

YSOD

Student Handbook
2023-2024



HELLO!



DANCE

Season 44



DIRECTOR:
Tracy McManus

MEET THE STAFF



INSTRUCTORS:



Danielle
Andriano



Marissa
Aucoin



Aanyse P.
Chandler



Jocelyn
Dulong



Danielle (Danni)
Durso-Gorka



Hannah
Flordeliza



Greta
Martin



Lauren
Mironov



Kiara
Peart



Kelly
Zyglar

CLASS ASSISTANTS:



Lily D'Amico



Kassidy Fletcher



Ava Horvath



Emily Labanich



Jessica Luistro



Sylvia Rivera

WELCOME...

TO THE NEW DANCE YEAR AT YSOD!

This booklet is filled with information covering the entire dance season. If you have any questions of concerns, please speak to someone in the office at your earliest convenience.

Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at YSOD will be a pleasure for all.

*We request that you **KEEP ALL COMMUNICATIONS** for the school year as you receive them. This booklet will summarize the information you are going to receive.*

If any parent/guardian or student wishes a private conference concerning individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure your dance season will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

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STUDIO POLICIES

ALL CLASSES MUST ADHERE TO THESE POLICIES



YSOD CODE OF CONDUCT:

1. Respect yourselves and others.
2. No stealing. Cameras are everywhere.
3. No defacement of school property. Cameras are everywhere.
4. Parents **will be** responsible for all repairs if their child is responsible for defacement or damage of any school property OR any theater property the school is performing in.
5. No yelling or use of profanity.
6. No shelled nuts.
7. NO GUM CHEWING.
8. **BULLYING IS NOT TOLERATED FOR ANY REASON.** If any child is confirmed to be bullying another student for any reason, they will be expelled from YSOD.
 - o **REFUNDS WILL NOT BE GIVEN FOR ANY STUDENT EXPELLED.**

PROCEDURES:

- All students are encouraged to not leave the room once class has begun. Please use the restroom prior to class.
- Preschool dancers will be treated sensitively as the need arises. In the need of an absolute emergency, we will call you. Crying behavior for first time dancers is completely normal, please let our teachers do their job!
- OBSERVATION - We do not allow parents to be in the dance room for any reason while the class is in progress. We need the attention of the entire class.
- If your dancer complains of being ill or sustains an injury during class and cannot participate, a parent/guardian will be notified immediately.
- Please bring all issues to the attention of the office staff and allow us 24 - 48 hours to respond.
- If you need to speak with an instructor, you must set an appointment through the office.

ARRIVAL/DISMISSAL:

- We request that you arrive at the studio with 10 minutes to prepare for class.
 - If you are the first class of the day, the Studio opens approximately 10-15 minutes before class begins.
- **PARENTS** – You may walk your dancer(s) to their dance room, but our **waiting rooms are CLOSED** indefinitely. Please take younger dancers to the bathroom prior to having them enter the dance room.
- We ***STRONGLY SUGGEST*** you use the drop off/pick up method. It keeps the flow of traffic in our small parking lot.
- We are NOT a babysitting service. We understand delays happen, however please drop off/pick up your child in a timely manner. ***A fee of \$3 per minute will be applied to your account if you are consistently late picking up your dancer!***

SOCIAL MEDIA POLICIES:

First and foremost, students and parents are encouraged to exercise the utmost caution when participating in any form of social media or online communication. Please remember your online interactions reflect the entire YSOD community and, as such are subject to the behavioral standards of this handbook.

1. Students & Parents may not use social media to publish disparaging or harassing remarks about YSOD community members including, but not limited to, faculty, staff and students.
2. Students & Parents who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon YSOD community members, including, but not limited to, faculty, staff and students.
3. By signing the photo marketing agreement found on your child's registration form, you are allowing YSOD to use photos and video for advertising and publicity purposes.

Failure to abide by this policy, as with other policies at YSOD, may result in disciplinary action to be determined by the Director.

