

# Relevé Dance Company



*Relevé*

DANCE COMPANY, INC

## STUDIO HANDBOOK

2023-2024



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**WELCOME** We are so happy to have you as part of our dance family. Our goal is to provide a valuable service to each student so they acquire the skills, abilities, and confidence required to be a great dancer! Our highly qualified staff is here to motivate, inspire, and train our students to be the best dancer they can be. We are dedicated to building a strong dance foundation, creating a love for the arts, and providing opportunities for our students. This handbook is designed to educate our parents on Relevé Dance Company’s policies and answer any questions you may have.

**ABOUT US** Lindsay found her salvation and grace through the art of dance, knowing that one day she open her own studio, a place where everyone who wants to can achieve their moment through dance, at whatever level and space they need to, in order to succeed. Her goal was to find teachers with the same mindset and core values. We have built a team who believes in collaboration and unity. Our well-rounded and experienced staff is dedicated to providing each student with a wealth of knowledge in dance and beyond, while our different backgrounds and strengths ignite us to work together hand-in-hand. We are thrilled to be a part of the Clarence Center community, occupying a 3,000 square ft dance space – our heart and soul are invested in this studio! The studio has four rooms featuring barres, mats, mirrors, and dance flooring.

**OUR FOCUS** Here at RDC, we build strong dancers and well-rounded, confident individuals who thrive in a team environment. Educating and loving each student while bringing forth their talents and abilities. We have vowed to be a solution moving forward, bridging the gap between hyper-competitive dance and recreational development. We long to instill proper technique and a courageous attitude towards dance and life. We hope our attitude and excitement impact our students and carries outside of class. We plan to use our technical backgrounds to educate and love each student while bringing the true meaning of “relevé” to life.



## CONTACT INFORMATION

Address: 5940 Goodrich Road. Clearance Center, NY 14032

Phone Number: 716-598-1606

E-Mail: [werise@relevedanceco.com](mailto:werise@relevedanceco.com)

Website: [relevedanceco.com](http://relevedanceco.com)

## Office Hours

Monday: 5:00 PM- 7:00 PM

Tuesday: 5:00 PM- 7:00 PM

Wednesday: 5:00 PM- 7:00 PM

Thursday: Call for appointment

Saturday: 10:00 AM-12:00 PM

Friday & Sunday: Closed

## Owner/Director: Lindsay Mangione

Associate Director: Brianna Bailey

## Faculty for the 2023-2024 season:

Brianna Bailey

Jenn Farr

Alexis Gadowski

Sofia Grant

Annalena Longo

Lindsay Mangione

Jeremiah Martinez

Lisa McCarthy

Emma Piwko

Megan Prell

Arianna Seaborn

Melissa Rossi

Emily Thomas

## FACULTY

Not only the action of “relevé,” but a heart and soul connection to the purpose and meaning of rising through dance. The faculty at RDC believes in the true definition of “relevé”- through movement, perseverance, and confidence, we will RISE. Our teachers are excited to share their passion and talents with you. Join our qualified staff as they guide you across the floor, and instruct you with knowledge and precision while allowing you to learn and mature with every new step. We are honored not only to share our expertise with you but our hearts as we RISE together. Our joy is seeing every student walk through the door, dance bag in hand, excited for their class. To witness growth and confidence within the studio walls and deep within themselves. Dancing at RDC will bring a sense of freedom and acceptance. Free to explore and pursue one’s goals while being accepted for all you are. We hope to assist each dancer in chasing their dreams wherever their path may lead. The staff is so thankful for entrusting us with your children during our journey of Relevé.



### **IMPORTANT DATES for 2023-2024**

First Day of Classes September 11th	Winter Break February 19th through February 25th
Indigenous Peoples Day October 9th - REC ONLY OFF	Spring Break March 30th through April 7th
Halloween Break October 31	Picture Week May 5th and May 6th
Thanksgiving Break November 22nd through November 26th	Recital Dress Rehearsals May 28th, May 29th, and May 30th
Christmas Break December 20th through January 2nd	Recital May 31st and June 1st Time TBD

### **TUITION for 2023-2024**

**Registration Fee** \$35 per student \$50 per family  
**Costume Fee** \$70 Recreational \$80 for Competition  
**Performance Fee** \$65 per student  
**Media Fee:** \$30 per family

<b>Private Lessons</b> Start at \$25	<b>Duet Instruction</b> \$300 (per student/5 hrs.)
<b>Solo Instruction</b> \$350 (5 hours)	<b>Trio Instruction</b> \$250 (per student/5 hrs.)

