely ask for clarification. If you have a difference of opinion or philosophical perspective, it is best to save it for after class. Give the teacher the courtesy of judging for themselves whether it is something that should be shared with everyone else.

8. Take correction well. If a teacher corrects you, congratulations! That means they are invested in your development. If you hear a correction being given to another student, pay attention! There is a good chance it applies to you as well!

9. Practice. You go to dance class to learn, but you'll make your progress when you practice outside of class. Make sure to do all homework, and work on any combinations/choreography, so that upon returning to class, you can spend the majority of your time learning new material instead of spending that time on review.

10. Wear appropriate attire and mind your hygiene. Proper attire will vary from class to class, but as a general rule, you are training, not performing. Wear something you can get sweaty in and move comfortably in. Keep your jewelry to a minimum; it can be noisy and catch on clothing. Please wear deodorant to class. And many people are sensitive to scents, so please avoid perfume.

11. Keep it clean! No food or gum on the dance floor. A water bottle is fine. As a general rule, if you brought it in, take it out. Teachers may choose to ask the dancer to sit out, leave class, or adhere to any other class rules / consequences if these rules are broken.

12. Use common sense. There is no way I can list every etiquette rule for every situation. Being respectful of the other students, the teacher, and being a hard worker will cover many of the bases.

13. Have FUN! Ultimately, this is YOUR class too, and you should be having a good time. Every teacher feels good when their students leave the room happy, so enjoy the process. Dance is an

enriching experience, so be proud of your hard work, celebrate your accomplishments, and keep your eye on the continuing journey ahead.

8/ Safety (Including MJDA COVID-19 Prevention Plan)

With the safety of our families a number one priority, MJDA 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 reception staff who will happily assist you.

The directors and staff at MJDA are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

MJDA 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.

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



MJDA's Plan to Reduce the Spread of COVID-19

Your health and well-being are of the utmost importance and we are taking measures to keep the dance studio a safe environment for employees as well as the dancers under our charge and the public. Therefore, anyone coming into the studio will be screened and asked to follow MJDA's COVID – 19 Prevention Protocol.

1. We ask that dancers practice social distancing upon arriving to the studio by not embracing other dancers or MJDA families. Dancers will enter the studio through door on the right and exit studio through door on the left. A divider will be in place.
2. Parents are NOT allowed to enter the studio what so ever. **(NOT EVEN TO USE RESTROOM.)** Please be sure to handle any “business” before arriving to the studio.
3. Before entering the studio, dancers will take part of our screening process which will include taking their temperature. **Dancers must wait outside the door until temperature is taken.**
4. Dancers are not required to wear mask while dancing **but we ask dancers to wear masks upon entry to ensure they have masks on hand, just in case.** However, instructors and MJDA Staff are required to wear masks at all times. If or when instructors are engaged in high intensity physical movement, they may take mask off temporarily to prevent lack of airflow, dizziness, or light headedness.
5. Upon entering the studio, dancers will report to the hand sanitizing station and sanitize hands **immediately.**
6. Dancers will report directly to their dance space and are asked to have bare minimum items with them in their dance bag. Dancers will take turns storing their belongings into the cubby spaces to ensure practice of social distancing. We ask that dance bags are no larger than back pack size and only contain the following items:
 - a. Required Dance Shoes
 - b. Dance Clothing Accessories
 - c. Ankle Weights (up to 3 pounds) if required.
 - d. Water Bottles **(Dancers CANNOT use the Water Fountain!)**
7. Dancers will have spaces marked on the dance floor, 6 feet apart and will be confined to those spaces during the dance lesson. Dancers will also practice social distancing when traveling across the floor and while learning / performing combos.

8. Dancers must use restrooms one at a time. Doors will be propped partially open to the girl's restrooms. (Restrooms have stalls.) **Restrooms will not be used to congregate AT ALL! The space is not conducive to social distancing.**
9. Anytime dancers leave the dance space, they must hand sanitize before re-entering the space.
10. Homework room and other small spaces are OFF LIMITS. These spaces are not conducive to social distancing.
11. Hallways will not be used for congregating AT ALL. Hallway spaces are not conducive to social distancing. Dancers must wait in lobby and social distance at all times.
12. The same protocol that was taken for arrival will be practiced for departure.

9/ Privacy

When you purchase or hire a product or service with MJDA, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrolment. 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 paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office at (803) 307-3444.

10/ Exams

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in ballet, jazz and tap as well as Dance Majors as a part of our MJDA Achievement Program. During exam time we ask dancers to be dressed in their required black and pink or all black attire. This year, our exams will be held in December / Fall Season with the exact date to be confirmed at a later date via EMAIL/FACEBOOK .

