



PARENT MANUAL

2021

2022



At the Heart of Community

Village of Lake Zurich Park & Recreation Dept.
200 S. Rand Road, Lake Zurich, IL 60047
(847) 438.5146 | LakeZurich.org



Welcome to the Academy of Performing Arts Lake Zurich (APA)

The information in this booklet is intended to help you understand the standards we have set for this program. Please read the information and understand these standards. Your support will help ensure your child's success.

The dance program is just one of the quality programs that we offer to the community. The philosophy of the dance program is to provide quality instruction at each level and form of dance. Classes focus on skill building, technique and awareness of the art, all while increasing self-confidence. We strive to provide equal attention to those learning these skills in a safe, fun and creative atmosphere.

APA has built a strong foundation of instructors that we believe will take your child to the next level of dance. We encourage you to take classes from all of our instructors at some point, as each instructor has strengths that your child can benefit from.

We hope you enjoy our program!

Mollee Johnson

Dance Coordinator
Academy of Performing Arts



Elke Kadzielawski

Recreation Supervisor
Lake Zurich Park and Recreation



Studio Location Buffalo Creek

BUILDING A - STUDIO A 675 Old Mill Road, Lake Zurich, IL 60047

BUILDING B - STUDIO B Located directly behind Studio A

Registration

For your convenience we have several options for registration. Registration can be done:

- Online at: LakeZurich.org
- In Person at: The Barn (200 S. Rand Rd, Lake Zurich, IL 60047)
- Fax 847-540-5081 or Email: askparkrec@lakezurich.org

Priority Registration

Those participants enrolled in the program are given "priority registration". Priority registration means you will have one week to register your child for classes before registration is open to all. Your child will be placed in the proper level per their instructors evaluation.

Fees & Payments

All classes must be paid in full upon registration. If you are enrolling your dancer in a class that will be participating in the Spring recital than your payment maybe split into two payments. The first payment would consist of half of the class payment plus the cost of the costume. The 2nd payment would be due on December 15th. We do not have any other option plans available.

Paperwork

All necessary paperwork must be turned in at least one week prior to the start of classes. The paperwork to be return includes:

- Registration Waiver
- APA Family Agreement
- APA Emergency Contact Information

Inclusion Request

We work closely with the Special Recreation Association of Central Lake County (SRACLC) If you feel an ADA accommodation is needed to support an individual within any of the Village of Lake Zurich programs, please check the ADA box accordingly when filling out the registration page. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to the following: A one-on-one aide, a sign language interpreter, rule modications or supply adaptation. If you are unsure as to whether or not your child would qualify from assistance with SRACLC, please feel free to reach out to Acting Recreation Supervisor Elke Kadzielawski, at 847.540-5075, and you can talk through your concerns. Once paperwork is received with the marked box and parental signatures, Elke will contact SRACLC as soon as possible to make the proper accommodations. SRA will then directly reach out to the requester for further information.

Mission Statement & Code of Ethics

We the dancers, faculty and staff of APA are a vibrant community of people who have a high regard for each other, the art of dance, and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavors to study and perform as an expression of our love of dance, we show respect to the parents, our peers, the staff and faculty of APA and all of the wider dance community, including our competition. We consider it a privilege to participate in a worldwide community for the performing art of dance exemplifying the values of integrity, character, leadership, responsibility and professionalism.

INTEGRITY

To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on.

LEADERSHIP

To guide, direct and influence people in achieving their highest goals and ideals. By setting an example through one's actions and speech. To inspire and serve the people of your class, team, or community through full participation in all dance related activities.

RESPONSIBILITY

To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition. To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate.

CHARACTER

To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity. To avoid gossip, criticism, or denigrating comments for any member of the dance community, parent, or peers.

PROFESSIONALISM

To respect the dance profession and uphold our values and standards of conduct. To support and encourage one another. To voice opinions and initiate change that will elevate the dance community. To recognize oneself as a role model at all times. To love the study and performance of dance as a universal art form.

Refunds

Refunds will only be given due to illness, or if your child has been injured. A refund will be given upon proof in the form of a doctor's note. We will hold virtual Zoom classes if classes are canceled due to inclement weather or emergency school closings. In the event that a virtual class is unable to be conducted we will hold a make up date for missed classes. You will be notified via email whether or not your class will be virtual or made up. In situations where a make up class is unable to be fulfilled, a household credit or refund will be issued for that day. Refunds shall not exceed 2 classes.

