



Le Jeune Dance Academy

Student/Parent Handbook 2023-2024 Season

Purpose of the Handbook

This handbook serves as a guideline for proper behavior, protocol and procedures for students. Expectations for parents and other guests involved with Le Jeune Dance Academy are also addressed. Respectful, cooperative, non-aggressive & non-competitive attitudes are expected from all. Students, parents and guests who do not adhere to these guidelines may be asked to leave. Le Jeune Dance Academy aims to provide a positive & comfortable environment for families and staff to grow skilled dancers and artists.

About Us

Le Jeune Dance Academy, Official School of Le Jeune Dance Company, is committed to providing students ages toddler-adult, all levels and backgrounds that have a desire to train with a pre-professional dance education. With the talents nurtured at Le Jeune Dance Academy, students can pursue careers as professional dancers, at companies throughout the world, college level education opportunities in dance, and gain skills such as creativity, discipline and confidence for success in other fields.

Emphasis on each student's training is placed on the individual's overall goal. It is through the nature of the mental and physical challenge of dance's discipline that students develop habits, which can help the student excel in all areas of their lives.

The dancer will work to develop critical components of dancing such as flexibility, strength, endurance, muscle memory, discipline, and attention to detail. Le Jeune Dance Academy holds a strong foundation in classical ballet technique and uses the Vaganova syllabus as its base to guide the student through the proper use of placement and progressive technique. Pre-Professional students are developed towards strong pointe work, suppleness, use of torso, and port de bras. Other ballet mythologies and modern dance technique are combined to prepare student for the demands and trends of the 21st century's dance careers.

Curriculum

Le Jeune Dance Academy prepares its students for entry into the professional world of dance through quality dance training, education, and performance opportunities. Emphasis is placed on each student's overall goal. It is through the nature of the mental and physical challenge of dance discipline that students develop positive habits, which can help the student excel in all areas of their lives.

Supplementary/complementary dance styles are offered to develop a well-rounded dancer. It is recommended that any student taking one of these supplementary open division classes also be enrolled in at least one ballet technique class.

Modern classes incorporate the principles of Graham and Horton technique.

Contemporary classes focus on learning proper dance technique, improving performance quality and developing complex rhythms and patterns.

Variations, Stretch and Strengthening, and other classes are enhancing the dancer's experience as well as overall skill, stage presence, musicality and quality of movement.

Educational Philosophy

Le Jeune Dance Academy is strongly committed to developing skilled artistic dancers through classical ballet technique with the belief that the youngest years of dancing are some of the most important. It is in these formative years that good habits for the fundamentals of dance begin taking shape. Students in the "pre" beginning levels are capable of exploring body awareness, spatial awareness, gross motor skills, creative and dramatic artistry, and concepts of essential dance movements, rhythm and music. They can practice exercises in strengthening and stretching particular muscles to help condition the body for specific ballet positions as their training progresses. Le Jeune Dance Academy believes all of this should be done in a fun and enchanting way to preserve the initial interest that led the student into the dance studio in the first place.

Instructors' considerations when teaching students:

- Current age and current skill level of the student
- Skill level compared to international standards
- What motivates the student to learn and remember, to practice and progress, to continue dancing, and to spread their joy of dancing with others
- The student's goals and what it will take from the student and the supporting staff to reach these goals
- The student's challenges and how to work around them
- The student's gifts and how to enhance them

Whatever the dancer's age, level or goal, Le Jeune Dance Academy is delighted to be a part of each dancer's journey.

School Policies and Guidelines

Registration Fees

\$50 annual fee per student for the spring semester. Separate registration fee for summer programs.

Attendance & Tardiness

Attendance is important for progress and success at all levels. Students in the Pre-Professional

Ballet program are required to attend all classes unless formally excused due to illness, quarantine, injury or other extenuating circumstances. (See full policy under *Dance Training Guidelines*)

Pro-rated Tuition

Full-time dancers enrolling following the fourth week of the semester are eligible for pro-rated tuition.

Refund and Make-up

Refunds will only be considered in the event of documented injury by a medical doctor preventing a dancer from dancing for an extended period of time (More than 6 weeks). Make-up classes are encouraged and must be taken during the current semester. No tuition or make-up classes may be carried-over to the next semester. Registration and costume fees are not refundable. Refunds decisions will be made at the discretion of the directors. Make-up class level options will be offered at the discretion of the directors.

Registration and Tuition

Registration will be taken on a first-come first-served basis for the season dates. The 2023-2024 season is August 21st- May 26th. With enrollment, commitment is made to the full amount of tuition for the entire season. (See refund and make-up for exceptions). Le Jeune Dance Academy reserves the right to cancel classes with enrollment fewer than six students. Le Jeune Dance Academy reserves the right to change instructors at our discretion.

