

**SWDC is a harassment free environment.**

Harassment is any intentional written, verbal, or physical act that physically harms a student or damages the student’s property: or has the effect of substantially interfering with a student’s education; or is so severe, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the SWDC. No student, employee, or other member shall be harassed for any reason.

Harassment intimidation and bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, social media posts or physical actions. Sexual Harassment is unwanted and offensive behavior or words that are directed at someone because of his/her gender and will not be tolerated at SWDC. Anyone who feels they are victims of sexual harassment should inform a staff member, director, or board member immediately.

**SWDC TEACHING/ARTISTIC STAFF**

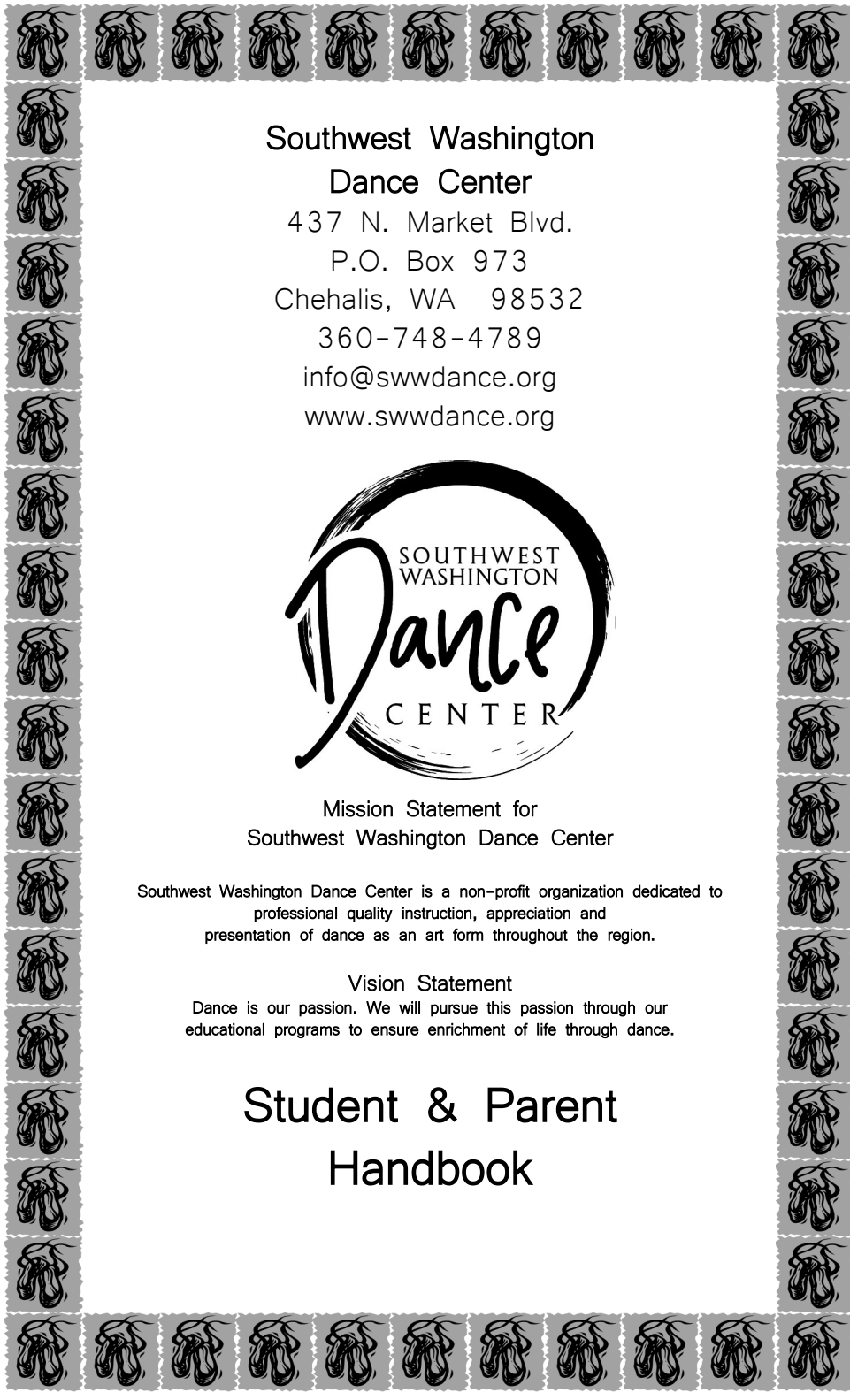
- Amanda Brossard, Instructor
- Danielle Brosco, Instructor, Modern Director
- Hannah Feaster, Instructor
- Brianna Jones, Instructor, Ballet & Lyrical Director
- Stacy Jones, Instructor, Creative Movement & AcroArts Director
- Julia King, Instructor
- Angela March, Instructor
- Rachel March, Instructor
- Lizzie March, Instructor
- Ava McGregor, Instructor
- Bailey Moon, Instructor, Tap & Jazz Director
- Gideon Newkirk, Instructor
- Myah O’Neill, Instructor
- Mike Orr, Coach
- Savanna Riordan, Instructor
- Cory Stajduhar, Instructor & AcroArts Director
- Sandra Young, Instructor
- Adrien Zimmer, Instructor
- Tanya Zimmer, Instructor