Meet Your Instructors



Mollee Johnson



Gillian Bourke



Kristine Blitek



Emily Mejicano-Gormley



Sam Mazzalunga



Jen Rowley



Erin Coffman



Jennifer Bukowski



Elizabeth Rowley



Jenna Simpson

Staff

The key to a positive dance experience is through our professionally trained and enthusiastic staff. Our staff continues their training through continuing education classes and attending various master classes to ensure your dancer is receiving the best experience possible.

Studio Guidelines

1. Dancers need to arrive promptly to class and be prepared to dance
2. Proper dancewear and grooming is required (list included in booklet)
3. Parents are not allowed in the Dance Studio unless invited by the instructor
4. Courteous behavior is expected
5. No food or gum is allowed in the Dance Studio's. (Water bottles permitted)
6. Parents of preschool dancers should take them to the bathroom before class
7. Parents of preschoolers are encouraged to remain on the grounds if possible for the duration of class. Parents should stay with their child until the instructor arrives/begins the class
8. **IF YOU HAVE A PAYMENT PLAN, BALANCES ARE DUE BY 12/15/21**
9. Refunds are not given after the second week of class
10. No cell phones during class time. Turn them off and store them away
11. No talking and playing while teacher is instructing the class
12. Parents are not allowed in the studio during sessions/rehearsals. Zoom observation for Tutu Tots - BTIII
13. Parents cannot record class sessions/rehearsals. Only a private session can be recorded

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide APA students and parents with guidelines to

eliminate any confusion concerning the use of social media. You DO NOT have permission to videotape any other child than your own. You DO NOT have permission to reveal any information that compromises APA. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or APA. Students and parents should neither claim nor imply that they are speaking on behalf of APA. Never post anything that could compromise the self-esteem of students who attend APA. Posting of videos of class or rehearsals, is strictly prohibited; APA owns the copyright to all choreography taught at the school. Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events. Ensure that your social networking conduct is consistent with all of the policies in this handbook.

By enrolling your child in the Academy of Performing Arts dance class you are hereby granting permission to the Village of Lake Zurich, the rights of your child's image, in video or still, and of the likeness and sound of your child's voice as recorded on audio or video tape without payment or any other consideration. You understand that your child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein your child's likeness appears. Additionally, you waive any right to royalties or other compensation arising or related to the use of your child's image or recording. You also understand that this material may be used in diverse educational settings within an unrestricted geographic area. Photographic, audio or video recordings may be used for ANY USE which may include, but is not limited to: Presentations, Courses, Online/Internet Videos, Media, and News (Press). By signing the parent handbook acknowledgment which includes this release, you understand this permission signifies that photographic or video recordings of your child may be electronically displayed via the Internet or in the public educational setting. I will be consulted about the use of the photographs or video recording for any purpose other than those listed above. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to photographic, audio or video recordings collected as part of the Village of Lake Zurich's Dance Program. You acknowledge that you have completely read and fully understand the above release and agree to be bound thereby. You hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Rights to Choreography

While dancers commission the creation of the choreography, all rights to the dance remain the choreographers own. This means you must request permission to perform routines anywhere other than what the choreographer arrange for you. The choreographer must be credited in printed programs, photos, etc. This includes social media posts. No studio choreography should be posted on any social media sites without the permission of the choreographer.

Video Release Form

I hereby grant permission to the Village of Lake Zurich, the rights of my child's image, in video or still, and of the likeness and sound of my child's voice as recorded on audio or video tape without payment or any other consideration. I understand that my child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my child's image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for ANY USE which may include, but is not limited to:

- Presentations
- Courses
- Online/Internet Videos
- Media
- News (Press)

By signing this release, I understand this permission signifies that photographic or video recordings of my child may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the Village of Lake Zurich's Dance Program.

By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

If this release is obtained from a participant under the age of 19, then the signature of that participant's parent or legal guardian is also required.

Parent's Signature _____ Date _____

Dancer Evaluation and Placement

During the Fall session, the instructor will ensure that each dancer is in the proper level. After the Winter/Spring session each dancer will be evaluated for the appropriate class level for the following session. These recommendations will be posted on your Studio Director family account for review. Dancers may remain in the same level for more than one session. Just as in any activity, some children develop their dance skills at a faster rate while others need to take their time.

Understanding Class Levels

All of our dance instructors follow a set curriculum. These were established so that each level would have set lesson plans to be taught. This ensures a more cohesive dance program and is a benefit to the students and instructors.

