



2017-2018  
Student/Parent  
Handbook

This Handbook Belongs To:

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# Welcome to So Cal Dance!

So Cal Dance was created to provide a positive and safe environment for dancers to explore the world of dance and challenge their abilities. We strive to create well rounded dancers that are equally technical and artistic when they dance. We believe that hard work, dedication and passion are the keys to success, not only in dance but in life. This handbook is a resource to help you and your dancer(s) succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask.

Thank you for choosing So Cal Dance!

Lynne Ingstad  
Owner and Studio Director

So Cal Dance  
12222 Poway Road Suite 10  
Poway, CA 92064

Office Hours: Monday – Thursday 4–8pm  
Friday 4–7pm  
Saturday 9–12pm

858-202-1456  
[info@socal-dance.com](mailto:info@socal-dance.com)

[www.socal-dance.com](http://www.socal-dance.com)

Connect with us on social media!

Facebook – [www.facebook.com/socaldancepoway/](http://www.facebook.com/socaldancepoway/)  
Instagram – @socaldance

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# About Us

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**Mission Statement:** A studio where hard work, dedication and passion are the building blocks for success and where dancers learn not only to be successful in dance but in life.

**Well-Rounded Training:** So Cal Dance was created to provide a positive and safe environment for dancers to explore the world of dance and challenge their abilities. We strive to create well-rounded dancers that are equally technical and artistic when they dance. We believe that hard work, dedication and passion are the keys to success, not only in dance but in life.

**Individual Attention:** At So Cal Dance we value every individual and look at the individual needs of every student. We work to bring out the best in everyone! One of the ways we're able to do so is by keeping our class sizes appropriate so every student gets hands-on attention.

**There's A Class For Everyone:** Every level and style of dance has a maximum class size to ensure an optimal experience for everyone involved. At our studio, you'll find classes for kiddos as young as 18 months as well as recreational and competitive programs for young dancers.

# Class Descriptions

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**Tots N Tutus** – A creative movement class for children ages 18 months–three years of age. The focus of this class is to have fun and create an enjoyable and playful environment for the kids. Dancers learn how to follow instructions and interact with other children, while at the same time developing coordination, balance, and improvisational skills. We begin to incorporate basic tap skills and introduce ballet terminology. The class is not a Mommy and Me class but some days our dancers need mommy and that is just fine.

**Combo Classes** – Introductory classes for young dancers to start exploring the world of dance. In Combo Classes dancers need both Tap shoes and Ballet shoes. Classes are designed to teach children the fundamental techniques in an enjoyable and playful environment. We continue to incorporate ballet terminology in the jazz part of class and introduce tap terminology to prepare dancers for a beginning level one class.

**Ballet** – The foundation for all other forms of dance. So Cal Dance teaches from the Vaganova and Cecchetti method. The Vaganova method focuses on proper placement and complete range of motion which is an INJURY-FREE training while emphasizing the simultaneous development of both technical proficiency and individual artistry. The Cecchetti method is a rigorous system drawn up with careful regard for the laws of anatomy, and it is designed to endow the human body with all those qualities essential to the dancer...balance, poise, strength, elevation, elasticity, "ballon" and so forth.

**Pointe/Pre-Pointe** – Students interested in pointe work will be formally evaluated in their ballet class to determine if they are physically ready to meet the demands of pointe. Students in pointe classes must have correct body position and alignment, sufficient turnout, strength and balance, and mastery of basic ballet techniques. Training begins in pre-pointe classes emphasizing strength and flexibility of the feet and progresses from the barre to the center to classical pointe variations and contemporary pointe choreography.

**Jazz** – The jazz program focuses on a foundation of contemporary technique with a strong ballet base. Flexibility, athleticism, and control are important skills at the center of every class.

**Tap** – A focus on musicality and rhythm techniques are the core of our tap program. Each level works to improve and build balance and control of the body. Both the Hooper and Broadway style of tap is taught at So Cal Dance. The main curriculum is designed to teach dancers progressive foot work to create increasingly complex combinations of sounds and rhythms.

