

AURORA DANCE ARTS

STUDENT & PARENT HANDBOOK
2023-24 SEASON



**Information, Policies, Procedures & Calendar for
Aurora Dance Arts'
2023-24 Continuous Dance Season**

Welcome to Aurora Dance Arts!

Herein contains very important information regarding our Continuous Children's Dance Program & all policies/procedures of this program. Please read all the information very carefully & inquire with the Dance Office or your instructor if you have any further questions.

The Aurora Dance Arts office is located on the second floor of the Central Library.

Address: 14949 E. Alameda Parkway Aurora, 80012

Phone: 303.326.8308

E-mail: dance@auroragov.org

Website: AuroraGov.org/Dance

Office Hours: Mon.-Thu., 9 a.m.-3 p.m., Fri., 9 a.m.-12 p.m.



What is the Continuous Dance Program?

The Continuous Children's Dance Program of Aurora Dance Arts (ADA) offers professional dance instruction in ballet, pointe, tap, jazz, contemporary, lyrical, hip hop, dance conditioning, choreography, tumble, acrobatics, floorwork & poms for youth.

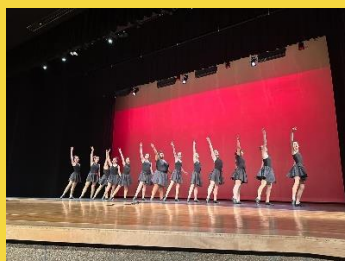
Classes are currently held at city of Aurora facilities: Meadowood, Expo & Central Rec Centers.

This program is for students, ages 3-20, and is a comprehensive, progressive, 9-month program, giving children the opportunity to take a plethora of classes in many different dance genres. The Continuous Dance year culminates with large-scale, student recital performances in early June.

Highly qualified, dedicated instructors implement an established dance curriculum & syllabi for beginning through advanced level classes designed to grow with dancers through childhood & adolescence.

REGISTRATION & CLASS PLACEMENT:

- Registration for the Continuous Dance Program is done via phone call to the Dance Office ONLY.
- Children are placed in classes based on age, ability and/or technique level.
- Classes are arranged sequentially so that students progress through the program safely, without gaps in their training & are well prepared for the next technique level.
- Instructors may recommend a transfer to another class (up or down a level) based on ability & the best interest of the student.
- Careful assessment of each student is done in the final months of the Continuous Dance Program each year.
- Teachers recommend level placement for the following season based on each student's knowledge & ability to execute the movement & technique goals of their current level's syllabus along with their performance quality/artistry & ability for choreographic memorization.
- All dancers progress through their training at a pace that is unique to their learning & their body.
- Aurora Dance Arts offers 7 Levels in our training program for Preschool through 12th Grade. Our levels include: Tippy Toes, Pre, Beginning & Levels I through IV (including a few combined II/III & III/IV levels).
- Teacher recommendations for your child are e-mailed out in July, prior to registration opening for the Continuous Children's Dance Program
- IMPORTANT: It should be expected that most dancers will spend 2-3 years in any given level in the Continuous Program before being moved up to the next technique level.



ATTENDING CLASSES:

- Students should arrive a few minutes prior to the start of the class.
- Please wait with your child until class begins. Additional details of entry/pick-up at individual centers were e-mailed out by the Dance Office on the first day of classes.
- Meadowood & Expo are currently both “program only” facilities in the city of Aurora, which means that they are closed the public & only dance students, staff & parents/guardians/families of dance students are allowed inside these buildings. More details were also provided in the introductory e-mail from the Dance Office.
- Parents/guardians of younger students are encouraged to remain in or near the building during class, dependent on protocols/policies at each center. This helps especially with bathroom supervision for our youngest age groups.
- Unless there are extenuating circumstances, parents/guardians are not allowed in the dance studio during classes except during the first day of class, on Parent Observations and on select individual classes when the teacher might have something special to share.
- Parents/guardians should not interrupt classes for any personal reasons except in the case of emergency.
- We have a closed-door policy in Aurora Dance Arts to reduce outside distractions & to make sure that children’s complete focus is on their dance training & their instructor while they are inside the dance studio. This policy is in the best interest of the instructors & students to ensure the highest quality of dance learning environment.
- Students must be picked up promptly at the end of class. Any person picking up a child must be at least 18 years of age. Please alert your instructor if the person picking up your child is an alternate person to who is dropping them off (another parent, grandparent, etc.)
- Cognizance of health & safety practices & personal hygiene is very important. Dance is a very physical activity (especially as dancers get more advanced), and it also causes the body to sweat significantly. We encourage the use of deodorant for adolescents as they begin hormonal changes to keep body odor at bay.
- Hydration is important in all dance classes. Students may bring a bottle of water to class with them. Other food & beverages are not permitted, as they can cause spill & pest issues.
- A substitute for your child’s instructor may be necessary from time to time. Substitutes are almost always alternate instructors from the ADA staff & should be treated with the same respect as the regular instructor.
- In the very rare case that ADA cannot procure a substitute for your instructor needing to miss a regularly scheduled class, the Dance Office will contact you regarding a class cancellation & you will be issued a single class refund credit to your city of Aurora account.

