



Student & Parent Handbook

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WELCOME LETTER

Dear Parents & Dancers,

Welcome! We would like to thank you for choosing Red River Dance & Performing Company and ensure you that we have a commitment to all parents and children enrolled in our school of dance. Our commitment is that students of all ages, abilities, and backgrounds will receive quality instruction and performance opportunities. We will also help boost self-confidence and encourage dancers to reach their full potential both in and out of the studio.

It is our goal to provide a variety of exciting and educational dance opportunities each day so that our dancers can become strong physical, technical, and creative dancers. This handbook has been prepared especially for you, the dancers/guardians of a dancer enrolled at Red River Dance. In these pages, you will find many of our policies and operating procedures explained along with our expectations of our students and parents. After reading this handbook, we hope you will feel even more confident in your family's choice to dance at Red River Dance & Performing Company. We suggest that you keep this handbook for reference throughout the year.

This handbook was carefully created to offer our dancers and their parents/guardians a clear understanding of our pledge to you as well as the commitment and responsibilities you are committing to by enrolling at Red River Dance & Performing Company. Any questions you may have that are not explained clearly here should be directed to the Executive Director for further clarification.

We look forward to working with you and your family this dance season and for many years to come!

Thank you,

Caitlin Killoran

Executive Director

Board of Directors

Jennifer Raum, President

Katie Ralson, Vice President

Carla Smith, Secretary

Kristina Childress, Treasurer

Desiree Zielke, Board Member

Katie Dukart, Board Member

STAFF DIRECTORY

Caitlin Killoran

Executive Director
caitlin@redriverdance.com

Alexis Syverson

Program Director
alexis@redriverdance.com

Macy Johnson

Competition Coordinator
macy@redriverdance.com

Micayla Brown

Front Desk Manager
micayla@redriverdance.com

HOURS OF OPERATION

The Studio will be open Monday through Friday 3:30-8:30pm. The Studio will be closed for Holidays and staff service days, those days are listed below.

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day & the day after
- December ____ – January ____

PREAMBLE

This student / parent handbook is not intended as a contract and does not constitute one. Red River Dance may change, delete, revise, or discontinue any rule or regulation at any time with or without prior notice.

VISION, MISSION AND VALUES STATEMENTS

VISION STATEMENT:

Red River Dance is an industry-leading studio that invests in relationships to build strong, physical, technical, and creative dancers.

MISSION STATEMENT:

Red River Dance provides quality instruction, choreography, and performance opportunities for dancers of all ages, abilities, and backgrounds by valuing integrity, relationships, growth, adaptability, and creativity.

VALUES:

Integrity: Red River Dance values integrity at the core of our business practices. Through a high standard of excellence, and accountability we speak kind words that are instructive, encouraging, and build the individual. We promote a culture where all assume positive intent. We facilitate transparent, honest, and timely transactions.

Relationships: Red River Dance builds meaningful relationships with our dancers, families, staff, and the larger community. We embrace individuality collaboration and clear communication as the foundation for sustainable and valued relationships.

Growth: Red River Dance prioritizes tangible character building experiences on and off the stage. We value learning through self-assessment and goal setting. We celebrate individual gifts through ongoing feedback focused on strengths and opportunities for development. We provide dynamic high quality education and service by investing in our staff, students, volunteers, and infrastructure.

Adaptability: Red River Dance anticipates and responds to diverse needs. We provide differentiated instruction, financial access, and actively pursue and consider feedback.

Creativity: Red River Dance offers opportunities for creative exploration. Through the art of dance, we ignite passion and provide a framework for safe self-expression. We foster an environment that pushes the boundaries of imagination leading to unexpected discoveries.

DISTINGUISHED AREAS OF RED RIVER DANCE

Recreation:

Our recreation program is designed to offer classes for all ages, abilities, and demographics. Red River Dance offers dance classes in a variety of genres for recreational, adaptive, competitive students and adults. Our classes include ballet, tap, hip hop, musical theatre, lyrical, contemporary, jazz, acro, pointe, pre-pointe, heels.

Competition:

Our completion program is designed for dancers to learn dedication, responsibility, teamwork, and stage presence while being fostered in a positive environment. These groups perform energetic and challenging dance numbers at numerous community events, attend an annual dance convention, and compete in competitions around our great region. The Red River Dance Competition team is nationally recognized, strives to train well-rounded dancers and in turn amazing human beings, inside and out.

Outreach:

Through community partnerships in the Fargo-Moorhead area, Red River Dance & Performing Company prides ourselves in offering classes for all ages, abilities, and demographics. Providing access to the joy of dance to everyone is our goal. When we are able to provide opportunities for children to be inspired, they are then given something positive to focus on and a sense of belonging. Our programs focus on teaching discipline, listening skills, persistence, body awareness, self expression, and cooperation. Using dance as our tool, we aim to provide individuals with a foundation so that they can have the strength to overcome any obstacle they may face.

