



**RECREATIONAL
DANCE
HANDBOOK
SUMMER 2023**

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1/ Introduction

It's our privilege to welcome you into our family at North Crest Kids Activity Center. Our team is thrilled to see so many familiar faces return to the building and new faces joining our community. This one-stop handbook will shed light on how things will run throughout the summer and answer many questions you may have. While we ask that you take the time to read this information carefully now, remember you can always find our handbook on our website at www.northcrestkids.com and don't forget that our friendly office staff are always here to help and we are only an email away to answer any questions you may have.

QUICK REFERENCE STUDIO INFORMATION

Address: 1009 Industrial Drive S, Sauk Rapids, MN 56379

Phone Number: (320) 251-3416

Email: office@northcrestkids.com

Website: www.northcrestkids.com

Recreational Dance Director: Miss Olivia

Email: dance@northcrestkids.com

2 / What do we stand for?

To start us off, it's important to us at North Crest Kids Activity Center that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, coaches, teachers and all staff members at our studio and it is the driving force behind every interaction with our students and their families.

North Crest is a place where creativity and individuality is encouraged and has a community of teachers, students and families. We are passionate about giving our youth community an experience they will treasure, look back on with joy and remember lessons that they learned such as perseverance, time management, and mental strength that will support them well into adulthood. We strive to nurture and develop talent by providing quality programming and celebrating the achievements of all students. We prioritize the development of physical, emotional, and social skills that support the discovery of one's personal excellence. We focus on providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves. We wish to protect our youth and what that stands for and therefore we screen our lyrics and limit our athlete's exposure in costuming. We are committed to maintaining the integrity of the art and discipline of dance. For this reason, ballet technique will remain our foundation. Through that foundation, our instructors and choreographers can encourage movement in all styles including ballet, tap, lyrical, contemporary, modern and hip hop as well as inspire a love and appreciation of all styles of dance and the arts. We value integrity, professionalism and family. We listen to our customers and welcome your feedback. We recognize that it is how we grow.

North Crest Kids Activity Center exists to inspire kids to achieve their full potential in the disciplines of dance and gymnastics by providing quality programming because we believe that all kids can do amazing things when they have someone who believes in them unconditionally!

3/ Registration

Our annual registration fee is \$36 per family and will be prorated according to the first month you attend by \$3.00 per month. Ex. Oct. \$33, Nov. \$30, Dec. \$27. Summer registration fees will be \$12 for new families. This must be paid in full prior to the commencement of classes. Make sure your payment runs in your Jackrabbit Parent Portal. Failure to pay your registration fee on time may result in losing your place in the class.

Registration fees allow for participation in North Crest classes and events for the entire family from September through August. This fee covers administrative and insurance costs incurred for your classes, however, as members your family will receive discounts on many of North Crest's programs including Birthday Parties, Open Gyms, and Parents Night Out.

We encourage all of our students and families to try a variety of classes and we are more than happy to accommodate trial classes as available for existing students who are wanting to try something a bit different. Please contact our office if you would like to try a new class and we will happily schedule you for a trial (provided the class has not reached capacity).

If you find that your child is in a class that doesn't compliment their needs, is too easy or too hard, please let us know at our front desk or via email, office@northcrestkids.com. We have several options and want to see your athlete(s) placed in the correct class(es)!

4/ Communication

By now you have probably noticed that we are BIG on communication here at North Crest Kids Activity Center. It is our promise to respond to all enquiries within 24 business hours. Our friendly office staff can be contacted at (320) 251-3416 between 9- 11:30am and 3:30-7:30pm M-Th or by email at office@northcrestkids.com. **Email is the fastest way to contact us in terms of communication.**

You will receive regular newsletters and important information via email so please be sure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email addresses to your contacts so we don't end up in the dreaded Spam folder!

office@northcrestkids.com dance@northcrestkids.com gymnastics@northcrestkids.com

We are also proud to provide you information round-the-clock via our very own North Crest app. You can download Stack TeamApp on any mobile device, tablet and use it on any computer.. Just follow the prompts to install this app on your device(s) and you'll receive alerts as they happen.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to like and follow our Facebook page 'North Crest Kids Activity Center'.

You can also follow us on Instagram at:

@north_crest_kids @companynorthcrestdance @teamnorthcrest

We are always happy to chat in more detail about communications you may receive from the studio. If you need any clarification please don't hesitate to email us at office@northcrestkids.com to chat with one of our team members.

5/ Important Dates Summer 2023

We understand wholeheartedly how busy the lives and schedules of our families can get as the summer rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, requirements, etc.) to be communicated via email, handout and app as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know via email at your earliest convenience.

