



# Academy of Dance

Student Handbook

*Pieces of a Dream, Inc. Academy of Dance*  
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TRAIN WITH TRUST. PERFORM WITH PASSION.  
DANCE YOUR DREAM.

### ***Mission***

Pieces of a Dream, Inc. is a Delaware-based modern dance company dedicated to the development of artists and the presentation of original, non-traditional works. We explore contemporary societal issues through the medium of dance to engage the community and provide opportunities for discussion and education. We support the holistic well-being of our artists by fostering creativity as well as education in pertinent life issues such as financial literacy, collaboration and healthy relationships.

### ***Vision Statement***

We envision a future where Pieces of a Dream, Inc. is home to Delaware's premiere dance company. Generations of emerging and established artists compete for the opportunity to train, perform, and produce under Pieces of a Dream's umbrella. Our work is integral to the civic and cultural life of Delaware and the surrounding areas, and our region is robust with thriving dancers and choreographers who are attracted to the wellness programming we have created for art professionals. Pieces of a Dream's educational workshops are sought after by schools and universities from all along the East Coast. Organizations specializing in training young people in the arts recognize Pieces of a Dream as the best professional program in the Mid-Atlantic Region, and actively encourage their students' participation.

### ***Values Statement***

We believe...

...that dance is intrinsically essential to human development.

...that difficult topics can be addressed through dance, and the community is made better as a result of the discussion.

...that dance professionals need proper support to learn, create, and perform with excellence.

...in supporting professional and burgeoning dancers and dance educators with holistic programming.

...young dancers deserve the opportunity to work in a professional environment.

**Director's Note**

On behalf of Pieces of a Dream, Inc. Board of Directors, the Pieces of a Dream Dance Theatre and P\*D<sub>2</sub>, the volunteers, staff, and faculty, I would like to welcome you to Pieces of a Dream Dance Academy! Our mission is to provide an environment that nurtures, trains, and prepares students of all ages and abilities to discover a love and appreciation for the art of dance. We thank you deeply for entrusting us to provide your dance training, and we do not take this responsibility lightly. In order to best ensure the greatest success of all the students, we have created this student handbook to serve as a guide for all our dancers, parents, and instructors. Please carefully review the Student Handbook and return the last page to confirm that you understand our policies. Thank you, once again, for joining us!

See you in the studio!

--Ashley SK Davis, Pieces of a Dream, Inc., Executive & Artistic Director

**Studio Rules and Policies**

- Dancers will demonstrate respectful behavior towards the dance faculty, the other students, the members of the dance company, staff, and volunteers. Respectful behavior includes using polite and appropriate words and body language.
- Dancers will come to the studio prepared to dance, with appropriate clothing, hair, shoes, and attitude.
- Dancers should arrive at least 10 minutes before the start of class to change clothes and shoes, use the restroom, and otherwise prepare to start class on time.
- Dancers will not use language that is rude, hurtful, demeaning, or derogatory.
- Use of alcohol or illegal drugs is strictly prohibited.
- Food and drinks are strictly prohibited in the dance studio. Please enjoy healthy snacks in one of the designated areas.
- Dancers and parents should never interrupt a class in session.
- Children not enrolled in class must be supervised at all times.
- No cell phones may be used during class time.
- Dancers and parents should refrain from contacting teachers by phone, email, or text message. Please feel free to communicate questions or concerns directly to Ashley SK Davis at [info@PiecesofaDream.org](mailto:info@PiecesofaDream.org).
- Never speak negatively about teachers, students, or parents from other schools.