TUITION, FEES, & PAYMENT DEADLINES

Any and all billing / fundraising questions can be directed to:

- **Alexis Syverson, Operations Manager.** Alexis@redriverdance.com
- **Caitlin Killoran, Executive Director,** Caitlin@redriverdance.com
- **Micayla Brown, Front Desk Manager,** micaylabrown@redriverdance.com

It is our expectation that dancers attend the entire session in which they are enrolled.

- *Red & Gem Line dancers are required to attend both Fall and Spring Session.

Dancers are unable to enroll in classes at RRD if there is an outstanding balance on their account.

Payments

All accounts must save a credit card or bank account on file.

- We accept Visa, Mastercard, American Express, or Discover.
- We do not accept cash.
- **If payment has not been submitted by the deadlines listed below, the credit card or bank account on file will be processed for the remaining balance of tuition due.**

- In the event we process payment on your account, you will be notified via email.
- A late fee will be applied if the credit card on file is declined.

Payment Deadlines

Fall Session

- First half of tuition due: First day of class
- Second half of tuition due: Halfway through fall session

Spring Session

- First half of tuition due: First day of spring session.
- Second half of tuition due: Halfway through spring session

Summer Sessions

- Tuition is due the first day of class

8-Week Sessions

- Tuition is due the first day of class

****Specific Dates will be released via our website and by email for each session**

Private Lesson Billing

- Private lesson rate: **\$60 an hour**
- Private lessons are posted to accounts on the first Tuesday of the month.
- Private lessons are DUE by the following first Tuesday of the following month.
 - Example:
 - First Tuesday of October – September lessons are posted to accounts.
 - First Tuesday of November – September lessons are DUE and will be processed on credit card or account on file if not paid already. October lessons are posted to accounts.

Costume Fees

Recital costumes MUST be paid for before they can be taken home.

- Costume fees will be billed at the end of February.
- Costume payment will be required despite dropping class.

Annual Enrollment Registration Fee

A non-refundable annual \$20 registration fee is due when registering for classes

Other RRD Events Fees

Throughout the year, Red River Dance adds pop-up workshops, intensives, master classes, camps and other events.

- Payment is due on the first day of the event. A late fee of \$15 will be applied thereafter.

Refund Policy

No refunds will be given once the session has started. A dancer may make up missed classes in equivalent class or one level above or below. **Make up classes can occur ONLY during the session they were missed.**

- **Once classes start recital pieces, classes of the same genre may have different choreography than the class they are enrolled in.*
- No refunds will be given if Red River Dance cancels or dismisses class early due to weather.
- Refunds/credits will be given to classes that do not fill enrollment.

ENROLLMENT PROCEDURES & PARENT PORTAL

Class & Program Enrollment

Red River Dance uses an online registration program, Jackrabbit Dance. Families are able to create personalized Parent Portal accounts and register their dancers with ease. Here are your steps to enrollment.

- New to RRD
 1. Head to redriverdance.com
 2. Click on “Schedules & Register”
 3. Click on “Register”
 4. Fill out all required fields on registration form
 5. Select classes you wish to enroll your dancer in
 6. Click on “Submit”
- Returning Family
 1. Head to redriverdance.com
 2. Click on “Connect”
 3. Click on “Parent Portal”
 4. Login to your Parent Portal account
 5. Click on “Classes & Events” (Top right corner)
 6. Click on “Find Classes”
 7. Select classes you wish to enroll your dancer in
 8. Add to cart
 9. Click on “Submit”

Classes will be canceled if less than 4 dancers enrolled. If a class is canceled by Red River Dance due to low enrollment, we will recommend other similar classes to accommodate the cancellation.

- If an alternative class is not available, tuition & registration fees will be refunded/credited in full.

Each class will have a maximum number of dancers allowed to enroll to ensure the safety and quality of instruction. Class capacities are listed next to each class upon enrollment.

- If a class is at capacity, dancer will be placed on a waitlist. RRD will monitor and communicate any openings.

Private Lessons

Private lessons may be scheduled with a Red River Dance instructor if requested.

- Private Lesson Rate: \$45/hour of instruction

CLASS PLACEMENT & EVALUATIONS

Class Placement

It may be necessary to take the first week of classes as a “trial” for the instructor(s) to evaluate them for placement. It is important to remember that all students have different talents, skills, and ability levels. We recognize that everyone progresses at different rates. In order to maintain the highest quality of dance instruction, we will make class placement decisions based on how dancers are progressing in their classes. Class placement is at the discretion of the instructors and Directors. We encourage everyone to reach their full potential in order to be the best dancers they can be, and in order to achieve that, they must work at a level that is right for them. Students are easily discouraged when they are placed in a class that is too difficult.