ILLNESS:

- For the protection of your child & others, please do not bring a child to class who has experienced a fever in the last 24 hours or appears to be ill, especially with symptoms of COVID-19. Please also make sure to keep your child home if they have recently been exposed to COVID-19 & are showing signs of illness.
- If dancers are well enough to take class but have a cough, please instruct them in the proper way to cover their cough with their elbow. Masks can also be worn if a child has a persistent cough.
- Children who appear ill in a class that is in progress will be separated from the rest of the students & their parent/guardian will be notified to pick them up.
- Please inform the Dance Office if your child contracts a communicable disease (COVID-19, chicken pox, pink eye, etc.) so that we may notify others as necessary.
- Aurora Dance Arts has no current mask/face covering requirement in our classes. But instructors/students may certainly wear a mask/face covering if they have a health issue or if it makes them more comfortable.
- Mask/Face Covering policies are subject to change at sudden notice in accordance with Public Health Orders from local health authorities & city of Aurora mandates. Because we are a city of Aurora organization, Aurora Dance Arts must follow any issued policies regarding health & safety of our citizens.

ABSENCES:

- Please notify the Dance Office and/or your instructor if your child will be missing class & why.
- Missed classes may be made up within 30 days of the absence in another class of the same level. Please contact the Dance Office to arrange for a makeup class. Makeups are optional.
- Missed classes are nonrefundable if they are due to a student's personal circumstance, such as a school conflict, travel, illness, etc.
- Students should make every effort to attend all classes. Excessive absenteeism impedes their personal progress & delays the progress of the entire class.
- During the months of April & May, NO UNEXCUSED ABSENCES are allowed. If a student must miss class, they will need to receive permission from their teacher. This class time is imperative because of the rehearsal process for the Spring Dance Recital.
- If your child misses class in the final months without permission from their teacher, the student may risk not being allowed to participate in the recital or may be required to have a private lesson to catch up on choreography at the parent/guardian's expense.
- If your child has an emergency or injury please contact the Dance Office, 303.326.8308.

TARDINESS:

- Students are expected to arrive on time for their classes, dressed appropriately in their dance attire.
- Excessive tardiness is disruptive to the structure of the dance class, is disrespectful to the instructor/fellow students & does not allow for students to be properly warmed-up.
- We do understand that occasional tardiness happens due to extenuating life circumstances & will be handled on a case-by-case basis.
- If perpetual tardiness becomes an issue, parents/guardians will be notified that this is unacceptable & expected to take steps to remedy the problem.
- Dancers will not be allowed into class if they are more than 10 minutes late. This will be strictly enforced, especially in "program only" facilities such as Meadowood & Expo. Teachers cannot be expected to continually interrupt their teaching & flow of class to let in tardy dancers. We thank you for doing your utmost to get your children to class on time & ready in their dance clothes.

INJURIES:

- Great care is taken by Aurora Dance Arts staff members to ensure the safety of your child while participating in a dance class.
- Should an injury occur, the following steps will be taken:
 - **Minor:** Cuts/scrapes will be cleaned with soap/water & covered with a Band-Aid. A cold compress will be applied to minor injuries of the foot, ankle, knee, or wrists as need be & the student will be seated/monitored for the remainder of class. Parent/guardian will be notified of minor injuries.
 - **Major:** Parent/guardian will be contacted immediately for instructions. In a life or limb threatening situation, staff will call 911.
 - Please also note that students will not be allowed to "sit out" of class for an injury without a written note from a doctor that details the needs/limitations of the issue.



INCLEMENT WEATHER:

- Classes are canceled when Aurora Public Schools OR Cherry Creek School District OR the city of Aurora are closed due to inclement weather.
- If Aurora Public Schools or Cherry Creek School District cancel their afternoon activities due to inclement weather that moves in midday, ADA will also generally cancel evening classes for everyone's safety. If APS or CCSD are on delayed start, ADA classes will still begin at their regularly scheduled times.
- Classes cancelled due to weather are considered an act of nature & will not be rescheduled or refunded.
- Students/parents will be notified via both phone call & e-mail in the case of same-day dance class cancelations. This happens most often if a snowstorm moves in midday & it is necessary to cancel classes in the evening.
- Students/parents will be notified via e-mail only in the case of next-day or future cancelations.
- If possible, we always also try to post cancelations on the main page of the Aurora Dance Arts website (AuroraGov.org/Dance) and our general COA Arts Education Facebook page, (facebook.com/CityofAuroraArtsEducation).
- It is highly recommended to always tune into local media for weather closure information, especially if the Dance Office must also be closed due to inclement weather.