### **POLICY for Private Lessons, Solo, Duet, Trio, and Small Group Instruction**

Private lessons for an individual wishing to have one-on-one instruction with an RDC teacher, may submit a specialty dance request form to Lindsay Mangione. These requests must first be approved by the studio owner and will then be scheduled based on teacher and studio availability.



If a student is interested in a solo, duet, trio, or small group for recital or competition – a form request must be submitted to our Studio Director, Lindsay Mangione. Forms will be sent to families during the summer or can be requested. Please do not contact individual instructors. Once approved, you will be assigned by the studio to an instructor, and you will be guided on the next steps. This option must be earned through proven dedication, consistent hard work, and being a true champion of the RDC way.

**TUITION 2022-2023**

- If not paid in full at the beginning, tuition is due on the 1st of each month. A \$10.00 late fee will be applied to accounts paid after the 10th of the month.
- No refunds will be given for missed classes.
- There is a \$25 service charge on all returned checks. In this case, the remaining tuition and fees must promptly be paid in cash, credit, or money order.
- A 3-5% discount is available for those who pay the full season tuition by 09/20
- If tuition is not paid after two months, the student may only participate in class once the account is up-to-date.
- All outstanding balances must be paid by April 30th to get tickets and perform in the recital. Costumes will be received when all tuition is paid.
- Payments can be made via cash, check, money order, or credit card.
- **Checks should be made payable to: Relevé Dance Company, Inc.**

Students 5 and under				
# of classes	Monthly	Full Season	Full Season Discount if paid in full by cash/check	Full Season Discount if paid in full by credit card
1	\$48.50	\$436.50	5%	3%
2	\$85.00	\$765.00	5%	3%
3	\$120.00	\$1,080.00	5%	3%
4	\$145.00	\$1,305.00	5%	3%
5	\$165.00	\$1,485.00	5%	3%



Students 6+				
# of classes	Monthly	Full Season	Full Season Discount if paid in full by cash/check	Full Season Discount if paid in full by credit card
1	\$50.00	\$450.00	5%	3%
2	\$90.00	\$810.00	5%	3%
3	\$125.00	\$1,125.00	5%	3%
4	\$148.00	\$1,332.00	5%	3%
5	\$175.00	\$1,575.00	5%	3%
6	\$190.00	\$1,710.00	5%	3%
7	225.00	\$2,025.00	5%	3%
8	255.00	\$2,295.00	5%	3%
9	270.00	\$2,430.00	5%	3%
10	290.00	\$2,610.00	5%	3%
11	300.00	\$2,700.00	5%	3%

Student payment cap is at 11 lessons. Any students taking over 11 classes will not incur additional costs.

**REGISTRATION** Registration for new and returning members is easy via our parent portal enrollment link. RDC uses STUDIO DIRECTOR as our software to help you manage your online registration, class schedules, and waivers, use auto tuition, and manage all aspects of your enrollment. To join, please visit our website at [relevedanceco.com](http://relevedanceco.com) and click on the registration/account tab in the upper right-hand corner of our home page. You will then be able to create an account.



### **CHARGES TO ACCOUNT (Merchandise & Non-Tuition Events)**

Families can purchase dancewear, shoes, attire, and other merchandise items from our team store or recital ads and place the fees in their accounts. Any charges placed on your account for any items or events will be due during your next tuition deadline or BEFORE the recital performance if the tuition deadline date has already passed.

**ATTENDANCE** If your child is going to be absent, we would appreciate you letting us know by email or by telling the student's instructor. Our classes are a team, and if someone needs to be added, it may affect the lesson plans for the day. For competition teams, absences need to be approved by Studio Director Lindsay Mangione in advance. Competition students are required to attend classes to maintain enrollment. Tuition will not be discounted due to missed classes.

**CLASS CANCELLATIONS** The safety of our students is of utmost importance, and RDC may cancel a class due to inclement weather. We will send out an email and update our studio's Facebook page. Please check both outlets for the fastest and most accurate information. The canceled classes will not be rescheduled or refunded.