Classes are separated by age & competition teams

Ages 2-3 // Creative Movement

Ages 3-5 // Tiny

Ages 5-6 // Petite

Ages 7-8 // Mini

Ages 8-12 // Junior

Ages 11-14 // Teen

Ages 14 -18 // Senior

Ages 18 + // Adult

Evaluations

After each Fall and Spring Session, dancers will be evaluated on their progress. Dancers will be evaluated based on competency scoring for skills developed in class and constructive feedback so our dancers can reach their full potential.

- The instructor teaching this class will do this evaluation.
- **Red & Gem Lines:**
 - Competition parents will receive one comprehensive evaluation based on their classes, progress, areas of improvement, behavior, accountability, and attendance.
- Parents will be notified by email for a formal face-to-face meeting if a situation were to arise that needs immediate attention and correction before evaluations are scheduled.

DRESS CODE POLICY

Red River Dance maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Street clothes must be worn over dance clothes when outside RRD building.
- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents.

- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry, and safety pins should not be worn to class. An exception, stud earrings are allowed in all classes EXCEPT acro. This rule can be altered at the instructor's discretion.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred for all ballet classes and REQUIRED for ballet classes with students age 7 and older.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.
- All new pointe shoes must be checked to ensure proper fit before elastics and/or ribbons are sewn.

Please note that students grades 6 and above as well as our Red and Gem Line dancers, may be asked to leave class if not properly dressed and prepared before class begins.

- Red and Gem Line dancers will have one - two dress code passes per class each session.
 - A dress code pass is to be used when unforeseen circumstances prevent the dancer from being prepared for class or in the proper attire.
 - After dancers have used their one pass, if arrived without proper dress they will be dismissed from class and will be counted absent.

SPECIFIC CLASS DRESS CODE

Creative Movement:

- Athletic wear, pink ballet slippers, socks, or bare feet

Tiny Ballet/Tap (Ages 3-4):

- Any colored leotard, pink tights, pink ballet slippers, optional skirt, black tap shoes, & hair in bun or pulled back and pinned somehow if not long enough to form a bun.

Petite Ballet/Tap (Ages 5-6):

- Any colored leotard, pink tights, pink ballet slippers, optional skirt, black tap shoes, & hair in bun or pulled back and pinned somehow if not long enough to form a bun.

Petite & Mini Hip Hop (Ages 5-8):

- Athletic Wear. Baggy clothes are acceptable as long as they are not a distraction or do not drag on the floor. Dancers can wear tennis shoes or combat boots (not worn outside).

Mini Ballet/Jazz 1 (Ages 7-8):

- Any colored leotard, pink tights, pink ballet slippers, optional ballet skirt, tan jazz shoes, spandex shorts (to change into for jazz if wanted) & hair in a bun.

Junior, Teen, Senior and Adult Ballet:

- Black leotard, ballet pink tights, pink ballet slippers, optional ballet skirt (any color) & hair must be slicked back into a neat ballet bun. (If hair is not long enough, please make sure it is pulled back and pinned securely out of the face)

Junior, Teen, Senior and Adult Jazz:

- Fitted athletic clothing or leotards. Example: spandex shorts and a form-fitting tank top. Tan jazz shoes are required. Hair must be secured back to minimize distraction.

Junior, Teen, Senior and Adult Lyrical:

- Fitted athletic clothing or leotards. Example: spandex shorts and a form-fitting tank top. Tan Body Wrappers Twyla half shoe. Hair must be secured back to minimize distraction.

Junior, Teen, Senior and Adult Tap:

- Fitted athletic clothing or leotards, shorts or capris and **black tap shoes with laces**. We recommend Capezio “Cadence” tap shoes.

Mini, Junior, Teen, Senior, and Adult Hip Hop:

- Athletic Wear. Baggy clothes are acceptable as long as they are not a distraction or drag on the floor. Dancers can wear tennis shoes or combat boots (not worn outside).

Fitness Classes:

- Athletic clothing, tennis shoes.

Acro:

- Fitted athletic clothing or leotards, bare feet.

RED LINE CLASSES:

- **Ballet & Progressive Ballet:** Black leotard, ballet pink tights, pink ballet slippers, optional ballet skirt (any color) & hair must be slicked back into a neat ballet bun.
- **Jazz, Lyrical, TLT & Production:** Black leotard or tight tank, black tight shorts/pants, and required shoes.