**SWDC ADMINISTRATIVE STAFF**

- Marcia Greenfield, Administrative Director
- Alicia Eskola, Office Assistant

**BOARD OF DIRECTORS**

- President - Rachel Mordick
- Vice-President - Lisa Dallas
- Secretary - Anne Marie Elam
- Treasurer - Mike Orr
- Tabitha Dennison
- Tom Feaster
- Shawn Peters
- Kevin Rasku
- Wendy Tripp



**Southwest Washington  
Dance Center**

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360-748-4789  
info@swwdance.org  
www.swwdance.org



**Mission Statement for  
Southwest Washington Dance Center**

Southwest Washington Dance Center is a non-profit organization dedicated to professional quality instruction, appreciation and presentation of dance as an art form throughout the region.

**Vision Statement**

Dance is our passion. We will pursue this passion through our educational programs to ensure enrichment of life through dance.

**Student & Parent  
Handbook**

## Dress Requirements:

Proper dance attire enables the student to participate fully in class and to maintain a disciplined attitude toward his/her studies. Street wear and loose or baggy clothing such as sweatshirts or sweatpants hinder the teacher's ability to monitor the student's muscular and skeletal development and are not to be worn during class unless stated below. Your hair style is part of your uniform. Please provide your own hair ties and accessories. **BALLET** students must wear hair in a neat tight bun or have out of face for short hair as outlined in the annual brochure. **Dancers must acquire dancewear within one month of their first class.**

Students must wear appropriate dancewear and shoes for each class. Failure to do so will: 1. First time, receive a warning 2. Second time, receive a warning and call parents 3. Third time, sit out class, observe and take notes.

**For all students: Warm-ups may be worn at teacher's discretion.  
They come off when the instructor says so.  
PLEASE MARK DANCER'S NAME IN ALL DANCE WEAR.**

**Dancewear can be ordered through the office. Dancewear fee will include cost for shipping.**

**BALLET DANCERS ARE ASKED TO PURCHASE LEOTARD COLORS LISTED ON DRESS CODE ON WEB SITE FOR THEIR LEVEL AND PINK TIGHTS AND PINK SHOES. These can be ordered through the office or on your own.**

**Creative Movement:** Girls wear pink leotard and pink footless tights. See below for Boys. All dancers barefoot.

**Ballet:** GIRLS - Leotard, (see below for class color) — pink tights and pink leather or canvas ballet slippers. Ballet 2+ need split sole shoes. Hair is to be worn up off the neck and face in a neat bun. Ballet skirts and sweaters may be worn by Ballet 2 +.  
**BOYS –** Dance shirt, shorts/pants/tights and ballet slippers. Long hair must be pulled back.