**Acro** – A style of dance that combines classical dance technique with precision acrobatic elements. Dancers will learn progressive skills on mats to improve flexibility and build strength. In the different levels of Acro dance, dancers must demonstrate their ability to complete skills and "tricks" before advancing to the next level.

**Lyrical** – This style of dance has its primary basis in ballet, combining the many technical elements of classical ballet with the freedom, fluidity, expressiveness, and airier aspects of jazz, contemporary and modern dance.

**Contemporary** – A very interpretative style of dance that focuses on unconventional movements. It was considered unconventional because it shifted away from classical ballet and lyrical dance forms. Unlike classical ballet, contemporary dance does not have fixed movements; instead it is a search for new forms and dynamics. It focuses on oppositional movement, alignment, raw emotion, and systematic breathing.

**Musical Theatre** – Focuses on the execution of dance as a method of storytelling. Our program focuses on different styles of musical theatre dance by exploring movement within the musical theatre lexicon. Students will have the opportunity to learn Broadway choreography and explore various aspects of the dance language of musical theatre.

**Hip-hop** – A street dance style primarily performed to hip-hop music which has evolved as part of hip-hop culture. It includes a wide range of styles, primarily; breaking, locking, and popping which were created in the 1970s and made popular by dance crews in the United States.

**Father/Daughter** – One of the most beloved dance classes ever!!! Father/Daughter dance provides dads the opportunity to dance with their daughters (and sons!) during the dance year. Our 2017/2018 Father/Daughter dance (for competition students and their fathers ages 6 and up) will be a highlight at our annual recital and will give our families a chance to showcase their moves at 2-3 regional competitions throughout the season.

# Tuition and Fees

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**Fall Tuition:** Tuition is paid on a monthly rate or single class rate basis and is payable via cash, credit card, debit card, check or online through the customer portal. Monthly Tuition rates are based on a 4 week month; we do not prorate months for missed days, holidays, or studio/schools vacations and do not increase tuition if there are more than 4 weeks in the month. Dancers are encouraged to attend makeup classes for classes missed. Tuition is due on or before the 1st of each month. If accounts are not paid after the 7th of the month, there will be a \$25.00 late fee added.

Monthly	Rates
Tiny Tot Combo Class	\$65
1 class per week	\$70
2 classes per week	\$135
3 classes per week	\$185
4 classes per week	\$220
5 classes per week	\$245
6 classes per week	\$265
7 classes per week	\$285
Unlimited classes per week	\$295
Single Class Drop-In Rate	\$25 per 45 minute class \$35 per 1 1/2 hour class

\*Make Up Classes - If you miss a class, you have 30 days to take a make-up class. **All make-up classes must be approved if you plan to take one at a higher level.** If you plan to attend a same or lower level class, you do not need approval before attending the class as a make-up.

**Fall/Spring Fees:**

<b>Fee</b>	<b>Amount</b>	<b>Due Date</b>
*Annual Registration Fee	\$35 per dancer/\$20 each additional sibling	September 1st, 2017
**Recital Fee	\$75 per dancer, one time fee (includes annual recital t-shirt)	November 1st, 2017
Recital Costume Fee	\$75 per dance	November 1st, 2017
**Recital Fee	\$75 per dancer, one time fee (includes annual recital t-shirt)	March 15th, 2018
Recital Costume Fee	\$75 per dance	March 15th, 2018

\*Annual registration fee is NON-REFUNDABLE. For new enrollment students after September 1st, your registration fee will be added to your first month's tuition.

\*\*Students are assumed to be performing in the annual recital unless they have opted out in **writing**. Please see the front desk for the recital opt out form. Our annual recital takes place in June each year. Recital packets are sent out every March and contain all the information you need about our recital.