## ***Class Descriptions***

- Ballet: Ballet is the foundation of most concert dance styles. Ballet is a technique that focuses on placement and alignment of the body, while using the music to accentuate performance.
- Tap: Tap is a rhythm-based dance form. In this technique, dancers use their feet to create sounds to accentuate the music.
- Jazz: Jazz dance is all about energy! This technique features high kicks, energetic movement, sharp lines, and attitude! Ballet is required for all jazz classes.
- Hip Hop: Hip Hop originated as a street style, performed in battles between dance rivals. Now, hip hop technique features intricate movements, fancy footwork, and controlled body isolations.
- Contemporary: The contemporary style is a combination of many different dance techniques. It is a versatile style that requires strength, fluid-movement, and emotion. Ballet and modern are required for contemporary.
- Acrobatics: Acrobatics is a movement style that focuses on flexibility and contortion. Acrobats will also learn tumbling passes and partner tricks. Ballet and modern are required for acrobatics.
- Modern: The modern genre combines ballet vocabulary with a groundedness and deep connection to the floor. Pieces of a Dream Academy of Dance uses the Horton Technique, which focused on creating lines and curves with the body to improve physical performance.
- Early Childhood Movement (ECM): ECM is a class for pre-school age students who are new to dance. Studios will explore the gross motor skills and social skills that are necessary for dance study, all while learning introductory ballet terminology.
- Introduction to Dance: Intro to Dance is a beginner-level class for students, ages 4-6, who are ready for the structure of formal dance training. The hour-long class includes 30 minutes each of ballet and tap.
- Lyrical: Lyrical is a fluid dance form, based in ballet technique. It uses the lyrics of the song and the movement of the body to tell stories. Ballet and modern are required for lyrical.
- Praise Dance: Praise Dance, also called liturgical dance, is movement in worship and praise of God. It combines classical western dance technique with emotional movement to express God's love and power. Ballet and modern are required for praise dance.
- Modern Technique: This is a supplemental class for students enrolled in Modern 2, Modern 3, or Beginning Teen/Adult Modern. The fundamentals of the Horton technique will be explored and elaborated in this class. Modern Technique is required for students enrolled in Modern 3.
- Yoga: Yoga is a fitness technique that emphasizes strength, stretch, and balance.
- Pointe/Pre-Pointe: Pointe/Pre-Pointe is for experienced ballet students who want to advance their ballet training. Dancers will learn the proper technique for training and performing in these specially designed shoes. Dancers in Pointe/Pre-Pointe must be enrolled in Ballet 2 or Ballet 3 and have a teacher recommendation.
- Musical Theatre: Musical Theatre is a dance technique that requires simultaneous dancing, singing, and acting. If you are Broadway bound and looking to flex your triple-threat muscles, then Musical Theatre is the class for you. Ballet and jazz are required for Musical Theatre.
- Boys Technique: This class is a supplemental class for boys in our Male Training Program. The class includes training in ballet, jazz, and tap techniques. Male dancers should take this class in addition to their co-ed classes.

- Ballroom: The ballroom class will include a variety of partner dance styles, including the waltz, foxtrot, salsa, and samba. BYOPartner or come solo!
- Latin Jazz: Latin Jazz is a combination of Latin social dances and Western Jazz technique. The high-energy class features the best Latin pop music. Latin Jazz is for advance adult dancers, but Jazz 3 students may also enroll.

### ***Class Placement***

Class placement is determined by a variety of factors, including age, experience, technical ability, maturity, dedication, and work ethic. All the members of the faculty are dedicated to ensuring that your student has a beneficial and enriching experience. As such, we ask that you please trust the placement suggestion of the instructors.

Level Designation	Ages (approximate)
Early Childhood Movement	2-4 years old
Introduction to Acrobatics	3-8 years old
Introduction to Dance	4-8 years old
Level 1	8-12 years old
Level 2	12-16 years old
Level 3	12-18 years old
Beginner Teen/Adult	12 years old – Adult (little or no experience)
Advanced Teen/Adult	12 years old – Adult (significant experience)

### **Dress Code**

One of the goals of Pieces of a Dream Academy of Dance is to instruct dancers in the field of dance, while simultaneously preparing them for professional and amateur stage performance. These attire restrictions are an element of this aforementioned professionalism. Additionally, it is important that the dancers and faculty members be able to see their bodies in order to ensure that the technique is being properly executed. All items may be purchased at a dancewear supply store (Brandywine Dance Shoppe, Dance Bag, The Dressing Room) or dancewear website ([www.DiscountDance.com](http://www.DiscountDance.com), [www.AllAboutDance.com](http://www.AllAboutDance.com)). Any dancer without appropriate attire will not be allowed to participate.