To register your dancer for classes at Le Jeune Dance Academy, please visit www.LeJeuneDance.com for online registration or register in person at Le Jeune Dance Academy.

Return Check fee

A service charge of \$30 will be assessed for any returned checks, paper or electronic payments.

Tuition Payments

Upon registration, students will be charged accordingly:

100% of tuition is paid at time of registration.

Payment Plan:

Please contact us directly if you need a special payment plan.

Payment Plans:
Full: By August 21st 2023
2-Payment Plan: By August 21st 2023 & January 15 th 2024
Monthly: By August 21 st , 1 st of every month through May 2024. Credit Card must be on file and kept updated.

Late Payments:

Payments past due date are subject to a fee of \$25 for each week past due date.

Discount

A 5% discount on tuition will be applied to families who pay in full for the season by cash or check by August 21st. A 3% discount on tuition will be applied to families who pay in 2-Payments by August 21st 2023 and January 15th 2024 by cash or check.

Dance Training Guidelines

Students should approach class and rehearsals with a willingness and dedication to work in a disciplined learning environment. Joy and personal satisfaction should come from the progress made through this dedicated work, time and energy. Corrections are an essential part of dance instruction; therefore, teachers will verbally and physically guide the students to guarantee proper body placement and performance of a movement. Students should be engaged in class through challenging their mind and body beyond what they feel is possible. Consistent attendance in class is needed to develop full understanding, muscle control, stamina, and artistry. Students are encouraged to take ownership of their progress and be proud of their efforts. Teachers give the students the knowledge and environment to practice. The student is expected to do the work.

Attendance & Tardiness

Attendance is important for progress and success at all levels. Students in the Pre-Professional Program are required to attend all classes unless formally excused due to illness, quarantine, injury or other extenuating circumstances.

Please call 513-247-8083 or email lejeunedanceacademy@gmail.com if your student is unable to attend a regularly scheduled class or rehearsal call time due to an emergency. Please provide the student's name, the class or rehearsal they will be missing and the reason for absence. Advance notice of absences is appreciated so plans for classes and rehearsals may be made accordingly.

Attendance of rehearsals is mandatory in order to keep a casted role. The Artistic Director must formally approve all absences from rehearsals. **Dancers missing one or more rehearsals for may be dismissed from their role.** Please see health and safety protocols for additional exemptions. Students arriving more than 10 minutes late will be asked to observe class. Arriving late to class risks injury to the dancer and is also extremely disruptive to other students who have already started working.

Students with multiple unexcused absences in required classes will be re-evaluated for placement and may be asked to move to a different level.

Class Placement

Le Jeune Dance Academy reserves the right to determine the class level for every student, regardless of prior training. Students are required to attend all assigned classes according to level placement. Class placement is for the entire school year, generally Aug-June.

Returning students should register for the class level recommended in the evaluation process at the end of the prior school year.

Students in the Children's Dance or "beginning" Open Division classes should register based on the student's age as of the start of the school year, September 1st.

New Students beyond the Children's Dance or "beginning 1A" levels should call or email to schedule a placement evaluation.

Level placement is a complex process. It may not necessarily be based on the student's age or years of study. Placement does involve observation of a student's understanding and application of class material, strength and intellectual and artistic maturity. Advancement is a unique process for each individual and students should not compare their journey to someone else's. The level of technical ability within the general student population can and does change, affecting overall placement throughout the levels of Le Jeune Dance Academy should expect to spend a minimum of one to two years at each level.

Student Evaluation

Students in Creative Dance and above will be evaluated annually and given recommendations for further level placement.

Evaluations from the student's instructor indicates a student's attainment of skills covered during the year, recognition for what the student has done well during the year, and areas the student is encouraged to focus on for further success.

Summer Training Participation

It is strongly recommended that all pre-professional students attend a minimum of 2 weeks of Le Jeune Dance Academy summer intensives.

Dancers interested in attending other summer intensive are strongly encouraged to have the outside intensives approved by an Academy Director.

Performances

Families are expected to volunteer during Tech Weeks and Show Days. Thank You!

Student Showcase

Students in the Children's Division and select Open Division are invited to perform in the annual student Showcase if they are enrolled in a class that is labeled "Showcase Performing Class". Pre Professional Levels include at least one Showcase Performing Class. Student Showcase provides a low pressure high excitement opportunity to demonstrate skills gained though the season.

Performance Ensemble

Students in Creative Dance and above are given the opportunity to participate in a school production. All students eager to participate must be enrolled in at least one ballet class and be willing to commit to additional rehearsal time outside of regularly scheduled classes.