GEM LINE CLASSES:

- **Moonstones:**
 - Any colored leotard, tan tights, tan jazz shoes, optional skirt or shorts, tap shoes (color TBD), hair tightly secured and away from face.
- **Sapphires:**
 - Any colored leotard, tan tights, tan jazz shoes, optional skirt or shorts, hair tightly secured and away from face.
- **Emeralds, Rubies & Diamonds:** Black leotard or tight tank, black tight shorts/pants, and required shoes (jazz and/or lyrical).

MALE STUDENTS:

- Male students can wear basketball shorts or jazz pants with a t-shirt for all classes. Ballet requires form-fitting clothing. Refer to above genres for required shoes.

ILLNESS POLICIES, INJURY/INCIDENT PROCEDURES, & EMERGENCY PREPAREDNESS PLAN

Illness Policies

Our dancers' health is important to us. We ask that parents and guardians take precautions regarding their dancer's well-being.

- **24 Hour Rule:** Keep your child home until his or her FEVER has gone WITHOUT medicine for **24 hours**. Colds can be contagious for at least 48 hours. Returning to the studio too soon may slow recovery and make others sick.
- If a dancer becomes ill at Red River Dance, a parent or guardian will be notified immediately to pick up their dancer.
- Remember the best way to prevent the spread of infection is through good handwashing!

First Aid

Staff are trained in first aid and CPR/AED, Staff are prepared to begin care as needed. If a student incurs a minor injury at Red River Dance, first aid supplies are in each studio and behind the front desk.

Allergies & Medications

If your dancer has any allergies or medications we should be aware of, please make sure to include that in your parent portal. *RRD does not give out ANY medication at the studio.

Injury/Incident Procedures

In the case of any injury or incident, staff has been trained to fill out reports. Parents will be notified about any injury or incident incurred at RRD or at any RRD event.

***Red River Dance & Performing Company is not responsible for any injuries incurred at the studio or at performances*

Emergency Preparedness

In any studio emergency the main objective is to account for and keep safe all dancers, families and staff. Each of our five studios is equipped with an emergency bin where you will find an emergency plan specific to each studio's location and additional emergency supplies. Our written emergency plans include steps that require evacuation, or other protection of a child, such as a fire, natural disaster, intruder, or other threatening situations that may pose a health or safety hazard to a child.

PARKING, ARRIVAL, & PICKUP

Parking

Our parking lot for students and parents part of the building. Overflow parking can be used on the side street to our facility.

- Be mindful when driving in our parking lot and obey the speed limit: **5mph.**
- Do **NOT** park in front of the garages by Nelson Window Company: anyone who parks here will be towed
- The parking lot and other outside areas are NOT playgrounds. Parents must monitor their children when they are outside of the studio. They should only be outside when arriving or departing.

Arrival & Pickup

- **Arrival:** Dancers should arrive 15 minutes before their class time begins. Unless a student has a private lesson scheduled with an instructor, dancers are not permitted to enter the studio before studio hours.
- **Pickup:** Dancers should be picked up promptly after their last class ends. If a Red River Dance staff member needs to stay 10 minutes past the end of the class to wait for your dancer to be picked up, you will be charged \$5 for every minute past.
- **Dancers are expected to wait in the building for their rides.**

INCLEMENT WEATHER

All classes may be canceled due to poor weather conditions. If we cancel a class, we will send out an email to notify you of the cancellation as well as post to all forms of social media that the classes / studio is closed. Please check your email if the weather is questionable before heading to practice. If you are questioning the weather, remember that you and your family are the final decision on whether your child attends practice. There is no need to risk the safety of you or your child.

We will follow the Fargo Public Schools cancellation procedures as well as utilize Red River Dance's own discretion.

ANTI BULLYING AND HARASSMENT

Everyone has the right to feel safe while at Red River Dance & Performing Company. We will do everything we can personally, as a team to create and preserve a physically and emotionally safe environment for all of our dancers and their families.

Bullying is defined as intentionally aggressive behavior that can take many forms: verbal, physical, social, relational, emotional, or cyber bullying – or a combination of these. It involves an imbalance of power and is often repeated over a period of time.

Bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group. Common behaviors attributed to bullying include put downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

We believe that no child deserves to be bullied and that every Red River Dance member, regardless of race, color, religion, nationality, size, gender, popularity, athletic ability, academic ability, or social ability, has the right to feel safe, secure and respected.

Dancers Responsibility:

Red River Dance students may not bully or harass their peers. If you witness bullying or behavior that breeds a negative attitude towards your teammates or their families, you must report it to an instructor, director, or trusted adult. Failure to abide by these anti bullying practices can result in the expulsion of the parent and/or child from Red River Dance.

