



Greater York Dance



2024 STUDENT HANDBOOK





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welcome



Lori Atwood
CEO/Artistic Director



Melinda Fritz
Executive Director

Welcome to Dance It Forward / Greater York Dance and the Midstate Ballet. We are York County's nonprofit center for dance education and arts entertainment group. We have been a trusted name in dance education since 1971, founded by Shana Garling.

Please use this handbook as your ultimate guide to enhancing your dance experience and to gain a clearer understanding of the dance world. While we encourage you to read this information carefully and keep it in a safe place for future reference, remember that our friendly office staff is always here to support you. No matter how big or small your query, we promise to assist you with enthusiasm!

Our training opportunities include The **School of Ballet**, the **School of Commercial Dance** and the **School of Early Childhood**.

Did you know that one of our greatest accomplishments is leading high school students towards entering their universities of choice with admissions into dance programs along with college scholarships? Because we are a school that focuses on technique and dance as art, our graduates are well prepared for most college dance programs. Classes are offered using professional standards in a variety of genres. We are here to create dancers and the dance audiences of the future!

Thank you for choosing us, now let's dance!

Most sincerely,

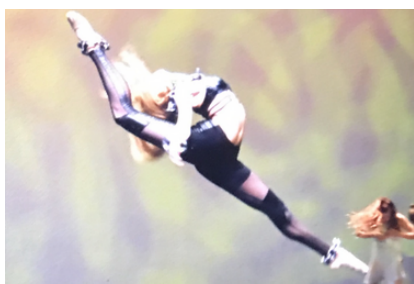
Lori & Mindy

Dance It Forward...
Making a Difference with dance

KEY INFORMATION



See the Monthly Newsletters and the Online Calendar for up to the minute info.



Contact Information

Address: **3524 E Market St, York, PA 17402**

Call/Text: **717-755-6683 (MOVE)**

Email Address: **CS@danceitforward.org**

Website: **www.danceitforward.org**

Facebook:

www.facebook.com/greateryorkdanceitforward

Instagram:

www.instagram.com/greateryorkdanceitforward

You may reach us at **CS@danceitforward.org** or by calling or texting **717-755-MOVE (6683)**.

We communicate through email, bulletin boards, the Online Student Portal, texting, and the use of this handbook.

To report absences, use the Online Enrollment Portal.

Our Hours

The office is open Monday - Thursday 4 pm to 8 pm and Saturdays 10 am to 1 pm with classes held per the current schedule.

Always check the **CALENDAR** to confirm we are open.

Following the June Show, Summer Office Hours are posted on our calendar.

Customer Service messages are usually handled within 48 hours on days we are doing business.

OUR HISTORY



For those of you new to our organization, we'd like to share an abbreviated review of our 53 year history. That's a long time, and we are deeply rooted here for our community.

The school was founded in 1971 by Shana Garling in Mount Wolf, Pennsylvania under the name "Shana Garling's School of Ballet". Shana taught in a studio the size of a one car garage for many years. By 1979, the school added a second location on North George Street and with this expansion was renamed "Greater York Center for Dance Education". By this time, there were three instructors.

The Midstate Ballet was founded in 1982, and we had our very first performance at the Appell Center for the Performing Arts in 1987. In June of 1999, our ballet company was evaluated and accepted as a performing member of the prestigious Regional Dance America, of the Northeast region of the U.S.A.

In December of 1999, Greater York was given the opportunity to present performances of "The Nutcracker Ballet" at the Appell Center for the Performing Arts. Our director was awarded the "KEY TO THE CITY" on multiple occasions for outstanding service in the performing arts.

The year 2000 brought a move to our current location, 3524 E. Market St., York. This provided the organization with 9000 sq. ft. of much needed space, our current location.

The Cultural Alliance of York County partnership began in 2001. In 2003, Greater York was named resident dance company of the Strand-Capitol Performing Arts Center.

The Greater York Chapter of the National Honor Society for Dance Arts was formed in 2006. This enabled the organization to grow leaders and provided motivated dancers to be recognized for maintaining superior academics while helping others.

The Cultural Alliance of York County awarded Lori Atwood with a Creative Impact Award in 2015 to create "The Hip Nut". This is a multicultural dance production created for and collaborated with many community members alongside professional dancers, Niko Wirachman, Allison Smith and Jennah Motter. Not long after, Katie Harper joined as a choreographer.

In September 2019, Dance It Forward was awarded a grant from the York County Community Foundation's Hahn Home Fund for Embracing Aging. The center was able to offer Restorative Dance for those ages 50+ and a Family Dance Class for ages 7+ (children, parents, siblings, grandparents). During the 2019-20 season, many workshops were provided at no cost to the York community.

The 2020-2021 season celebrated our 50th Anniversary, and today we have survived a pandemic and are going strong! The FUTURE OF DANCE IS HERE, and we are dedicated serve.

OUR PHILOSOPHY

We believe that *to dance is a beautiful art that is to be shared*, and at Dance It Forward / Greater York Dance we are creating both artists and athletes.

We are more than just a dance studio. As a 501(c)3 nonprofit, we strive to bring all people to dance. We keep your dancer happy, healthy, safe and loved. Dance It Forward / Greater York Dance offers the highest level of service and instruction in the region, elite performances and training opportunities, and dedicated outreach activities that promote a lifelong enjoyment of the performing arts.

