



Crown Dance: Student Handbook

Welcome to the school!

Table of Contents

1. Welcome
2. Contact Information
3. Dress Code
4. Attendance
5. Performance Opportunities
6. Enrollment, Tuition, and Billing
7. CDM Studio Rules
8. Code of Conduct
9. COVID-19 Procedures
10. Agreement

WELCOME

Crown Dance Ministry is a nonprofit dance education ministry. Our goal is to give every child an opportunity for a high quality dance education. We achieve this through generous donations that allow us to keep tuition prices at a low cost for families of all income levels. We hire teachers that are educated in the field of dance and strong in their faith to create a nurturing environment where students succeed.

About Our Classes

Each class is specially designed for students to develop in the classroom. The syllabi for every level is specific to your child's physical capabilities and develops their musical ear, coordination, and creativity. Dance requires a structured learning environment that relies on repetition, imaginative explanation, and a careful balance of constructive criticism. Instructors guide students through their age appropriate, class specific curriculum in an encouraging and exciting way.

Pre and Primary classes give children a constructive space for exploring creativity and expressing their feelings. This is achieved through a mixture of games, creative play, exercises, and imaginative ideas. In addition to dance basics, students will be introduced to rhythm, coordination, and ballet etiquette. Older division classes flourish through a specifically structured curriculum that builds on previous steps and focuses on artistic expression.

Biblical Application

The last 5-minutes of each class is dedicated to devotion and prayer. We focus on learning a specific scripture per month that connects to themes in the classroom. Worship dance will be built into the curriculum of every dance class to ensure students are learning how to connect dance and worship.

CONTACT INFORMATION

Front Desk:

The front desk will answer any and every question you might have regarding the ministry. They can answer questions regarding your account, registration, payments, billing, performances, and more.

Phone: (727)482-6562

Email: crowndanceministry@gmail.com

School Director:

If you have specific concerns or questions regarding your student, please feel free to reach out to the School Director, Camille Jones-Tucker.

DRESS CODE

Dress code is an important aspect of dance etiquette and each class has its own expected uniform. By attending class in proper dress, students are learning discipline. Knowing their dress code requirements and abiding them prepares students for all aspects of life.

Class Uniforms

Pre-Ballet:

Girls: pink leotard, pink tights, pink or white skirt, pink ballet shoes

Boys: white t-shirt, black athletic pants, same shoe requirements

Primary Ballet A & B:

Girls: Lavender leotard, pink tights, lavender or white skirt, pink ballet shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Primary Jazz:

Girls: Lavender leotard, black leggings, black jazz shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 1: Crystals Ballet:

Girls: yellow leotard, pink tights, white skirt, pink ballet shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 1: Jazz/Lyrical:

Girls: Yellow leotard, black leggings, black jazz shoes/barefeet

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 2: Turquoise Ballet:

Girls: Turquoise leotard, pink tights, white skirt, pink ballet shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 2: Turquoise Jazz/Lyrical:

Girls: Turquoise leotard, black leggings, black jazz shoes/barefeet

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 3: Amethyst Ballet

Girls: Purple leotard, white skirt, pink tights, pink ballet shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 3: Amethyst Contemporary/Lyrical:

Girls: Purple leotard, black leggings, black jazz shoes/ barefeet

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 4: Rubies Ballet:

Girls: Red leotard, white skirt, pink tights, pink ballet shoes

Boys: White t-shirt, black athletic pants, same shoe requirements

Level 4: Rubies Contemporary/Lyrical:

Girls: Red leotard, black leggings, black jazz shoes/barefeet

Boys: White t-shirt, black athletic pants, same shoe requirements

Worship Classes:

Girls:

Worship: athletic wear or class leotard and leggings

Boys:

Worship: athletic wear

Mini Hop/ Hip Hop:

Girls: Athletic wear, sneakers

Boys: Athletic wear, sneakers

Leaving/Entering

Students must wear clothing over their leotards and tights when leaving and entering the church.

ATTENDANCE : Please refer to the COVID-19 Procedures for arrival, during class, and departure information until further notice

Arrival:

Parents, please stay with your child until their instructor has come to the lobby to bring them into the classroom. Also, parents of younger students, please make sure your child has had the chance to use the restroom before class.

During Class:

Parents do not have to stay during class. Please make sure that we have the correct contact information for you in case of an emergency.

After Class:

Please be a few minutes early to pick up your child from class, children should not be left unattended in the lobby.

Reporting Absences

If your child will be missing class, please contact the front desk and let us know.

Make Up Classes

Students will be allowed to make up classes that they miss due to unforeseen circumstances. Please contact the front desk and a makeup class time will be suggested for your student.

PERFORMANCE OPPORTUNITIES

Christmas Production

The Glory of Christmas : At Rome City Auditorium

All students will be eligible to be part of a joint Christmas Production with Remnant Church's Kids Program and Addereth Contemporary Ballet, a professional dance company. Each class will have a crucial role in telling the story through dance. Crown Worship Ensemble Dancers will have a larger role in the production and an additional dance in the second act of the show.

December 5th

Spring Performance

Missions: At Rome City Auditorium

He Has the Whole World in His Hands

The Spring Recital will only involve Crown Dance School students.

May 1st

The week before a show is reserved for technical rehearsals and a full dress rehearsal. Please plan accordingly. Every child needs to be at this rehearsal to ensure that the performance will run smoothly.

REGISTRATION, TUITION, & BILLING

Registration Commitment

We encourage students to attend both fall and spring semesters due to the cumulative nature of dance training. There is a minimum commitment needed for students to appreciate progress in their technique and comfortability in creative dance.