# Important Dates

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Date	
September 1-4th, 2017	Studio Closed for Labor Day
September 5th, 2017	Fall Classes Begin
October 31st, 2017	Studio Closed for Halloween
November 1st, 2017	Winter Recital Fees DUE!
November 20th - 24th, 2017	Studio Closed for Thanksgiving Break
December 22nd, 2017-January 5th, 2018	Studio Closed for Winter Break
TDB - January	Winter Recital
January 15th, 2018	Studio Closed for Martin Luther King Day
February 19th-23rd, 2018	Studio Closed for Presidents Week
March 15th, 2018	Spring Recital Fees DUE!
March 26th - April 1st 2018	Studio Closed for Spring Break
May 25th - 28th, 2018	Studio Closed for Memorial Day
TBD - June	Picture Day
June 27th, 2018	Spring Recital

# Competition and Summer Classes

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**Competition Team:** So Cal dance offers a competition program for both beginning and experienced dancers. Students who exhibit the skill level, performance quality, attitude and dedication are selected for specialized professional training beyond the basic curriculum. It requires time, talent, dedication and regard for each other as team members. Our competition team attends three to four local regional competitions and one national competition. We strive to keep costs low for our families and focus on local competitions to avoid having to pay for high cost hotel stays. Our competition team is about more than just dancing; at So Cal Dance our families all work together to make this a positive and fun experience for everyone!

**Summer Classes:** Summer classes are available for all ages! These classes are similar to regular season classes and include dance styles such as tap, ballet, jazz, hip hop, lyrical, musical theater, and acro. Summer technique classes are on a pay-per-class basis or purchase one of our many packages. Summer tuition is based on the number of classes attended in the session. There are NO refunds or make up classes accepted during the summer session. There is no registration fee or recital fee for summer classes. These classes are a great way to continue dance through the summer and increase technical skills. We also offer a variety of master classes, workshops and intensives during the summer months. Please visit our website for details!

# Studio Policies

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## Tuition & Registration Fees:

1. **Registration Fee:** A \$35 non-refundable registration fee per student (family discount - \$20 each additional sibling ) is due at time of registration.
2. **Tuition Late Fee:** Tuition is due on the 1st of each month, no later than the 7th. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including accounts that are automatically drafted. Late fee notices will be sent via email.
3. **Sibling Discounts:** The student with the most dance instruction time will pay normal tuition. All siblings receive a 10% discount.
4. **Methods of Payment:** So Cal Dance accepts personal checks, credit cards, debit cards, and cash as methods of payment. Credit and debit card payments can be made via the online portal through our website. If paying in cash, please give it to an office staff member and receive a receipt. If paying by check, please make payable to "So Cal Dance" and include the student's name in the memo section of your check. Only checks may be deposited into the tuition box located in the lobby.
5. **Advanced Payment:** You may pay in advance for tuition and fees; however, there is only a discount for tuition paid in full (September - June). A 5% discount is applied for those accounts that pay in full.
6. **Online Registration:** When registering online, you are agreeing to have the total amount due for registration charged to the card or bank account you entered. You are also automatically enrolled in our e-payment method of payment for the remainder of the year. If you would like to be removed from e-payments, please stop by the office to fill out a form.

**Class Schedule:** For the most updated version of our class schedule, please visit [www.socal-dance.com](http://www.socal-dance.com) and click on the “Calendar” tab on the Home page.



Quality education with a focus on fun.



PHONE: 858-202-1456  
12227 Poway Road Poway, CA 92064

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### Schedule Changes:

1. **Class Changes:** A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will not be allowed after March 1st, 2017. Private lessons may be required for late registrants; this will be at the teacher’s discretion.
2. **Withdraws:** A student wishing to drop all of their classes is considered to be withdrawing from the studio. Parents are required to give a 30-day written notice and are responsible for paying all tuition in full. A student not showing up for classes does not constitute a withdrawal. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$15 shipping fee per costume.
3. **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is at the studio’s discretion to fill available spots. To be put on a waitlist, please see the front office.

