

2020/2021
Handbook for Parents and Students



Dance | Sing | Act

Table of Contents

1 - Introduction

2 - Studio Mission - Core Values

3 - Registration

4 - Communication

5 - Important Dates

6 - Code of Conduct

7 - Safety

8 - Privacy

9 - Dress Code/Dance Styles

10 - Fee Structure for Non-Competition Classes

11 - Costumes

12 - Recital Fees

13 - Attendance

14 - Social Media

1/ Introduction

It's our absolute pleasure to welcome you into our Moore Than Dance family! Our team is thrilled to see many familiar faces return to the studio and excited to see some new faces join our community. We have created this handbook to shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. Please take time to read through this handbook. You are responsible for knowing the information. All of this information is also on our studio HUB on our website. Please see the front desk for login information. Remember, our staff is always here to help if you have questions.

QUICK REFERENCE STUDIO INFORMATION

Address: 1220 East Moore Lake Drive

Fridley, MN 55432

Phone Number: 763-432-0950

Email: angela@moorethandance.com

Website: www.moorethandance.com

Owner: Angela Mannella-Hoffman

2/ Studio Mission

***Our mission is to provide wholesome and family-friendly Performing Arts Training.
Moore Than Dance students learn how to sing, dance, act and appreciate
their God-given talents.***

It's important to us at Moore Than Dance that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both inside and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Moore Than Dance is a place where people of all ages, shapes and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression are encouraged. We have a community of teachers, students and families who are passionate about the performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

3/ Registration

Before lacing up those jazz shoes, it's important that ALL students and/or parents – whether returning or new – login to our website and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form and public liability / insurance contract.

Please make sure your email address is current. Email is the preferred method of communication for the studio. Should you need another way for us to contact you, please notify the front desk.

Our annual registration fee is \$25.00 per student account/ \$35.00 per family account and must be paid in full prior to the commencement of classes. If a family has a split account (child lives in more than one home and more than one parent pays for the class) they will need a registration fee for EACH address/payment on file.

Class schedules are available online and at the studio. Moore Than Dance management reserves the right to change classes or teachers when necessary at any time throughout the year.

As we allow ongoing registration at Moore than Dance, you may see new friends in class throughout the season. We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity.)

**** REMINDER **** if you refer a friend or family member to our studio, you will each receive a \$25.00 credit on your account. This credit will be given 2 months after your referral's start date. Referral credits are unlimited, so please keep inviting your friends!

WAIVERS AND RELEASE FORMS

Release forms and waivers need to be signed online EACH SEASON before your child is able to participate in their first class.

4/ Communication

Communication is vital to us here at Moore Than Dance. It is our goal to respond to all questions within 24-hours. For convenience, **our primary means of communication is via email.**

Our office staff can be contacted via email at angela@moorethandance.com.

You may also call us at 763-432-0950.

Every month you will receive our “**Dancers Digest**” newsletter via email. **Please ensure you have provided the studio with an up-to-date email address that is checked regularly.** We are happy to include multiple email addresses per family if you would like correspondence sent to numerous recipients. Don't forget to add our email address angela@moorethandance.com to your contacts so we don't end up in the dreaded Spam folder!

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our **Moore Than Dance Families** Facebook group.

This *closed* group will be monitored to ensure all content is appropriate and relevant.

We also display important information, dates and studio details in our lobby and reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. If you need any clarification, please don't hesitate to reach out to us. Angela also has office hours when you can come in to discuss issues or suggestions.

STUDIO CLOSURES

Should a closure be needed to help stop the spread of the Covid virus, the studio will move to online classes. While we know this is not ideal, we are committed to continuing to provide you with the best possible classes using this format. You will receive a zoom code for each class.

The studio will generally adhere to the Fridley School District when it comes to closing for inclement weather. We encourage you to always use your best judgement when it comes to weather.

If the studio needs to close:

1. Closure will be posted on our website, Facebook page and MTD Families group page.
2. We will send an email to the families who will be affected and call them if possible.

No refunds are given for weather related closures; however students can make up the missed class by attending a similar class within a 2-week time frame. You must contact the front desk to inform them of any make-up classes.

Illness

If you or your child has been exposed to the Covid virus, we ask that you self-quarantine for two weeks after diagnosis. You are welcome to take your classes online during this time. Anyone who has a fever will not be allowed into the building.

As the information regarding Covid changes frequently, we will be sending you frequent updates on our policies and procedures. Please check the CDC and the Minnesota Department of Health for current guidelines.

5/ Covid Mandates and Cleaning Procedures

Please contact the front desk if you would like to view our cleaning procedures.

6/ Important Dates

This season, we will have periodic studio wide breaks to continue our commitment to safety. These week long breaks occur every 6-7 weeks and are meant to give our students and team members some time off in order to stay healthy. During this time, we will NOT be having our regularly scheduled classes, but you are encouraged to continue dancing from home with the zoom videos. The studio will also be completely cleaned and disinfected and we don't want any of the chemicals to affect our families. These weeks are built into your tuition and you will continue to pay the monthly amount for classes.

