

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

DANCER HANDBOOK



NANCY CHIPPENDALE'S
DANCE STUDIOS

WWW.NANCYCHIPPENDALES.COM

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

North Andover Location

110 Sutton Street
North Andover, MA 01845
978 685 5533
info@NancyChippendales.com
www.NancyChippendales.com

Newburyport Location

4 New Pasture Road
Newburyport, MA 01950
978 463 7827
nbpt@NancyChippendales.com
www.NancyChippendales.com

Windham Location

49 Range Road, Building 2, Suite A
Windham, NH 03087
603 458 7730
windhaminfo@NancyChippendales.com
www.NancyChippendales.com

TABLE OF CONTENTS

- SECTION A: MISSION
- SECTION B: FACULTY & STAFF
- SECTION C: PROGRAM INTRODUCTION
- SECTION D: COMMITMENT
- SECTION E: PLACEMENT & SCHEDULING
- SECTION F: TUITION & FEES
- SECTION G: CREDIT CARD PAYMENT POLICY
- SECTION H: RECITAL COSTUMES
- SECTION I: DRESS CODE, APPEARANCE & GROOMING
- SECTION J: COMMUNICATION / QUESTIONS
- SECTION K: CODE OF CONDUCT
- SECTION L: SAFETY
- SECTION M: PRIVACY
- SECTION N: CONCLUSION
- SECTION O: RELEASE FROM LIABILITY and WAIVER OF CLAIMS

SECTION A: MISSION

Nancy Chippendale's Dance Studios prides itself on providing a safe, positive, and warm environment for dancers of all ages and abilities. Each family who attends our studio is part of our larger community we call "CHIPPS Nation." We welcome dancers of all ability levels who would like to learn the art of dance and develop a passion for the performing arts. Dance education is a medium through which our students learn self-confidence, dedication, work ethic, responsibility, and accountability.

Whether our dancers participate on a recreational level, plan to pursue a career in dance or anything in between, we aim to be a positive influence in their lives from the stages of tiny, wobbling toddlers through mature young adults. The diverse group of families enrolled at Nancy Chippendale's contributes to the wealth of culture and spirit that define CHIPPS Nation!



NANCY CHIPPENDALE'S
DANCE STUDIOS

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

SECTION B: FACULTY & STAFF

It is with pleasure that we welcome our faculty for the upcoming dance season. Our faculty consists of enthusiastic and dedicated dance educators who are highly trained and passionate about spreading their wealth of dance knowledge to students of all ages and abilities. Faculty members have been trained on the collegiate level and continue their dance education through certification, professional programs, master classes, conventions and intensives. Most faculty members of Nancy Chippendale's Dance Studios are alumni who began dancing with Nancy at age three and made a home and career for themselves here. Dance education is their main priority at the studio and all of our faculty members strive to be leaders in the newest dance trends. Performance and training credits include: IDO World Championships, Edge Performing Arts Center Scholars, Walt Disney World, Acrobatics Arts Certification, American Ballet Theatre (ABT) Certified, The Studio School, NFL Cheerleading, Holland America Cruise Line, Hershey Park, various college dance teams and more! Please visit our website www.NancyChippendales.com for biographies of each faculty member.

SECTION C: PROGRAM INTRODUCTION

Welcome to Nancy Chippendale's Dance Studios! Our faculty is looking forward to dancing with you this season and would like to take this opportunity to communicate what is expected of each dancer and what you can strive to accomplish this year. While it would be impossible to include every topic in this handbook, or to foresee every circumstance that may arise, this Dancer Handbook addresses most of the matters of concern. Parents and students are expected to read this *Dancer Handbook* in its entirety and direct all questions to our office staff via email. (Please reference the studio contact information located on page (2) of this document for the appropriate location's email address). Nancy Chippendale and the Executive Directors reserve the right to amend this Handbook at anytime. Parents will be given prompt notification.

SECTION D: COMMITMENT

Recreational Recital Program Overview: The Recreational Recital Program at Nancy Chippendale's Dance Studios runs from September through May and culminates with our annual show each May. Classes are offered to students ages 2-19, in various disciplines including ballet, jazz, tap and hip hop. The dance styles offered for each age group are listed on the Recreational Recital Program Schedule. Dancers must enroll in all dance styles offered with their corresponding class/course for the full dance season (i.e. If the course offered includes, ballet, jazz, tap and hip hop, those enrolled must take all four (4) dance styles). Classes are leveled based on academic grades. Dancers enrolled in the Recreational Recital Program must participate in our annual recital.