Each of our levels have been carefully prepared. Students will be required to understand and identify correctly all of the steps and terms for that level before moving on to the next. As the students progress, they may spend longer at certain levels.

This is because the material becomes more difficult and they need to develop the physical and mental skills, which require more time, dedication and patience.

Not only does this build a solid foundation for the dancer's education but it also helps to prevent injuries. Our instructors understand that serious and sometimes lifelong injuries may result if a dancer's body is not ready for some of the rigors of the higher levels. We are strongly committed to our students and will recommend levels based on our expertise/understanding of each student.

Classes for younger students are geared toward teaching the basics and providing a foundation on which to build their dance education. They will learn rhythm, creative movement, the understanding of music, the beginning of dance vocabulary and dance class etiquette.

*** It should be noted that ballet is the foundation of all dance, and for that reason, we strongly encourage all upper level students to take at least one ballet class in addition to their other classes. Dancers studying other forms will progress successfully if they have a ballet base. The benefits include strength, flexibility, posture, technique, knowledge of dance vocabulary as well as the grace that only ballet training can provide.

Private Lessons

APA offers private lessons to help students improve on their technique or dance routines. If your dancer is interested in private lessons, please feel free to ask your instructor for a registration form with pricing options.

Attendance

Attendance will be taken at each class. Regular class attendance is expected. Classes are not refunded or made up due to student absence. Please report any prolonged illnesses to the

supervisor. Dancers missing more than (3) winter session classes with out contacting the supervisor or instructor may be asked not to perform in the recital and no refund will be given for costumes. Attendance at the dress rehearsal is mandatory or student may not be able to perform at recital. If you have a conflict, please discuss with your instructor. The last two classes before recital are mandatory for a recital performance. Please make sure you are attending these days.

Promptness

Dancers should arrive 10 minutes before the start of class. Late arrivals disrupt the class and do not allow the dancer to warm up properly. If the dancer is going to arrive late weekly due to another commitment, the dancer or parent needs to inform the instructor.

Studio A Drop Off

For Studio A, you will enter through the front door of the building, located on the north side. There will be pictures of dance shoes on the wall, 6' apart. You will wait in line, at one of the shoes until the teacher can come out and check you in. All doors will remain locked throughout the entire time the building is occupied with students and teachers. If you arrive early, you will need to wait in your car until the door is opened. We need to minimize the number of students and parents in the building at one time.

Studio A Pick Up

You will pick up your dancer from the south side door of the building that exits directly out of the dance studio. The door will open as soon as class ends, and students will be dismissed to parents. You can walk up Parents are not permitted to enter the building.

Studio B Drop Off

Drop off will be on the west side of the building (the door that is not glass). The door will open when the teacher is ready for the class. There is NO early entry into the building. There will be pictures of dance shoes on the wall, 6' apart. You will wait in line, at one of the shoes until the teacher can come and check you in. All doors will remain locked throughout the entire time the building is occupied with students and teachers. If you arrive early for any reason, you will need to wait in your car until the door is opened. We need to minimize the number of students and parents in the building at one time.

Studio B Pick Up

You will pick up your dancer from the North side glass door of the building that exits directly out of the dance studio. The door will open as soon as class ends and students will be dismissed to parents, one at a time. Parents are not permitted to enter the studio space.

Bathroom Use

Safety First! Always stay with another dancer and communicate with your instructors anytime you need to leave the group. Both studios are equipped with washrooms. We encourage all

all dancers to use the washroom before the start of class. Our 3-4 year old dancers must be fully toilet trained and tend to their own bathroom needs. Instructors are not allowed to change a child or assist in the bathroom. If your child has a bathroom accident, you will be called to come and change them.

Grooming

Dancers should come to class neat and clean. Females should have their hair pulled away from their face. The only jewelry that should be worn in class are small pierced earrings. At the dress rehearsals and recitals, absolutely no jewelry (unless indicated by the instructor), or nail polish allowed. We encourage your student to wear deodorant if they are at that appropriate age.

Dress Code and Class Attire

All dancers are required to wear attire appropriate for their particular class. This is so instructors can see the movement and placement of the dancers body as to be able to instruct and correct them properly. Hair must be pulled away from face. No jeans or oversized clothing should be worn. There is no gum allowed in any class. Dance attire can be purchased from our supplier Discount Dance. Your child can be sized at our studio by one of our instructors and then you can order direct at discountdance.com, click on Students, then on Studio location and type in our teacher code: 106971

→ **Dancers are expected to adhere to the dancewear requirements. Attire is part of the discipline of dance and assists the instructor in observing form and technique.**

Specific Dance Attire

**Please label all dancewear, bags and shoes with the dancer's name.*

Tu Tu Tots, Move & Groove, Mom & Tot

Girls: Pink or black leotard or pink or skin tone tights, pink or skin tone ballet shoes. No Skirts.