May 15th: June tuition due

June 5th: 1st day of Camp NC

June 12th: 1st day of summer recreational dance and gymnastics classes

June 15th: July tuition due

June 16th: 1st summer Open Gym; 10:00am-12:00pm on Friday's

June 27th: Recreational Dance Camp; Rockin' With Royalty

-Register online at www.northcrestkids.com/recreational-dance/

June 30th: No Open Gym; Competitive Gymnastics Camp

June 30th through July 2nd: Competitive Gymnastics Camp

-Register online at www.northcrestkids.com/team-gymnastics/

July 3rd through July 7th: North Crest closed

July 7th: No Open Gym

July 15th: August tuition due (last payment for summer session)

July 25th: Recreational Dance Camp; Tropical Luau

-Register online at www.northcrestkids.com/recreational-dance/

August 7th through 11th: Last week of regularly scheduled recreational dance & gymnastics classes

August 15th: September tuition due (only if enrolled in school year session classes)

August 16th: Summer Splash; Times TBA (for all summer recreational dance and gymnastics classes 3+ years)

August 25th: Last summer Open Gym

August 25th: Last day of Camp NC

6/ Code of Conduct

To ensure the smooth, safe running of North Crest Kids Activity Center and provide 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 or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a North Crest Kids Activity Center staff member. All parents must wait in the lobby, outside of the studios until classes have been dismissed.

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 to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through our front desk or directors – parents and students are not permitted to contact North Crest teachers via phone, or personal email / social networking with studio issues unless it has been broached with the director first. Personal meetings with directors or the studio owner can happily be arranged via the front desk or by emailing a request.

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.

North Crest Kids Activity Center takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio when possible.

North Crest management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography and studio policies remain the intellectual property of North Crest Kids Activity Center and may not be reproduced or sold by any students, parents or staff without permission of the directors.

Please read your child the dance studio rules below prior to your first day of classes.

NORTH CREST DANCE STUDIO RULES:

1. Dancer's need to wear tight fitting apparel with no midriiffs showing keeping in mind proper clothing if they are also attending gym classes.
2. Dancers need to stay with their instructors during class.
3. If a dancer's ride is not here when class is over, they should find their instructor to call their ride or to wait with until their ride arrives.
4. Be sure to use the restroom before class starts. If you do have to use the restroom, let your instructor know.
5. Only one dancer can leave the studio at a time, except in case of emergencies.
6. Please keep your hands to yourself.
7. No disrespectful or hurtful words are allowed in the studio.
8. It is best for the dancers when parents view class from outside of the studio.
9. We recommend bringing a water bottle to class.
10. Proper dance shoes should be brought into the studio in a bag or bin at the start of class. Instructors will help dancers change shoes (when applicable).
11. Only water is allowed in the dance studio. Food and other beverages need to stay with a Parent/Guardian.

Discipline Policy

1st Warning- Verbal reminder will be given to the dancer.

2nd Warning- Dancer will be asked to sit out for 3 minutes, instructor will communicate with a parent/guardian after class.

3rd Warning*- Dancer will be asked to take a break outside of the studio and will be welcomed back after they are able to reset their behavior.

They may be asked to sit behind our front desk if a parent/guardian is not in the lobby.

* Reoccurring issues will result in an email communication with a request for a meeting.

7/ Available Classes

****All Dance Mix classes will cover Ballet/Tap & Jazz/Hip Hop every other week so that at the end of the summer you and your child can make an educated decision on which styles they would like to continue into the school year!**

It Takes 2 is a great class for our 1.5-3 year olds. This introduction to ballet and jazz uses creative, imaginative role-playing and fun dance basics. This class may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using ribbons, or picking up "diamonds" (shhh...they're actually just feathers) from the ground to develop their hand-eye coordination. This class is suitable for both boys and girls who are having so much fun that they don't even realise that they are learning the fundamentals of ballet technique along the way. This class includes 20 minutes of dance and 20 minutes of gymnastics with an adult (at least 16+).

Dance Mix 1 is a class for our older preschoolers who are 3-4 years and about to get ready to start Kindergarten. The music for this class is fun and familiar to them and expands on the techniques learned by our younger class. We do some warming up, stretching, progressions across the room (including skips, kicks, chasses and jumps), super fun basic tap or hip hop skills and counting. They will learn steps including toe-heel, heel-toe, stamps and shuffles as well as making as much noise as they can in our fun, safe and educational environment.

Dance Mix 2 in this co-ed class for ages 5-6 students would be reviewing and learning the basics of tap, ballet, jazz & hip hop as well as building on their sense of rhythm and their confidence when it comes to performances. Dancing to popular, age-appropriate music and getting LOUD! Some examples of the techniques these students will learn include turns, kicks, leaps and body isolations.

Boy's Dance Mix is a class specifically for boys. In this class, boy's will learn the basics of ballet, jazz, tap and hip hop. Including rhythm and counting, they will also work a multitude of shuffle variations. During Hip hop the boys will work on getting low and having fun while gaining a work ethic and getting some activity in and some energy out.

