



junction city school of dance

2021-22

studio handbook

Welcome

to the 2021-22 school year!

At Junction City School of Dance, we are passionate about the arts, its history, and passing it down to future generations. Whether you're dancing for fun or preparing to pursue dance as a career, we welcome you. This year our staff members are excited to share their passion, new ideas, and the gift of dance with your child. If this is your first year being part of our dance family, thank you for choosing Junction City School of Dance. For those returning, you have been missed. It is both an honor and a privilege to be in your life. Please let us know how we can help you feel right at home.

Our Vision and Mission: I established the studio in 2007 with just a handful of students and a vision that our freedom in Christ Jesus expressed through dance and worship can become someone else's healing.



Today, incredible instructors with years of experience in dance teach students of all ages and levels with a threefold mission – to teach all to dance from a heart of surrender and excellence, to love and encourage dancers to know Christ in new and deeper ways, and to nurture and facilitate personal and spiritual growth in pursuit of becoming vessels that bring glory to God.

Dance from Your Heart!

Amy Baker

JCS D Director
Contact me at
541.912.8431

Junction City School of Dance strives to offer the highest quality dance instruction to all members of our community. We do not discriminate on race, ethnicity, religion, gender, age, disability, sexual orientation, veteran status, or national origin.

STUDENT CLASS PLACEMENT

We consider both age and physical development when placing a student in the appropriate level. Please email the studio if you would like to discuss student placement. Most students should plan on spending two years in a level before moving up. This gives students time to not only learn material, but an opportunity to demonstrate what they know as a leader in the class. Please keep in mind that advancement is the result of technical and artistic ability, classroom behavior, and maturity, not just age.

COVID-19 RESPONSE

For the 2021-22 school year, we are shifting our in-house health guidelines as necessary to comply with state mandates and to protect our teachers, dancers, and their families. We will continue to clean between classes and limit the number of people in the studio.

The mask mandate has returned, but the good news is that we are still allowed to dance! Junction City School of Dance was established with a vision that our freedom in Christ Jesus expressed through dance and worship can become someone else's healing. With each month that this pandemic lingers, we are even more convinced that dance brings mental, emotional, and spiritual healing for our dancers and those they touch with their creative expression.

We understand that our dancers and families, as well as our staff members, have different views on COVID-19, state mandates, masks, and vaccines. Our prayer is that the differences in opinions will not spill over into our classes, interactions in the hallway, or engagements via social media. We want JCSD to be a place of safety and joy for our dancers, teachers, and families.

Please see our guidelines at www.jcschoolofdance.com/covid. We will post updates throughout the 2021-22 year as needed in keeping with state mandates.

PICK-UP & DROP-OFF POLICY

Dancer drop off is at the east entrance of Christ's Center, and pick up is at the northeast door accessed from the back parking lot. The exceptions are for morning classes and level III/IV dancers.

Parents and other family members will not be allowed to wait inside the building, but if a bathroom break is necessary, do not hesitate to check in with one of the JCSD staff members in the lobby to use the facilities.

ATTENDANCE

Missed classes may be compensated through attendance at another class of the student's choice. No refunds are offered for missed classes. Please contact us if your student will miss class.

To keep our schedule running smoothly, we ask that students arrive and are ready in the 5 minutes prior to the start of class. If your child is 20 minutes or more late, they will be asked to sit out for the remaining class time and simply observe.



FINANCIAL POLICIES

- **Registration fee:** \$50 for the first child in a family and \$5 for each additional child
- **Recital fee:** \$10 per dancer
- **Costume Fee:** \$80 per dancer per class
- **Monthly tuition** for all classes is \$52 with the exception of the following classes:
 - Ballet IIA (2 days/week): \$145
 - Ballet IIB (2 days/week with Pre-Pointe): \$150
 - Ballet III/IV (3 days/week): \$200
 - Pointe I (2 days/week): \$26
 - Boy's Popping: \$60
 - Modern III/IV: \$60
 - Creative Movement (Wednesday, 45 minutes): \$45
 - Tiny Two's (6-week classes): \$90

Monthly payments are due on the 1st of each month. Payments more than 10 days late will be assessed a \$10 late fee. Returned checks will result in a \$25 NSF fee. We encourage payment, especially the auto pay option, through the website at www.jcschoolofdance.com.

Full tuition will be charged for nine months September through May. Vacations and breaks have already been taken into account. We encourage the online, auto-pay option, but cash or check payments can be placed in a sealed envelope labeled with the dancer's name and can be dropped in the studio tuition box or mailed to the business office: P.O. Box 543, Junction City, OR 97448.

COSTUME FEES

You will be required to purchase a separate costume for each class your student participates in except Stretch & Strengthening and adult classes, which do not perform in the spring recital. The first half of the \$80 costume fee is required at registration. The remainder of the fee is due on or before December 1.

FAMILY DISCOUNTS

Unlimited Classes

- Single child in a family with Ballet II/III/IV \$270 or without Ballet II/III/IV \$175
- Multiple children in a family with Ballet II/III/IV \$345 or without Ballet II/III/IV \$250

Additional Discounts

- Pay whole year in advance and receive 10% off the year's tuition. This does not include registration fee, costume fee, apprentice discounts, or any other promotional offers.

Scholarship applications are available upon request.

LATE PICKUPS

JCSD retains the right to charge for every minute a staff member is required to wait with your child for a late pickup – up to \$10 for every 5 minutes your child is left waiting. In addition, it is not the staff's responsibility to watch your children who are waiting outside the studios. If the staff member must leave the site with your child, a message will be left with your emergency contact.