Recreational Recital Program Commitment: Recreational Recital Program dancers must participate in our annual show and attend dress rehearsal in order to participate in the performance. This year's show will take place at the Collins Center for Performing Arts at Andover High School and is tentatively scheduled for May. You will receive your *Recital Playbook*, which outlines the whole recital process, in March.

Attendances / Absences: Your child's attendance in class is very important to his/her classmates and to our teaching faculty. Dancers should try not to miss more than six (6) classes in each discipline throughout the dance season. Absence / Tardy / Early Dismissal Notifications may be submitted through our website via the "REPORT ABSENCE" page.

Important Dates: For a calendar of important dates throughout the season, please visit the "IMPORTANT DATES" page under the "MY CHIPPS NATION" tab on our website.

Withdrawal/Cancellation Policy: Notice of student withdrawal must be made in writing by the 15th of the current month and will become effective on the 1st of the following month (Withdrawal Effective Date). This may be submitted via email at info@nancychippendales.com. The withdrawal will only become effective on the Withdrawal Effective Date.

This waiting period enables the studio to prepare the necessary information, notify the appropriate staff and program directors, and settle accounts. Full tuition must be paid for all classes prior to the Withdrawal Effective Date. For example, if on October 1st a dancer decides to discontinue, notice of student withdrawal must be submitted in writing by October 15th for a November 1st Withdrawal Effective Date. Therefore, tuition must be paid through October 31st, regardless of the dancer's attendance. All payments made to Nancy Chippendale's Dance Studios are non-refundable. If a dancer discontinues his/her involvement at Nancy Chippendale's Dance Studios any time after the date of enrollment, the dancer forfeits his/her space in the class, recital costumes, and all other payments and deposits made prior to the Withdrawal Effective Date. Dancers who withdraw after October 15th will be charged a Withdrawal Fee of \$65 per dance style.

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

SECTION E: PLACEMENT & SCHEDULING

Placement & Scheduling: Our Recreational Recital Program provides a variety of scheduling options throughout the week to accommodate your family's busy schedule. You may choose which day/time works best for you, pending availability. Once admitted into a specific class, dancers will remain in that class time until the end of the season unless the teacher or choreographer feels it is in the dancer's best interest to be moved. Schedule changes are disruptive to the classroom. *See Schedule Change Policy for additional details.

Schedule Change Policy:

Any necessary Recreational Recital Program schedule changes should be requested before the dance season begins, by August 31st. Schedule change requests submitted between September 1st - October 15th will be granted on a case-by-case basis only. Changes made after this date are disruptive to class progress and are not always possible to accommodate. To request a schedule change, you must submit a Schedule Change Request Form electronically via the "REC TOOLBOX" page under the "MY CHIPPS NATION" tab on our website at: www.NancyChippendales.com.

SECTION F: TUITION & FEES

Tuition: Annual tuition is paid in nine (9) equal monthly installments from September through May and is based on the total number of hours danced per week. Accounts must be current in order to participate in the recital. Tuition amounts remain the same each month, even though some months hold more or fewer classes than others. Missed classes due to illness or injury are subject to payment and there are no refunds or make up classes. We do not offer siblings discounts.

2021-2022 MONTHLY TUITION RATES*

<i>Grade Level</i>	<i>Hours Per Week</i>	<i>Cost Per Month</i>
<i>Tiny Dancers</i>	<i>1.00 Hour / Week</i>	<i>\$75.00 / Month</i>
<i>Preschool</i>	<i>1.00 Hour / Week</i>	<i>\$75.00 / Month</i>
<i>K-1st Grade</i>	<i>1.50 Hours / Week</i>	<i>\$100.00 / Month</i>
<i>2nd-3rd Grade</i>	<i>2.00 Hours / Week</i>	<i>\$120.00 / Month</i>
<i>4th-6th Grade</i>	<i>2.50 Hours / Week</i>	<i>\$135.00 / Month</i>
<i>7th-12th Grade</i>	<i>3.00 Hours / Week</i>	<i>\$150.00 / Month</i>

*Pricing options listed above are based on the total amount of participation hours per week.