- Student’s underwear should not be visible beneath his or her dance clothes. (no bras showing)
- Dancewear should fit properly.
- Dance shoes should only be worn in class. They must be clean and debris free, so as not to track dirt into the dance rooms.
- Dancers should remove all jewelry before beginning class. Dancers may wear small stud earrings.

Class	Females	Males
Early Childhood Movement, Introduction to Acrobatics, Introduction to Dance	Any color leotard; pink footed dance tights; pink ballet shoes; ballet skirt (optional); black tap shoes (Intro to Dance only)	Black or white plain t-shirt; black shorts or sweatpants; black ballet shoes; black dress socks; black tap shoes (Intro to Dance )
Ballet (1, 2, 3, and Beginner Teen/Adult)	Any color leotard; flesh-tone footed tights; flesh-tone split sole ballet shoes (SPRAY DAY 10/3); ballet skirt (optional)	Black or white plain t-shirt; black shorts, jazz pants, or sweatpants; black split sole ballet shoes; black dress socks; dance belt
Jazz (1, 2, 3) and Musical Theatre	Any color leotard or unitard; flesh-tone footed tights; black split sole slip on jazz shoes; jazz pants or shorts (optional)	Black or white plain t-shirt; black shorts, jazz pants, or sweatpants; black split sole slip on jazz shoes; black dress socks; dance belt
Modern, Contemporary, Lyrical, Praise Dance, Acrobatics	Any color leotard or unitard; flesh-tone footless tights	Black or white plain t-shirt; black shorts, jazz pants, or sweatpants; dance belt
Tap (1, 2, 3, and Beginner Teen/Adult)	Any color leotard or unitard; flesh-tone footed tights; black split sole oxford tap shoes; jazz pants or shorts (optional); black character tap shoe(Adults only)	Black or white plain t-shirt; black shorts, jazz pants, or sweatpants; black split sole oxford tap shoes; black dress socks; dance belt
Hip Hop, Ballroom, Yoga, and Zumba	Any clothing that is well-fitted and breathable. Jeans are not acceptable dance clothes. <b>STREET SHOES ARE NOT ALLOWED!</b> We recommend dance sneakers for Hip Hop and Zumba. Ballroom dancers may wear dance sneakers, jazz shoes, or ballroom heels (women)	

## ***Tuition***

Pieces of a Dream, Inc. uses a monthly tuition scale that covers the time period from September through June. The tuition rate is determined by the number of instruction hours a student takes in a week. Tuition costs are the same, regardless of whether the month is short (3 weeks of class) or long (5 weeks of class). The registration fee for all students is \$25 for individual dancers or \$35 for families of two or more dancers. The walk-in rate for all classes is \$15 per lesson. Walk-in dancers may also purchase a 10-class dance card for \$100. There are several options for payment method and frequency:

- Option #1: Monthly Automatic Tuition Payment
  - The annual tuition cost is spread over 10 equal, monthly payments.
  - First Month's Payment is due at time of registration.
  - Subsequent Payments are drafted automatically from a debit or credit card.
  - The payment will be applied on the 10<sup>th</sup> of each month.
- Option #2: Triannual Tuition Payment
  - The annual tuition cost is divided into a deposit and three additional quarterly payments.
  - Payment can be made by cash, check, money order, or debit/credit card.
  - Cash payments received by the Early Bird deadline will receive a 5% discount.
  - Triannual Tuition Payment Schedule
    - First Month's Payment is due at time of registration.
    - Payment 1 due on October 1. (Early Bird: September 20)
    - Payment 2 due on January 1. (Early Bird: December 20)
    - Payment 3 due on April 1. (Early Bird: March 20)
- Option #3: Biannual Tuition Payment
  - The annual tuition cost is divided into two payments with a 5% annual discount.
  - Payment can be made by cash, check, money order, or debit/credit card.
  - Biannual Tuition Payment Schedule
    - Payment 1 at time of registration.
    - Payment 2 due on January 1.
- Option #4: Annual Tuition Payment
  - The annual tuition cost is paid in full with a 10% annual discount.
  - Payment can be made by cash, check, money order, or debit/credit card.
  - Full payment is due at time of registration.