TUITION:

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

1. Tuition is due the **1st lesson** of each month.
2. Tuition must be paid by the 15th of each month.
 - a. A **\$25.00 late fee** will be added to each account on the 16th of every month.
 - i. **Avoid late fees by SIGNING UP FOR AUTO-PAY!**
3. A \$30.00 fee is charged for any returned check.
4. ***Refunds are not issued for any reason including the following:*** missed class due to illness, vacation, religious observance, travel abroad, or withdrawal.
 - a. Missed classes can be made up in another appropriate class.
5. Tuition is based on 35 classes per dance season. ***TUITION IS THE SAME WHETHER IT IS A SHORT 3 WEEK OR LONG 5 WEEK MONTH!***
6. ***MAY AND JUNE ARE BILLED TOGETHER AND ARE REQUIRED BY MAY 15TH!***
 - a. INITIAL HERE FOR #6 →→→ _____ ←←←
7. **Pay the year in full by September 30th and receive a 5% discount.**



AUTO-PAY (Form on pg 7):

1. Automatic payments are processed on the 3rd of each month. If the payment doesn't process on the 3rd, we will try again on the 15th.
2. Automatic payments are from OCTOBER - JUNE (they are not combined payments).
3. If you were on Auto-Pay last season, you must **SIGN UP AGAIN!** We shred your information every year.
4. If you wish to sign up for Auto-Pay mid-season, you need to do so the month prior. You can STOP Auto-Pay at any time providing we receive a 48-hour notice.
5. Auto-Pay forms are in the back of this handbook as well as on our website.

****A REFUND WILL NOT BE GIVEN FOR ANY STUDENT EXPELLED FROM YSOD****

I _____ **UNDERSTAND AND WILL COMPLY WITH THE TUITION POLICIES SET FORTH BY YSOD.** (Admin initial _____)

PRICING FOR CLASSES:

- Sparkle Babies/Combo Classes (Ages 2.5 - 7.5)
 - o Ballet & Tap (1 hour) \$65.00
 - o Ballet, Tap, Jazz or Hip Hop (1.5 hours) \$87.00
 - o Ballet, Tap, Jazz & Hip Hop (2 hours) \$98.00

- **NEW FLIP/HOP COMBO CLASS**
AGES 5 - 7.5 \$70
30 min ACRO + 30 min HIP HOP

- Individual Classes (Ages 8 & up)
 - o 1 - 45 Minute Class \$65.00
 - o 2 - 45 Minute Classes \$98.00
 - o 3 - 45 Minute Classes \$127.00
 - o 4 - 45 Minute Classes \$154.00
 - o 5 - 45 Minute Classes \$178.00

YSOD DRESS CODE & ATTENDANCE:

It is important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for fellow students, teachers and the art of dance. We must also learn to RESPECT ourselves!
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections.
- Hair must be properly secured and tied up off the face.
- NO dangling JEWELRY
- ABSOLUTELY NO GUM CHEWING

Dance Shoes: ALL students are *required* to wear dance shoes which are purchased through YSOD. Therefore, ALL students have the proper shoes and they match. The teacher will instruct you on which shoe your child's class will be wearing.

Individual 45 Minute Classes (8+ years): Students in our 45-minute classes MUST wear black and tight-fitting clothes. Leotards are not required but are strongly recommended.

Combo Classes (2.5 - 7.5 years): Students in our 1/2 hour combo classes are required to purchase our **SPARKLE PACKAGE (\$100)**. Our Sparkle Package includes: Ballet & Tap Shoes, Tights, Dance Bag and one leotard of your choice. **NO BARE LEGS!**

****PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING!****

ATTENDANCE:

Every attempt should be made for students to attend class each week. A student’s attendance not only impacts their development, but the progress of the class as a whole. A chronically late or absent dancer will be pulled from certain parts of the dance at the discretion of the Teacher and Director. *Poor Attendance = Poor Performance!*

YEAR-END RECITAL:

YSOD has provided students and guests with a professional, well-organized and exciting recital for almost **45 years!** We even managed 2 years of parking lot recitals during the pandemic. It proved we will have a show no matter our circumstances!

A big part of the dance training process includes learning through performance. The experience builds self-esteem, self-assurance, and contributes to growth and confidence. They also contribute to children’s success in non-dance activities.

Our year-end recitals take place on the grand stage of **THE STATE THEATRE in NEW BRUNSWICK, NJ.** We release our rehearsal and recital dates as soon as possible to ensure you mark your calendars.