We are your dance experts and are driven by a shared vision, purpose, and philosophy that permeates everything we do. Our school is a place where people of all ages, levels, and aspirations discover the joy of dance. We foster an environment that celebrates creativity, individuality, and self-expression, forming a vibrant community of teachers, students, and families who are passionate about the performing arts. We strive to nurture and develop their talents, celebrate their achievements, and inspire a deep love and appreciation for all styles of dance and the arts. Most importantly, we are committed to providing a safe and empowering space where every student can freely express themselves.

To maintain the highest educational standards, our faculty members are lifelong learners who continuously engage in certification programs, conferences, and other learning opportunities. Our success stems from a foundation of exceptional training, quality service, and an unshakable belief in that *dancing your life* is the way to live! Dance changes lives!



OUR STUDENTS



You are taking the first step towards becoming an amazing dancer by making a solid commitment to your classes. At Dance It Forward / Greater York Dance, we have the best, most dedicated students with parents who truly care about a quality dance education.

Class time is your opportunity to focus on yourself and improve your technique. Come prepared, leave distractions behind, and embrace each class as a chance to become even better at what you love.

Respecting your teachers is key. Embrace every correction given, as it shows how much your teachers care about your growth. Always say thank you when receiving feedback and attention—it's a valuable opportunity for growth. Your commitment and appreciation for your teachers' knowledge and experience will propel you towards greatness. Nothing can stop those who apply themselves and value their teachers' guidance.

OUR PARENTS

Congratulations parents for choosing a school that will give your dancer excellent technique and a happy, fun place to dance. We believe that your support plays a crucial role in your child's dance education. Your commitment to the process makes an enormous difference. Our programs thrive in a positive atmosphere that involves the cooperation and respect of everyone. By showing respect for one another, our students, and our faculty, you become role models for your children, demonstrating how to interact professionally and compassionately with others.

Your child's consistent attendance at all classes is important. Together, we foster a spirit of teamwork and dedication that forms an essential part of our educational process. While parents and teachers may have different perspectives, we share a common goal: ensuring that every student receives the best possible training around! By fostering mutual respect among our faculty and parents, we create an environment that nurtures our students with care and the highest quality education.



SPECIAL INFORMATION

FOR PARENTS OF EARLY CHILDHOOD STUDENTS

We provide preschool dance education in a secure, nurturing, and stimulating environment. Our curriculum addresses the physical, emotional, and intellectual needs of our preschool students.

During the first few weeks of classes, we focus on helping students become comfortable with the dance experience, their classroom, teacher, and classmates. Through age-appropriate music, stretching exercises, ballet and tumbling basics, and creative games, we foster coordination, listening skills, musical awareness, and imagination. Remember, preschool dance is about helping children tap into their imaginations and express themselves creatively, rather than solely learning steps. So don't worry if your child doesn't pirouette around the house right away—it's all part of their dance journey.

The process of separating from parents is an important milestone for preschool children attending dance class. As children grow, they learn to develop an interest in class activities, feel comfortable with their peers, and understand that parents will always come back for them. We understand that some children may initially resist attending class, but it's usually short-lived. Here are some helpful suggestions:

- Focus on the positive aspects of the dance class experience.
- Ensure your child is engaged in an activity or under the teacher's care before you leave.
- Keep goodbyes brief and avoid prolonged farewells.
- Seek assistance from the teacher during the separation process.

It's okay if dance class may not be the right fit for your child at this moment. If your child expresses distress or does not want to participate, please don't panic. Pushing children beyond their comfort zones may create negative associations with dance. We encourage you to try again in future months, allowing your child to grow at their own pace.

DIVERSITY, EQUITY & INCLUSION STATEMENT

Dance is an art form that provides expression, creativity, celebration, entertainment, and transformation for all people. The inclusion and equitable treatment of all members of the community are core values of the dance center. It is in our mission to bring all people to dance.

In achieving core values of equity and inclusion, GYD is committed to diversity in every aspect of its programming and services. Diversity refers to groups, communities, and individuals identified by dance genre or form, race, ethnicity, national origin, gender, sexual orientation, socio-economic status, religion, age, parental status, or disability status. Inclusion means a commitment to making all members of the community feel welcome. Equity is ensuring justice, impartiality, and fairness in procedures, processes, and opportunities. We are committed to honoring and advancing dance through diversity, inclusion, and equity in all aspects of its programming, services, and organization.

GYD recruits and admits students and dancers of any race, religion (creed), gender, gender expression, or sexual orientation, in any of its activities or operations to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, religion (creed), gender, gender expression, or sexual orientation.

CHILD PROTECTION POLICY

Dance It Forward / Greater York Dance recognizes its duty of care to protect children and recognizes that abuse can take many forms, whether it be emotional, physical, sexual or neglect. All children have the right to protection from abuse. Dance It Forward / Greater York Dance is committed to a practice which protects children from harm. All faculty members are required to be mandated reporters in the state of Pennsylvania by which they accept and recognize their responsibilities regarding awareness of the issues which cause children harm. In addition, child abuse and criminal background checks will be required of all volunteers and staff.

