



NIKA International DanceSport Academy™

(The Ballroom, LLC)

2022-23 Season Policies for social, competitive and pre-competitive dancers

Welcome to The Ballroom, LLC - one of the longest running and the most successful DanceSport programs in the Pacific NW! We are thrilled to have you as a member of our elite studio. We are using a unique NIKA International DanceSport Academy™ teaching method.

Whether your goal for enrolling at our program is to get out and stay active while learning something new or you dream of something bigger such as participating on a competition team or pursuing a dance education or professional career in dance, we look forward to helping you reach for the stars!

This manual is intended to help you navigate the studio with information, policies and procedures as you start your exciting journey!

Enrollment

NIKA International DanceSport Academy™ accepts children age 3+, teenagers, young adults, adults and seniors. The majority of our programs (except for adult and senior social classes) are competitive. Although we all enjoy the artistic part of dance, Ballroom dance/DanceSport is considered an athletic activity.

Our classes are based on the age of participating dancers and their dance skills. We offer:

- 30 or 45-minute Pre-Ballroom (PB) classes for dancers age 3-4 (no diapers!)
- 45-minute Kider-Ballroom (KB) classes for children age 4-6
- Newcomer programs (NC) for ages 6-10 and 10-14 years old
- Various Syllabus (SB) classes for more advanced competitors, age 6 and up
- Open level (OP) seminar classes for competitors age 12 through adults
- Weekly competition simulation rounds are required for all competing dancers
- Private or semi-private lessons are required to all competitors or dancers missing classes

To register for classes, please fill out our registration form, indicating first and last name of a dancer, their age and contact information, as well as emergency contacts and some health-related or other information you might find useful. For competitors and pre-competitors age 3+ we require an agreement signed by the dancer and/or their parent or legal guardian, as well as a one-time non-refundable studio registration fee (\$25).

Group Class Commitment

DanceSport/Competitive Ballroom dance season covers all 12 months of the year: September 1 through August 31. Our studio operates without summer or winter breaks. We are observing Labour Day (first Monday in September), Thanksgiving (last Thursday and Friday in November), Christmas (December 24-25) and New Years (December 31-January 1), Memorial Day (last Monday in May), Independence Day (July 4th).

The nature of DanceSport includes solo, couple or group competition and we can accept students at any time of the year without any impact on the other team members.

Dancers (and their guardians, if under 21) are expected to give a 100% dance commitment once they are allowed to compete.

Every class's program is based on consistency, meaning that the students learn new material every time they meet. If your class meets twice a week or more and you are unable to commit coming to all of those classes on a regular basis, you should consider either taking an easier path until your schedule allows you to not skip classes or to add private lessons or consultations to keep up with the class's program.

We also know that sometimes weather conditions or other circumstances out of our control may not allow for our programs to run as scheduled. In these cases we are always giving our best effort to move classes online via ZOOM platform as quickly as possible.

Taking into consideration any possible emergency situations that may result in a class cancellation or non-emergency events as illness, school events, competition travel time or family vacations we have based our yearly group class tuition on 46 weeks of classes, allowing additional 6 weeks for class cancelations. In case of no emergency cancelation those 6 weeks become the FREE bonus.

If you are planning to miss more than 6 weeks in total in a year with no availability to take classes online, please discuss with us payment options and plans.

Tuition and fee general information (please put your initials when required):

Tuition is paid MONTHLY in twelve equal installments, whether it is a long (5-week) or short (3-week) month

A one-time registration fee of \$25 is due at the time of registration & is non refundable

Tuition must be received by the 10th of each month to avoid a \$25.00 late fee

Non sufficient checks and returned transactions are subjected to \$40.00 fine

We accept PayPal, Venmo and credit and debit card payments with transaction fee

included into your payment. Cash, check and Zelle paying customers should add no fees.