**WITHDRAWAL** If you or your student decides not to continue with a class, we must be notified by email as soon as possible. If we do not receive a withdrawal notification before the 10th of the month, you will be subject to the full month of tuition. Withdrawal requests made verbally to any RDC staff are not considered official.

**STUDIO COMMUNICATION** Relevé Dance Company sends out a monthly newsletter and other announcements via email. For the fastest and most thorough answer to any question, please contact us via email at [werise@relevedanceco.com](mailto:werise@relevedanceco.com). We will do our best to respond to emails as quickly as possible, no longer than 24-48 hours, with the exception of weekends. We encourage you to use all available resources (i.e., our website, Facebook Page, Parent Handbook, Instagram, and teachers) to find readily available answers to your questions.





**BAND** We will be using the band platform to help with important communication this year. We ask that everyone join and sign up to receive notifications when we post to get important information directly to your phone. Competition team, please sign up for both. Scan QR codes here:



Competition Team Band Link



ALL RDC Band Link

**PARKING LOT SAFETY** The Studio is home to children of all ages. Please exit and enter our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. We understand that our parking area is small; however, we ask you to wait for a parking space to ensure the safety of our students and families. Please enter our parking lot on the right side of the building and exit the parking lot on the left side of the building.

**SOCIAL MEDIA** Please remember that your anonymity on Social Media is never guaranteed, and exercise caution when posts, images, or videos identify children at RDC. Should you wish to engage on Social Media while identifying as a studio dancer, parent, volunteer, or employee, you may only do so with integrity and respect and adhere to the privacy and confidentiality policy. Any content revealing or referring to sensitive studio information is not allowed to be shared online.

**TEACHER CONTACT** We ask that all communication with teachers or directors go through the RDC office. If you need to contact an instructor, please contact them between normal business hours. Please note our faculty want to get back to you, and we do not want them to feel obligated to do it outside of these times as our instructors have other jobs and family responsibilities. We would love to make time for you during our normal business hours.



## DANCE ATTIRE REQUIREMENTS

Relevé Dance Company has specific dance attire requirements to maximize the experience and results from the lessons being given. The following are the attire expectations for each dance type and age group/level of dance. Shoes can be purchased in multiple locations; however, we recommend ordering through the Relevé Team Store to ensure the correct style is purchased.

Hair must be pulled back and secured at all times. Please, no jewelry, street clothes, or shoes beyond the dressing rooms.

Dance Genre	Attire	Toddler Shoes	Recreational Shoes	Competitive Shoes
Ballet	Girls: Black, Navy Relevé or Relevé Pink Tank Dress with Pink Tights Boys: Black or Navy shorts. White, Navy, Black or Relevé Shirt	Girls: Weissman W400 Ballet Shoe in pink Boys: Weissman W400 Ballet Shoe in black	Girls: Weissman W200 Canvas Split Sole Ballet Shoe in Ballet Pink Boys:: Weissman W200 Canvas Split Sole Ballet Shoe in Black	Girls: Block Performa Ballet Shoe S0284 in ballet pink Boys:
Jazz	Girls: Black leotard with or without black shorts *No T-shirt* Boys: Black or Navy shorts. White, Navy, Black or Relevé Shirt	NA	Girls: Weissman W800 Slip on Leather Jazz Shoe in color caramel Girls: Weissman W800 Slip on Leather Jazz Shoe in color black	Girls: Capezio EJ2 Slip on Jazz shoe in caramel Boys: Capezio EJ2 Slip on Jazz shoe in black
Tap	Same as above	Girls: Weissman W600 Ribbon tie tap shoe in caramel Boys: Weissman W1600 Lace Up Tap Shoes in Black	Girls: Weissman W1600 Lace Up Tap Shoes in caramel Boys: Weissman W1600 Lace Up Tap Shoes in Black	Girls and Boys: Block S0388G/L Black Tapflex Oxford Split Sole Tap
Lyrical	Same as above	NA	Weissman Stretch Canvas Half Sole W2350	Bloch S0169L Lyrical Shoe Half Sole Tan Leather
Acro	Same as above or unitard	NA	Bare Feet	Bare Feet
Hop Hip	Same as above	NA	Black Converse Sneakers	Black Converse Sneakers
Parent/Me & Combo Classes	Girls: Leotard or Leotard Tank Dress with tights Boys: Black or Navy shorts. White, Navy, Black or Relevé Shirt Parents: Comfortable/Exercise Clothing	Girls: Weissman W400 Ballet Shoe in pink & W600 Ribbon tie tap shoe in caramel Boys: Weissman W400 Ballet Shoe & W1600 Lace Up Tap Shoes in Black Parents: Non-Slip Socks	NA	NA
Musical Theatre	Girls: Black leotard with or without black shorts with Tan Tights Boys: Black or Navy shorts. White, Navy, Black or Relevé Shirt	NA	Girls: Balera B80 Slip on Jazz Shoe in color Carmel Boys: Balera B80 Slip on Jazz Shoe in color Black	Girls: Balera B110 1.5 inch heel Character Shoe in color Carmel Boys: Balera B80 Slip on Jazz Shoe in Black