What happens in a ballet/tap/jazz exam?

In groups of 2-4 students, they will enter the ballet studio and greet their examiner.

Over the course of 30mins / 45 mins / 1hr, they will perform their entire syllabus for the examiner, both as a group and individually.

*There is **not** a theoretical/written exam involved.*

11/ Fee Structure

Please find below the fee structure for MJDA Dance Seasons. Feel free to contact our office staff if you have any fee-related queries.

(Due by the 10th day of each month)

30 minute class - \$50

1 Class - \$60

2 Classes - \$115

3 Classes - \$165

4 Classes - \$215

5 Classes - Unlimited at \$265

Discounts - 10% off when yearly tuition is paid in full at the start of a session. (Fall Session through Spring Session). We also offer 10% sibling discount and multiple class discounts.

Kiddie Package

- 4 Kiddie Level Classes = \$150 per month

Level Up Package

- 4 1st Level / Beginner Classes = \$160 per month

MJDA Dance Major

- 4 Beginner – Upper Level Classes Packaged by Major = \$160 per month

We offer the following options for fee payment:

Upfront Payment – you will receive your monthly invoice prior to the commencement of the month and have until 10th of the month to pay these fees in full without late fee charges. Payment options include cash, check, money order, payment through Parent Portal, or credit card in studio.

Overdue fees will accrue a late fee \$25 that it is past due and if fees remain unpaid in **week 4** of classes students will not be permitted to participate in their lessons.

Direct Debit – This is our most popular and simple payment method, in which you may choose to pay your fees in monthly installments through our Direct Debit System through Parent Portal. There is a small convenience fee for this service.

Please note: All students are invoiced so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period – this includes Direct Debit customers.

REFUNDS

Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, we will endeavour to arrange make-up lessons for classes cancelled by MJDA or will offer an alternative class. Refunds will not be issued for recital ticket purchases or recital costumes.

12/ Class Attire (All Dance Attire Can Be Purchased At MJDA with MJDA & Moore)

Tiny Twinkle Toes, Kiddie Ballet, and ALL BALLET CLASSES (Every Level)

- Black or Pink Leotard (Preferrably MJDA & Moore Leotard)
- Ballet Belt (Only for Ballet 2, 3, Advanced, and Pointe) – Color Coded by Level
- Pink Tights
- Pink Ballet Slippers
- Hair pulled back from face
- Pointe Shoes (Pointe ONLY)

Razzle Dazzle Jazz, Jazz 1 and Jazz 2

- Black leotard, black sports bra, and/or black camisole
- Black jazz pants, black leggings, and/or black ‘booty shorts’
- Black and Tan jazz shoes (no laces)

Lyrical

- Black leotard and/or black camisole
- Black jazz pants, black leggings, and/or black ‘booty shorts’
- Tan/Nude lyrical half shoes

Kiddie Tap and Tap Essentials

- Black Jazz pants or Black Booty Shorts
- Black Leotard or Solid black camisole
- Black Tap Shoes (From Turning Pointe. Brands from Payless tear up the dance floor.)

Hip Hop

- Comfortable sweat pants
- Comfortable T-Shirt
- Jazz sneaker or High Top Shoes (Specifically for Dance Class)

Acro

- Gymnast leotard
- Hair pulled back from face.

Conditioning

- Black Jazz pants booty shorts/Jazz shorts
- Black Leotard/Sports Bra/Tank Top/Solid black T-Shirt (Any of these will suffice)
- Black Jazz shoes
- Hair pulled back from face.

13/ Attendance

Your child’s attendance in class is very important to their peers and our teaching staff. As a member of the team, 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 concert 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 too unwell to attend class, we ask that you inform our admin team as soon as you can so they 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 class, but will make every endeavour to schedule a catch-up class in the unlikely event that MJDA needs to cancel a lesson.

14/ Our Teachers / Choreographers

Finally, it's our pleasure to introduce our faculty for 2020-2021! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.

Quinn Brown – Ballet 1, Ballet 2, Ballet 3, and Junior Company Lead



Jamie Davis – Acro and Lyrical Instructor, Teen Company Lead



Jocelyn Ramirez – Senior Company Lead



Cierrah Archie – Hip Hop Instructor



Sable Jackson - Kiddie Hip Hop Instructor

****NOT PICTURED**

Tab & Kait – Tap, Conditioning, Jazz Essentials (A few Kiddie Level Classes)



Demery Trantham – Lyrical Instructor

****NOT PICTURED**