Payment Plans, Methods, & Policies

Plans:

Tuition can be paid in three different installment plans:

- Monthly Payments
- Semester Payments
- Annual Payment

All tuition is due by the 5th of the month. After 30 days, a \$15 dollar late fee will be added onto your account.

Methods:

Payments can be made in person, over the phone, or through the emailed invoice. If you enroll in autopay, tuition will be run on the 5th of every month and we will send an email reminder on the 1st of each month.

Fee Information:

Registration Fee- \$20 registration/\$35 for families

Spring Recital Fee- \$20 per class (discount available for families)

Discounts

Students a part of the same family will receive 20% off their total monthly tuition.

Financial Aid:

Financial aid is available for families demonstrating financial need through generous donations from our sponsors. Apply through our website.

CDM STUDIO RULES

1. All gum and food should be left outside the studio space (bottled water is allowed).
2. Show respect for the property of others and the facility; throw away your trash and pick up after yourself.
3. Do not hang on the barres, touch the mirrors, or touch the sound system being used.
4. Use inside voices at all times.
5. Always ask your teacher before leaving the room for any reason.
6. No running in the studio, lobby, or other areas of the building.
7. CDM faculty has the right to dismiss a disruptive student.

Responsibilities

- CDM is not responsible for any injuries sustained during class or in the lobby.
- CDM is not responsible for any lost or stolen items.

CODE OF CONDUCT

At Crown Dance Ministry, we conduct ourselves in a manner worthy of the gospel of Christ (phil. 1:27). We ask that students, families, and staff abide by the following:

1. We ask that everyone involved in the school refrain from bad language, inappropriate music, or crude joking (eph. 5:4)
2. Students should arrive on time and in proper dress code. Arriving on time ensures students don't miss any part of class and helps them be confident in learning new material. (1 cor. 15:58)
3. Students, parents, and staff will avoid participating in gossip of any kind. We encourage: (eph. 4:29)
 - a. Only speaking words of encouragement and positivity about others.
 - b. Communicating clearly and directly with the staff about concerns, questions, or problems of any kind.
4. Maintain a positive work ethic and avoid grumbling and complaining during class. A healthy work ethic, in which students enjoy working hard and are excited at new difficult tasks, is crucial in dance and life. (phil. 2:14)

COVID-19 Procedures

At Crown Dance Ministry, we want to provide a safe learning environment where your child can thrive. During this time, we have created mandatory guidelines for our fall classes to ensure that your child is healthy and safe. Our main objective is to keep your children dancing through this uncertain time. **We feel that by using this procedure we will be able to remain open, even if the surrounding school system switch to online only curriculum.**

Most importantly, any student, parent, or guardian may not enter the building if they have been diagnosed with Covid-19 or exhibit symptoms of Covid-19.

Pick Up/Drop Off:

- In efforts to reduce the number of people in the studio, the waiting area will be closed until further notice.
- Each dancer and guardian will come into the building one pair at a time to check in.
- Every child should bring a water bottle to class as the water fountain will be closed.
- During check in, the front office staff will take your child's temperature, have them sanitize their hands, and ask them if they have been experiencing any cold symptoms. (After much research, we have found that this procedure is standard practice with surrounding dance studios).
- After class, your child will use hand sanitizer and be led to a waiting area. We are limiting the amount of traffic at the door so please come to the door and we will send your child out to you.

Wellness Guidelines:

- Every student will be visually and verbally screened at drop off for Covid-19 related symptoms. These symptoms include: shortness of breath, fever, sore throat, loss of taste and smell, sore throat, and chills.
- Every student must be fever free for at least 72-hours before returning back to class.
- If a student has received a positive Covid-19 result (even if they are asymptomatic), we ask that the student not return to class for fourteen days. You will receive a credit on your account to use for summer camps if you provide proof of the positive test result.

Class Sizes and Procedures:

- Each class has a maximum capacity of ten students per class. Worship classes are the exception as they will be separated into two groups of a maximum of eight each group.

- Each student will have their own personal space for their belongings.
- The floor will have designated spots for dancers to be safely socially distanced.
- Class curriculum will be adjusted to allow for social distancing and limited contact between students.

Sanitizing Procedures:

- After each class, equipment and props will be sanitized before the next class enters.
- At the end of each dance day, all surfaces and flooring will be sanitized.

Mask Guidelines:

- Crown Dance Ministry will continue to follow Georgia's recommendations concerning face coverings. Currently, masks are not required in Georgia but they are highly encouraged by Governor Kemp. Crown will not require face covering unless it becomes mandatory in the state of Georgia.
- Staff will be wearing face coverings.

COVID-19 Diagnosis Protocol:

Crown Dance Ministry will use the following protocol should a student, instructor, or staff member is diagnosed with COVID-19:

1. Parents will be notified by email that a student, teacher, or faculty member has been diagnosed with COVID-19.
2. Studio Closure to mitigate the COVID-19 virus.
 - Day One- Parent Notification and Studio Closure
 - Day Two- Deep Cleaning of ALL studio surfaces
 - Day Three- Studio will resume normal studio operations
3. Make Up dates and times will be given for the studio closures.

If multiple students are diagnosed with COVID-19, then we will be closed for two weeks and we will make up classes.

HANDBOOK AGREEMENT

I, _____ (parent/ guardian name), and
_____ (student name) certify that I have read and
understand the information in this handbook including:

1. Contact Information
2. Dress Code
3. Attendance
4. Performance Opportunities
5. Enrollment, Tuition, & Billing
6. CDM Studio Rules
7. Code of Conduct
8. COVID-19 Procedures

By signing and returning this page to the front desk, we agree to abide by the terms for the duration of time the student is enrolled in Crown Dance Ministry school program.

Parent/Guardian Signature

Date

Student Signature

Date