



# PARENT HANDBOOK 2021-2022

*Celebrating our 7th Season!*

856.599.0755  
[www.jazzhandsdanceacademy.com](http://www.jazzhandsdanceacademy.com)

121 Berkley Road, Suite E  
Clarksboro, NJ 08020



## OUR MISSION:

"To build self confidence and friendships through the love of dance."



## CLASS PLACEMENT:

# 2

Is determined by both age and ability. Classes consist of an age range so some years a child may be one of the youngest in the class and other years they may be one of the oldest.

Just like in school or in any other sport or activity they do not always have the same classmates from year to year. Our staff places students into the classes that are best for each individual.

Any dancer looking to advance a level may have an evaluation for placement and may consider private lessons to advance their skills. Contact the office for details.

*"Dance is an individual art form, and children need to be allowed to achieve at a pace that's comfortable."*

*"No two students will progress at the same rate, even if they experience the exact same training."*

*"Encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments." – Rhee Gold*



# REGISTRATION

Register online at [www.jazzhandsdanceacademy.com](http://www.jazzhandsdanceacademy.com)

## Registration Fee:

\$25.00 per family July 30–September 10, 2021

\$50.00 per family after September 10, 2021

Registration Fees will be charged to the card on file automatically at the time of registration

Non–refundable, no exceptions

Payments must be submitted to reserve spot in class



# TUITION

Based on total hours registered by family.

## FAMILY HOURS PER WEEK MONTHLY RATE

30 MINUTES.....	\$42
45 MINUTES.....	\$63
1 HOUR.....	\$74
1 HOUR 15 MINUTES.....	\$93
1 HOUR 30 MINUTES.....	\$111
1 HOUR 45 MINUTES.....	\$129
2 HOURS.....	\$142
2 HOURS 15 MINUTES....	\$156
2 HOURS 30 MINUTES....	\$170
2 HOURS 45 MINUTES....	\$184
3 HOURS.....	\$198
3 HOURS 15 MINUTES....	\$213
3 HOURS 30 MINUTES...	\$228
3 HOURS 45 MINUTES...	\$243

## FAMILY HOURS PER WEEK MONTHLY RATE

4 HOURS.....	\$257
4 HOURS 15 MINUTES....	\$268
4 HOURS 30 MINUTES....	\$278
4 HOURS 45 MINUTES...	\$288
5 HOURS.....	\$298
5 HOURS 15 MINUTES....	\$307
5 HOURS 30 MINUTES....	\$315
5 HOURS 45 MINUTES...	\$323
6 HOURS.....	\$331
6 HOURS 15 MINUTES....	\$335
6 HOURS 30 MINUTES...	\$338
6 HOURS 45 MINUTES....	\$341
7 HOURS.....	\$344
7 HOURS 15 MINUTES....	\$347
7 HOURS 30 MINUTES....	\$350
7 HOURS 45 MINUTES....	\$353

## FAMILY HOURS PER WEEK MONTHLY RATE

8 HOURS.....	\$356
8 HOURS 15 MINUTES....	\$360
8 HOURS 30 MINUTES....	\$363
8 HOURS 45 MINUTES....	\$366
9 HOURS.....	\$372
9 HOURS 15 MINUTES....	\$375
9 HOURS 30 MINUTES....	\$378
9 HOURS 45 MINUTES....	\$381
10 HOURS.....	\$384
10 HOURS 15 MINUTES..	\$388
10 HOURS 30 MINUTES..	\$391
10 HOURS 45 MINUTES..	\$395
11 HOURS.....	\$398
11 HOURS 15 MINUTES...	\$402
11 HOURS 30 MINUTES..	\$405
11 HOURS 45 MINUTES...	\$409



# PAYMENT POLICY

JHDA's tuition is a yearly fee divided into 10 equal payments due the 1st of each month September–June.

**All registered families are required to enroll in autopay.**

JHDA will charge the card on the account for each families monthly tuition on the 1st of each month.

Families that prefer to pay cash or check must be made before the 1st of the month.

Payments are non–refundable.