## **FOR OUR STUDENTS**

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is the key to becoming an outstanding dancer; class is where you develop that technique. Please come to each class prepared to learn and without personal distractions. Class time is a chance to focus on yourself. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full out, stretch further than you think you can become aware of your body, and make the most out of every moment.

Respect for your instructors is essential. Listen to corrections when it is directed at you or another dancer. A correction shows you how much a teacher cares about your progress as a dancer. Nothing can stop a student who applies themselves and appreciates the knowledge and experience of their teacher.

## **RULES OF CONDUCT FOR STUDENTS**

- Please arrive on time
- Please come ready in proper attire
- Please always have your hair properly pulled back and out of your eyes
- Please label all dance gear with your name
- Please keep personal gear and items in dressing areas
- Please clean up after yourself
- Please do not bring cell phones or smart watches into class
- Please keep hair secured and out of face
- Please use the restroom before or after class
- Please only bring water into the studio space
- Please speak respectfully to classmates and teachers
- Please practice at home and be prepared for class
- Please do not skip class
- Please have a “can do” attitude
- Please use proper language and show good “dancer-ship”
- Please do not gossip or put others down
- Please remember corrections and choreography
- Please be respectful to your peers
- Please make all students feel welcome
- Please communicate with instructors as needed, we are here to help!



## **FOR OUR PARENTS** We are in this together!

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to participate in your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our students, faculty, and parents. Showing respect for other parents, students, and faculty makes an important impression on the children. You are a role model for all of the students at RDC on how to interact with others in a professional setting.

Your child's presence and on-time arrival are imperative. The spirit of teamwork and lessons of dedication is a big part of our studio's process.

Parents and teachers may look at a child's learning from different perspectives; however, we have a common goal, to ensure every child receives the best possible training and experience - both physically and mentally. Mutual respect among our Faculty and our students' parents provides the children with the utmost care and education.

## **RULES OF CONDUCT FOR PARENTS**

- Please bring your child to class on time
- Please read all RDC communication
- Please pick your dancers up on time
- Please label your dancer's gear with their name
- Please make sure your dancer is properly dressed for class
- Please take small children to the bathroom before class
- Please communicate absences
- Please encourage your dancer to practice
- Please supervise children in the lobby
- Please check the lost and found
- Please keep your account up to date
- Please avoid being part of the gossip or the spreading of misinformation
- Please trust your child's teacher
- Please review studio policies
- Please remember that classes need to start on time, please do not ask the instructor questions until after their classes are completed
- Please remember that we value you and your support. We want to thank you for choosing us for your child's dance education.



## **GENERAL POLICIES**

- Please always make your instructor aware of students who may require an inhaler or who may require medications during the dance.
- Please inform your instructors about any existing medical conditions important to your child's safety and proper instruction.
- Please send your child to observe class if they are unable to participate due to an injury; please communicate with the instructor.
- Please note that independence from their parents while a child attends dance is an important accomplishment of young children!
- Please do not enter the private office space at the studio.
- Please do not interrupt a class in session.
- Please supervise children at all times. Siblings and dancers cannot run around the lobby or studio spaces.
- Please do not speak negatively about teachers, students, or parents from other studios or ours.
- Please always reach out if there is an issue.
- Please note that inappropriate behavior will result in a dismissal from the studio.
- Please use discretion when posting information/photos of teachers and other dancers on social media.
- Please keep students at home when they are sick.
- Please note that under certain circumstances, when it is in the best interest of one or more students, faculty, or dance family, it may be necessary for the studio owner to terminate a student's enrollment.

