

Cedar Park Dance Academy  
STUDENT HANDBOOK  
2017

Welcome to Cedar Park Dance Academy. Our goal at the Academy is to restore the art of dance to the glory of God, and to present the Good News of Jesus Christ through dance. We are a certified studio with the London based Royal Academy of Dance.

We welcome you to the CPDA family and hope that you will spend a little time learning more about CPDA in these pages.

Thank you for your commitment to your creative children by allowing them this opportunity. Your role is critical to the success of your child and CPDA appreciates your efforts and looks forward to your participation as well. Please know that if you have any questions or simply would like to offer comments and suggestions, do not hesitate to contact us at [cpda@cedarpark.org](mailto:cpda@cedarpark.org). Your input will help in shaping our program to address parental and child concerns.

## I. INTRODUCTION

### A. *STATEMENT OF FAITH*

*Cedar Park Dance Academy is a wholly-owned subsidiary of Cedar Springs Camp & Conference Center located in Lake Stevens, Washington.* As such, we operate as a ministry of the Camp and align with all of the views held by the Camp. The purpose of our ministry is to (1) build up the body of Christ, (2) offer praise and worship to God, and (3) proclaim His gospel to the world. In accordance with that mission, CPDA trains, educates, develops and inspires children and youth to live a Godly life through the discipline and practice of dance.

We subscribe to the sixteen fundamentals of faith summarized in the constitution and bylaws of Cedar Springs Camp. This means that we are explicitly a Christian organization and adhere to the doctrines outlined in Cedar Springs governing documents.

### B. MISSION STATEMENT

At the Academy, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as their personal Lord and Savior. A goal of our mission is to nurture and train children so that they will grow in godliness of character and

action. As an integral ministry of Cedar Springs Camp & Conference Center, Cedar Park Dance Academy is governed by and adheres to the policies, procedures and governing documents of Cedar Springs Camp. This also means that the Academy is affiliated with the Assembly of God denomination.

Cedar Springs' mission seeks to accomplish the following:

“Facilitating adventure for kids and youth with the purpose of reaching them with the gospel of Jesus Christ.”

As a ministry of Cedar Springs Camp, Cedar Park Dance Academy fully embraces and values the Mission of Cedar Springs Camp. As such, the Academy strives to restore the art of dance to the glory of God, and to present the Good News of Jesus Christ through dance. Every aspect of what the Academy represents is meant to glorify Jesus Christ. Cedar Park Dance Academy exists to communicate truth, to bring glory, and to worship God through the use of excellence in dance.

### **C. PHILOSOPHY AND GOALS**

It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom and knowledge. Our goal at the Academy is to restore the art of dance to the glory of God, and to present the Good News of Jesus Christ through dance. The

Academy is currently certified with the London-based Royal Academy of Dance. Certification may change in the Academy's sole discretion. Questions regarding the current certification of the Academy may be directed to the Director.

By placing God at the center of our hearts, environment and curriculum, we desire: To share the love of Jesus; To model and instruct in Christian character, values and principles through the creative art of dance; To communicate truth, bring glory and worship God through the art of dance; To provide creative and expressive experiences for youth; To faithfully teach basic and fundamental aspects of dance in a manner that is consistent and glorifying to God;

#### **D. REGISTRATION**

All students participating in the Cedar Park Dance Academy program must be registered to attend class. All contact information must be kept accurate. Academy staff must be able to contact parents in case of emergency, and we must be able to reach you with information about scheduling and your child's progress.

If parents have separate addresses or the person paying for the lessons lives at a different address from the child, please note this on your

registration form and, if necessary, contact administration to clarify. If you prefer to be contacted at a number other than your home or via email, please let us know and we would be happy to oblige. We are working hard to ensure that all parents and guardians have the information they need.

## **E. TUITION**

Tuition is non-refundable. Tuition is paid monthly through our website [cedarparkdanceacademy.com](http://cedarparkdanceacademy.com). Tuition, also called Registration on the website, must be paid before the first lesson of the month. Please do not send your child to class without having paid for monthly tuition. There will be no refunds issued for missed classes or vacations. If your child will be absent for an extended period of time, you must make arrangements with the director in advance.

*CPDA reserves the right to cancel any class, for any reason, at any time. In those instances, CPDA will refund all tuition paid up until that date.*

## **II. Studio Rules**

### **A. PLACEMENT & EVALUATION**

Class placement for new students is at the sole discretion of the Director. Students six (6) years old and younger will be placed by age. Older students with ballet experience should contact the Director before registering to determine placement for the first month.

After the first month, a secondary evaluation will occur, and placement will be re-evaluated. Placement may change at the sole discretion of the Director. Placement of returning students is at the sole discretion of the Director.

*The faculty of CPDA reserves the right to re-evaluate a student's placement at anytime, based on factors including, but not limited to, performance, attendance, and behavior.* Questions regarding placement should be directed to the Director. Final authority regarding placement is in the sole discretion of the Director.