**Student Class Placement:** All students are evaluated by the So Cal Dance staff and given a level placement card with their corresponding levels. Students are required to take classes at their placement levels only – students wishing to take a class above their placement level need permission from the teacher before taking the class.

**1. Level Placements:**

**Level 1** – 1 to 2 years of dance experience

**Level 2** – 2 to 4 years dance experience

**Level 3** – 4 or more years of dance experience

**Level 4** – 5 or more years of dance experience

**Level 5** – Teacher placement only

**Student/Parent/Teacher Relations:**

- 1. Contacting Instructors:** If you need to speak to an instructor please contact the front office to schedule a time. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
- 2. Social Media:** We are on Facebook and Instagram! Become a fan and keep up with the latest So Cal Dance news!
- 3. Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, contacting the front office is best.
- 4. Disruptive Behavior:** Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day.
- 5. Opening Class Doors:** Please respect our instructors. All classes are closed session. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter, and students will exit to the lobby.

- 6. Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your customer portal. If you want to opt-out of studio emails, please contact the office or opt out through your portal. Please note that opting out will mean you miss out on important studio reminders and announcements.

**Customer Portal:** You have access to your studio account via the customer portal. From your portal you are able to send messages to the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Online Registration page of the website for more information.

### **Absenteeism & Inclement Weather :**

- 1. Illness Policy:** Please be respectful to your fellow students and their families and keep sick children at home. We do not want to spread illness to others! Parents are advised to keep their students at home for the following conditions:
  1. Pain – any complaints of unexplained or undiagnosed pain.
  2. Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough, difficulty in breathing, wheezing or a persistent cough.
  3. Fever (100°F/38.3°C or more) or nausea and vomiting.
  4. Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
  5. Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
  6. Children with known or suspected communicable diseases or lice.
- 2. Missing Classes:** If a student will be missing one or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.

3. **Excessive Absences:** Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
4. **Inclement Weather:** In the case of inclement weather, there will be information on the telephone's outgoing message as well as a Facebook and email updates.

**Make-Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure. Missed classes can be made up any time within 30 days in a level appropriate class, even if it's a different style than what the student is taking.

#### **Dress Code:**

1. **Tots N Tutus & Combination Classes:** Any dance attire of choice, tap and ballet shoes required.

Proper  
Ballet  
Attire



2. **Ballet:** Girls – pink tights, black leotard and pink ballet shoes required. Hair must be in a bun. Boys – white t-shirt, black bottoms and black ballet shoes.
3. **All other styles:** Any dance attire of your choice. Proper footwear is required for each style. Hip Hop **MUST** have proper shoes and clothing – NO jazz shoes or bare feet allowed! Athletic shoes are required for Core Strength classes. Hair must be in a bun for jazz, lyrical and turns.

## **Waiting Room & Lobby Rules:**

1. **Hallways Must be Clear:** Per the Fire Marshal code, there is no sitting or standing in the hallways. Please remain in the lobby area while waiting for class to begin or let out. All strollers are to be parked in the stroller parking area by the front door.
2. **No Horseplay:** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
3. **No Acrobatics:** Students should not be performing any gymnastics in the halls or waiting areas.
4. **Food and Drink:** All food and drink must be kept neatly in the eating area of the lobby. **ONLY WATER IS ALLOWED IN DANCE ROOMS!**
5. **Student Pick Up:** Students must remain inside until their ride arrives. All students must be picked up by the end of the last class. If students are not picked up, parents are subject to a \$10 charge.
6. **Parking Lot:** No student of any age should hang out in the parking lot without a parent present.
7. **Leaving the Studio:** No student is to leave the studio without a parent's permission, which is the signed waiver release form. This includes during any breaks the student may have between classes. Students who leave the facility unsupervised are solely responsible for themselves.

**Student Lounge Rules:** New this season is the addition of the Student Lounge. Please take note of the following rules!