**UNDERSTANDING DANCE EDUCATION** Dance education is defined as educating the learner through the media of dancing, dance making, and dance appreciation. On the surface, this definition seems simple, but in its simplicity also lies its complexity. Dance also develops physical, creative, imaginative, emotional, and intellectual capacities. It requires social skills. Dance provides opportunities for artistic and aesthetic education and for children to explore and express moods and ideas symbolically through movement. Dance education shows us the importance of hard work and, at the same time, helps us grow and develop. Thus, we can shape a better society to live in by knowing and respecting rights, laws, and regulations.



**COMPETITION TEAM** A dance competition is an event in which individuals and groups of dancers from all different studios come together to showcase their routines, receive feedback from judges, and compete for placements and various awards.

RDC is known for both its strong recreational and competition teams. Traditionally, competition classes are more intense and time-consuming than recreational classes. Competitive dance requires additional time outside of class, requires certain classes to maintain competition status, and has more financial commitment with costumes, competition fees, travel expenses, and much more. Recreational dancers will not participate in the competition but will showcase a routine at the annual recital in June.

**THE PROCESS** Each student interested in joining the competition team is highly encouraged to take our summer intensive program. It is a way for our students to keep up with conditioning, technique, and overall training. It is also a great way for us to get to know new students that may be thinking of auditioning for the program and gives a better understanding of what to expect. Each student will be required to audition for the team, which traditionally takes place in August. Each student will be assigned a number and must audition in proper attire. Audition requirements change yearly, but most will learn a jazz combo, tap combo, show off special skills, and improv technique. We ask those who audition to try all combos, even if they do not plan to take a certain class. (I.E., Tap, etc.) Once students have auditioned, you will receive an email with any acceptances. After that, the process has just begun. Competition students are required to attend classes, special rehearsals outside of normal class times, special performances, and more! Our competition team is a huge commitment and a place for support, love, and family. Currently, we plan 3-4 regional competitions and 1-2 dance conventions per season. Nationals will be at the discretion of teachers and parents. Teams offered are Mini, Junior, Teen, and Senior Companies - all subject to change.



Mandatory competition classes are a competitive Ballet class and a competitive Technique class with their desired competitive class genre(s). Competitive class genres include Tap, Jazz, Lyrical, Musical Theatre, Hip Hop, and acro, depending on ages and classes offered that year. The 2023-2024 competition for junior, teen, and senior ballet will not perform on the competition stage(s) or recital. The mini team will perform a ballet/lyrical routine at the recital. As always, please reach out for more information! \*\*Please note: a \$50 yearly competition admin fee is added to the account at the beginning of the season.\*\*

**BULLY POLICY FOR ALL OF RDC** RDC commits to anti-bullying by providing a safe and supportive community that fosters a lifelong love for dance and creative expression. In order to guarantee that all of our dancers are able to pursue their passion best, we have implemented a comprehensive anti-bullying policy applicable to our students, dance families, staff, and employees.

We define bullying as any behavior, physical, verbal, or written (either electronically or in person), that detrimentally targets another dancer, teacher, or any associate of RDC. This counts as bullying when it physically or emotionally harms a dancer, targets a dancer for any actual or perceived characteristic, or creates a hostile environment in the dance studio.

The admin team will contact the alleged bullying party, the alleged victim, teachers, assistants, and parents who may have possibly witnessed the event. In addition, if he/she should find evidence that corroborates the report, this will serve as the basis for scheduling a course of action meeting.

RDC will not tolerate bullying in any form, physical, emotional, social, or otherwise. As such, we have implemented an Anti-Bullying Policy. Since our goal is to empower people and embrace individuality, one documented bullying event will have repercussions, including immediate enrollment termination for egregious violations.



Most noteworthy, as per the policy above, RDC recognizes that bullying does not just occur between students. Parents or guardians, who harass another student, parent, or RDC staff member, will have repercussions, which may include suspension or termination of the student. Please report all incidents of bullying you witness to the Director immediately. There will be no refunds for such actions.

At RDC, respect and compassion are two of our core values. All dancers have a right to learn and develop their art in a positive, respectful environment. We realize that every situation reported through this form may require a unique follow-up.

**THANK YOU FOR CHOOSING US FOR  
YOUR CHILD'S DANCE EDUCATION!**



**We are honored and grateful that you  
entrust us with the most important  
thing in your life, your children.**

**We will always take that responsibility very seriously.**