## B. CURRICULUM

Classes are offered for age 3 to adult, ranging from beginner to advanced. Our classes are designed to meet the requirements of the Royal Academy of Dance (RAD) fostering technical training, refining skills, inspiring excellence, while also nurturing the Christ-centered character of all dancers. We use the RAD syllabus as well as dances choreographed by our teachers. Depending on age and skill level, instruction may also include creative movement.

## C. POINTE WORK

Pointe work begins when the student's teacher feels they are ready, at

the approximate age of 12-15 years old. Some students may be held off pointe until the requisite level of technical proficiency has been attained or until a particular growth or developmental phase is complete. This decision is made in the sole discretion of the Director. In rare instances, the Director may ask for a podiatry or orthopedic exam before placing the child on pointe. Attendance at a minimum of three hours per week is REQUIRED in order for a student to dance on pointe. THERE ARE NO EXCEPTIONS TO THIS RULE. If a student has a poor attendance record or continually arrives late for classes, she will not be allowed on pointe.

#### D. CLASS SIZE AND INSTRUCTION POINTS

We have limited space available in our studio, and as a result, we have small class sizes. Currently, class sizes are capped at ten (10) students. Occasionally, classes may be combined when rehearsing for a concert/recital. Classes within the same week as rehearsals may be cancelled.

#### E. RULES OF CONDUCT

*Dance requires grace and poise from the student at all times. CPDA students are expected to behave in a well-mannered fashion with dignity and respect for the studio, the study of dance, and all of the teachers. We encourage students and parents to give the director and every instructor the highest level of respect. It is essential for students*



*to display a professional attitude every time they enter the building. These rules should serve as guidelines for proper behavior, but must be supplemented by the decorum of parents and other guests. The resulting atmosphere will be that of a joyous and distinctive environment.*

(1) Students must wait for class to begin by QUIETLY warming up on the carpet in the studio. Again, students must be silent and working to warm up and not engaging in loud conversation which could be disruptive to classes. Parents should meet their children in the studio after class. CPDA cannot be responsible for children waiting outside of the studio.

(2) If students come straight from CPCS school/daycare, the dancer should have hair worn appropriately ballet days and have dancewear in a bag or backpack. CPDA staff will allow five minutes of changing time in the main building bathroom before class.

(3) Students arriving to the studio during instruction of another class should arrive quietly and change into ballet shoes.

(4) Cedar Park is a closed campus. As such, siblings and other relatives must sign-in and wear a Visitor pass (available in the offices or the studio) at all times and must also remain in designated areas while on campus.

(5) Food and drink as well as gum chewing are banned from the studio. The Cedar Park Campus is also a NON-SMOKING FACILITY. CPDA is a drug-free studio. A dancer's body is a dancer's only tool and must be well cared for. A dancer cannot achieve his/her objectives if under the influence of a mind-altering drug.

(6) CPDA assumes no responsibility for lost or stolen property. Cell phones, iPods and other electronics may be placed in dance bags on silent and brought into the studio. *Cell phones should be reserved for student/parent conversations only in the studio and only before or after class time.* Students are not permitted to use their phone during class/rehearsal times.

(7) No birthday parties or events are to take place outside of the studio and no parties are to be discussed at the studio unless the entire class is invited.

(8) Theft of property by a CPDA student will result in immediate expulsion with no refund of tuition given.

(9) CPDA does not promote the practice of excessive dieting. We believe our body is the temple of the Holy Spirit and should be treated as such. If a teacher feels that a student's body weight places them at risk for

injury, we will approach the parent, not the student, if the student is under eighteen.

(10) Please do not stop one of the teachers to discuss business or artistic questions before or after class. Any questions or comments MUST be emailed to [cpda@cedarpark.org](mailto:cpda@cedarpark.org) and will be forwarded to the teacher for an answer.

#### F. Classroom Etiquette

*All dancers are expected to respect their teachers, their fellow dancers, and their art form. Any violation of classroom etiquette will be addressed by the Director in person, a telephone call or email to the parent. Repeated or extreme violations could result in expulsion from CPDA.*

(1) An Academy dancer is polite at all times, looking adults in the eye and responding with “please” and “thank you”.

(2) Dancers are required to treat their classmates with kindness and respect. *The School Director will address undue competitiveness or cruelty with parents in an arranged conference.*

(3) Talking is not permitted during any class or rehearsal while the instructor or rehearsal director is addressing the class.

(4) Dancers must devote all of their energy and concentration to their personal performance.

(5) Dress code will be followed.

(6) Unless injured or ill, students must participate in all

combinations in class.

- (7) Dance bags should be brought into the studio, but neatly hung up, leaving space to enter and exit the room. NEVER LEAVE A BAG or any belongings outside the door.
- (8) Always keep wallets and purses in the studio, in a bag.
- (9) Cellular phones must be turned off throughout all classes.