1. No dance bags on the homework table
2. No food or drinks on the homework table
3. No sitting or standing on the homework table
4. Do NOT remove the stools from the Student Lounge
5. No leaving your homework or backpacks on the homework table when in class
6. All bags must be in a cubby and off the floor
7. No climbing or sitting in cubbies

8. Keep all your belongings clean and organized so there is space for all students (one cubby per student).
9. Be respectful of students doing homework
10. No playing or fooling around in the Student Lounge

**Lockers:** Locker rentals are available from Sept– June for a fee of \$10/month and DUE IN FULL prior to taking a locker. Locker fees are non-refundable. Please see the front desk for information about locker rental.

**Personal Belongings:**

1. **Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the students **first and last name**. Please write your dancers name on the bottom of their shoes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the “pick-up drawer” located in the studio office.
2. **Lost & Found:** The lost and found is located in the Student Lounge at the studio. Please check the office for lost jewelry or hair items. Items will be donated at winter, spring, and summer breaks and when the bin becomes overfull. Please check these bins regularly. So Cal Dance is not responsible for lost or stolen items.

# Registration Form

**\*\* Please note that our Registration Form is available on our website on the Home page as an online form. We make every effort to be a 'green' studio and encourage you to register via the website.**



*Southern California Dance Company Inc*  
12227 Poway Road Poway CA 92064  
www.socal-dance.com

## Registration Form

<b>Student's Name:</b> _____	<b>Mother's Name:</b> _____
<b>Date of Birth:</b> _____	<b>Mother's Cell Phone:</b> _____
<b>Address:</b> _____	<b>Father's Name:</b> _____
<b>City:</b> _____ <b>Zip:</b> _____	<b>Father's Cell Phone:</b> _____
<b>Email Address:</b> _____	
<b>Home Phone:</b> _____	
<b>Emergency Contact Info:*</b> _____	
Pre-existing Conditions/Injuries: _____	
Disabilities: _____	Allergies: _____ Medications: _____

**Release of Liability**  
I understand that a certain risk of injury exists in learning physically demanding disciplines. As the legal parent or guardian, I hereby release any and all liability from Southern California Dance Company Inc for any loss, damage, or injury, including death, that may be sustained while in or upon the premises or any premises under the control and supervision of Southern California Dance Company Inc.  
\_\_\_\_\_ I've read the above and agree.

**Medical Release**  
I give permission to Southern California Dance Company Inc to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.  
\_\_\_\_\_ I've read the above and agree.

**Registration Fee**  
I understand that a non-refundable sign up fee of \$35 will be charged at the beginning of every fall season.  
\_\_\_\_\_ I've read the above and agree.

**Photo Release**  
I give permission to Southern California Dance Company Inc to use my child(ren)'s picture for advertising and promoting the studio. Pictures will be published and posted on but not limited to flyers, posters and social media sites. I also agree that no compensation will be given for the use of photos.  
\_\_\_\_\_ I've read the above and agree.

**Monthly Tuition Policy**  
Tuition is due on or before the first of each month. If accounts are paid after the seventh of the month, there will be a \$25.00 late fee. Tuition is based on a 4 week month; we do not prorate months for missed days, holidays or school vacations. Please review our studio policies.  
\_\_\_\_\_ I've read the above and agree.

**Payment Policies for Credit Card Payments**  
I agree to have my card charged for monthly tuition on the 28th of every month for the next months tuition. I understand that I must give written notice by the 20th of the month to end automatic monthly payments for the following months tuition.

Card Holders Name \_\_\_\_\_ Card Number \_\_\_\_\_  
\_\_\_\_\_ exp \_\_\_\_\_

Billing Address is different from above \_\_\_\_\_

**Payment Policies for Cash Payments**  
I agree to pay tuition on the 1st of every month. I understand that there will be a \$25.00 late fee if I have not paid tuition by the 7th of the month. I also agree to pay an additional \$35 fee if my check is returned along with the \$25 late fee.  
\_\_\_\_\_ I've read the above and agree.