There are no refunds for missed classes, but if you withdraw before the first class, you will receive a full refund of tuition

In rare cases (such as pandemic or any other emergencies of similar scale) number and length of lessons as well as payment amount might change. In those unlikely cases we will notify all our students and their families as quickly as it might be possible.

Please make your checks payable to The Ballroom, LLC when you take lessons and classes with Elena, Ekaterina. Zelle, PayPal and Venmo account dance@nikadanceacademy.com.

For lessons and classes with other coaches please pay directly to them.

Tuition schedule:

Group	Classes per week	Tuition if paid with Zelle, check or cash	Tuition if paid with credit card, Venmo or PayPal
Pre-Ballroom (monthly)	2x30min & 2x45min	\$155	\$160
	1x30min & 1x45min	\$90	\$93
Kinder-Ballroom (monthly)	2x45min	\$155	\$160
Newcomer 1 (monthly)	with Rounds	\$175	\$180
Newcomer 2 (monthly)	1x45min (no rounds)	\$90	\$93
PT and Junior Syllabus (monthly)	4X60min (Rounds included)	\$210	\$215
	1x60min	\$100	\$105
Seminar class (single)	1x60min	\$25	\$26
Discounted Seminar class for PT and Junior Syllabus dancers (single)	1x60min	\$15	\$16
Adult Newcomer or Syllabus class (single)	1x45min	\$25	\$26
Saturday Rounds (single program)	1x60min studio dancers	\$10	\$10
	1x60min out of studio dancers	\$15	\$16
Trial class	1x30-60min	\$25	\$26
Drop-in class	1x30-60min	\$25	\$26
Private consultation	1x15min	\$30-50	\$32-53
Private lessons	1x45min	\$70-150	\$73-155

Absences

Six weeks a year of possible absence time is included into your tuition. When you are able to give us advanced notice of a prolonged absence (over 4 weeks), we may be able to offer half tuition to hold your dancer's spot in a class, until your dancer can return.

You can also use an online format of classes and private lessons and study with us from anywhere in the world, although we cannot guarantee the quality of your internet connection.

Withdrawal Policy

___If for some reason you cannot continue your education at NIKA, you can withdraw at any time of the year, but a 30-day written notice is required before withdrawal from the school, otherwise you will still be responsible for all charges. Please note that we do not prorate your tuition fee, so your last month must still be paid in full.

Inclement Weather

___In the event of inclement weather, we will follow the School District information for closures. Possible cancellations due to weather conditions are included in to your tuition. We will put our best effort to move all scheduled classes into online mode, but we can not guarantee the quality of an internet connection.

Quarantine Closures and Limitations

___In the event of full quarantine or limitations we will follow governor's rules on Fitness activities. Please be aware that classes and lessons may be moved online in quite short time. We cannot guarantee the quality of your internet connection, but we will put our best effort to keep all scheduled activities intact.

Holiday & Studio Closures

We are closed only on Labour Day (first Monday in September), Thanksgiving (both Thursday and Friday), Christmas (December 24-25) and New Years (December 31-January 1), Memorial Day (last Monday in May), Independence Day (July 4th).

Private lessons and consultations.

All our teachers and directors conduct private lessons. While social dancers can enjoy the benefits of private instruction from time to time if needed, it becomes an essential learning tool for competitive ballroom dancers, together with technique classes, competitive rounds classes, self-practice, conditioning and stretching. Private lessons/consultations can be scheduled on a weekly basis (recommended) or as a single lesson/consultation. For single lessons the payment is due at the time of scheduling. For weekly recurring lessons the payment is due at the end of each week. 24-hour cancelation is required for a refund/reschedule. Otherwise sickness with doctor's written notice can be the only valid option for refund/reschedule.

Unpaid balance policy

Anyone who has an outstanding balance at the end of the month will not be allowed to participate in class until the balance has been paid in full. All unpaid balances will be sent to collection after 3 months.

NIKA Academy Privacy policy

The privacy of your personal information is very important to us. We will not sell, rent or trade your personal information to any third party. This Privacy Policy covers the information you provide to us offline and at NIKA Academy web site.