CONDUCT & DISCIPLINE:

- Aurora Dance Arts cultivates a warm, supportive & positive dance learning environment for all students.
- Students are expected to participate fully in every class, to follow the directions of the instructor & to always be respectful of themselves & others.
- Dancers are also expected to keep their hands/bodies to themselves & be respectful of others' personal space. This means giving everyone a space bubble & only touching others when a teacher asks them to, such as holding hands to create a line or a circle.
- Hitting, kicking, pulling hair, disrespectful language, not listening to instructions or actions abusing other students and/or the facility will not be tolerated.
- Students engaging in disruptive behavior will be told their behavior is unacceptable & redirected to appropriate behavior.
- If the unacceptable behavior continues, the child may be asked to sit out or to leave the class.
- Parents/guardians will be notified of inappropriate behavior & are expected to work with the teacher & their child to address any problem behavior.

YOUNG STUDENTS & RESTROOM USAGE:

- Please arrive early enough to take your child to the restroom prior to each class, especially in the 3-6-year-old age range.
- Please know that students, ages 3-6 most significantly, are highly influenced by their peer group & if one student asks to use the restroom, many students start to “think” they also need to go.
- This often creates what we call, the “potty parade.” Excessive bathroom trips can cause significant disruption that affects the flow of the class.
- We ask you to please help us counteract the disruption by proactively taking your child to the restroom before class begins.
- Of course, dancers will always be allowed to use the restroom if it’s a necessity.
- Please remind children to clearly indicate to their instructor if they need to use the restroom during class to avoid accidents.

PARENT/GUARDIAN OBSERVATION:

- We love to keep parents/guardians in the loop of what the children are learning in their dance classes.
- Two formal parent/guardian observation weeks are scheduled throughout the year, during which parents/guardians & siblings are invited to observe classes.
- Please only immediate family in attendance for these observations.
- Please be a respectful observer. Give your full attention to the class, remain quiet & silence cell phones/electronic devices.
- Observation weeks are scheduled in the fall & spring. Please see the calendar for the specific dates.
- Instructors may also, at their discretion, schedule additional observation days during the year to share milestones in student progress.



ANNUAL RECITALS/PERFORMANCE OPPORTUNITIES:

- Dance is a performing art! ADA offers a variety of performance opportunities for students such as the annual Spring Dance Recitals, the Fall Theatrical Dance Production, the *Aurora Dance Hearts* Performing Groups & the Opening/Closing numbers in Recital.
- Participation in the Spring Dance Recitals includes all classes in the Continuous Children's Dance Program except Acro classes, Dance Conditioning & Ballet II/III (Technique Only).
- Participation in the *Aurora Dance Hearts* Performing Groups & Opening/Closing production numbers is by audition only. Auditions for the 2023-24 season of the *Aurora Dance Hearts* have already been completed. But please stay tuned for next year!
- Participation in the Fall Theatrical Dance Production is also by audition only. Auditions for the fall production for the 2023 production of "The Nutcracker Ballet" have already been completed. But please stay tuned for next year!
- Additional detailed information regarding the Spring Dance Recitals & other audition opportunities will be provided throughout the year.
- Finalized Show Dates for your child's individual class will be provided in February or March of 2024.
- Please see the calendar for tentative Spring Dance Recital dates. But please note that these dates will remain tentative until our theater rental is finalized. We generally hope for theater finalization in either December or January.
- If your child will not be performing in the recital, please notify your instructor & the Dance Office as soon as possible.

DANCE ATTIRE & HAIR:

- Proper, form-fitting dance attire is required for all classes.
- It is imperative for dance students to be able to see their body lines for proper technique & alignment.
- Failure to dress appropriately may result in the student being unable to participate. Instructors will inform students of any additional details.
- Hair **MUST** be pulled back away from the face. Ponytail, pigtails, bun are all acceptable.
- Absolutely **NO** loose/dangly jewelry. No excessively baggy clothing, jeans or denim overalls.
- Please see our full AURORA DANCE ARTS DRESS CODE (separate document/e-mailed out/available on the website) for full details on the expected attire for each style of dance that our program offers.

ADA Continuous Dance Calendar **2023-2024:**

Sept. 4 - Labor Day – no classes

Sept. 5 - Continuous Dance Program begins

Oct. 15-21 - Fall Break – no classes

Oct. 31 – Halloween – no classes

Nov. 10 – Veterans’ Day (observed) – no classes

Nov. 12-18 - Autumn Parent Observation Week

Nov. 22-26 - Thanksgiving Break – no classes

Dec. 18-Jan. 1 - Winter Break – no classes

Jan. 2 - Winter Classes Resume

Jan. 15 - Martin Luther King, Jr. Day – no classes

Feb. 15 – Final Costume Balances charged to AutoPay Accounts

Feb. 19 - President’s Day – no classes

March 17-23 - Spring Break – no classes

March 31 – Easter – no classes

Apr. 14-20 - Spring Parent Observation Week

May 5 – Picture Day

May 25-27 – Memorial Day Weekend – no classes

June 3 - Last Day of Continuous Dance Classes

May 29-31 – *TENTATIVE DATES* of Dress Rehearsals

June 7 & 8 – *TENTATIVE DATES* of Beginning-Advanced & Tippy Toes, Pre & Adv Pre Level Recitals

June-August 2024 - Summer Dance Classes, Camps, Intensive