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- Enthusiastic and constructive feedback will be given.
- Bullying will not be accepted or condoned.
- All adults will demonstrate positive attitudes.
- Action will be taken to stop any inappropriate behavior.
- Video monitoring used throughout the building and classrooms.
- Our online enrollment system maintains parent provided contact name and number close at hand in case of emergencies.

CHILD PROTECTION POLICY

Responsibilities

At the outset of any production involving children Dance It Forward / Greater York Dance will:

- Undertake and monitor a risk assessment throughout the production process.
- Engage in effective recruitment of volunteers and other individuals with responsibility for children, including required volunteer clearances.
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

Dance It Forward / Greater York Dance believes it to be important that there is a partnership between parents and staff members. Parents are encouraged to be involved in the activities of the dance and share in the responsibility for the care of their children. All parents have the responsibility to collect (or arrange collection of) their children after class, rehearsals or performances. It is NOT the responsibility of volunteers or staff to take children home.

Physical Contact

- All adults will maintain a safe and appropriate distance from children in addition to covid distancing.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity.

HANDS ON APPROACH TO TEACHING

Faculty uses a hands on approach and from time to time a student may be touched in order to physically place the body for reasons of learning, understanding and feeling positions and movements related to dance technique. The art requires movement across the floor, close interactions with other dancers and possible faculty corrections which may include physical touch. If a dancer runs around or needs more direction, we may lead them with hands on their shoulders or by holding their hand to a better place in which to participate.

Managing Sensitive Information

Dance It Forward / Greater York Dance will ensure confidentiality in order to protect the rights of its students, including the safe handling, storage and disposal of any sensitive information.

CHILD PROTECTION

Suspicion of Abuse & Reporting

If you see or suspect abuse of a child while in the care of Dance It Forward / Greater York Dance, please make this known to the directors.

If a serious allegation is made against any member of staff, volunteer, venue staff etc., that individual will be supervised by a mandated reporter at all times in the presence of the students until the investigation is concluded. The individual may also be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production depending upon the situation. The child involved may be asked to refrain from attending until the investigation is completed.

Accidents

In the event that a child or youth is injured while under our care, the following steps should be followed:

For minor injuries, scrapes, and bruises, we will provide First Aid (Band-Aids, etc.) as appropriate. For injuries requiring medical treatment beyond simple First Aid, the parent will immediately be summoned. If warranted by circumstances, an ambulance will be called.

Once the child has received appropriate medical attention, an incident report will be completed. If a child joins a class, production or activity with an obvious physical injury, a record of this will be made. Parents are required to provide this information in writing upon arrival. This record will ascertain that the child did not sustain the injury while participating in the production.

Conduct and Management of Children

- Volunteers will be aware of where the children are at all times.
- Children are not to leave the theatre unsupervised.
- Children will be adequately supervised while going to and from the bathroom. For the protection of all, no one may be alone with a child in a bathroom with the door closed. Parents are strongly encouraged to have their children visit the bathroom prior to each class.
- Volunteers should ensure that any accidents are reported to the directors.
- Children should be signed in upon arrival and their exit supervised by a designated volunteer or staff.
- If a parent has not collected the child, it is the duty of the volunteer or staff to stay with that child.

UNDERSTANDING DANCE EDUCATION

As a parent, your support is invaluable to your child's dance journey. Encourage them to be the best version of themselves, focusing on their own accomplishments rather than comparing themselves to others. Dance is an individual art form, and each student progresses at their own pace. Through dance, students learn commitment, teamwork, and the rewards of hard work. Our goal is to educate their minds, bodies, and souls, providing them with skills that will serve them well in all aspects of life.

It's natural for parents and students to draw inspiration from others, but let's focus on personal growth rather than making negative comparisons. Encourage your child to celebrate their achievements and avoid speaking negatively about teachers, fellow students, or other parents. Our faculty takes their role as mentors seriously, guiding students to act respectfully towards their peers, adults, and themselves. If you have questions or concerns, please reach out directly to us. Misinformation can be avoided by seeking accurate information from the right sources.



WHAT IS AN ARTISTIC DECISION?

Artistic Decisions are related to vision, staff, repertoire, sets, choreography, costuming, music, casting, technical training, dancers' rules and regulations and production.

There are three essential elements to the success of any performing art: an idea, an artist and the audience. Vision is not static. It is something that changes and evolves over time, and we allow our Artistic Director these freedoms.

Matters regarding artistic decisions are a closed subject. The dynamics created by parental pressures to cast, level or line-up are unhealthy for everyone, and the directors have set this boundary. They will gladly share their input as to areas of accomplishment or improvement when feedback is requested.

WHY IS THERE A DRESS CODE?



Having a dress code:

- Helps a dancer understand they are going to a structured class (compared to unstructured playtime). When dancers put on their uniform, they get into a specific mindset before dance class.
- Ensures that the clothing is not a distraction during class.
- Faculty needs to be able to see the dancers' bodies to make necessary corrections.
- Ensures that each dancer has the same brand, style and color of shoes and tights for on stage performances. Uniformity on stage during a performance starts with dress code.

At Dance It Forward / Greater York Dance, our dress code is designed to foster focus, inclusiveness, and equality among all dancers. By adhering to a uniform dress-wear, we create an environment where teachers can assess technique, alignment, and other crucial aspects of dance training effectively. Let's embrace the dress code with confidence and unity!