RECITAL COSTUME PROCESS:

1. Costume DEPOSITS begin in October and should be paid by the second week of December.
2. Deposits are PER COSTUME.
 - a. If your dancer takes ballet and tap, their class would be in TWO dances, therefore your deposit would be x2. Ballet/Tap/Jazz x3, etc.
3. **REMEMBER YOU ARE GIVING A DEPOSIT IN THE FALL AND BALANCES ARE DUE IN THE SPRING!**
 - a. **INITIAL HERE for #3** → → → _____ ← ← ←
4. Deposits are non-refundable/Costumes will NOT be ordered without a deposit!

COSTUME DEPOSITS ARE AS FOLLOWS:

- **Sparkle Babies/Combo Classes - (Ages 2.5 - 7.5) \$68.00 per costume**
 - o Ballet & Tap (2 costumes) \$68 x2 = \$136 **DEPOSIT**
 - o Ballet, Tap, Jazz or Hip Hop (3 costumes) \$68 x 3 = \$204 **DEPOSIT**
 - o Ballet, Tap, Jazz & Hip Hop (4 costumes) \$68 x 4 = \$272 **DEPOSIT**
- **Individual Classes - (Ages 8 & up) \$78.00 per costume**
 - o 1 - 45 Minute Class (1 costume) = \$78.00 **DEPOSIT**
 - o 2 - 45 Minute Classes (2 costumes) \$78.00 x 2 = \$156 **DEPOSIT**
 - o 3 - 45 Minute Classes (3 costumes) \$78.00 X 3 = \$234 **DEPOSIT**
 - o 4 - 45 Minute Classes (4 costumes) \$78.00 X 4 = \$312 **DEPOSIT**
 - o 5 - 45 Minute Classes (5 costumes) \$78.00 X 5 = \$390 **DEPOSIT**

As costumes have not been selected in the Fall, only a rough estimate can be given on the price range. **Child sizes range from \$78-\$82. Adult sizes range from \$88-\$95.** Tights, shipping and accessories (if not included with the costume) are additional.

*****All balances will be due in the Spring. Costumes will not be sent home if there is an open balance on your account. *****

I _____ **UNDERSTAND AND WILL COMPLY WITH THE COSTUME POLICIES SET FORTH BY YSOD.** (Admin initial_____)

**< < PLEASE TEAR OUT THIS PAGE, SIGN, AND TURN IN.
NOTE: THIS NEEDS TO BE FILLED OUT EACH DANCE YEAR.**

I understand that dancing can cause injuries. YSOD is hereby released, forever discharged and not held liable for any injuries/follies a student sustains during the course of dance classes. Also, neither YSOD nor their instructors, contractors, employees, and agents are liable for injuries caused in whole or part by the student, or by the actions or interactions of other students or instructors.

Also, I understand that non-payment for any services rendered will result in said student not being able to take class.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE POLICIES AND PROCEDURES OF YSOD.

- Monies are non-refundable and non-transferable
- May and June are a combined statement
- I pay costume deposits in the Fall and costume balances in the Spring

Signed: _____ Date: _____

Admin initial: _____





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← ← **IF YOU WISH TO USE AUTOPAY, PLEASE TEAR OUT THIS PAGE, FILL IT OUT AND TURN IN TO THE OFFICE.**
NOTE: THIS NEEDS TO BE FILLED OUT EACH DANCE YEAR.



PAYMENT AUTHORIZATION FORM

For security reasons, we **DO NOT** keep payment information from year to year.
A **NEW** form must be filled out for each new dance season.

Please choose your method of payment:

Credit/Debit Card (Auto Payment is taken out on the 3rd of each month)
PLEASE CIRCLE ONE

DEBIT CARD VISA MASTERCARD DISCOVER AMERICAN EXPRESS

PLEASE PRINT CLEARLY!

CARD #: _____

EXP. DATE _____ CVC CODE: _____

ZIP CODE _____ PHONE # _____

NAME OF DANCER(S) _____

PARENT/GUARDIAN _____

CARDHOLDER EMAIL _____

A detailed receipt will be emailed at the time of auto pay

Would you like all transactions processed via auto pay? (Costumes, shoes, etc.) **YES/NO**
YSOD will budget your account to **help you** financially!