Please adhere to the posted tuition deadlines. Please note the consequences for failure to make your timely tuition payments:

- 6<sup>th</sup> of the Month: Late fee of \$15 added to account.
- 15<sup>th</sup> of the Month: Student may sit to OBSERVE class.
- 30<sup>th</sup> of the Month: Student not permitted to attend class until account becomes current.

**Please note that all payments returned for Insufficient Funds will be subject to a \$30 fee.**

Hours of Instruction per Week	Option #1: Monthly Tuition Payment (Automatic)	Option #2: Triannual Tuition Payment	Option #3: Biannual Tuition Payment (5% discount)	Option #4: Annual Tuition Payment (10% discount)
30 minutes	\$50	\$150	\$237.50	\$450
45 minutes	\$55	\$165	\$261.25	\$495
1 hour	\$60	\$180	\$285.00	\$540
1.5 hours	\$80	\$240	\$380.00	\$720
2 hours	\$100	\$300	\$475.00	\$900
2.5 hours	\$110	\$330	\$522.50	\$990
3 hours	\$135	\$405	\$641.25	\$1,215
4 hours	\$160	\$480	\$760.00	\$1,440
5 hours	\$185	\$555	\$878.75	\$1,665
6 hours	\$210	\$630	\$997.50	\$1,890
Unlimited	\$220	\$660	\$1,045.00	\$1,980

### ***Tuition Discounts***

- Family Discount: 2<sup>nd</sup> and 3<sup>rd</sup> Family members get 10% off tuition
- Dream Competition Team: Unlimited class for the 5-hour tuition rate
- P\*D<sub>2</sub>: 10% off tuition
- Pieces of a Dream, Inc. Board of Directors: 15% off tuition
- **REFERRAL DISCOUNT:** Help spread the word about Pieces of a Dream Academy of Dance! **For EVERY STUDENT that you refer to us, you will receive a \$20 discount off your account.** The discount will be applied in the second month of your friend's enrollment. It can be used for tuition, costumes, or any other fee on your account. Thank you!

### ***Withdrawals***

Dancers may withdraw from any class if they give written notice to the Pieces of a Dream Academy of Dance Director by the 15<sup>th</sup> of the month. Dancers may withdraw from the studio by this same process. If notice is received AFTER the 15<sup>th</sup> of the month, the account may be billed for the next calendar month. Please note that if a dancer withdraws after costumes are ordered, there will be no refund on costume payments.

### ***Attendance***

Attendance is imperative for the development of all the dancers. If a dancer is absent for more than 3 sessions in a row, a meeting will be held between the student, the parent, the instructor, and Pieces of a Dream Academy of Dance Director to discuss readmission of the student into class. If the student is not readmitted, a refund is not guaranteed.



### ***Arrival and Dismissal***

Dancers should arrive 10 minutes before the start of class to change clothes, use the restroom, and stretch. Preschool and elementary-age students will not be permitted to leave the building unescorted. Middle and high school students must wait inside the building until their transportation arrives. High school students who drive themselves will leave the building in pairs. **If you will be late picking up your child, please call the studio to notify the instructors. Excessive and repeated tardiness may incur a fee.**

### ***Closings and Cancellations***

In our effort to provide the best training options for your dancer, Pieces of a Dream, Inc. endeavors to maintain a consistent and well-communicated schedule. However, there will be times when we need to cancel classes, due to weather conditions and unforeseen circumstances. In cases of inclement weather, please call the studio and check the company Facebook page.

### ***Visitation***

We understand that you are very interested in seeing what your dancer is learning in class. Unfortunately, due to the distraction that some students experience, we limit visitation to two weeks annually. Please refer to the calendar for the specific fall and spring visitation dates. Similarly, in our dedication to provide excellent dance training to all our students, we cannot accommodate your dancer's house guests (visiting friends or family) during class time. If your dancer would like to have a friend "try out" the class, they can attend during "Bring a Buddy" Week. (Psst...Make sure they write your name as a referral, so that you can get your tuition credit!)