School Schedules, Notices, Teacher Communications and Cancellation

Please visit our Events page located on the website for a schedule of special dates and breaks.

Cancellations

Email notification will be sent as soon as possible if classes are cancelled. Please check your email regularly if inclement weather is forecasted. Le Jeune Dance Academy will also update the website with cancellation plans.

Classes canceled due to weather or other uncontrollable events are not subject to rescheduling or refund.

Instructor Communications

Parents are encouraged to contact the Academy Directors to discuss any questions or concerns through email or phone. An email, appointment, or phone call will be set up in response. Please do not approach instructors while teaching or preparing to teach. Instructors are often required to begin another class immediately following your student's class and may have other obligations to fulfill at the time. Being respectful of the instructors' time will ensure a thorough and thoughtful response. Please allow 48 hours for a response.

Contact Information/Email Notices

Le Jeune Dance Academy uses email as the main source of communication. Students/Parents are asked to provide an email address with registration to help Le Jeune Dance Academy communicate important information quickly and easily. Families are encouraged to monitor Le Jeune Dance website, Facebook, and emails for important information. Please read each correspondence thoroughly. Inform us of any changes in your email address, home, or mobile phone numbers or home address. Please be sure to add lejeunedanceacademy@gmail.com to your contact list.

Dancer Care, Etiquette & Wellness Guidelines

Attire

Appropriate class attire is required for all students. Dancers must own the mandatory uniform leotard displaying "Le Jeune Dance". Dancers are required to wear the specific uniform leotard to class. Dancers may additionally purchase an optional Le Jeune Dance leotard that will also be allowed to be worn in class. Please review the following information and refer to "Attire" on our website under Registration for specific details of colors & styles of required attire and footwear. Information for ordering uniform and optional leotards can also be found there.

Non Le Jeune Dance Academy leotards are not acceptable for Level 1 Beginning levels and above. Creative Dance & Pre-Ballet must wear any light pink leotard (without a skirt). Boys must wear black shirt (Le JDA if 1a and above) black tights, black shoes and dance belt for appropriate age. Additionally, no watches or jewelry may be worn with the exception of earring studs. Adult students are not subject to attire requirements. Pre-Professional Dancers level 2 and above may wear a colored leotard on the last Saturday of every month. All Performance Ensemble may wear colored leotards to rehearsal on the last Saturday of the month. *See calendar for special dates.

Female dancers should have hair put up securely and neatly in a bun. Dancers with short hair should wear barrettes that will keep hair off the face and out of the eyes. Putting hair up can often be a challenge for younger dancers and their parents, but it is great to get into this habit, even at the youngest ages. Wearing hair up in a bun is a basic element of dance etiquette and attire. Please allow enough time to put your child's hair up securely prior to entering the studio. Ponytails, braids, or unsecured buns are not permitted. Dancers in the Pre Professional level 2 and above are required to wear ribbons on their technique shoes.

Dancers must be in the proper attire in order to participate in class.

Equipment

Equipment may be required for classes such as Progressive Ballet Technique or Stretch and Strengthening. Please see the Le Jeune Dance Website for details.

Building and Studio Etiquette

Entering and Exiting the Building

Please adhere to the following guidelines:

- No running or unsafe behavior waiting room, bathrooms, and changing areas.
- No food in the studios.
- No street shoes inside the dance studio.

If you observe loud talking, running, or unruliness we encourage you to politely ask them to follow the rules. Please make every effort to help so the students in class can stay focused on their practice.

Please clean up after yourselves and ensure that your students/children do the same before leaving the building. Additional cleaning due to spills or leftover food and paper products cost Le Jeune Dance Academy staff extra time, energy, and cleaning expense.

Personal Items

Le Jeune Dance Academy is not responsible for lost or stolen personal belongings. Students are advised to leave personal valuables at home.

Student Drop Off and Pick Up

All children under the age of 8 should be accompanied by a parent or guardian until the student enters the studio for class. They should be met by an adult upon exiting their class or rehearsal. Please be punctual when picking up your child. Late pick-ups may be charged \$1/minute of additional time a staff member spends watching the student.

For the safety and security of all, we suggest that that parents above the age of 8 meet their child directly outside the building for pick up. However, each family is responsible for their own decisions on this matter. Please be courteous in keeping the entrance/exit of the parking lot clear for traffic to flow.

Dance Studio/Class Etiquette

Dancers and Families must adhere to the etiquette set forth. Dancers may be asked to leave class at the discretion of the instructor in the event that the etiquette is not followed and class or progression of the class is being disrupted.