Parent/Guardian's Responsibility:

Red River Dance parents and guardians must commit to encouraging their child always to respect others. You must instruct your child not to bully or use behavior that breeds a negative attitude towards members of the Red River Dance community. You also will hold true to these values and report any misconduct to the Executive Director of Red River Dance. You will also advise your child to report any bullying behavior or gross misconduct to a trusted adult and/or instructor of Red River Dance. Parents are also held to this code of conduct regarding the talking of, putting down of, or actions against a Red River Dance instructor. Failure to abide by these anti bullying practices can result in the expulsion of the parent and/or child from Red River Dance.

SOCIAL MEDIA USAGE

It comes as no surprise that we live in a world of every growing and popular usage of social media. One can often forget that, the usage of social media is very powerful and well-used for communication and can have a significant impact on individuals, friends, family, teammates, and an organization as a whole. Red River Dance would like you to know that social media is a great tool for our supporters, prospective partners, donors, and families to see all of the amazing things our non profit organization has to offer.

It is important to remember that being on a team or taking a class at Red River Dance is a privilege and not a right. As a dancer of Red River Dance, you are a representative of our organization and are ALWAYS in the public eye, whether you think so or not. Our dancers and families are held in the highest regard and are seen as role models in our community. As leaders, you have a responsibility to portray your team, coaches, our non profit organization, and yourselves in a positive manner at all times. Please also remember, that after anything is posted publicly on social media, there is no longer a right to privacy. Even if you delete a post, or limit privacy access, it can remain searchable information by that site.

Dancers Responsibility:

Red River Dance students/members of a team commit that as a RRD ambassador, he/she will use the best practices of social media and not damage themselves, their personal image, Red River Dance's image or their peers' image in any way, shape or form. Violating these responsibilities may result in disciplinary action determined by the Executive Director in cooperation with the Board of Directors and/or Staff.

Parents/ Guardians Responsibility:

Red River Dance parents/guardians commit that, as a member of Red River Dance you will encourage your child to always use the best social media practices that will not damage your dance, yourself, your personal image, or Red River Dance's image. Parents understand the by violating any social media practices that go against this section can and may result in disciplinary action determined by the Executive Director in cooperation with the Board of Directors and/or staff.

COMMUNICATION, OBSERVATION, ATTENDANCE, & DISMISSAL

Communication

Information is regularly posted to our bulletin board in the lobby, sent via email, handouts, on our website, Facebook page and Instagram account. It is your responsibility to stay informed and utilize one or more of these sources of information. Please let us know as soon as possible if you are not receiving our emails so we can fix that.

Parent – Staff Communication

If a parent needs to speak with your dancer's instructor, please contact us. Our instructors have very full schedules while they are teaching at the studio. Unexpected conversations can be difficult to accommodate and may cause other classes to start late. If something is urgent, we ask that you call our main line at 701.280.0004.

- If your child has any illness, injury, or special needs, please notify the teacher so we can make sure we monitor the dancer during class.
- We welcome and respect comments and suggestions you may have. Please email these to info@redriverdance.com.

Parent Observation Week

Parents and guests are only allowed to observe classes on Parent Observation Week to help minimize distraction from the classroom. Even the quietest observers can distract students and can make them self-conscious or apprehensive.

- Please remember to turn off all cell phones while in the studio
- Siblings are invited to attend if they are not a distraction
- Observation weeks are listed in the important dates for the year

Class/Rehearsal Attendance

Maintaining regular attendance is **VITAL** to student progress and group choreography. Attendance is necessary if a student wants to show a marked degree of improvement and allow teachers to do the best job possible. Absences and tardiness can severely hold back a class. As a class, we count on everyone to be there! Please let us know of any dates a student will be absent. If a student is going to be absent please call the studio before 4:15pm to let us know.

- ◆ If a student is late they must wait to be invited into the class by the instructor out of respect to the class and instructor as well as safety for all.
- ◆ **Students will NOT be allowed into class if they are more than 10 minutes late if the instructor is not notified in advance.**



Dismissal from class or rehearsal

We are dedicated to teach our students, model behaviors, and help dancers and families to grow and respect Red River Dance, our policies and staff. Dancers may be dismissed from class for talking too much, lack of effort, not being prepared or for inappropriate language & behavior such as bullying. Parents will be made aware of the problem and if it becomes a regular issue, an oral review will be scheduled. If dress code is not

followed for Junior, Teen, & Senior level classes, students will get a warning first. The second occurrence will result in being asked to leave class. It is important to follow the dress code to ensure students are receiving quality instruction. It is important for instructors to be able to see the lines of dancers for safety as well.

3-Strike Policy

- **Strike 1** is a warning; student is still able to participate in class
- **Strike 2** is an in class “time-out,” student will be asked to sit to the side of the classroom to observe class without talking. The instructor will determine the length of time for the “time-out.”
- **Strike 3** is when the student will be asked to leave the classroom and sit with the Front Desk Receptionist or with a Director in the Directors’ office until the class is finished. In this case, the teacher will talk to both student and parent about the behavior issues.