When you register for classes at NIKA Academy, we collect contact information such as guardian names, addresses, phone numbers, emergency contacts, e-mail address and student information such as student names, birthdays, medical conditions, and your comments. Some of the information is required and is noted with an asterisk on the forms. This information is needed to manage studio business and will not

be used or sold for any other purpose, except as described above. Some of the information is optional and is requested to help us better understand our customers and is used only as needed for studio business. This information will not be used or sold for any other purposes, except as described above.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office.

General liability release of claims

General liability and release form is a part of this contract and has to be signed for each participant before the first class or lesson.

Attendance expectations and minimum participation policy

Due to nature of Ballroom dance we expect up to 8 students at the class. Additional students can be accepted only with teacher's approval. Time adjustments are made to classes based on 2 or less students in attendance.

Tardiness

Students arriving more than 15 minutes late will not be allowed into the class. Chronic tardiness warrants discussion with parents and child of importance of entering class on time. Late arrivals disturb and disrupt class flow, as well as promotes potential injury.

___ Please stay at home if your child:

- has a fever
- is vomiting
- has a diarrhea
- has a rash
- has a head lice
- has been in the hospital and was not released by medical provider to return to school
- has symptoms or has been exposed to or diagnosed with COVID -19 or any other possible pandemic illness

Sickness

You can participate in any class online if you will let your teacher know about it at least 3-5 hours prior to the class. We will try our best to make your participation possible, but we cannot guarantee the quality of an internet connection.

Injury

If your child is injured and not able to dance, but is able to sit and observe the class and participate in written tasks, we strongly recommend you to come. Full participation will only be available with doctor's release.

You can participate in any class online if you will let your teacher know about it at least 3-5 hours prior to the class. We will try our best to make your participation possible, but we cannot guarantee the quality of an internet connection.

Not ready to participate/separate

Children emotionally unable to participate are suggested to withdraw and wait until child is ready. Refunds are issued for any unused tuition.

Insufficient registration

NIKA Academy reserves the right to cancel class due to insufficient registration. All unused tuition will be refunded

Faculty change or teacher substitute

NIKA Academy reserves the right to engage a substitute teacher when the regular teacher cannot attend class.

Schedule subject to change

NIKA Academy reserves the right to change the schedule of classes based on studio/teachers' availability. Class participants will be notified via phones/emails/messengers provided during registration.

Information about studio news, announcements, closings

To stay in the loop of NIKA events, please sign up to our Facebook group at <https://www.facebook.com/groups/NIKAIDA/>.

Dress code and class attire expectations by class and genre

Pre-teen dancers:

- Girls: leotard, leggings & socks or tights, simple skirt, ballet or pre-teen ballroom shoes, hair pulled up.
- Boys: tight t-shirt, dress trousers or ballroom dance pants, socks, ballet or pre-teen ballroom shoes.

Junior and older dancers:

- Girls/Ladies
 - Ballroom: long skirt and leotard or shirt, ballroom or practice shoes.
 - Latin: leggings and or skirt and leotard or shirt, latin or practice shoes.
- Boys/Men
 - Ballroom: dance pants and dress shirt, ballroom shoes
 - Latin: dance or sweat pants, tight or lose shirt, latin shoes

Where to purchase dance shoes

We require all dancers to have dance shoes that provide enough support for their feet. We can recommend companies like Capezio, International, Supadance, Paoul, Dance Naturals, Freed, Aida, Ray Rose. Please consult with your coach before buying your shoes. Dancers will not be allowed on the floor without appropriate pair of shoes. Dance shoes cannot be worn outside of the dance studio.

Class etiquette

We expect our dancers to look neat and fresh during their time at the studio. Please use deodorants and mints, but not chewing gums on the dance floor. No food or drinks except for water bottle at the studio.