Below is our yearly calendar and a list of some of our most important "*Save the Dates*." PLEASE NOTE THAT THESE DATES ARE SUBJECT TO CHANGE. We will send more information (including times, costumes, requirements, etc.) via email, closer to events.

Special Event Descriptions: Please note, that due to social distancing mandates, not all of these events may take place this season.

VIP Families – We love to thank our returning families who come back to us year after year. After your first year at Moore Than Dance, you have the opportunity to be part of our VIP program. VIP's receive special discounts, gifts and premiums throughout the year. We can't wait for you to be a "VIP!"

Studio Picnic- All current students and families are welcome to join us at Moore Lake Park for our annual potluck. This is a great opportunity to reconnect with friends, teachers and have a little fun. We ask that each family bring a dish to share.

Bring Your Bestie Week – Students are welcome to bring a friend to participate in class with them. This is a wonderful opportunity to show their friends the studio and get more referral credit! Students will be able to pass out postcards two weeks before the event to anyone they would like to invite. *Please note, the friend does not need to be in the same class as the student. They can attend any class within that week.* Parents of the friend will need to sign a waiver prior to participation.

Costume Measurement Week – During this week we will be sizing and measuring students for their costumes for the spring recital. While recital seems like a long way off, costume companies need their orders in months ahead of the recital date. During this week, please stay with your student to help us measure them. We also ask that they wear tight fitting clothes so that it is easier to size them.

Parent Participation Week – This is one of the highlights of our season at Moore Than Dance! Parents (or other special adults) get to come and participate in class with their dancer. It is a special time to bond with your child, and we always get some great pictures out of it! Who knows, you might discover a love of the arts you never knew you had!

Rocktober - A fun party we host for our students in October. Music, dancing, *friendly* costumes, games & activities. Open to our students, their friends and family.

Jingle Jam – This is a special party to celebrate the season. Students will participate in activities, crafts, games and fun. Jingle Jam is open to both current students and the public.

12 Days of Christmas – This online contest takes place the 12 days before Christmas Day. Each day, you will have the opportunity to win great prizes including FREE tuition! More information about the event will be given in the Dancer's Digest.

Winter Musical – Moore Than Dance produces a full length musical every other year. Auditions are open to students, parents and the community at large. Our Musical Theatre students will spend the first semester working on scenes and songs from the chosen musical production. Cast members will also attend additional rehearsals. We invite you and your family to attend one of the performances over Winter Break.

Pajama Week – Don't worry about changing into dress code, wear those jammies to class! Students are encouraged to wear their pj's to class this week. Please note, they **MUST** be able to dance in them so please watch out for footed pajamas!

King and Princess Ball – Join us for an afternoon of music, dancing, merriment and FUN at this Daddy/Daughter, Parent/Child event open to all families and the public. Dress in your Royal best and boogie the day away! Registration required.

Easter Basket Giveaway – This is a special reward time in which students receive a ticket for good behavior to be put in a drawing to win one of our Easter baskets. It's a great way to remember to be kind and caring to one another.

Recital – Recital is a very special time where we get to share all that we have learned with our friends and family. Please look at the section on Recital in this handbook. You will receive a recital packet in April with more detailed information.

6/ Code of Conduct

We expect our dance families to adhere to this code of conduct. It is important for the safety and well being of our students and studio.

Our Code of Conduct is designed to ensure the smooth, safe running of Moore Than Dance. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please contact us to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations will be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a front desk staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

It is very important for the successful learning of all that students are in class when it begins. Our youngest students get very distracted when others are late and it can cause a disturbance in the class. **Any student who is more than 10 minutes late will not be able to participate in that day's classes unless given approval from the front desk. If you arrive late, you must wait until the teacher opens the door.**

Our studio opens a half hour before the first class of the day. Your child will need to wait if you have arrived before that time. **We are unable to take responsibility for students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time.** In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception – parents and students are not permitted to contact Moore Than Dance teachers via phone, in person, or via email / social networking with studio issues unless it has been discussed with the Owner first. Personal meetings with the studio Owner can be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Owner. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

If a student is dismissed from our program, no refunds on previously attended classes or costumes will be given.

Moore Than Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio whenever possible.

Moore Than Dance management reserves the right to change teachers or classes when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Moore Than Dance and may not be reproduced or sold by any students, parents or staff without permission of the Owner.

No student or family member is allowed in designated "Staff Only" areas. If this occurs, students may be dismissed from the studio.

7/ Safety

With the safety of our families a number one priority, Moore Than Dance is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media.)

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes.

Students may not be alone with a teacher at the studio. If a private lesson occurs when our front office team is not working, a parent **MUST** remain at the studio for the entire lesson.

We understand how inconvenient it can sometimes be to walk into and out of the studio with your child. Students are allowed to walk into the studio by themselves only if they are dropped off right at the door. However, we will not allow any student under the age of 10 to leave the building without their ride coming inside to pick them up.

Please also understand that it can be hard to see children in the parking lot and some of the plaza tenants drive extremely fast. Please talk to your child about safety in our parking lot.