### ***Calendar of Events***

Please review the attached Pieces of a Dream Academy of Dance Calendar to note special events, fundraisers, important deadlines, and scheduled studio closings. As more events are added to our annual calendar, all events will be updated on the Pieces of a Dream, Inc. calendar on our website ([www.PiecesofaDream.org](http://www.PiecesofaDream.org)).

### ***Medical Information***

Each dancer's physical well-being is of the utmost importance to us. Please be sure to indicate any medical conditions that might present themselves during your child's time training with Pieces of a Dream Academy of Dance. This includes asthma, heart conditions, seizures, and any other illness that interferes with your dancer's ability to participate in physical activity. Please also inform us if your child has any severe food allergies, such as a peanut allergy. Having this information empowers our faculty members to create the best training environment for your child. All medical information is kept confidential.

### ***Illness***

In working with children, it is important to be aware of the possibility of contagion. If your child has any of the following symptoms, please keep her or him at home until your child has recovered:

- Green or yellow nasal discharge
- Ear pain
- Persistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

### ***Discipline Policy***

It is our mission to provide each dancer with excellent dance training in a safe and fun environment. In order to achieve these goals, the faculty members of Pieces of a Dream Academy of Dance need to maintain decorum in the studio space. Therefore, students exhibiting disruptive behavior may be asked to “take a break” from the class activity. Unacceptable classroom conduct includes the following:

- Hitting, kicking, pushing, or biting faculty or other dancers.
- Excessive talkativeness.
- Disrespectful behavior towards faculty or other dancers.
- Destruction of Pieces of a Dream, Inc. property, or property of faculty or other dancers.

Consequences for this type of behavior may include 1) verbal or written warnings, 2) sitting for a “time out” either inside or outside the studio space, and/or 3) removal from the remainder of the class. If a dancer continues to have problems, the Director will request a meeting with the parent to discuss the issue. In extreme instances, the dancer may be asked to leave the school. A tuition refund will not be issued.

### ***Lost and Found***

Many dance clothes and shoes look similar. As such, we encourage you to label your child’s belongings with his or her name. Having a designated dance bag for your child’s clothes and leaving valuables at home are a good practice to avoid losing anything of great importance. Please note that while the faculty members will do their best to help recover lost items, neither they individually nor Pieces of a Dream, Inc. are responsible for your lost items.

## ***Social Media***

Use of Facebook, Twitter, Instagram, and other online social media vehicles is commonplace. This policy is intended to provide Pieces of a Dream, Inc. dancers and parents with guidelines to eliminate any confusion concerning the use of social media.

### Social Media DOs

- DO “check in” when you arrive at the studio!
- DO share POAD, Inc. statuses, tweets, events, photos that are posted on the official pages!
- DO tag POAD, Inc. when you have an awesome dance-inspired photo, video, or quote!

### Social Media DON'Ts

- DON'T reveal any information that could be harmful to POAD, Inc.
- DON'T share personal information about any of the faculty members, students, or families.
- DON'T claim or imply that you are speaking on behalf of POAD, Inc.
- DON'T post anything that could hurt the self-esteem of another student.
- DON'T post any FULL videos of class or rehearsal. If you want to post a video that includes choreography, please be sure to get permission from the instructor before posting.

## ***Costumes***

Costumes for our June recital cost \$65 each. All dancers participating in the June recital will need to purchase a costume for EACH DANCE in which with they will perform. **Costume payments are due on December 1. Costume payments received after the December 1 deadline will incur a \$5 LATE FEE PER COSTUME and any express processing and shipping fees imposed by the costume manufacturer.** Some costumes may require additional accessories or specialty tights, as determined by the choreographer. These additional needs ARE NOT included in the \$65 costume fee. Parents will receive ample notice of these additional expenses well before they are needed.