ATMOSPHERE & CULTURE

Atmosphere & Culture

We aim to create a **POSITIVE** atmosphere and culture for all who walk through our doors. We ask that all members of the organization help to create the most positive atmosphere and experience possible during your time at Red River Dance!

Respect

The teacher exhibits respect for the students, the students respect the teacher, and the students respect each other. Having rules and enforcing them consistently is a major contributing factor in fostering respect within the studio. We believe explaining the reason behind the rules is important.

Interest

Our instructors aim to show interest in the students’ improvement and the students come eager to learn and grow. We try to show genuine interest in several ways such as asking questions, commenting on personal details, and letting students know that they are thought of even when you’re not in class together. This type of interaction can encourage a deeper connection between the teacher and student.

Positive Reinforcement

Instructors recognize when students are doing well and give feedback accordingly. We strive to get specific when giving positive feedback in class.

Constructive Criticism

Our goal with giving constructive criticism is to encourage students to receive feedback and become eager to continue to grow and improve. We emphasize the positive aspect of why giving and receiving constructive criticism is important and teach when it is appropriate as well as how to best give it.

Energy

A positive atmosphere is full of energy and enthusiasm. We strive to infuse our studio atmosphere with energy by paying attention to the use of our voices, setting a pace and mood with music, and by giving analogies inside and outside of the classroom.

Housekeeping

To ensure we are creating a positive atmosphere and culture we require everyone to clean up after themselves, whether it is in the studios or in the lobby. Individuals who leave messes, including food, scattered personal belongings, props and other various items in any area, will be required to leave class or rehearsal to take care of their mess. If the person responsible is not found, at the end of class all dancers will be required to stay long enough to ensure cleanup.

- No food, drink, or chewing gum is allowed in the studio during class or during breaks
- Students may bring a bottle of water with a lid into class.
- No street shoes are allowed in any studio. The outside dirt can damage our flooring and create sticking or slipping hazards to our students. Please bring your dance shoes and change when you arrive.
- Use of foul or obscene language/gestures and gossip will not be permitted, regardless of age. Please remember that Red River Dance & Performing Company facilitates students of all ages. Out of respect for ourselves and others, please act with prudence.
- Students are expected to keep the restrooms, changing room, lobby areas and studios clean. Dancers and visitors are expected to clean up after themselves.

Personal Belongings

Red River Dance is not responsible for keeping track of personal belongings and we are **NOT RESPONSIBLE** for lost items. **PLEASE DO NOT BRING VALUABLE ITEMS TO THE STUDIO.**

- **Changing Room:** We ask that dancers leave their bags and shoes in the changing room to reduce clutter in the studios. ***All clothing and shoes brought to the studio should be marked with the name of the student.*
- **Phone Cubbies:** In each studio we have cubbies where dancers can put their phones. Phones **MUST** be turned on silent or airplane mode during class time and dancers need to remember to take their phones with them after class.
- **Lost and Found:** RRD has a bin for lost and found items located in the changing room.
 - Please note that all lost and found items are donated **MONTHLY.**
- **Purses:** **Older students who carry a purse are allowed to bring their purse into the studio during their class time.**

24 HOUR COOLING OFF PERIOD

If a major concern or disagreement arises between you, your dancer and/or an instructor, you should not approach or discuss the situation at that time. This includes phone calls, text messages and emails. You must wait for 24 hours before communicating with the instructor about the situation. At that time, questions, answers and solutions will be discussed. Parents and instructors are role models for our dancers; let's work together to set good examples for them!

ASSISTING & VOLUNTEERING

Assisting Opportunities

We are happy to offer assisting opportunities for dancers ages 12+. We often need assistance in Creative Movement, Tiny, Petite and Mini classes. Occasionally, we will require help with Junior level classes as well. Dancers interested are encouraged to apply online. Assisting is a great way to see what it's like to be a teacher, not to mention a great resume builder!

Volunteer Opportunities

Throughout the year Red River Dance provides **MANY** opportunities for members of our organization, local businesses and other members of our community to volunteer. More information about our volunteer options are located under the Outreach tab on our website.

Special Events & Planning Volunteer

- Assist with Friday night movie night open gyms throughout the school year.
- Participate in RRD fundraisers. Duties may include assisting with registration, set up, seating, and more.
- Winter & Spring Recitals
- Help with Giving Hearts Day planning (*October 1- February 15*)
- MOMENTUM Dance Convention

Multimedia Production Volunteer

- Assist with videography in the studios for social media, website, and other marketing tools.
- Experience with photo editing is a plus!