Students are required to carry their dance-wear, shoes, and belongings in a designated dance bag. Please remember to label your child's bag and all its contents with their name. Let's keep our dance-wear in excellent condition by regularly laundering and maintaining it.

During classes, we kindly request that students avoid wearing watches, jewelry, and safety pins, as they can be distracting. Dance shoes should never be worn outside to preserve their quality and cleanliness. Female students are encouraged to secure their hair tightly and neatly away from their faces, preferably in a tidy bun. Maintaining good personal hygiene habits, including the use of deodorant for students aged 10 & older, is expected from all dancers.

WHERE TO GET THE REQUIRED DRESS

Dress Code items such as leotards, tights, shoes, etc. must be purchased from the online store for uniformity- **Nimbly**. (<https://www.shopnimbly.com/gydance>).

HOW DO I WEAR MY HAIR?

HAIR is to be neatly secured in a pony tail (away from the face) for classes in the School of Early Childhood and the School of Commercial Dance. The School of Ballet requires hair to be in classical style, ballet bun with no bangs.



GENERAL POLICIES

1. Respectful Class Atmosphere

To ensure a productive learning environment, we kindly ask parents and students not to interrupt a class in session. Your cooperation helps us maintain a seamless experience for everyone. The studios have viewing windows that faculty will have open whenever possible and it is not a distraction to the quality of the class.

2. Hydration and Nourishment

Water is the only permissible beverage in our studios. We kindly request that you refrain from bringing food, drinks, or gum into the studios. Let's keep our dance spaces clean and enjoyable for all. Please keep food/snacks and beverages in the waiting area.

3. Safety and Supervision

We cherish the opportunity to meet our students' siblings and appreciate your understanding that the safety of every child on our premises is our top priority. To ensure their well-being, please supervise children at all times. Do not rely on our front desk staff. They are there to answer the phones plus to answer Customer Service type inquiries/enrollments.

4. Focused Learning

During class time, we kindly request that all students refrain from using mobile phones, computers, or any electronic devices.

5. Communication

To streamline communication, we ask students and parents to direct all inquiries, messages, or concerns through the Dance It Forward / Greater York Dance office. Our dedicated team will be happy to assist you promptly and efficiently.

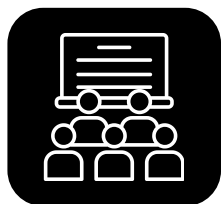
6. Promoting Positivity

It is important that we create a supportive and encouraging atmosphere within our dance community. We kindly request that you refrain from speaking negatively about teachers, students, or parents from other studios. Let's celebrate the talent and efforts of all dancers.

7. Respect for Teachers

Showing respect for our teachers is fundamental to maintaining a positive learning environment. Inappropriate behavior may result in dismissal from the school. Let's cultivate an atmosphere of mutual respect and appreciation.

Class Placement



Class placement is based on ability and age appropriateness of the techniques being taught. A dancer's progress is dependent upon the consistency and frequency of training, just like any other athlete. Technical work is presented in a sequential format to meet the needs of each student who seeks quality training, enrichment and physical fitness; quality of training is never diminished regardless of the number of classes taken. Students remain in the same level until the skills to progress to the next level are achieved. The School of Early Childhood has specific ages groupings so that parents are assured a progressive class content. Class placement is unique to each student and involves a variety of factors such as:

- focus
- individual maturity
- level work talent / work ethic
- attitude
- growth
- natural abilities



Medical Information

Your child's well-being is of utmost importance to us. Please inform the director and teachers of any medical conditions, disabilities, or medications your child may require. Our teachers are trained professionals who are eager to work with all children, and the more we know about your child, the better we can provide a fulfilling dance experience. Rest assured that all information regarding our students is treated with the utmost confidentiality.

CLASS VISITORS

For the safety of our students and to fulfill our legal responsibilities, we are unable to permit visitors in the classroom during regular class sessions. Students should refrain from inviting siblings, relatives, or friends to their classes, except for special events such as "Bring a Friend Week" and in-studio performances. These occasions offer a unique opportunity for sharing the joy of dance with loved ones.

ARRIVAL AND DEPARTURE

At Dance It Forward / Greater York Dance, we value punctuality and safety for all our students. We kindly ask students to arrive to the building 5-10 minutes before their class begins, allowing them to settle in and prepare for an amazing dance experience. To ensure the safety of our young dancers, children under the age of 10 should be picked up promptly after their class. For students aged 10 and older, we kindly request that they are picked up no more than 10 minutes after their class ends. Please understand that we are unable to assume responsibility for students before or after their scheduled classes, so it's essential for parents to ensure timely drop-off and pick-up.

We understand that unforeseen circumstances or emergencies may arise, causing delays. If you find yourself in such a situation, please contact the studio immediately. Our priority is to keep your child calm and safe until they can be collected. Your communication is crucial, and we appreciate your cooperation.

ATTENDANCE

Every class at Dance It Forward / Greater York Dance is a step forward in the educational journey of our students. Regular attendance is essential for continuous progress and growth. It's crucial for children to feel completely confident with the choreography and their performance. Missing classes during this period could lead to frustration for the students, their teachers, and their classmates. We encourage all students to prioritize their dance education and make attending classes a top priority.