- **BE ON TIME:**
 - Students should be several minutes early in the classroom and at the barre. Best to be stretched and warm.
 - In the event that you are late. Wait at the door for a break in the music. Politely attract the teacher's attention. Ask for permission to join. Student more than 10 minutes late will be asked to watch.
- **BE PREPARED:**
 - Have the proper shoes, elastics sewn and drawstrings tucked in.
 - Wear a properly fitted uniform leotard; no extra under garments should be necessary including bras and underwear.

- Hair should be neatly pulled back. Long hair should be secured in a bun or similar fashion. No adjustment to the hair should be needed during the duration of the class.
- Go to the bathroom before class, students should not have to leave class to go to the bathroom
- Bring a water bottle into classroom (intermediate and advanced levels only)
- Leaving the class should only be for an urgent situation. Getting a drink of water is not considered an emergency.
- Dancer should not leave the class until the end dismissal. Emergency bathroom break should be done be taken care of between barre to center switch.
- Bring a good attitude and be ready to work hard while accepting corrections.
- **NO TALKING:**
 - Raise your hand in the case of a question. Good relevant questions are welcomed.
- **BARRE ETIQUETTE:**
 - Do not hang or rest on the barre.
 - Always walk around barre and never under.
 - Turn towards the barre between exercises.
 - Set yourself up properly at the barre with enough space around you to complete the exercise.
 - Hold your last position until told to “relax”.
- **BE READY FOR THE EXERCISE:**
 - After an exercise is given, be in position and prepared immediately.
 - The teacher should not have to wait to turn on the music or ask for a student to get position.
- **FINISH THE EXERCISE:**
 - Mistakes happen, recover as fast as possible drawing little attention to the mistake and continue on through the exercise.
 - No itching, scratching, wiggling, adjusting, etc. during exercises. Wait for the completion of the exercise.
 - Learn from your mistakes.
- **CENTER ETIQUETTE:**
 - Unless otherwise asked, make two neat lines.
 - Alternate the line in front. Highest level dancers in front line first.
 - When repeating an exercise begin with the other leg.
 - When your group has completed the exercise in center run forward and move to the right or left to get out of the way
- **TRAFFIC RULES:**
 - Left side always passes in front.
 - Move forward to get out of the way of dancers coming from the back.
- **ACROSS THE FLOOR:**
 - Make neat groups and be ready to go.
 - Move down your diagonal so as not to crowd other dancers in your group.
 - Continue to dance all the way across the floor and walk away nicely when you have run out of room to dance.
- **GENERAL CLASS ETIQUETTE:**
 - Remain standing, do not sit
 - Students in the Children’s Dance Program, level 1(a/b), and any other level containing the word “Beginning” are not permitted to enter the studio before class time with out the instructor’s permission.
 - Intermediate and advanced level students may enter a studio that is not in use with the purpose of warming-up only. Running, shouting, gymnastics and other similar activities are not allowed.

○ **ATTITUDE:**

- Dancers should maintain a positive attitude in class including, polite behavior and speech towards teachers, staff, peers and other guests of Le Jeune Dance Academy.
- Dancers should show willingness to work hard, accept corrections, and follow directions.

Injury and Illness

Students should inform their teachers of any recent illness, injury or other medical conditions that may affect their performance.

Please monitor your child for symptoms of cough, fever, vomiting or diarrhea. If a student has had these symptoms within the past 24 hours they should not be sent to class. Please see additional Health and Safety Protocols pertaining to the season.

Personal Hygiene & 'Bathroom Breaks'

We understand the urgency of young children's' restroom needs. When necessary a student may be allowed to leave the studio to go to the restroom. However, instructors are not responsible for escorting the students to the restroom. Please make sure your young child has gone to the restroom before class or rehearsal.

Learning to maintain good personal hygiene is very important, especially in a closely populated environment such as a dance class. Dancers perspire during class and it is recommended that dancers of adolescence age use deodorant/antiperspirant to minimize body odor. Students should have clean dancewear and shoes for every class. Students should wash their hands with soap and water after using the restroom to decrease the spread of germs over shared barres and props.

2023-2024 Season Health and Safety Protocols

Families and dancers are required to stay up-to-date on Le Jeune Dance Health and Safety Protocols. Individuals who have been ill should not return to classes until they have been fever free for 24hours without fever reducing medicine.

Parent Support

We kindly request that you refrain from negative discussions with other parents concerning Le Jeune Dance Academy. If you have a problem with any aspect of our academy, please understand that we care deeply about your concerns. Feel free to contact Academy Directors.

The success of our studio is dependant upon a strong and energetic corps of parent support. We thank you for choosing Le Jeune Dance Academy and look forward to the success and progress of your dancer.

Studio Contact

Please visit website for current contact information.

www.LeJeuneDance.com
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