Boys: Gym shorts or sweatpants, t-shirt, black ballet shoes.

Ballet/Tap I, II, III

Girls: Pink or black leotard or pink or skin tone tights, black tap shoes. Pink or skin tone leather ballet shoes. No Skirts.

Boys: Gym shorts or sweatpants, t-shirt, leather ballet shoes, black tap shoes.

Jazz

Girls: Leotard, skin tone tights. Fitted shirt and dance shorts may be worn. Skin tone jazz shoes.

Boys: Gym shorts or sweatpants, black jazz shoes.

Tap

Girls: Leotard, skin tone tights. Fitted shirt and dance shorts may be worn. Skin tone jazz shoes.

Boys: Gym shorts or sweatpants, white shirt, black tap shoes.

Jazz/Lyrical

Girls: Leotard, skin tone tights, jazz shoes, foot undies or socks.

Boys: Gym shorts or sweatpants, white shirt, black tap shoes.

Contemporary/Lyrical

Girls: Leotard, skin tone tights, socks or half soles.

Boys: Gym shorts or sweatpants, white shirt, black tap shoes.

Musical Theatre

All Dancers: Comfortable clothing consisting of long pants (leggings or sweatpants), skin tone jazz shoes.

Hip Hop/Poms

All Dancers: Comfortable clothing consisting of long pants (leggings, sweatpants, shorts or t-shirts), skin tone jazz shoes or gym shoes that have not been worn outside.

Leaps, Turns, Jumps

Girls: Leotard and skin tone tights, skin tone jazz shoes

Boys: Gym shorts or sweatpants, white shirt, black tap shoes.

Ballet LBP

Girls: Leveled colored leotard and skin tone tights, hip alignment belt, skin tone leather or canvas ballet shoes. Hair **MUST** be in a bun. Bun kits are available through APA.

Boys: Black pants, white shirt, black leather, or canvas ballet shoes.

Pointe/Pre Pointe

Girls: Leveled leotard and skin tone tights. Hair **MUST** be in a bun. Pre Pointe shoes, or pointe shoes. Do not purchase shoes without talking to instructor.

Dancer Injury

It is the responsibility of the parent and dancer to inform the instructor before class if a dancer has an injury that will preclude them from any part of the class.

If the dancer received a mild injury during class, he or she will be offered an ice pack or Band-Aid as needed. For a severe injury, the parent will be notified immediately. Accident reports will be filed with the Lake Zurich Park and Recreation department.

Suspected Abuse or Neglect

In accordance with the procedures set forth on the Abused and Neglected Child Reporting Act, any dance personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.

Illness and Injury

All APA Staff is certified in CPR/AED and First Aid. In the event of an emergency/illness, APA Staff will notify parents/guardians. No refunds will be given for missed time due to an illness unless a doctors note is provided. Please keep sick dancers at home so illnesses do not spread to other dancers/staff. The Village of Lake Zurich is not licensed to provide care for sick children, this includes but is not limited to taking temperatures, checking blood pressures, and blood sugars.

Lost and Found

Lost and found items accumulate very quickly. Please label your child's belongings. The Village of Lake Zurich is not responsible for any lost or stolen items.

Communication

APA believes that communication is the key to a successful program. Please make sure that we keep the open lines of communication current with updating any changes in your contact information online at lakezurich.org. If you have any issues with updating online, please call 847-438-5146 and a VOLZ Guest Service Representative will assist you. We have several ways that we communicate with our program participants:

1. Email via Studio Director (Academy of Performing Arts Lake Zurich)
2. We send text messages via Band App and/or Everbridge
3. Through the Village of Lake Zurich's Website: <https://lakezurich.org/389/Dance-Program>
4. Facebook: Search Academy of Performing Arts LZ
5. Dance Studio Bulletin Boards
6. Weekly newsletters via email

If ever you have a question or concern, we encourage you to ask your child's instructor, if their instructor is unable to address your question or concern then have them contact us.. Most often the question can be answered and/or the issue addressed and resolved quickly through effective communication, email, Mollee.Johnson@lakezurich.org. In order to run an organized program with open lines of communication, all correspondence must go through our office and from there the messages will be delivered to the appropriate parties.