Registration Fee: Students who enroll after the start of the season must pay a non-refundable \$50.00 Registration Fee (waived for those who register before the season begins). This Registration Fee does not apply to "Tiny Dancers."

Statement Fee: There is a \$25.00 administrative fee for any account statement requests for the purposes of taxes, court documents, health insurance, etc.

SECTION G: CREDIT CARD PAYMENT POLICY

Credit Card Payment Policy: Every student enrolled at Nancy Chippendale's Dance Studios must have a credit card and corresponding Credit Card Authorization Form on file. Monthly tuition for ALL students will be automatically charged to your credit card on file on the 1st of each month and is valid through the end of that calendar month. In the event that the credit card is declined, you will be required to update your credit card on file within seven (7) days.

Continued on next page

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

Automatic Credit Card Billing - Set Up:

Automatic Credit Card Billing must be set up for every dancer upon registration confirmation. Please follow the steps below as soon as possible, and no later than September 1st.

STEP 1: Submit your Credit Card Authorization Form

-Submit via the appropriate link below; form is included in "Dancer Forms"

North Andover - www.ChippsNorthAndover.com/rectoolbox

Newburyport - www.ChippsNBPT.com/rectoolbox

Windham - www.ChippsWindham.com/rectoolbox

STEP 2: Store your credit card on file*

-Call us to store your credit card on file.* Please reference our website for our current hours and phone number(s).

*Returning students who would like to use the same credit card as last season do NOT need to store their card on file again, but DO need to submit a new Credit Card Authorization Form. If you need to update your credit card information please follow the steps above. Please do NOT email your credit card number.

SECTION H: RECITAL FEE

A non-refundable Recital Fee is due for all Recreational Recital Program dancers. This fee includes recital costumes for each dance style, a professional recital video and recital photos as well as a recital t-shirt and souvenir pin. The amount is based on how many costumes you will receive and is broken down below. The Recital Fee will be charged to your credit card on file between October 15th - October 31st. By paying the Recital Fee, your dancer is committing to the entire dance season, as recital choreography will begin shortly thereafter. Recital Fees are non-refundable for any and all reasons, including but not limited to schedule changes, withdrawal, injury, moving away, etc.

2022-2023 RECITAL FEE

Grade Level	# of Costumes	Recital Fee
<i>Tiny Dancers</i>	<i>Non-Recital Class</i>	<i>N/A</i>
<i>Preschool</i>	<i>(1) Costume</i>	<i>\$150.00</i>
<i>K-1st Grade</i>	<i>(3) Costumes</i>	<i>\$245.00</i>
<i>2nd-3rd Grade</i>	<i>(4) Costumes</i>	<i>\$310.00</i>
<i>4th-6th Grade</i>	<i>(4) Costumes</i>	<i>\$310.00</i>
<i>7th-12th Grade</i>	<i>(4) Costumes</i>	<i>\$310.00</i>

SECTION I: DRESS CODE, APPEARANCE & GROOMING

Dress Code: Adhering to the dress code put forth by Nancy Chippendale's Dance Studios is an integral part of your dance education. Dancers who follow the dress code are set up for success when they walk into the studio. Teachers must be able to see body lines in order to give appropriate corrections in class. Dancers should be prepared to abide by the dress code for every class. Teachers will dismiss students until they return in proper attire.

Female Class Attire: Female dancers must wear a modest leotard (any style or color) and tights to all dance classes. Two-piece leotards, leotards with excessive cutouts/mesh, and exposed midriffs are not permitted. Dancers should not wear any additional shirts, pants or shorts to class and tights with large rips should not be worn. Female dancers should wear their hair in a slick bun or ponytail for every class. Jewelry is not permitted.

Male Class Attire: Male dancers must wear gym shorts (above the knee), bike shorts along with a t-shirt / tank top.

General Appearance: Tattoos, body piercings or tongue piercings are not allowed and all hair should be of natural color. Dancers must be fully dressed, including shirt, pants and shoes, while entering and exiting the studio or any dance-related facility. These rules apply inside the studio as well as when representing Nancy Chippendale's Dance Studios outside of our facility. The above-mentioned rules of "General Appearance" will be strictly enforced.