Lawrence Brahms

JCSD Financial Director
Contact me at
lbrahms@hotmail.com



STUDIO DIRECTOR

We utilize Studio Director, a dance software and online service, for registration, scheduling adult classes, bill pay, and much more. If you haven't yet, you will need to create an account. **Click the ACCOUNT LOGIN button at jcschoolofdance.com to start the process.**

Because we have eliminated paper registration forms this year, we need you to provide a bit more information within your account that only you and the team at JCSD will be able to view. Once you have created your login (or logged on as a returning family), please click on the pulldown menu in the top left corner. Under "my account," click on **EDIT STUDENT INFO**. On this page, we need you to add the following information:

1. Headshot of your dancer
2. Who is allowed to pick up your child from class
3. Medical conditions, allergies, or other concerns

Now, go to "my account" again and click on **EDIT ACCOUNT CONTACT INFO**. Here we need you to do the following:

1. Confirm phone numbers for those responsible for the dancer (mom, dad, other guardian, etc.).
2. Add your student's cell phone number (if applicable), especially if he/she is not driving with you to the studio.
3. Double check that your emergency contact is correct.

You may also update payment information, view your financial transactions, and purchase a class card (a 10-punch virtual card) for Adult Modern and Adult Ballet.

Please note that registration and other purchases are not complete through Studio Director until you have checked out, so make sure you complete all the prompts to guarantee your dancer's spot in classes. If you encounter any challenges setting up your account or changing information within it, don't hesitate to contact us.

DANCE ATTIRE & HAIR

DRESS CODE

Please label all clothing.

- **Tiny Two's/Creative Dance:** Students should wear a simple, solid-colored leotard with pink or white ballet tights, and a skirt (optional). Shoes: pink ballet shoes (no bedroom slippers)
- **Pre-Ballet:** Students should wear a light pink, solid-colored leotard, either pink or white ballet tights, and a skirt (optional). Shoes: pink ballet shoes (no bedroom slippers)
- **Pre-Tap/Jazz & Tap/Jazz I/II:** Students should wear a simple, solid-colored leotard with tights or leggings. Skirts are optional. Shoes: black tap shoes
- **Modern I, II, III/IV & Adult Modern:** Leotard and leggings with bare feet
- **Ballet I/II/III/IV & Adult Ballet:** Students should wear modest, black, solid leotards, pink ballet tights, and pink ballet slippers. Students may come in a skirt but may be asked to remove it during class. No tutu style skirts. For Level 1 and up, underwear should not be worn under tights.
- **Jazz III/IV:** Students should wear leggings or jazz pants with either a leotard or appropriate shirt. Shoes: black or nude jazz shoes
- **Hip-Hop/Popping:** Students should wear modest, loose-fitted clothing (sweats, shorts, leggings) and clean-soled tennis shoes.

HAIR REQUIREMENTS

- **Pre-Ballet /Ballet I-IV:** Ballet bun required. Please see "How to make a ballet bun" on our website for further instruction.
- **All other classes:** Hair should be SECURELY pulled back from your face. Please no hair touching the face or neck. Full instructions for making a ballet bun are available on our website.

STUDIO ETIQUETTE

PERSONAL ITEMS

Personal belongings should be limited to a water bottle (clearly marked with first and last names), dance shoes, and necessary cold and rainy layers for Level 1 dancers and younger. Older dancers with back-to-back classes may bring a dance bag with them.

LOST & FOUND

The **Lost and Found box** is emptied on the 5th of each month. We hold items for one month, and if not claimed, we donate the items to a local charitable organization.

PHOTOGRAPHS

Pictures and videos may only be taken in classes with permission from instructor and dancers. If you have any concerns about your dancer being photographed, please contact us.

STUDIO RULES

- No gum, food of any kind, or non-water beverages. A water bottle labeled with first and last names is encouraged.
- No cell phones or electronics
- No street shoes (including cowboy boots, high heels, clogs and black soles) are allowed on the marley floor in Studio 1
- No jewelry
- No touching mirrors or hanging on bars

Diane Brahms
JCSD Studio Manager



IMPORTANT DATES

September 11: Open house 9 a.m. to 1 p.m.

September 13: Classes begin

October 4: Registration closes for the 2021-22 year

October 18-23: Costume sizing in classes

If you miss your class, come on Saturday, Oct. 23 from 10 a.m. to noon for your sizing.

October 25-30: Recital Flashback Week

November 25-28: Thanksgiving Holiday

December 1: Remainder of costume fee due

December 9-11: Winter Showcase

December 20-January 2: Christmas vacation, no classes

January 3: Classes resume

January 8: Recital volunteer meeting 1 p.m.

March 21-26: Spring Break, no classes

May 19-21: Spring Recital

May 28: Final day of classes

*** Please note:** JCSD holds all classes on Veterans Day, Martin Luther King Jr. Day, Presidents Day, and on school in-service days.

COMMUNICATION

Communication is important to us. We utilize Facebook and Instagram as well as our website to post regular updates regarding the studio. You can expect regular emails about studio and class news as well as handouts at the studio. If you have any questions or comments, do not hesitate to contact us.

website

www.jcschoolofdance.com

emails

jcschoolofdance@gmail.com

Instagram

#jcschoolofdance

Facebook

@JunctionCitySchoolOfDance

Jaime Sherman

JCSD Communications

Text me at
541.968.9529



JUNCTION CITY SCHOOL OF DANCE

— est. 2007 —

Director/Owner Amy Baker

Ballet
Modern
Jazz/Tap
Hip Hop
Popping

Studios 1 & 2

Inside Christ's Center,
530 W. 7th St., Junction City
access through the doors on Juniper Street

Mailing Address

P.O. Box 543
Junction City, OR 97448

Phone

541.912.8431

Email

jcschoolofdance@gmail.com

Class information & Registration

jcschoolofdance.com