Cancellation of Classes/Inclement Weather

On occasion, an instructor may encounter an emergency or an unexpected situation, which causes them to be late or miss a class. If this occurs, the instructor notifies the Dance Coordinator as quickly as possible and she addresses the situation as quickly as possible. We will make every effort to contact you by phone and/or email. If a parent finds that an instructor has not shown up for a program, please contact The Barn at 847-438-5146 x 1 during office hours or email mollee.johnson@lakezurich.org

For weather, if classes in school district 95 are cancelled for the entire day due to inclement weather, we will hold classes via Zoom. In the event that a virtual class is unable to be conducted we will hold a make up date for missed classes. You will be notified via email whether or not your class will be virtual or made up. For cancellation and updates, participants should check the Academy of Performing Arts Facebook page, email, or call the Barn at 847-438-5146 x 1 or email: mollee.johnson@lakezurich.org.

Class cancellations will be posted on our Facebook page: Academy of Performing Arts. You will also receive a text from Everbridge with closure information.

Medication

If your child has emergency medication, such as an epipen, it is his/her responsibility to keep it in a bag and bring it into the dance studio during their class time each week. Please make sure that your instructor or any substitute instructors are aware.

Recital Information:

Dress Rehearsal: Mandatory

- When: TBD
- Where: TBD
- Time: TBD
- Students are expected to be on time, dressed in full, make-up ready to dance.

→ **NEW:** *One parent/guardian is allowed to attend dress rehearsal with each dancer. This will help alleviate the number of people in the auditorium that may cause a distraction to our dancers. Please adhere to this new rule as it will help to move along rehearsal, especially for our youngest dancers.*

Recital:

- When: TBD
- Where: TBD

Parent Volunteers are a very important part of the recital. Your child's instructor will let your class know if parent volunteers are needed for that level. If you are interested in helping, a Google forms will be emailed in March. Volunteers will sit with the students backstage during the show. They will be able to watch the dance from backstage while their class is performing. An informational meeting will be scheduled prior to the recital that volunteers must attend.

Recital schedules are posted in February.

Staff do their best to try to accommodate conflicts and siblings. If you have a conflict of a wedding, communion, etc. please email Mollee Johnson by January 31, 2022 at Mollee.Johnson@lakezurich.org Any request turned in after the deadline will not be accepted. We do our best to accommodate everyone's request, however it is impossible to accommodate everyone. We appreciate your understanding in this matter.

All of the shows last approximately one hour with each class performing in one of the shows (Impulse Dance Company performs in all recitals).

Costume Pick Up Drive-Thru Day

WHEN: April 10, 2022 from 11-1pm at Buffalo Creek

Do not worry if your child's costume is late coming in. All classes will have their costumes in time for the recital. Please understand that you may need to attach straps, bows, ribbons, etc. to the costume.

Costumes come in standard sizes and will not always fit perfectly; you may need to alter them. Please do not have your child wear their costume until the dress rehearsal.

Picture Day

Picture day will be at Buffalo Creek over a four day period in April. Picture day schedule will be emailed and posted. Dancers need to be in full costume and make-up.

Summer Session

Summer is an excellent time to try out a new form of dance or continue to improve on one you have been working on. Students should stay in the level that they finished the year in unless otherwise indicated by their instructor.

Impulse Dance Company

Dancers who are interested in participating in Dance Company will be required to audition. Not all dancers that tryout for the company are not guaranteed a spot. Tryouts are based on a point structure. This is for the dancer who is ready to commit to taking their skills to the next level. Company members are required to take company class as well as additional technique classes at APA.

Companies will teach discipline, goal setting, proper technique, body placement, responsibility, performance, and choreography. Companies will also perform more often throughout the year as well as attend a dance convention and competition. A low absence rate, proper attire and positive attitude are mandatory at all times.

For further information, please contact Mollee Johnson at mollee.johnson@lakezurich.org

Leveled Ballet Program

APA offers a leveled ballet program for the more serious dancer. Invitations will be distributed at the end of the Spring session. Due to the ongoing nature of the ballet program entrance is only permitted in the Fall. Please contact your instructor or email mollee.johnson@lakezurich.org with questions.

Class Viewing

Our Tutu Tots, BT I, II, II will receive ZOOM links to observe the class.