Creative Movement:	Pink leotard of own choice
Pre-Ballet:	Ballet Pink leotard
Ballet 1:	Lavender leotard
Ballet 2:	Light Blue leotard
Ballet 3:	Burgundy leotard
Ballet 4:	Plum or Black leotard
Ballet 5:	Navy or Black leotard
Ballet 6:	Color of Choice and Black leotard
Company Class:	Color of choice
Adult:	Color & style of choice

**Modern:** BOYS & GIRLS should wear dance wear of their choice, as long as it stretches. All dancers must bring long sleeve shirts, socks, thera-bands and water to class.

**Jazz:** GIRLS are to wear dancewear of choice and tan jazz boots. BOYS should wear dancewear of choice & black jazz boots. Jazz 6 needs tan character shoes.

**Lyrical Jazz:** Same as Jazz except barefoot, lyrical shoes or tan jazz boots.

**Tap:** GIRLS coming from other classes may wear tights and leotard of choice, or BOYS and GIRLS may wear shorts & T-shirt and black tap shoes. (PLEASE ORDER BEGINNER TAP SHOES FROM THE OFFICE.) Long pants will be acceptable as long as they are not baggy. **NO JEANS.**

**Rhythmic Gymnastics, Tumbling, Lyrical:** Leotard and footless tights of choice. Lyrical shoes

## Appeals Process

SWDC has a series of steps to follow to communicate questions or concerns about teachers or staff.

We would hope that concerns could be addressed directly with the other party in question. We would ask that every attempt be made to amicably resolve the issue. It is always the best policy to solve matters at a grass roots level.

If that communication is not successful, we ask that you contact the Administrative Director. If not resolved with the Administrative Director, please feel free to contact a Board Member.

All appeals should be in writing. The letter should include detailed accounts of the concern and all attempts at reconciliation, including dates. The party in question is encouraged to supply a letter of response.

A letter of concern will be written at every level of appeal.

A letter of finding will be written by the party hearing the appeal at every level.

We ask that all appeals be initiated within 30 days of the incident in question by the party of concern.

Every attempt will be made to initiate appeals hearings at every level within 10 days of previous hearing.

All records of appeal will be kept on file at SWDC for 5 years. Copies of the appeal will be given to the concerned parties.

## **Dancer Personal Safety and Health** **SWDC is a drug and alcohol free environment.**

The use, possession, or sale of any controlled substance or substance so intended, possession of drug paraphernalia and/or being under the influence of a controlled substance is prohibited by anyone on the SWDC premises or in a performance venue.

The use of tobacco products or vaping is prohibited by anyone on the SWDC premises or in a performance venue.

Behavior that is detrimental to the health or well being of a dancer will be addressed. Issues will be addressed as soon as possible by the instructor, director, or personnel committee. In an effort to protect the well being of the student, any issue will be discussed with the student and parent. Discipline will be determined at the time of conference. Discipline can range from a conference to removal from class or performance.

Possession of a dangerous weapon or object used to inflict bodily injury to another is prohibited. The director or designee will determine if an object is a weapon under this rule.

## Enrollment, tuition and fees

An annual registration fee will be paid for each student prior to commencing classes. This fee will be printed in the annual schedule.

Students will enroll online through our Jackrabbit program. You can access this from the website: [www.swwdance.org](http://www.swwdance.org). Payments can also be made through Jackrabbit.

Student with outstanding tuition or costume fees from the previous year will not be allowed to enroll for the new year until tuition is paid in full or payment schedule approved.

Dancewear ordered through the Dance Center, must be paid in full before delivery.