#### G. Performance Etiquette

CPDA strives for professional standards in performance. The following are the guidelines for rehearsal and performance:

- (1) Casting is to be determined in the sole discretion of the Director.
- (2) Performing students are expected to attend all rehearsals. Rehearsals will be posted in the studio and sent out in an email to those registered as students presently. If students miss the dress rehearsal without permission from the director they may be removed from the piece.
- (3) Dancers are expected to behave accordingly. No running, eating, yelling or loud talking will be tolerated. No gum chewing is allowed. Student dancers are expected to respect others, property and to obey adults or other directors.
- (4) Students are required to buy the costume designated by the Director. Students may keep costumes after the performance or

donate it back to CPDA for future use. Once donated, all ownership and rights to the costume are forfeited.

- (5) Makeup guidelines will be provided before performances and must be followed.
- (6) Do not bring valuables to the performances. CPDA takes no responsibility for lost or stolen items.

## H. Studio Etiquette

### (1) Photography

Unauthorized photography is strictly prohibited. The Academy strives to maintain a safe and secure environment for all of our dancers. As such, unauthorized photography is prohibited.

### (2) Dress Code

The dress code at Cedar Park Dance Academy exists for a variety of reasons. It is part of the tradition and etiquette of ballet, instills discipline and builds self-esteem, builds class unity and makes it easier for the teacher to see and correct mistakes. In addition, the uniform presents a unified and immaculate class to a group of observers in keeping with a professional standard of training.

**ALL STUDENTS UNDER THE AGE OF 18 MUST BE DRESSED IN THE APPROPRIATE DRESS EVERY CLASSTIME.** Our dress code for girls is light pink tights, a black leotard (any length sleeve), black light-

weight short skirt is optional, pink ballet shoes. Boys will wear a white crew neck T-shirt, black cotton sweatpants and black ballet shoes. At some point in her time with CPDA, the dancer may be asked to purchase character shoes and/or skirt.

No street clothes or sweats are to be worn during class or rehearsal under any circumstances, but are recommended for break times if needed.

Hair: All girls must wear their hair in a neat bun for every class unless they sport a "bob" (a headband may be of use). Bangs and "whispies" should be controlled with hairspray, gel, and barrettes, as needed. A professional appearance should be maintained throughout all levels of our school. If you are not familiar with how to make a bun, there are many tutorials online to show you.

Jewelry and appearance: No jewelry is permitted with the exception of small earrings. Any other type of jewelry could be a hazard or a distraction while dancing. All students are required to wear appropriate clothing into the building. This includes a cover-up for students of all ages and proper footwear. Dance shoes should never be worn outside.

### (3) Sign-In/Out

All students attending CPDA **MUST** be signed in and out by adults authorized to transport the child. The ipad in the studio is linked to the

child's ultracamp family profile. Only those listed under "pick-up authorization" will be allowed to check the child out.

## Inclement Weather & Cancellations

### (4) Inclement Weather

The goal of the Academy is to establish a safe and consistent teaching environment for both students and employees. During inclement weather, the Academy may need to close because of safety concerns. In cases of inclement weather conditions, the Academy will post on our Facebook page which can also be viewed from our webpage if we are open or not. [Cedarparkdanceacademy.com](http://Cedarparkdanceacademy.com)

(5) Other Cancellations – Occasionally there are other circumstances (e.g. a power outage which would lead us to cancel classes/rehearsals. This information can be found on our Facebook page as well, which can be viewed from our webpage.

### I. Observation

Due to the nature and discipline of Dance, Parents may observe class infrequently, and at the sole discretion of the Director. Parents and others may be distracting and cause other issues while observing. As such, Parents and other visitors must receive permission by the director prior to class to observe. Absolutely no talking or conversation will be permitted during class observation. Unruly or noisy children will be asked to leave the room.

J. Recitals – There will be one main recital in June. Some classes may be asked to perform in December with Cedar Park Church.

#### K. Notification of Contact Information Changes

Parents are requested to notify the Academy immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers (including student cell numbers), work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc.

#### L. Private Lessons

Private lessons are available at the discretion of the Director. All private lessons must follow Academy protocols and procedures and are registered the same as other classes at a rate of \$30/hr.

### III. CPDA FINANCIAL POLICY

#### A. Tuition

- (1) The cost of tuition is determined by Cedar Springs Camp on an annual basis. Tuition is levied on a monthly basis.
- (2) Tuition is due before the beginning of the first class of the month.
- (3) Automatic Payment – Because some classes reach capacity and your child could miss out getting in her class, we recommend early registration or automatic payment. This means you would register your



daughter for a number of months, and your credit card is charged at the beginning of the month.

(4) Tuition is non-refundable except in extreme circumstances that will be determined by the director. Please email [cpda@cedarpark.org](mailto:cpda@cedarpark.org) with questions and requests.

(5) Tuition is not pro-rated in the event of absence of student.

(6) A costume/recital fee of no more than \$100 is attached to the March tuition. If it is known in March that the dancer will not be able to participate in the June recital, exceptions will be made. Once the costumes are ordered, there will be no costume/recital fee refund.