Changes and Errors

The Village of Lake Zurich Park & Recreation Department makes every effort to ensure the accuracy of information in our brochures, website and print materials. Occasionally, there may be an error that appears regarding days, times, fees or other information. When this occurs, we reserve the right to make corrections and adjust the information such as price, location, etc. We appreciate your patience and understanding when these situations arise. We also reserve the right to move class locations between studios A & B if necessary.

DANCE CALENDAR

* DATES ARE
SUBJECT TO
CHANGE

September 7	Classes Begin
November 22-27	Thanksgiving Break Begins (No Classes)
November 29	Classes Resume
Dec. 24 - Jan. 9	Winter Break Begins (No Classes)
January 10	Classes Resume
Mar. 27 - Apr. 3	Spring Break Begins (No Classes)
April 4	Classes Resume
April 9	Dance Recital Tickets Available
April 10	Costume Pick-Up
April 10	Dance Recital Order Forms Due
April 23, 24, 25, 26	Picture Day
TBD	Dress Rehearsal
TBD	Dance Recital
TBD	Impulse Tryouts

Family Agreement

Parents & Dancers, please initial, sign and return to your Impulse Dance Director.

_____ As a member of APA, I agree to maintain my highest standard of discipline, to respect fellow dancers, and to continually be a public representative of APA.

_____ We understand that our attitude towards dance and towards other people is very visible and that we are role models for your dancers and dance families.

_____ Tardiness and unexcused absences will not be tolerated as we expect all dancers to prioritize their commitment. Please notify your instructor via email if you will be late to class. Dancers later than 10 minutes will be counted absent.

_____ Once class has begun the dance studio door will be locked. Please do not block the door way during class as it is disruptive to the class if someone must exit the studio.

_____ ABSOLUTELY No Food or Drink (exception of water) is allowed in the dance studio.

_____ We will refrain from using our cell phones in the dance waiting rooms and will keep noise (including our voices) down to a minimum so our dancers are not disrupted during class.

_____ Proper dance attire is required for all classes.

_____ As APA family, we agree to encourage our dancer to strive towards excellence. We understand that our attitudes have a direct impact on our dancer's desire to dance, self-confidence, and willingness to work. APA classes are a place for our dancer to grow in self-discipline, ambition, and in overall knowledge of the dance world.

_____ If a conflict or issue arises, we agree to address it with our APA Coordinator Mollee Johnson immediately.

_____ What will happen when this agreement is violated: If an incident occurs where a dancer conducts themselves in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of Academy of Performing Arts or the Village of Lake Zurich:

- 1. First Violation** - A staff member will address and document the issue directly with the dancer and the parents will be contacted. Any time a dancer is not meeting their commitment (i.e. displaying appropriate behavior and attitude, disrespecting others, coming late to practice, etc...) a staff member will address and document the issue directly with the dancer and the parents will be contacted

2. **Second Violation** - A staff member will address and document the issue directly with the dancer. Parents will be contacted and may have to pick up their dancer within 20 minutes. Any time a dancer is not meeting their commitment (i.e. displaying appropriate behavior and attitude, disrespecting others, coming late to class, etc...) a staff member will address and document the issue directly with the dancer and the parents will be contacted.

3. **Third Violation** - Same violation as stated above will result in a meeting with their instructors, parent, Recreation Supervisor and APA Coordinator to determine if they are eligible to remain a part of APA.

_____ Any dancer that is dismissed from APA for the remainder of the program will not receive a refund. “We reserve the right at any time to dismiss your dancer from the program immediately if we deem unsafe placement due to the environment, physical, emotional or other harm to themselves, other children, staff and members.”

_____ I have received and reviewed the following family agreement along with the APA Parent Handbook.

Dancer’s Name _____

Dancer’s Signature _____

Parent’s Name _____

Parent’s Signature _____

Date _____

Instructors Signature _____

APA EMERGENCY CONTACT INFORMATION



This information **must be** filled out and returned to your APA Dance instructor. We will use this information to contact you in case of an emergency, class cancellation, or important reminders, etc. If you have any changes in contact information, please let your instructor know.

Dancer's Name _____

Home Address _____

Home Phone _____

PRIMARY EMERGENCY

Contact Name _____ Relationship to Dancer _____

Cell Phone (must be able to receive text messages) _____

Email Address _____

SECONDARY EMERGENCY

Contact Name _____ Relationship to Dancer _____

Cell Phone (must be able to receive text messages) _____

Email Address _____

ALLERGIES/MEDICATIONS/NOTES