Performance Grooming: Recital hair and make up will be determined depending upon the costume and choreography of the dance. You will receive costume information as well as hair / make up details in March.

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

2022-2023 DANCE SHOE REQUIREMENTS

Dance Shoes: Shoes are essential for making sure the dancer is learning the steps correctly. All dancers must wear the correct shoe styles to class. Dance shoes may not be worn outside. The following shoe styles are required for classes and performances.

Preschool-1st Grade Recreational Recital - Female Dancers

Ballet - #SD69 So Danca Ballet Shoes - Bubblegum Pink
Jazz - #JZ43 So Danca Jazz Shoes - Caramel
Tap - #TA35 So Danca Tap Shoes - Caramel

2nd-3rd Grade Recreational Recital - Female

Ballet - #SD110 So Danca Ballet Shoes - Pink (Leather)
Jazz - #JZ43 So Danca Jazz Shoes - Caramel
Tap - #TA10 / TA11 So Danca Tap Shoes - Caramel
Hip Hop - #PK153 / #PA163 Pastry Sneakers - Black

4th-12th Grade Recreational Recital - Female Dancers

Ballet - #SD110 So Danca Ballet Shoes - Pink (Leather)
Jazz - #JZ43 So Danca Jazz Shoes - Caramel
Tap - #TA20 So Danca Tap Shoes - Black
Hip Hop - #PK153 / #PA163 Pastry Sneakers - Black

Preschool-12th Grade Recreational Recital - Male Dancers

Ballet - #SD110 So Danca Ballet Shoes - Black (Leather)
Jazz - #JZ43 So Danca Jazz Shoes - Black
Tap - #TA04 / TA05 So Danca Tap Shoes - Black
Hip Hop - #PK153 / #PA163 Pastry Sneakers - Black

SECTION J: COMMUNICATION / QUESTIONS

Our primary means of communication is via email. Please ensure you have provided us with an up-to-date email address and you check it regularly. Be sure to add our email address to your contacts so our emails do not end up in your spam folder. You will receive regular newsletters and important information via email, however most of these items will also be available on our website. Any questions or concerns must be communicated via email – parents and students are not permitted to contact Nancy Chippendale's Dance Studios teachers via personal phone, in person, or via email / social networking regarding studio issues. Personal meetings with the studio director can be scheduled via emailed request.

Unfortunately, we can only have one (1) primary email address per dancer on file. In an effort to make sure that our emails are not overlooked and that all family members have access to the appropriate information, we also post all links and newsletters on our website under "MY CHIPPS NATION: REC TOOLBOX." Please use the website as your first point of reference if you have a question. If you still cannot find the answers you need, please email us for additional information. If all parents reference these tools first, we will have more time to answer individual questions. The appropriate method of communication is via studio email or studio phone. Thank you in advance for your cooperation.

SECTION K: CODE OF CONDUCT

To ensure the smooth, safe running of Nancy Chippendale's Dance Studios and an enjoyable experience for all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear, please communicate your questions or concerns via email so we can discuss them further with you. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach Nancy Chippendale's Dance Studios' code of conduct.

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

Classroom Interruptions: Classes (including private lessons) are not to be disturbed unless it is an emergency. Parents may not approach teachers or students during class, as it is disruptive to class progress.

Multimedia: For the safety of our dancers, photos and videos are allowed only in designated areas of our facility. Choreography is owned by Nancy Chippendale's Dance Studios and is not to be posted on social media. Negativity on social media (public or private) by dancers or their family members will not be tolerated and may be cause for dismissal. Upon enrollment, all dancers grant permission to Nancy Chippendale's Dance Studios to use their image/likeness online, in print, or on television to promote the studio or offer virtual and online instruction. This usage may include (but is not exclusive to) displaying publicly, distributing or publishing photographs and/or video for use in materials that include, but may not be limited to printed materials (i.e. - brochures, newsletters), online and offline advertising and promotion, videos and digital images for use on social media or virtual and online instruction.