Studio Projects & Maintenance Volunteer

- Seasonal projects: Gardening, decorating
- Cleaning the studios

FUNDRAISING

Scrip

We have a year-long fundraiser for Red River Dance that involves purchasing gift cards. Simply buy your daily grocery and shopping item gift cards through the Shop with Scrip program, a national non-profit fundraiser and a percentage of the face value of the card is donated to Red River Dance.

1. Go to www.ShopWithScrip.com
2. Click on Sign-up and enter Enrollment Code for Red River Dance

RRD Enrollment Code: 2C4DCL94468L2

3. Explore the website, order physical gift cards, ScripNow certificates, etc. & SUBMIT order
4. PRINT invoice, bring invoice and a check made out to "Red River Dance" with "Scrip" in the Memo line
5. **Drop check & order form into Parent Drop Box attached to the side of the RRD front desk!**

Amazon Smile

Amazon will donate 0.5% of the price of your eligible AmazonSmile purchase to Red River Dance whenever you shop on AmazonSmile.

Giving Hearts Day

***Other various fundraising opportunities to help support this great non-profit will be available throughout the year!**

SCHOLARSHIPS

Red River Dance offers financial assistance for all families through the generous contributions from area businesses, foundations and individuals. If you are experiencing financial hardships or know of families who could benefit from our scholarship program, please do not hesitate to reach out.

Application Due Dates are released on our website prior to every start of the session (fall, spring, summer).

BIRTHDAY PARTIES & RENTAL

Birthday Parties

Our Birthday Party Package Includes:

- dance lesson, game and activity with a Red River Dance instructor
- have treats, play, open presents, etc.
- *all supplies provided by the booking party*

Cost:

- \$100 for 60 minutes
- \$150 for 90 minutes

Rental

The studios at Red River Dance can be rented for use at events or private parties.

Studio Rental Rates

<u>Studio</u>	<u>Square Feet</u>	<u>Rate/Hour</u>
1 A & 1 B	2,407	\$125
1 A OR 1B (divided)	1,236	\$60
2	900	\$50
3	900	\$50
4	600	\$45

PARENT CODE OF CONDUCT

I recognize the importance of performing arts in the lives of young people; I pledge that I will participate in my child's dance activities in accordance with the following:

- ◆ I respect class placement and understand that it is based on the discretion of the instructors and Directors.
- ◆ I will not push my dancer beyond their capabilities or interest in dance.
- ◆ I will promote teamwork and sportsmanship for all students, instructors, board members, and spectators in a positive manner.
- ◆ I will help support the Mission & Vision of Red River Dance
- ◆ I will encourage my dancer to motivate and encourage other dancers at Red River Dance and other dance studios in a positive way.
- ◆ I will not question the judgement of any faculty member or choreographer in public. I will take the time to speak with instructors and directors at an agreed upon time and place.
- ◆ I will support my child's class, teachers and choreographers and resolve to allow the teachers to manage their dancers and choreography as they feel best benefits the entire class.
- ◆ I understand that I am a role model for my child, as well as the other dancers, and I will exhibit exemplary behavior at the studio and at performances.
- ◆ I understand that my personal conduct at the studio, performances and other studio events must be above reproach and represent the highest standards of morality, teamwork and sportsmanship
- ◆ I will refrain from gossip, profane language and negativity.
- ◆ I will control my emotions and will be considerate of all dancers and parents' collective emotions, remembering children participate to have fun.
- ◆ I will not make disparaging remarks of any type with regard to teachers, dancers, choreographers, choreography placement, costumes, other parents, other schools or publicly criticize them in the studio or during any event.
- ◆ I will direct all inquiries to the Red River Dance & Performing Company Executive Director.
- ◆ I will encourage my child in a positive manner at all times
- ◆ I will not make a judgement on my child's performance and always be there to support them.
- ◆ I will never make a negative comment concerning other parents or their children, whether they are from Red River Dance & Performing Company or another studio.
- ◆ I will always applaud for all dancers, remembering the art of dance allows all to shine.
- ◆ I will refrain from coaching my child or other dancers during practice, performances, or competitions.
- ◆ I will demand a healthy environment for my child that is free from drugs, tobacco and alcohol.
- ◆ I will use social media such as Facebook, Instagram, Twitter, etc. in a respectful manner and expect the same from my child.
- ◆ I understand that if I breach the code of conduct that there will be consequences.