Any bounced checks will be charged a \$30.00 fee.  
Any declined credit card transactions need to be resolved by the 5th of the month. Any payments not received by the 5th will be charged a \$10.00 late fee.

Parent Portal:  
From our website,  
[www.jazzhandsdanceacademy.com](http://www.jazzhandsdanceacademy.com)  
log into the parent portal at any time  
to view your account or make a  
payment!



# 2021–2022 CALENDAR

Jazz Hands Dance Academy reserves the right to change these dates if needed.

6

September 13th, 2021	Classes Begin	
November 15th, 2021	Costume Deposits \$50 per class charged to account	
November 23rd–28th, 2021	Closed for Fall Break	Each class is scheduled to meet 36 times for the dance year.
December 18th, 2021	Holiday Show (subject to change)	
December 19th–January 2nd, 2022	Closed for Winter Break	Tuition is a yearly fee based on the 36 times that classes meet and is divided into 10 equal payments.
February 15th, 2022	Costume Balances charged to account	
March 15th, 2022	Recital Package Fee charged to account	Holidays and JHDA closings are already factored into your tuition rate.
April 13th–19th, 2022	Closed for Spring Break	
May 30, 2022	Closed for Memorial Day	
June 4th, 2022	Picture Day	
June 20th–24th, 2022	Dress Rehearsal	
June 25th–26th, 2022	Recital	

Calendar continued on next page



# RECITAL COSTUMES

Dancers are assumed to be participating in the annual June recital unless they have opted out in writing.

Dancers are required to purchase the recital costume from JHDA to participate.

Costume payments do not include shoes which need to be purchased separately from JHDA.

Tights will be included in your recital package.

All Ballet/Tap Combo classes for ages 2.5–6 will have 2 costumes.

All other classes will have 1 costume per class.

Costume payments are non–refundable and non–transferrable.





# COSTUME DEPOSITS AND BALANCES

8

## BABY BALLET & TINY TWO'S

Baby Ballet & Tiny Two's dancers do not need to commit to recital until January 2022

Costume is \$75

Costume  
Deposits and  
Balances  
continued on  
next page

## BALLET/TAP CLASSES AGES 2.5–6

Dancers receive 1 Ballet costume & 1 Tap costume

\$150 for 2 costumes

\$50 Deposit due  
November 15th, 2021

\$100 Balance due  
February 15th, 2022

## ALL CLASSES AGES 6–10

Dancers receive 1 costume per class

\$90 per costume

\$50 Costume Deposit per  
class due November 15th,  
2021

\$40 Costume Balance per  
class due February 15th,  
2022.



# COSTUME DEPOSITS AND BALANCES

## CONTINUED

9

### ALL CLASSES AGES 10 & UP

Dancers receive 1 costume  
per class

\$110 per costume

\$50 Costume Deposit per  
class due November 15th,  
2021

\$60 Costume Balance per  
class due February 15th,  
2022.

SIZING: JHDA staff will measure dancers in December for their recital costumes.

Costumes are not a custom fit.

Measurements are used to size the dancers according to the costume company size chart.

We do allow for growing room.

TRY ON: Costumes will arrive anywhere between February–May. When your dancers costume arrives we will email the class. Dancers will try their costume on in class on the day stated in the email.

LATE ORDERS: Costumes cannot be guaranteed for any dancers who register, add a class, or order a costume after November 15th. If ordering a costume is possible, there is a \$30.00 late order fee.



# RECITAL PACKAGE

Every dancer participating in the recital is required to purchase a recital package.

The recital package includes:

- 1 recital theme t-shirt
- 1 recital flower bouquet
- 1 pair of recital tights
- Professional recital video link
- Recital practice music
- Recital choreography practice videos

Pricing and tickets will be determined at a later date.

Package is subject to change.





# DRESS CODE

11

SHOES: All dance shoes are required to be purchased from JHDA.

Please email us or stop at the front desk to set up shoe sizing and ordering for your dancer.

BABY BALLET & TINY TWO'S: Leotard and tights any color. Hair in a ponytail or clipped out of face.

BALLET/TAP AGES 2.5–6: Leotard and tights any color. Hair in a ponytail or bun.