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM

Pick-Up / Drop-Off Policies: While we care about your children, we are not a childcare facility. We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately via phone to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Facility Policies: Use of all areas of our facility, including but not limited to the cafés, bathrooms, homework space, dressing rooms and studios, is a privilege. This privilege may be revoked at any time from any individual or group if the staff deems it necessary. Dancers, parents, and family members are expected to treat the facility with respect. Vandalism to the facility is subject to expulsion from Nancy Chippendale's Dance Studios and full restitution for damages incurred is the sole obligation of those responsible. Nancy Chippendale's Dance Studios is a drug-free zone. The use of e-cigarettes, vape pens or similar devices is not allowed on the premises.

Lost & Found: Each studio location has a designated "Lost & Found" area. Lost & Found will be cleaned out and items donated at the end of each month. We ask that parents aid in teaching their children how to pick up after themselves and check for all of their belongings before they leave the building. Nancy Chippendale's Dance Studios is not responsible for lost, stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio when possible.

Recital Privileges: Inclusion in the recital, the event program, opening number routines, senior traditions, scholarship opportunities and finale traditions are all extra privileges decided upon by Nancy Chippendale's Dance Studios. The staff at Nancy Chippendale's Dance Studios reserves the right to change or terminate any tradition at any time.

Extra Opportunities: Our staff is happy to provide our dancers with additional performing and ambassador opportunities, which include but are not limited to extra competitions, holiday shows, trips abroad, parades and finale traditions. Dancers are cast in these opportunities based upon an audition or interview process. The staff at Nancy Chippendale's Dance Studios reserves the right to make all final decisions based on these auditions/interviews.

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

Studio Schedule Changes: Nancy Chippendale's Dance Studios reserves the right to change teachers or schedules when necessary at any time throughout the year.

SECTION L: SAFETY

The safety of our families is one of our main priorities. Nancy Chippendale's Dance Studios is serious about upholding Child Protection laws and policies within the studio as well as at public performances and online (website and social media). If you or your family member feels unsafe or uncomfortable at any time, for any reason while at Nancy Chippendale's Dance Studios or at an event hosted by Nancy Chippendale's Dance Studios, please notify a staff member immediately.

Included in this Dancer Handbook, you grant Nancy Chippendale's Dance Studios the ability to proudly use images and video footage of your child for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please email info@NancyChippendales.com and we will be happy to address your concerns.

The directors and staff at Nancy Chippendale's Dance Studios are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality or contain explicit graphic or sexual content.

NANCY CHIPPENDALE'S DANCE STUDIOS

2022-2023 DANCER HANDBOOK: RECREATIONAL RECITAL PROGRAM**SECTION M: PRIVACY**

When you purchase or hire a product or service with Nancy Chippendale's Dance Studios the information we may collect from you includes your name, address, telephone number(s), email address(es), medical information. It may also include details of the products and services we provide to you as well as the status of your enrollment. We collect information directly from our students or their parents/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we believe may be of interest to you, unless you contact us and tell us not to do so. We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

SECTION N: CONCLUSION

Being a dancer at Nancy Chippendale's Dance Studios is a privilege, and we as a faculty, staff and leadership team hold ourselves to the same high standards as we hold our dancers and their families. We expect our dancers and their families to have positive attitudes, be committed leaders and positive role models in and out of the studio. Sole discretion is always given to the studio and staff at Nancy Chippendale's Dance Studios and a dancer may be dismissed at any time. In order to ensure that your family has a positive and fulfilling experience as a part of CHIPPS NATION, please abide by the policies and procedures detailed in this *Dancer Handbook*.

SECTION O: PARENT/GUARDIAN CONSENT

By registering your child as a student, all parents/guardians must agree to the following documents & sign electronically the below (all will be included in one comprehensive form):

- 1) 2022-2023 Dancer Handbook: Recreational Recital Program
- 2) 2021-2022 COVID Guidelines + Procedures
- 3) Release from Liability and Waiver of Claims
- 4) Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19
- 5) 2022-2023 Credit Card Authorization Form

You will find handbooks and the e-signature form for all of the above online at:

North Andover - www.ChippsNorthAndover.com/rectoolbox

Newburyport - www.ChippsNBPT.com/rectoolbox

Windham - www.ChippsWindham.com/rectoolbox