TARDINESS

Dance is a physical activity that requires a properly warmed-up body to ensure safe movement execution. Students who arrive late miss out on the essential warm-up and/or barre exercises, which may increase the risk of injury. To prioritize the safety and well-being of our students, those arriving more than 10 minutes late may be asked to observe the class. We want all our dancers to enjoy their dance journey while staying safe and injury-free.

MAKEUP CLASSES

Our makeup lesson policy is flexible. If a student misses for any reason or classes are cancelled, the student may attend an alternate lesson at no charge, anytime within that season. Email CS@danceitforward.org to schedule. (Note: Scheduled closings should not be made up as they are already calculated into the annual tuition.) Private lessons have a 24 hour cancellation policy, or you will be charged the cost of the lesson.

LOST AND FOUND

We know how easy it is for dance-wear, shoes, and personal items to get misplaced. To avoid any confusion, **please make sure to label all your child's belongings with their name**. We will make every effort to locate and return lost items; however, we kindly ask for your understanding that we cannot be held responsible for any items your child brings to class.

EMERGENCY EVACUATION

While we have never experienced an emergency evacuation, we prioritize preparedness and the safety of our students and staff. Emergency evacuation routes are clearly posted throughout the studio and reception area. In the event of an emergency, students will calmly and quietly evacuate in single file to the designated area. Our dedicated teachers will take attendance to ensure everyone's safety. Students and teachers will return to the building only when the all-clear signal is given, indicating that it is safe to do so.

ILLNESS

The health and well-being of our students and staff are of utmost importance to us. We kindly request your cooperation in keeping our dance community healthy. If your child exhibits any of the following symptoms, we kindly ask that you keep them at home to prevent the spread of illness:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Pink, burning, itching, or discharging eyes
- Diarrhea or vomiting
- Fever

If these symptoms or any other contagious conditions are observed in your child during a class, we will promptly contact you to arrange for their immediate pick-up. When your child has a fever, please keep them at home until their temperature returns to normal. Furthermore, if there are any lingering signs of illness such as glassy or watery eyes, listlessness, or drowsiness, we kindly request that you keep your child at home. This precaution will ensure that the illness has fully passed, and your child will be well enough to fully participate in class activities the following week.

STUDENT AND PARENT USE OF SOCIAL MEDIA

We recognize the power of social media in facilitating communication and connection. To ensure a positive and respectful online presence, we have established guidelines for our students and parents. Please take a moment to review our Social Media Policy below:

1.

Respecting Privacy

Please remember that anonymity on social media platforms is never guaranteed. Exercise caution when sharing posts, images, or videos that may identify children, parents, or staff at Dance It Forward / Greater York Dance.

2.

Upholding the Code of Conduct

Your behavior on social media should align with the values and principles outlined in this handbook. Let's maintain a positive and inclusive online environment.

3.

Promoting Respect and Kindness

Any comments or posts that are obscene, defamatory, threatening, harassing, discriminatory, or hateful towards Dance It Forward / Greater York Dance staff, students, or families are strictly prohibited and may result in disciplinary or legal action.

4.

Integrity and Confidentiality

If you choose to engage on social media as a studio volunteer or employee, please do so with integrity, respect, and adherence to our privacy and confidentiality policy. Avoid sharing any sensitive studio information.

5.

Intellectual Property

Please observe intellectual property laws, including those related to costume design and choreography when posting online. Respect the creative work and ownership of others. If we state that video is prohibited, please show respect.

DANCE ETIQUETTE

Dance Etiquette consists of courtesy and good manners. Because dance is fun and exciting and all of our dancers are here because they want to be, rarely are there discipline issues in the studio. We expect courteous, polite and respectful behavior of all who participate in our program. Professional behavior means being respectful of directors, faculty, facility, art form, and fellow artists; behavior that compromises our good name is unacceptable. TEAMWORK is EXPECTED of everyone. This keeps our dance family healthy. Note: Students may be dismissed for poor behavior or attitude or social media posts or gossip that could be perceived as negative against Dance It Forward / Greater York Dance, it's instructors, programs, directors, dancers or that could be perceived "not positive"; all monies are forfeited and account balances are due immediately. Dance It Forward / Greater York Dance needs to be a DRAMA FREE ZONE for the peace and joy of all the artists.

Guidelines for the Classroom

- Chewing gum, eating, drinking, talking, sitting down, smoking, leaning against the wall or poor attitude are all unacceptable forms of behavior during a dance class as they would be on stage in front of an audience.
- Students are expected to arrive dressed for class and on time.
- No street shoes on dance floors as they bring dirt onto the dance area.
- Put dance shoes on just prior to class while inside.
- Electronic Devices including cell phones must be kept out of the classroom by students. No electronic devices may be used inside the studios or during performances or rehearsals unless invited. Absolutely NO recording may be done – in any format – unless you are specifically invited to do so by the Artistic Director, or it is announced as a social media blitz event.

Those not willing to follow the dress code and Dance It Forward / Greater York Dance policies and standards will not be able to participate.