BALLET AGES 6 & UP: Leotard and tights any color. Skirt optional. Hair in a bun.

JAZZ AGES 6 & UP: Leotard and tights any color. Shorts or leggings optional at teacher discretion. Hair in a bun.

TAP AGES 6 & UP: Leotard and tights any color. Shorts or leggings optional at teacher discretion. Hair in a bun or ponytail.

Please label all shoes, dancewear, dance bags, coats, etc. with dancers first and last name.

Please write your dancers initials on the bottom of their shoes.

If an item left behind is properly labeled, JHDA will hold them at the office.

JHDA is not responsible for any lost or stolen items.

# DRESS CODE CONTINUED

12

SHOES: All dance shoes are required to be purchased from JHDA.

Please email us or stop at the front desk to set up shoe sizing and ordering for your dancer.

HIP HOP AGES 6 & UP: Leggings or gym shorts, tank top or short sleeve shirt. Dance attire not school clothes. Hair in a ponytail or bun.

CONTEMPORARY AGES 8 & UP: Leotard or Leggings or gym shorts, tank top or short sleeve shirt. Dance attire not school clothes. Hair in a ponytail or bun.

ACRODANCE AGES 4 & UP: Leotard and tights any color. Hair in a low ponytail or french braid.

MUSICAL THEATER AGES 8 & UP: Leotard and tights any color. Leggings/gym shorts and tank tops/short sleeve shirts optional at teachers discretion. Dance attire not school clothes. Hair in a ponytail.





# HOLIDAY SHOW

13

Our Holiday Show is tentatively scheduled for December 18th, 2021.

Most of the following classes will learn a holiday dance in their regularly scheduled class starting in November:

Ballet/Tap  
Jazz  
Hip Hop  
Contemporary

Some classes may not learn a holiday show dance due to the focus of technique that needs to be practiced in class or for the safety of the dancers with uncertain performance flooring.

While dancers may learn the holiday show dance in class, performing in the show is optional.

There is a performance and costume rental fee. Pricing, times of the shows, and classes able to participate will be determined at a later date.



# POLICIES

## LOBBY POLICIES:

1. Students and family are not permitted to touch or use Jazz Hands equipment or property without permission.
2. Do not tap on the glass or open the door while class is in session. It is disruptive to the entire class.
3. Acro mats, chairs, bins and other items are not to be touched or used in the hallway to stand on.
4. Nobody is to enter the classrooms unless it is their scheduled class time.
5. No climbing, standing or jumping on the couch.
6. The office, behind the desk, all closets and cabinets are off limits at all times.
7. No running in the hallway.

## CLASS POLICIES:

1. Arrive 5–10 minutes prior to class.
2. Street shoes are not permitted in the classroom.
3. No food, gum, or colored drinks in the classrooms at any time.
4. Dancers should put their jackets and belongings in a cubby.
5. Dancers may bring a water bottle and their dance shoes into the classroom.
6. Cell phones are not permitted in the classroom and must be kept with personal belongings.
7. Bathroom breaks are disruptive to class. Please use the restroom before and after class.
8. All students are expected to respect one another, teachers and staff, the facility and it's belongings as well as the shopping center and fellow tenants.



# POLICIES CONTINUED

## STUDENT/PARENT/TEACHER COMMUNICATIONS:

- **Contacting Instructors:** Any questions for teachers can be sent via email, studio phone, or schedule a time with our Office Manager. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
- **Texting & Social Media:** Contacting any staff via text message or social media is not permitted. All contact should be directed to our Office Manager.
- **Opening Class Doors:** Please respect our instructors. All classes are closed session. Do not open the door during class time. When classes are over, the instructor will open the door for the students to exit.
- **Viewing Windows:** For your convenience to watch your child's class we have windows to see into the classrooms. Please do not tap on the glass. Talking to children through the window is a distraction to their learning. It is in your best interest to step away from time to time so that they are focusing on the teacher.

## PRIVATE LESSONS:

Dancers are welcome to sign up for private dance lessons in addition to their regularly scheduled classes.