Dance Mix 3 classes will be focusing on dancers looking to join our Company or Pre-Company programs or looking to continue their recreational dance career. Enhancing a dancers confidence through up beat and high energy dancing while being encouraged to let their personality shine through this class is encouraged for the dancer who has dance in their heart and is looking for a structured environment to learn and grow. Best suited for dancers ages 7-10.

Dance Mix 4 this class is ideal for dancers 11+. Covering 3 styles, this class is perfect for dancers wishing to continue dancing without competing and/or the dancer wanting to join their school dance team in the future. Ballet technique will assist the dancer with all styles of dance while giving them a technical background in dance. Jazz and hip hop provide a fun and fast paced dancing that dancers in this age range thrive off of.

8/ Safety

With the safety of our families a number one priority, North Crest Kids Activity Center is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please email our reception staff who will happily assist you.

We have a number of viewing windows within the studio rehearsal space which can be checked by parents and family members from the comfort of our lobby.

The directors and staff at North Crest 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 strive to avoid such music. We are committed to restricting costumes that project sexuality, contain explicit graphics or textual content.

North Crest Kids Activity Center takes no responsibility for any stolen or misplaced property on the premises and we encourage our families to avoid bringing valuable items into the facility when possible.

You will find within our enrollment paperwork that you signed a public liability / insurance statement. Please read this document carefully so we ensure that you fully understand the rights and responsibilities of your family and our studio.

9/ Privacy

When you work with North Crest Kids Activity Center the information we may collect from you includes your name, address, telephone number(s), email address(es), medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only 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 information to you which we consider 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.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office via email at office@northcrestkids.com.

10/ Social Media

North Crest Kids Activity Center's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behaviour on Social Media remains in keeping with North Crest Kids Activity Center's code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards North Crest Kids Activity Center's staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a North Crest participant or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive information regarding North Crest is not allowed to be shared online.
- While affiliated with North Crest, (for example, images of your child in North Crest apparel) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to North Crest - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the program director or owner directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all North Crest members to be family and as such feel the obligation to respect and monitor personal boundaries.
- You may not post photographs / videos that feature North Crest athletes other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

11/ Costs

It is required that you supply a credit or debit card when registering for classes (bank accounts are unable to be run by our system). This card will be kept on file, however, due to federal laws and for your safety, no one will be able to view your information, including employees. The information is stored in the software and only the last 4 digits are viewable. The card will be charged for your annual family membership fee and monthly installment. Payment for classes is due the 15th of the month prior to the month of service (Homeschool families, Team gymnasts and Company dancers will be charged on the 1st of the month). Be aware, if you register on or after the 15th, you may be charged your registration fee, your prorated first monthly installment and your second monthly installment, as it would be due at that time. You may pay installments via cash or check before the 15th of the current billing month to avoid having your credit card charged (end of the month for competitive gymnasts and dancers). If your payment has not been received, your card on file will be charged for any remaining balance on the 15th or the closest business day (1st for competitive gymnasts and dancers). If your card has expired or declined and payment is not received by the 25th you may receive a \$35 late fee. If payment has not been received by the end of the month prior to service you may be asked to visit our front desk to make payment arrangements before your child is allowed to attend their class. We encourage you to check your jackrabbit parent portal monthly to ensure your payment's are going through. We do our best to catch these, however sometimes these are missed.

Installments for classes are billed monthly.

**(Aug. 15th, Sept. 15th, Oct. 15th, Nov. 15th, Dec. 15th, Jan. 15th,
Feb. 15th, Mar. 15th, Apr. 15th, May 15th, Jun. 15th & Jul. 15th)**

12/ Attendance

Your child's attendance in class is very important to their peers and our coaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Summer classes offer an extra bang for your buck; make-up classes! Let us know that your athlete will be gone for class and schedule a time to come and take another class! Can't make it for another class time? You can opt for an open gym coupon instead. Please watch your email, TeamApp, social media and our website at www.northcrestkids.com for any closings or weather related announcements. Tuition will not be adjusted for absences or missed classes due to weather emergencies or other unforeseen circumstances such as power outages, however open gym coupons will be distributed to make up for the missed class(es). Open gym coupons will be good for 3 months post issuance.

13/ Discontinuation policy

Please understand that the program you are registering for is a year long program that is broken into monthly installments for payment. The summer schedule is billed monthly beginning on May 15th for classes running June through August. The school year schedule of September through May requires re-enrollment and is billed starting August 15th. **You MUST give a written notice before the 15th of the month prior to the month of service in order to drop the program and thereby eliminate your tuition responsibility.** Tuition will not be adjusted for discontinuing classes mid-month. Team gymnasts and Company dancers are required to give one month's notice prior to their last billing cycle.