Please silence your cell phones and use them only in case of emergency. If you need to make an urgent call, please talk outside of the ballroom. Pick up trash, your clothes, and don't turn things on, off, up, or down in the space without permission. Watch your language, even when you mess up. If you find you have too many questions about something, save them for after class. Don't visibly yawn or show boredom. You may get away with it in a lecture hall, but not dance class. Bring a towel to wipe your sweat off.

Don't record or photograph anything or anyone without permission.

Master Classes and Workshops

Master teachers and well-known instructors are periodically invited to NIKA Academy to hold masterclasses and workshops. These are offered outside of the regular class schedule and are available for a per-class charge that is in addition to your regular tuition. Master classes and workshops will be announced in advance. Students should sign up in advance and only if the class was offered to them. If the class was not offered to your child, it means it is too early for their age and level.

Competitions, showcases and performances

Members of our Academy will participate in a number of local, regional, national and international competitions throughout the year, as well as showcases and performances. Events

might be run in in-person or online format. The exact number of competitions and showcases required of a dancer per year will be determined and announced by Academy directors. Please keep in mind that participation in competitions and show performances is a very significant part of dancers' development.

In competitive Ballroom dance/DanceSport we have rules and requirements set up by two national federations (NDCA and USA Dance) and, for dancers competing abroad, international federations. General rules regarding costuming, list of allowed elements, hair and makeup are very similar throughout all federations that competitions might be accredited or organized by. When preparing for your first competition, please consult your coach for requirements and follow the rules in order to not get disqualified from the event.

Non-competitive showcases and performances are usually not related to any dance federation. Each non-competitive showcase and performance may have its own rules regarding costuming and tickets. Please make sure you have all information you may need ahead of time.

Performance etiquette

Dancers must arrive to the performance with their hair and make-up completed one hour prior to their scheduled time of competition/performance in either street clothes or warm-ups with their recital costume(s) in hand.

Dancers may not leave until the end of performance/competition unless released by their coach and have to stay in their costumes for the award presentation.

If small children attend the performance, they need to remain seated for the duration of the program. Children are not allowed to roam up to the front of the stage area or into the aisles before or during the performance. If your child cannot sit still for at least 1 hour, it is recommended they do not attend. Children are not allowed to sit on the floor, parent laps or in the aisle at any time and are required to have their own sit.

During the performance we ask that you remain seated, giving the dancers your undivided attention. All guests attending the performance must plan to stay for the entire show. If you need to leave your seat, please do so in between dance numbers only.

No eating or drinking is allowed during any performance.

Parent Expectations

Whether or not students are planning on a professional dance career, good discipline, working toward a goal, and learning to accept challenges and disappointments are lessons needed for life. In order to maintain a high level of training and discipline for our dancers, we need everyone's cooperation: even our youngest dancers benefit from a structured environment.

Class observation is allowed only during the last 5 minutes of the regular class, but is strongly encouraged during the Saturday round sessions. For new students we welcome parents to stay and observe your child's first one or two classes to ensure you and your child are comfortable and that the class is a good fit. If you are observing a class, please turn off your cell phone, choose a sit closer to the entrance into the classroom and take off your shoes. Absolutely no loud conversations, corrections to your kids or any other form of lesson interruption.

If you are observing the class we are asking you to NOT TAKE PICTURES OR VIDEOS of other dancers.

We ask you to please keep our hallways clean and quiet while you are waiting there for your child. If you have younger children with exuberant energy and voice boxes please take them outside of the lobby. Our staff and neighboring businesses are working very hard to teach quality instruction to the students and the noise level in the lobby is distracting.

If you have a question or concern, please direct it to one of our directors or your coach. We expect our students to treat each other with respect and the same rule applies to parents. Gossiping will not be tolerated.

At NIKA Academy we promote healthy eating and healthy habits. We ask that you be mindful of what students eat and drink. This is up to your discretion but understand the better they eat the better they dance. Absolutely no smoking, drinking or drug use is allowed at the studio by both dancers and parents!