Noncompliance to Regulations

Dismissal

A student may be dismissed for noncompliance to regulations, for being uncooperative, disruptive poor attitude or for endangering the health, welfare and safety of themselves or others. Bullying creates an atmosphere of intimidation and fear and it distracts us from our mission. This will not be tolerated. Bullying ~ verbal, electronic, written or physical regardless whether it takes place within the studio, theatre, elsewhere or cyberspace should be immediately reported to us. Bullies will be suspended or dismissed.

We have previously experienced misinformation being passed on from parent to parent which has resulted in unnecessary confusion or problems. Please direct all questions to the office when there are questions.

TERMINATION OF ENROLLMENT

Withdrawal

Enrollment continues for the season from August to June. Nonattendance does not constitute withdrawal from our program. All requests for Early Withdrawal must be submitted 15 days in advance in writing sending an email to CS@danceitforward.org. If paid more than one month in advance, a 75% refund less a \$45 administration fee will be returned with withdrawal notification. No refunds are available for Summer Sessions, Performance Dues, Tickets, or Awards. If discontinued prior to the performance, costumes/use of costumes are forfeited. Whether attending or not, tuition will be charged until the end of the month that the office has been notified in writing of the withdrawal. Any scholarships or discounts (if applicable) will be relinquished if the student withdraws or is dismissed before the completion of the course or season. If classes go virtual for any reason, tuition remains the same.

Early Termination

A student may be dismissed for negative attitude of self or parents and overall noncompliance to regulations, especially those stated in this handbook or for the protection of children. Dance It Forward / Greater York Dance may refuse services to students who have delinquent accounts or whose attitudes are perceived as negative or insubordinate.

In certain rare circumstances, when it is in the best interest of one or more students, the school may need to terminate a student's enrollment. We always strive to address and resolve any problematic situation before considering termination. Reasons for termination of enrollment may include:

- Disruptive or dangerous behavior by students or their parents.
- Abuse of other children, staff, or property.
- Inability of Dance It Forward / Greater York Dance to meet the child's needs.

We want every student to have a positive and fulfilling dance journey at Dance It Forward / Greater York Dance. Rest assured, termination of enrollment is a last resort, and we will make every effort to resolve any challenges that may arise.

We are here to support and guide you and your child throughout their dance education. If you have any questions or concerns regarding registration, tuition, or noncompliance to regulations, please don't hesitate to reach out to us. Let's work together to create an uplifting and joyful dance experience for everyone involved!

FINANCIAL

Tuition

Annual School Year (August through June) tuition is due on the 1st of each month, divided into equal monthly installments which begins the month you enroll. This guarantees your place in class for the season. This is why tuition remains the same each month regardless of the number of classes in that month. Tuition and membership payments are non refundable and transferable only to immediate family members.

Please note: We do not send invoices except when a payment is past due.

Online Enrollment

Your first month's payment must be received to guarantee your enrollment. Credit/Debit Card (4% fee) or ACH from your bank account (1% fee) is required to be on file. If you wish to write a check and not have the autopay kick in, simply write a check by the 20th of each month in advance. If you pay late, a late payment fee of \$15 will be added to your account on the 15th of the month. Returned & Declined Check Fee – \$25.

Annual Membership

A\$35 Individual Membership or Business Sponsor (or \$55/family) rates listed due at time of enrollment; GYD members receive the posted member rates. Non-members, add 15%.

Want to join our membership drive and help secure additional memberships for Dance It Forward / Greater York Dance? The membership drive form along with a donation button is [here](#).

Discounts

Everybody loves a discount. At Dance It Forward / Greater York Dance, we love to give them to you!

Multiple Class, Family, Bring A Friend Credit, & Ways to Save

The following classes are not included in the Multiple Class Discount: Hip Hop (\$72/mo), and Private lessons (\$35 ea).

If you need assistance to pay for dance lessons, please ask about our financial assistance application (due by September 1 of each season). The Parents Committee also makes available individual fundraisers per season for students to earn credits towards trips, dues, etc.

Bring A Friend

Students may also earn an account credit for Bringing A Friend who enrolls in one of our dance education programs. Please be sure to check with the office.

FINANCIAL

Performance Dues

All students are invited to participate in performances and are charged Performance Dues. Performance Dues cover the costs of performing such as theatre rental, theatre staff, rehearsal fees, lighting, tech, choreography, student awards, and more. Most Dance It Forward / Greater York Dance classes are performing classes and students become performing students when enrolling; therefore will be learning dances to perform in productions (Holiday Show/Nutcracker Ballet and/or June Show). Please be sure to read the Monthly Newsletters to determine whether the class in which you enroll is performing in an upcoming production. Monthly Newsletters contain performance updates and details. Please check Nimby and the class description.

Performance Dues for Holiday Shows (if held) are charged on Sept. 15. June Show Performance Dues are charged on Jan. 15. Often, a payment plan is made available. If, for any reason, you wish to opt out of performing, please email the office at CS@danceitforward.org prior to the above deadlines or your account will be charged this nonrefundable performance dues.

The final deadline for all account balances due is by the first In-Studio Dress Rehearsal of the production we are in or 10 days in advance of the show. If a student withdraws anytime after the opt out deadlines listed above when dues are charged, or is dismissed from class for any reason, any dues paid are forfeited.

Note: We have full capability of transitioning our performances to Virtual (viewed online) should the need arise such as a quarantine. No refunds will be given if we need to go virtual.