Private lessons are based on studio and teacher availability.

Private lessons are not permitted to be scheduled through the teachers. Contact our front desk.

## INCLEMENT WEATHER:

JHDA will notify families via email if there is a closing due to inclement weather.

Students may schedule a make up class for inclement weather days.

Tuition is not discounted or refundable for inclement weather.

# POLICIES CONTINUED

16

## ILLNESS/INJURY/ABSENCES:

Parents are advised to keep their students at home for the following conditions:

- o Fever or vomiting.
- o Infected skin or eyes or an undiagnosed rash.
- o Severe itching of body or scalp, lice.
- o Hand, Foot and Mouth Virus.

We recommend that a dancer with an injury still comes to class and minimizes movements or sit and watch with doctor's approval to not miss any material.

If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.

Students may attend a class not in their registered curriculum to make up for the missed class. Tuition is not discounted or refundable for any missed classes.

Students with excessive absences may need to consider changing classes and/or private lessons to catch up on what they have missed. Teachers cannot continue to review previous taught material.

## SCHEDULING:

JHDA reserves the right to change the schedule at any time. Classes are shown by age, however placement is also according to level/ ability/ experience. A JHDA staff member will be happy to assist you with the best classes for your child.

Any class may be canceled due to insufficient enrollment. Any class with 4 or less kids is considered a private class and will be priced accordingly. Students are required to enroll in Ballet in order to take Jazz, Pointe, Contemporary.

Students are required to take private lessons if they are enrolling in a style they have not trained in before. Students are required to take private lessons if they enroll after November 1, 2021 to learn any technique or skills they missed in the beginning of enrollment.



# POLICIES CONTINUED

17

## NO TOLERANCE:

JHDA prides itself in creating a fun, friendly, kind, and respectful environment for its staff, students, and parents.

JHDA has a strict no tolerance policy for anyone who is disrespectful or rude or cannot follow any of the policies provided in this handbook.

This includes but is not limited to slander or defamation of character verbally, via email, or via social media.

JHDA reserves the right to discontinue providing lessons and permanently dismiss any dancer and their family who does not abide by these policies.

## DISCONTINUING:

If you'd like to discontinue a class it is required to submit in writing.

Your reservation in that class will be removed at the end of the month in which JHDA receives a written notice.

You are responsible for tuition payments for the remainder of the month.

For example, if you hand in a Discontinue Form on October 15th, you are responsible for tuition payment through October 31st and your spot in class remains through October 31st.

November 1st your discontinuation goes into effect and you will not be charged for November tuition.

Registration Fees, Costume Deposits and Balances, Recital Packages and any other items are non-refundable.

# PHOTOGRAPHY & VIDEO RELEASE

18

JHDA uses photographs and videos of its own dancers in its marketing and promotional materials. You are granting JHDA full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, “Images”) for JHDA marketing and promotional purposes during and after the student’s participation in JHDA programs. Further, you acknowledge that JHDA shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to JHDA your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images.

**IF YOU WISH TO OPT OUT:** If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by JHDA or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate that you are opting out in the appropriate online box. Specifically, new registrants must type “I OPT OUT” in the appropriate box on the Web Registration Form. Current families must log into their portal, go to the My Account tab, and type “I OPT OUT” in the appropriate box.



# FUNDRAISERS

19

JHDA offers a few optional fundraisers throughout the season! None of the fundraisers are mandatory, but any that you choose to participate in you will receive a portion of the profit that will be applied to your account to be used toward tuition, costumes, merchandise, etc.

FUNDRAISER	MONTH IT STARTS
------------	-----------------

- |                           |          |
|---------------------------|----------|
| Joe Corbi Pizza–          | August   |
| Platt's Mums–             | August   |
| Gertrude Hawk Holiday–    | October  |
| Gertrude Hawk Candy Bars– | January  |
| Super Bowl Block Pool–    | February |

2021–2022 Fundraiser account credits must be used for the 2021–2022 season.  
Any unused credits at the end of the season are forfeited.  
Fundraiser credits are not redeemable for cash.  
Fundraiser credits are nontransferable.