STUDENT CODE OF CONDUCT

I pledge that I will participate in dance at Red River Dance & Performing Company in accordance with the following:

- ◆ We will work as a team, building positive images of company and ourselves whether in rehearsal, performance, or competition.
- ◆ We will be a high-energy school. Dancers are expected to demonstrate a high level of enthusiasm and commitment dedicating essential attributes in order to fully develop our artistic talents, physical skills and mental capabilities.
- ◆ I will not question the judgement of any faculty member or choreographer.
- ◆ I will exhibit exemplary behavior at the studio and at performances.
- ◆ I will at all times control my emotions and will be considerate of others.
- ◆ I will not make negative remarks of any type with regard to teachers, choreographers, choreography placement, costumes, other parents, other schools, or publicly criticize them in the studio or course of any event.
- ◆ I will not engage in bullying.
- ◆ I will direct all inquiries to the Red River Dance & Performing Company Executive Director.
- ◆ I will not make a judgement on other dancer's performances and choose to support the other dancers.
- ◆ I will never make a negative comment concerning other parents or their children, whether they are from Red River Dance & Performing Company or another school.
- ◆ I will always applaud for all dancers.
- ◆ I will use social media such as Facebook, Instagram, Twitter, etc. in a respectful manner.
- ◆ I will refrain from using drugs, tobacco, and alcohol.
- ◆ I understand that if I breach the code of conduct that there will be consequences.

CONSEQUENCES FOR BREAKING THE CODE OF CONDUCT

We have created the code of conduct in order to guarantee that everyone is getting the best experience out of Red River Dance & Performing Company. Regardless of age, ability, race, sex, national or ethnic origin, it is our hope that we can provide a safe and fun learning environment that helps everyone reach their full potential. We believe that it is important to follow rules to ensure the safety of our staff and families served.

If a Parent/Guardian or dancer have been found to have breached the code of conduct they will be contacted by the Executive Director upon notification. At that time, consequences will be discussed and determined by the Executive Director. Depending on the severity, the dancer/family may be dismissed from the studio and could possibly be ineligible to return.

PARTICIPANT WAIVER

RED RIVER DANCE & PERFORMING COMPANY

ACCEPTANCE OF RISK WAIVER AND RELEASE OF LIABILITY, REFUND, CANCELLATION POLICY, AND APPEARANCE AGREEMENT. **This form must be filled out by each participant (Parent or legal guardian if under 18). This includes all levels: Beginner, Intermediate, and Advanced.**

I, the undersigned, represent, acknowledge and accept that participation in the activities for which the Participant is registered includes strenuous physical activity and involves foreseeable risks or injury. Participant, on his or her behalf, and the parent/guardians, on behalf of Minor Participant as well as on their own behalf, agree to incur and assume such risks as a condition to participation in the activities for which Participant is registered. I hereby waive all claims (past, present or future), release and discharge, promise not to sue, and agree to protect Red River Dance & Performing Company (as well as employees of Red River Dance & Performing Arts Company.) from any and all liability, loss, cost, expense, claims, demands, actions, judgments and executions which the undersigned ever had, now has, or anything they may have in the future, for personal injuries, known or unknown, and damage to property (real or personal) in any way cause by, related to the activity for which Participant is registered or permitted to engage. In addition, if any anyone (whether a Participant, Minor Participant’s parent/guardian, or anyone else on behalf of a Participant or parent/guardian) makes a claim against any of the releases despite their release, then the undersigned agree to insure and hold harmless, each of the releases from any litigation expenses, attorney fees, loss, liability, damages or cost any release may incur as the result of any such claim.

I, the undersigned, represent, acknowledge and accept that there are no refunds on any fees, for any reason, other than the event being canceled by Red River Dance & Performing Company.

_____ have read and understand the participant waiver and its contents. I am aware that this waiver releases Red River Dance & Performing Company from liability and contains an acknowledgement of my voluntary and knowing assumption of risk of injury or illness. I further acknowledge that nothing in this document constitutes a guarantee that the event will occur.

I, the undersigned understand the School Policies, both the student and parent Code of Conducts, and agree to conduct myself according to the principles and regulations of the Red River Dance & Performing Arts School. I realize that I may be removed from any dance event for failure to comply.

PHOTOGRAPHY RELEASE

Initial ONE:

_____ **I hereby GRANT** the use of my dancers picture to be used by Red River Dance for any and all forms of marketing, social media, advertising, and print.

_____ **I DO NOT GRANT** the use of my dancers picture to be used by Red River Dance for any and all forms of marketing, social media, advertising, and print. I understand that if a photo is taken, my child may be asked to stand to the side, or step out of the classroom for these photos of the larger group to be taken.

Dancer’s Name (Printed): _____ Date: _____

Dancer’s Name (Printed): _____ Date: _____

Dancer’s Name (Printed): _____ Date: _____

Dancer’s Name (Printed): _____ Date: _____

Parent/Guardian Name (Printed): _____ Date: _____

Parent/Guardian Name (Signed): _____ Date: _____