The months leading up to our performances, the faculty works on the performance material during a portion of each class (Exception – Technique only classes such as Ballet are scheduled for separate Performance Variations rehearsals if the student wishes to perform). It is very helpful and important that dancers not miss class during the weeks leading up to the show. Participating students need to remain for the full performance (about 2 hours) as we do not dismiss students in the middle of the show for the protection and security of the children.

Important Dates Performing requires a commitment to be available to attend certain dates and events listed on the Dance It Forward / Greater York Dance Calendar. Dress rehearsal(s) are absolutely mandatory to participation of every student regardless of age.

Tickets

Ticket announcements will be made on our Social Media pages, Monthly Newsletters and through student emails. Due to fire laws, everyone attending the show who sits in a seat will need a ticket. There are no ticket refunds. Backstage volunteers do not need a ticket as long as they remain backstage and do not need a seat.

VOLUNTEERING

Volunteering is appreciated and welcomed of parents with clearances. Volunteering is only required by members of our performing companies although we urge everyone to get involved by joining a Volunteer team! There's nothing better than working together with your family.

Backstage volunteers do not purchase tickets to the performance in which they volunteer.

All prospective volunteers must obtain the following clearances:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History Clearance from the Department of Human Services (Child Abuse). Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. If the volunteer is not required to obtain clearances, they must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. https://www.pa.cogentid.com/index_dpwnew.htm

Child Abuse History

State Police Criminal Background Check

Under NO circumstances may anyone volunteer without having submitted their clearances – Child Abuse & State Police. It is the sole responsibility of the volunteer to ON THEIR OWN to submit this information that will be reviewed prior to each performance or volunteer event. You will be turned away from the event if we do not have these on file.

COMMUNITY SERVICE

We do many great things for our community! Founded by NDEO in 2005, the National Honor Society for Dance Arts has many exciting benefit for our students. It allows us to celebrate the artistic and academic achievements of exceptional dance students and helps to create honor, prestige and reward. The Greater York Chapter of the National Honor Society for Dance Arts is housed at the center. This distinguished group of youth are students in Middle School and High School. Members have done a lot of great things! Our outreach projects and performances included the United Way Kickoff, Spruced Up, blankets made for flood victims and gift bags as holiday gifts for children in need, Dance It Forward Food Drive, Light Up York, Symphony Children's Concerts, and more. Individually, our members also dedicated many hours of service to the community. Some of the agencies included Leg Up Farm, York Rescue Mission, and Make-A-Wish. Members have also provided leadership to several area high school dance teams and student governments. Please inquire if your dancer has interest in joining.

PERFORMING

The Power of Performance

Performance opportunities are an essential part of dance training. Our performances provide a professionally directed platform for students to present their achievements. It not only enhances their dance training but also contributes to their overall personal development. The experience builds confidence, dance presentation skills, and prepares participants for future endeavors. Students learn the importance of teamwork and the joy of creating something remarkable together.

STAY INFORMED...Monthly Newsletters

The **Monthly Newsletters contain all the necessary information related to performing** including who performs what and when, what to wear, when and where to be for arrival/dimissal, about costumes, and more. As the season progresses, we will distribute updated performance information in our newsletters.

Note: ***Dress Rehearsal is mandatory for ALL participants.***

IMPORTANT DATES ARE LISTED IN THE **NEWS** AND ON THE **CALENDAR**. PLEASE BE SURE TO INFORM YOURSELF BY READING THIS INFORMATION

Performance Dues

Please see Page 20, ***Performance Dues*** regarding the cost of participation in our shows. Note: we do not sell costumes. Please refer to newsletters for details as to what a dancer needs to provide and what they get to keep.

Dress Rehearsal

Participation in Dress Rehearsal is mandatory. Dress Rehearsal gives the students a chance to become familiar with and rehearse on the beautiful Appell Center stage. Students will need to be there at the specified time (see the Newsletter) and bring along all of their costumes, hair and makeup items for the concert. Students will need to be there at the specified time (see the Newsletters) and bring along all of their costumes, hair and makeup items for the concert.

Students will be signed into the venue upon arrival by their responsible parent or guardian and will be supervised through the duration of rehearsal. Students may not leave the premises without being signed out by a parent/guardian.

PERFORMING

Performance Guidelines

What you need for each performance will be given to you well in advance and detailed in the Newsletter. Costumes also may be lent or given or dancers may be asked to provide something such as jeans, or a specific color of an item. Alterations are needed on occasion and are the responsibility of the student.

Students should not wear any part of their costumes, accessories, or tights prior to the dress rehearsal or performance in order to keep it looking sparkling and new.

Important note: No Eyeglasses are to be worn onstage unless a student's sight is so impaired that it is considered a disability and the office has been given notice.

Snacks

Our staff and volunteers will ensure that children have an opportunity to drink water and will be given a snack such as goldfish crackers at an allocated time when they are not onstage.

What To Bring - For uniformity, shoe & tights must be purchased on Nimbly. (For your convenience and budget, many of the items needed for class will be used for performance such as shoes and tights.)