If a dancer or parent conducts himself or herself in a manner that is obscene, offensive, violent, aggressive, demeaning or disrespectful we reserve the right to refuse service.

We at NIKA Academy want the best for your child. If a teacher or staff member disciplines your child the parent should support the teacher. If you disagree with the behavior modification then you are welcome to set up a meeting to discuss the situation with your coach. 99% of the time the staff member's sides of the story is very different than your child's testament. Breaking the coach's authority with your own in front of your child is demeaning and breaks the line of respect between coach and student. Always handle a problem with professionalism. You are a role model for your child.

It is the responsibility of each parent to pick up their child immediately following their class or practice. Parents must supervise younger siblings at all times while in the hallway or outside the studio. NIKA teachers take no responsibility for injuries, damages or any incidents including death of a child left without parent on site. Children are not allowed to run or play inside or outside the studio for obvious safety reasons and to be considerate to adjoining businesses.

Lost and found

NIKA Academy is not responsible for any lost items.

Understanding dance education

Dance is an individual art form and dancers need to be allowed to achieve at a pace that's comfortable. We are encouraging all our dancers to be the best that he or she can become regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. It's important for every dancer to focus on themselves, give their all, and be satisfied with their own achievements.

Not all newly engaged dancers will develop into professional dancers. One of the primary goals of our team is to teach life lessons and skills that offer students the best chance for success. Dance education encompasses far more than technique and the steps you might learn. We believe the discipline of dance training gives everyone a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work.

Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance. These policies can also be found on our web-site at www.nikadanceacademy.com. We hope you will have an incredible season at NIKA!!



NIKA International DanceSport Academy™
(The Ballroom, LLC)

2022-23 Season Contract for competitive and pre-competitive dancers

Name: _____ D.O.B. _____

Parent's/Legal Guardian's Name (if minor) _____

I, (student) _____

and/or I, (parent/legal guardian) _____

have read, understand, and agree to comply with the 2021-22 NIKA International Academy of Ballroom and Latin Dance™ - The Ballroom, LLC Rules and Policies including:

- Enrollment
- Group Class Commitment
- Tuition and fee general information
- Tuition Schedule
- Absences
- Withdrawal Policy
- Inclement Weather
- Quarantine closure and limitations
- Holiday & Studio Closures
- Private lessons and consultations
- Unpaid balance policy
- Privacy policy
- General liability release of claims
- Attendance expectations and minimum participation policy
- Tardiness
- Sickness

- Injury
- Not ready to participate/separate
- Insufficient registration
- Faculty change or teacher substitute
- Schedule subject to change
- Information about studio news, announcements, closings
- Dress code and class attire expectations by class and genre
- Where to purchase dance shoes
- Class etiquette
- Master Classes and Workshops
- Competitions, Showcases and Performances
- Performance etiquette
- Parent Expectations
- Lost and found
- Understanding dance education

I understand and agree that in participating in any dance class, workshop, rehearsal, competition or performance, there is a possibility of physical injury and, in rare circumstances, death. I agree to release and hold harmless NIKA International DanceSport Academy™ - The Ballroom, LLC, including its affiliated teachers, dancers, staff members, and facilities from any cause of action, claims, or demands now and in the future. I will not hold NIKA International DanceSport Academy™ - The Ballroom, LLC, liable for any personal injury or any personal property damage, which may occur on the premises before, during or after classes. Furthermore, I understand that I should be aware of my, and/or my child's physical limitations and agree not to exceed them. If I am signing this waiver for my child, I certify that I am the parent or legal guardian and have the right to waive these rights. Further, I authorize and agree that NIKA International DanceSport Academy™ - The Ballroom, LLC, may take and use photographs/videos of me and/or my child for purposes of record keeping, advertising, and marketing. I understand that I do not have any rights to these photographs/videos and will not be compensated for the same. In case of pandemic or any other emergency situation I agree to comply with the rules and requirements set by the governmental organizations liable to make said rules and requirements.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(if student is under 18)