A performance fee is required for each student participating in the Annual Spring Dance Performance. This fee will be printed in the annual schedule. Costumes must be paid in full, even if student drops out before the performance.

A late fee will be charged if tuition is not paid by the 15<sup>th</sup> of the month or prior arrangements made with the registrar. This fee will be printed in the annual schedule.

A fee will be charged for all returned checks. This fee will be printed in the annual schedule.

Credit/Debit Cards for payment: We accept credit or debit cards for payments. Payment can also be made online through our web site or you can arrange a draft from your bank.

A student missing three classes in one month owing to illness or injury will be charged for only those classes attended at the single class rate unless regular monthly payment is less than this amount.

Overpayments are credited to the student's next month tuition.

All students who desire to be considered for tuition assistance must complete an application form. Tuition assistance award is good for one term (Sept-June). All awards will be decided upon by a committee of the Board and will be dependent on financial need and the student's prior performance. Family must re-apply for each new term.

Students on tuition assistance must have more than 90% attendance in order to retain status. Families on tuition assistance are required to complete volunteer hours as specified in their award letter and application.

**Hip Hop:** Dancewear of choice. Athletic shoe dedicated for dance only, not worn on the street.

**Acro:** leo of choice and footloose tights or leggings or shorts ; no sweats or sweatshirts; no baggy clothes. Tshirt or tank top can be worn Over a leotard... Bare feet; hair ponytail

### Arrival for class:

Arrange for students to arrive 15 minutes early for class so they have ample time to dress, put up their hair and be ready for class on time. All dance students will wait in the waiting area until their class begins. **Students (excluding Creative Dance) who arrive more than 10 minutes late will be marked in attendance and be asked to sit and observe the class and take notes. Lack of proper warm-up at the beginning of class can cause injuries and late arrivals disrupt class concentration.**

**Dancers who are in the building, but do not attend their class will be asked to call their parents to be picked up.**

### Class observation:

Parents, relatives and friends are encouraged to observe classes on the last lesson day of the months of October, January, March and May. Because conversation between visitors can be distracting to the dancers, we ask that observers refrain from talking during the class or using cell phones.

### School closures:

SWDC will be closed for Labor Day (September 4), Thanksgiving Break (November 22-25), Winter Break (December 18-January 1), Martin Luther King Day (January 15), President's Day (February 19), Spring Break (April 1-6) and Memorial Day (May 27). **The Center will be open for all other holidays, unless otherwise announced. In the event of snow, ice or floods, SWDC will close when the Chehalis Public Schools close. Closures will be announced on local radio stations. We are open during all other public school closures.**

### Absences and Make-up classes:

Regular attendance in class is encouraged to insure the student's progress. If a class must be missed, students are encouraged to make up the absence by taking a lower level class. Missed classes must be made up prior to the end of the semester in which the absence occurred. Classes cancelled by SWDC will be re-scheduled, or a tuition adjustment will be made at the end of the month the class would have been held. No credits for Monday holidays are given to students already receiving discounted tuition.

### Dropping classes:

If a student wishes to drop enrollment in class, the office staff must be notified two weeks prior to the last class; **otherwise the student will be charged tuition for the two weeks following the date of dropping.**

### School Performance:

Rehearsal and performance of the end of year all school Dance Concert is scheduled for **June TBD, 2024**. Students must have 90% attendance or teacher's approval in order to perform in the Concert. All dance students are encouraged to participate, but are not required to do so. **Students will be asked to commit to participation by February 1, 2023. Participating students will purchase their own costume, which is theirs to keep, unless the studio provides the costumes.** Once costumes are ordered, they will have to be paid for even if the student drops out of the performance.

## Facilities

All faculty and students will be informed of fire and earthquake procedures and a fire & earthquake drill will be held during the fall for each class.

A first aid kit, to include a towel and ice packs, will be kept in the studio. This will be checked semi-annually. In addition, ice will be kept in the freezer at all times.