- Bring a bottle of water to the performance, labeled with full name.
- Your costumes, tights (one extra pair) and accessories with NAME on all belongings.
- Bring clean dance shoes and only those sold through Nimbly.
- Leave jewelry at home; small stud earrings are acceptable.
- Makeup (red toned lipstick, blush, mascara), hairspray, bobby pins, bun pins, hairnets, stockings, socks, hair ties, bandaids, baby wipes/makeup removers, and safety pins.

Details

- Headpieces are to be worn on the RIGHT side and should be secured with bobby pins or sewn into place. Be sure to "X" bobby pins. Hats should be punctured with a scissors or pin and then pinned in place.
- No Gum or candy backstage.
- Clear nail polish preferred. All nails need to be short for the safety of the other dancers.
- Unless otherwise specified, straps should meet like a "V" in the back.
- No underpants are to be worn under tights, leotards or costumes.
- DANCERS who perform in more than one dance must arrive wearing a tan/nude colored leotard. Depending on the costuming, any dancer may be asked to provide a tan/nude colored leotard. The straps should be regular and NOT X'd

PERFORMING

Appell Center Rules

No eating, drinking, or smoking is allowed in the theatre. We are teaching respect for the theatre, the facility and each other. Please help us. Running, yelling, food in the theatre, smoking, and video-taping are not permitted. If you see anyone showing such disrespect, either STOP them or report them directly to a GYD Security Volunteer or Stage Mgr.

Tickets will go on sale to the public at a time announced on social media and detailed in the Newsletter. The theatre does require everyone in attendance to have a ticket/seat due to fire laws.

Audience Etiquette We encourage enthusiastic applause during the performance. The more energy you give us, the more excited the dancers become!

We request that everyone remains seated during the performance. If you need to leave the auditorium, do so between pieces.

No Video Recording Due to copyright and contractual rules and child protection policy, the video recording of performances is strictly prohibited. We will have a professional videographer make recordings available to you whenever possible.

Parent Volunteers

We need class moms to supervise each class. Parents who are volunteering to help at the performance will also need to be available for Dress Rehearsal day to ensure they understand their roles and can see how everything will be run on show day. During your child's own performance, class moms will get to watch the dance from either sidestage or a designated area in the auditorium. **Signup to volunteer [here](#)**. Details are on Page 21 of this handbook.

Photographs-Backstage The taking of photographs or use of electronic devices such as cellphones/video cameras is not allowed backstage. In addition, posting photographs, videos or comments onto social media (especially during the time rehearsals or production is in progress) is a violation of backstage behavior policy of everyone – adults included. Cell phones will be put away prior to each stage rehearsal/performance for good focus of all involved. Audience members may take photographs of the performance in progress.

Flowers/Gifts To Your Dancer Those who wish to greet a performer after the show or present flowers/gifts should do so after the dancer is picked up. There is no room for flowers or gifts backstage.

PERFORMING

Arrival / Dismissal for Appell Center Rehearsals & Performances

- ENTER from the Philadelphia Street, Studio Entrance at the Appell Center for the Performing Arts Center. Dancers will be dismissed from the same door.
- Check in at the table when you arrive. We do our best to stick to the schedule but for technical reasons, it is not always possible. Only dancers and registered volunteers will be permitted beyond the check in table.
- Drop Off/Pick Up Dancer(s) on time listed in the [Newsletter](#).
- Arrive 15 mins. earlier than the scheduled rehearsal in a cover-up (Button/Zippered jacket or shirt type coverups are simpler to remove and not mess up hair/makeup) with tights ON that are required for your first role. Please do not wear underpants with tights. Arrive with pink/black/nude Leotard ON (Females).
- HAIR Arrive with hair styled the way it is to be for your first role when you arrive. Please use gel/hairspray to secure fly aways.
- MAKEUP Lipstick (red toned), blush and mascara is recommended due to being washed out by stage lights.

BACKSTAGE

When not onstage, dancers must remain in the dressing room for safety/security reasons until the end of the performance. Dancers will be dismissed when parent arrives for pick-up at Phila. St. door. Unless volunteering, family members and friends may not be backstage or in the dressing rooms during rehearsals or performances. The same applies during intermission and after the show.

Dressing Room Etiquette Dancers are expected to respect other dancers' space and property in the dressing rooms at all times. Dancers must not get into other dancer's belongings in dressing rooms. Please keep your area organized and clean. No food or drink in the dressing rooms. No eating in costume. These rules apply to ALL dancers. See Rehearsal Asst. or Dressing Rm Director to know if it is an allowable time to eat (based on when you are needed onstage). There is a lot of backstage activity in a limited space, and dressing rooms are a private area. No guests. Gifts are to be distributed FOLLOWING the performance. Please be inclusive.

It looks like chaos, but please be assured that we have done this before and there is behind the scenes detail and *over the top* organization happening!



THANK YOU FOR BEING A PART OF OUR DANCE FAMILY!

A Final Note

Thank you for choosing Dance It Forward / Greater York Dance as your dance home. We are thrilled to have you on board for an extraordinary dance journey filled with passion, growth, and boundless possibilities.

We are wholeheartedly committed to supporting and guiding you every step of the way. Let's maintain open lines of communication and work together to ensure a positive and uplifting dance experience.

Get ready to shine, express yourself, and embrace the magic of dance that we all love so very much!

DANCE IT FORWARD, MAKING A DIFFERENCE WITH DANCE.



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