14/ What to Wear

At [North Crest Kids Activity Center](#), we believe that when you dress the part you feel the part. With that being said we ask that all dancers follow our apparel guidelines to ensure a safe and educational environment.

Tighter fitting athletic apparel that stretches with your dancer is always best for all athletes. This allows the instructor to see a dancer's form and body position so that proper corrections can be made. We ask that midriffs or tummies are always covered.

The following are all appropriate class-wear options: Leotard, compression/tight fitting t-shirt, tight-fitting tank top, shorts, leggings, ballet skirt, and convertible tights.

15/ What to get for class

Style-specific requirements are as follows:

It Takes 2- Bare feet are best when it comes to littles on our dance floor! If you would like, ballet shoes can be purchased at our front desk, however they are not required.

Dance Mix 1, 2, 3 & 4- Ballet or jazz shoes work wonderfully for these classes. Don't have either? Bare feet will also work! All we ask is no socks please.

Boy's Dance- Clean tennis shoes and bare feet are requested for this class.

Our pro-shop sells a variety of shoes, clothing and other apparel items that will meet all of your class needs. This includes tights, leotards, shorts, compression shirts, athletic shorts, dance skirts, ballet shoes, jazz shoes, tap shoes and hip hop shoes. If you do not find what you need in our proshop, all shoes and many apparel options are available for order at very reasonable prices.

16/ What to Bring

Your dancer will need a small bin or bag of your choice to store their dance shoes in. This could be a plastic or cardboard box, a small backpack, sling sack or small duffel bag. We recommend keeping this small so that it does not collect clutter.

They will also need a labeled plastic or metal water bottle (no glass please). When water bottles are labeled we can easily return them to athletes if left behind. We have a drinking fountain the kids can use, however this does take away from class time and is not recommended.

17/ What to Expect

Please bring your child to class in the proper attire, with a smiling face, and a pre-practice bathroom break. Please explain to your child that they can ask if they need to go to the bathroom, but it is best if they can go before or after their class, so they don't miss out on the fun or the instruction time!

Street shoes are not allowed in the studio as they get floors dirty and then dance shoes dirty. Please make sure your belongings are together and with a parent or in the cubbies by the bathrooms. Please do not leave belongings in the main lobby or by the studio door.

All of our instructors follow a monthly lesson plan that includes stretching, technique, games, skills, and routines. Instructors will engage with all students in a positive and affirmative manner while giving them a quality dance education. The class will always begin with attendance, so please be on time. The class will always end with encouraging words, stickers, and parent communication (whenever possible)

If you have a young dancer and they are nervous for you to leave during class, don't worry. We handle this often. Do not be embarrassed; many children go through anxiety of some sort in a new environment. Let us help you! If you need to come inside the studio during the first or second week of class, please know you are welcome to sit by the back door and allow your child to sit near you or on your lap. We will include them gently until they are ready to fully participate. Don't feel you are wasting your time, our time or your child's time, we know that children still learn a great deal through observation. If you take the time to help ease your child into class, the benefits will be well worth it and your child will feel great about their accomplishment! Please note; we do ask that you remove street shoes prior to entering the studio.

As a parent or guardian your role is to be your dancer's cheerleader! Encourage and support them through the process of learning to dance. Watch their "shows" when they are eager to perform what they have learned in classes. Remember to join us on TeamApp, check your child's bin/bag for important handouts each week and keep an eye on your email for important announcements frequently; these are our primary sources of communication with parents and families.

18/ Performance Opportunities

At North Crest, dancers are expected to participate in one end of summer performance*, Summer Splash. Your child will learn 1 dance for Summer Splash and it is included in the curriculum we cover. Even if your dancer doesn't participate in the show they will learn the dance being performed.

Summer Splash is an end of summer showcase as well as a customer appreciation picnic! Held on August 16th with times TBA. During this event we host a mock gymnastics meet for all of our recreational gymnasts and show off all of the routines our dancers work on during the summer! We bring chairs into the gym and rearrange so family and friends can come and congratulate all the hard work your athletes have put in during their summer at North Crest! To conclude the event we offer a customer appreciation picnic outside by our playground for all family and friends that come to celebrate a successful summer!

*It Takes 2 Pea dancers do not have a performance opportunity in the summer session.

19/ Outroduction

Thank you again for choosing our family at North Crest Kids Activity Center. Our team can't wait to begin making many memories together. Remember you can always find our handbook on our website at www.northcrestkids.com and don't forget that our friendly office staff are always here to help and we are only an email away to answer any questions you may have.

QUICK REFERENCE STUDIO INFORMATION

Address: 1009 Industrial Drive S, Sauk Rapids, MN 56379

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Website: www.northcrestkids.com

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