No food or beverages are to be allowed in the dance studios. Water may be brought to class by students in unbreakable bottles and kept in an appropriate place. A room is provided for eating meals.

**NO FOOD OR DRINK ARE ALLOWED IN THE DRESSING ROOMS.** After the 2nd warning the student may lose dressing room privileges or not be allowed to have food on the premises.

Street shoes should not be worn on dance floors.

Facilities may only be used for activities, other than SWDC scheduled events, with permission of the director. All rental dates and times must be submitted in writing to the director at least one week in advance. All fees will be negotiated with the director at this time.

Dancers may sign in to use the designated Study Room on the clipboard in Marcia's office. **No food is allowed in the study room.**

## Important Policies, Rules and Expectations

Patrons and students may use the spare telephone for local calls. These should be limited to two minutes in length. The office telephone is for the use of SWDC employees and board members.

Parents and friends may observe classes during the months of October, January, March and May.

Adults who bring children, other than students, to the SWDC facility are responsible for their supervision at all times.

Parents/guardians are responsible for the safe delivery to and retrieval of students/dancers from all SWDC classes, rehearsals, and events, and are encouraged to be prompt.

The taking of videos and photographs is prohibited without prior consent of the class instructor or director.

Children under age 12 will not be allowed to leave the building to wait for a ride. They must be picked up in the studio. Parents must be aware the Dance Center is not responsible for the whereabouts of dancers 12 and up. However, Dancers should ask their parents for permission to leave the building on their own and they are required to sign out and in if they leave between classes.

Please understand that SWDC is not responsible for any items that are lost or stolen while on the premises.

A request for a planned excused absence must be turned in to the office **one week in advance.** (Forms available in the office.) Unplanned absence or illness must be called in to the office. After 3 unexcused absences or 3 last minute call ins, within a short period of time, student/parent/guardian must have a conference with the teacher to understand reasons for absences.

**NO FOOD OR DRINK IS ALLOWED IN THE DRESSING ROOMS.** After the 2nd warning the student may lose dressing room privileges or not be allowed to have food on the premises.

**Cell phones are not allowed in class. Parents can call the office for emergencies.**

All volunteers that work with children must pass an annual background check.

## Classes

Minimum enrollment will be five students or as determined by the director. Maximum enrollment for each class will be at the discretion of the director and the instructor.

SWDC reserves the right to combine or cancel classes.

Ages and technical levels for each class will be outlined in the annual schedule. A new student with previous dance training must take an audition prior to signing up for regular classes. Final placement will be determined by the director based on the recommendations of the instructor.

Students must wear appropriate dancewear and shoes for each class. Failure to do so will: 1. First time, receive a warning 2. Second time, receive a warning and call parent. 3. Third time, sit out class, observe and take notes. BALLET students must wear hair in a neat tight bun or have out of face for short hair as outlined in the annual brochure. Students must acquire dancewear within one month of starting class.

Students are expected to be on time for class. Anyone who arrives more than ten minutes late will only be permitted to take class upon the approval of the instructor.

In case of inclement weather SWDC will close in accordance with Chehalis Schools. Make up classes will be scheduled or tuition adjustment made at the director's discretion. (In brochure)

SWDC will be closed for Labor Day, Thanksgiving break, Nutcracker Tech. Week, Christmas/Winter break, Martin Luther King Day, President's Day, Spring break, and Memorial Day weekend.

Students should never chew gum, ingest food or drink beverages (except water) during class. Dancers are encouraged to bring water in unbreakable bottles to class to be stored in an appropriate place.

Students on tuition assistance must have more than 90% attendance in order to retain assistance.

A request for a planned excused absence must be turned in to the office **one week in advance.** (Forms available in the office.) Unplanned absence or illness must be called in to the office. After 3 unexcused absences or 3 last minute call ins, within a short period of time, student/parent/guardian must have a conference with the teacher to understand reasons for absences.

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