You will find within our enrollment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

8/ Privacy

When you register with Moore Than Dance, the information we collect from you includes your name, address, telephone numbers, email addresses, possible medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parents/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in electronic form and is accessible only by authorized personnel.

If you would like to update your information, please login to your account and choose *Edit Account Contact Info*. You may also contact our office via email at angela@moorethandance.com.

9/ Dress Code/Dance Styles

Just as soccer players put on their shin guards before going out on the field, dancers need to have the proper “equipment” for rehearsals and performances. Our dress code is very important at Moore Than Dance and all students and parents must adhere to it. If a student is found out of dress code, they will receive a note/email. **Failure to adhere to dress code more than 2 times may result in removal of the student from class.** No refunds for missed classes will be given for students who are out of dress code.

All students must have the correct shoes for their class. If your child grows out of their shoes during the season, they must be replaced in two weeks.

***Ballet slippers and barre shoes are NOT allowed as they are unsafe. Non-competition ballet students must wear NON-TIE ballet shoes (no ribbon or elastic strings!)*

Our Dress Code:

- Encourages discipline.
- Helps students prepare mentally and physically for class.
- Keeps our students safe as the instructors are able to correct body alignment.
- Helps our students focus on the work, not on ill-fitting clothes.
- Helps students “feel” the part. You’ve heard *dress for the job you want*, right?
- Reminds students of the traditions of dance class.
- Increases a sense of belonging.
- Improves attendance.
- Allows students to leave the concerns of the day at the door as they literally “peel” off the day and enter into a new space.

Dress code items can be purchased year-round from the studio or from our website www.moorethandance.com.

Please ensure ALL of your child’s clothes are clearly labeled - individual shoes, socks, jackets...you’ll be amazed at the amount of lost property we generate!

Further style-specific dress code requirements are as follows:

[Dress Code/Class Attire](#)

10/ Fee Structure for Non-Competition Classes

Tuition installments are due the 1st of the month. A late fee of \$20.00/per week will accrue after the 10th of the month. If all fees are not paid by the end of the month, students will not be permitted to participate in their lessons.

Families who do not comply with their fee or costume payment obligations will be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

Automatic Payments -Your fees are paid in monthly installments through our website and your Studio Director account. Clients who have previously paid by automatic payments will still need to manage their account through our website (i.e. keep your account current, update your credit card, make payments for items not included in tuition, etc.) If your credit card has changed, please log in to your account and change it or contact the front desk so you do not incur a late fee.

Please note: All students are invoiced based on a 9-month term so your invoice will be the same each term unless you change classes. Monthly installments are the same September-May. Because of recital, June is a pro-rated month.

Refunds will not be issued for missed classes. Students are able to make up a class in a similar class/style within the semester, only with permission from the teacher. You must check with the front desk before attending any make up classes

If you wish to withdraw from classes at Moore Than Dance it is a requirement that you fill out a withdrawal form **30 days** before termination, otherwise you will be billed for the month. Forms are available at the front desk.

11/ Costumes

Although our recital is in June, costume companies need their costume orders placed early in the season. We will inform you of any costume information as we have it.

Our costume fees include all costume pieces, tights, accessories, and alterations on our chosen alteration dates. Please note, if you do not come to our selected alteration dates, you will need to pay a fee to have them altered. Shoes are NOT included in costume fees and must be purchased separately.

Costume fees are NON-REFUNDABLE. We appreciate your patience with our uncertainty of exact dates. We will inform you at least 2 months before costume fees are due.

Students enrolled before April 1st are able to participate in recital. However, after the November costume order, an additional shipping fee will be added and costume availability is not guaranteed.

The directors and staff at Moore Than Dance are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines. We are wholeheartedly committed to ensuring children in all of our performances are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, or criminal content may influence our dancers and/or audience and we will never use such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

12/ Recital

We will be having some form of recital this spring. Information on recital will be forthcoming as the date gets closer.

13/ Attendance

Your child's attendance in class is very important to their peers, their learning and our teaching staff. As a member of the team, it is a commitment for you to **ensure your child attends their classes on time each week** and attends all lessons planned for them. Not only do absences impact the performances we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our front desk staff as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work. Please send an email to the studio at angela@moorethandance.com. Students who miss class due to illness are able to make up classes in a similar class/style within 2 weeks of the absence.

14/ Social Media

Moore Than Dance's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins.) Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children.
- Remain mindful that your behavior on Social Media remains in keeping with Moore Than Dance's code of conduct as outlined in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Moore Than Dance staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you must tag the studio and you may only do so with integrity, respect, and adhere to privacy

and confidentiality policy.

- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be approved by all studio staff before posting online.
- While affiliated with our studio, (for example, images of your child at Moore Than Dance or in MTD logo wear) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the Owner directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
- You may not post photographs / videos that feature Moore Than Dance students other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be approved by the parent before posting on Social Media.

Understanding and adhering to this handbook will help answer many questions, keep you informed and help the year run smoothly.

We are so very grateful that you have chosen Moore Than Dance!

Please let us know if you have any questions or concerns.