By completing this form, you are authorizing YSOD to keep your payment information on file for one dance year. **Deductions are made on the 3rd of each month.**

SIGNATURE _____



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2023-2024 YSOD TIMELINE

9/7/23 - Back to Dance Class

10/2/23 - Costume DEPOSITS begin

10/24 - 10/30 - Halloween Celebration Week (Dancers can wear their costumes to class all week)

10/31/23 - **CLOSED** for Halloween (Tuesday)

11/1/23 - Father/Daughter Sign Ups Begin for Competing Dads

11/22 - 11/26 - **CLOSED** for Thanksgiving (Wednesday - Sunday)

12/16/23 - **Costumes DEPOSITS DUE** (Costumes WILL NOT be ordered w/o a deposit)

12/15-12/21 - Holiday Celebration Week (Dancers may wear PJs, Fuzzy Socks, Ugly Sweaters)

12/22/23 - 1/1/24 - **CLOSED FOR WINTER BREAK (FRIDAY-MONDAY)**

1/2/2024 - **Classes Resume** (Tuesday)

2/1/2024 - Father/Daughter Sign Ups Begin for non-competing Dads

2/19/2024 - **CLOSED** for President's Day (Monday)

3/1-3/31 - **COSTUME BALANCES ARE DUE**

(Costumes ARE NOT sent home if there is an open balance on your account)

3/29-4/7 - **CLOSED FOR SPRING BREAK (FRIDAY - SUNDAY)**

4/15/24 - Recital Shirts & Shorts Sales Begin

4/15/24 - Recital Program Booster Sales Begin (Samples @ Office)

4/21, 4/22, 4/23 - Studio Picture Days - **NO CLASSES** (Sunday - Tuesday)

5/1/24 - **RECITAL MAIL - IN TICKET SALES BEGIN**

5/10/24 - Picture Pick Up @ YSOD

5/15/24 - Deadline for Recital Shirts & Shorts

5/15/24 - Deadline for Program Boosters

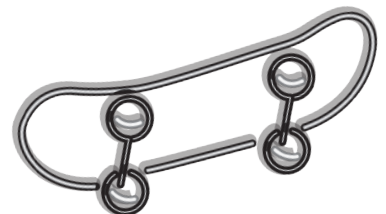
5/25-5/27 - **CLOSED** for Memorial Day (Saturday - Monday)

6/28/24 - **Rehearsal** at the State Theater (NO COSTUMES)

6/29/24 - **RECITAL DAY AT THE STATE THEATRE, NEW BRUNSWICK, NJ (SATURDAY)**



Summer Camps Begin the week of July 8th, 2024!



YSOD KEY CONTACT INFORMATION:

- **Location/Address:** 22 Vineyard Road, Edison, NJ 08817
- **Studio Phone:** (732) 248-3737
- **Studio Email:** yvonesdance@gmail.com
- **Studio Website:** www.YSODdance.com
- **Facebook:** Yvonne's School of Dance
- **Instagram:** @yvonesdance



WEBSITE: We are constantly updating our website. News, important parent & student information, contact information and forms are available 24 hours a day.

FACEBOOK/INSTAGRAM: "Like" our YSOD Facebook page and "Follow" our YSOD Instagram page for daily updates on school events, school photos and closings.

HOLIDAY & SCHOOL CLOSINGS: Always check your timeline, website, Facebook and Instagram as these things can change. A recording will also be on our answering machine if we are closed.

WEATHER CANCELLATIONS: We make every effort to be open when there is inclement weather. Please check our Facebook and Instagram pages OR call the studio for bad weather cancellations. ***WE DO NOT CLOSE THE STUDIO EACH TIME THE SCHOOLS ARE CLOSED!***

OFFICE HOURS:

Monday: 4:30-8:30pm

Tuesday: 4:30-8:30pm

Wednesday: 4:15-9:00pm

Thursday: 4:30-8:30pm

Friday: 4:30-7:30pm

Saturday: 9:00am-1:00pm

Sunday: CLOSED

**YVONNE'S SCHOOL OF DANCE
EDISON, NJ**

