



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

Whether you're looking to stay active and learn something new or have bigger dreams of joining a competition team, pursuing a dance education, or even a professional career in dance, we are here to support you every step of the way. We are dedicated to helping you reach for the stars!

This manual has been created to provide you with all the necessary information, policies, and procedures to navigate our studio as you embark on this exciting journey.

Enrollment

Please note that the enrollment process at NIKA International DanceSport Academy™ is open to children age 3 and above, teenagers, young adults, adults, and seniors. Most of our programs are competitive, with the exception of adult and senior social classes. While we emphasize the artistic aspect of dance, it is important to note that Ballroom dance/DanceSport is considered an athletic activity.

Our classes are tailored to the age and dance skills of the participants. Here is an overview of the classes we offer:

- Pre-Ballroom (PB) classes: 30 or 45-minute classes for dancers aged 3-4 (participants must be potty trained).
- Kider-Ballroom (KB) classes: 45-minute classes for children aged 4-6.
- Newcomer programs (NC): Programs available for ages 6-10 and 10-14.
- Various Syllabus (SB) classes: Classes for more advanced competitors, open to participants aged 6 and above.
- Open level (OP) seminar classes: Seminars open to competitors aged 12 and above, including adults.
- Weekly competition simulation rounds: All competing dancers are required to participate in these rounds.
- Private or semi-private lessons: Competitors or dancers who miss classes are required to take these lessons.

To enroll in our classes, please complete our online registration form. Provide the first and last name of the dancer, their age, contact information, emergency contacts, and any relevant health-related or other information. Please also indicate your agreement with our policies, including payment and cancellation. For competitors and pre-competitors aged 3 and above, there is a one-time non-refundable studio registration fee of \$25.

Group Class Commitment

In summary, our DanceSport/Competitive Ballroom dance season runs from September 1 through August 31, without any breaks for summer or winter. We observe certain holidays such as Labour Day, Thanksgiving, Christmas, New Years, Memorial Day, and Independence Day.

Once students are allowed to compete, we expect a 100% dance commitment from them and their guardians if they are under 21. Every class is designed for consistent progress, meaning new material is taught each time. If a student is unable to attend all classes regularly, they should consider taking an easier path or adding private lessons or consultations to keep up with the class's program.

We understand that unforeseen circumstances like weather conditions or other events may disrupt our scheduled programs. In such cases, we offer make-up sessions or move classes online through the ZOOM platform.

Considering possible emergencies or non-emergency events that may result in class cancellations, we have based our yearly group class tuition on 46 weeks of classes, with an additional 6 weeks allocated for cancellations. If a student plans to miss more than 6 weeks without the ability to take classes online, we can discuss payment options and plans.

Please let us know if you have any questions or concerns regarding our group class commitment.

Tuition and fee general information:

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 \$30 is due at the time of registration and is non-refundable.

Tuition must be received by the 10th of each month to avoid a \$30.00 late fee.

Non-sufficient checks and returned transactions are subject to a \$40.00 fine.

We accept PayPal, Venmo, and credit and debit card payments with transaction fees included in 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 a pandemic or any other emergencies of a similar scale), the number and length of lessons, as well as the payment amount, might change. In those unlikely cases, we will notify all our students and their families as quickly as possible.

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

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

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	\$160	\$165
	1x30min & 1x45min	\$95	\$100
Kinder-Ballroom (monthly)	2x45min	\$160	\$165
Newcomer 1 (monthly)	with Rounds	\$180	\$185
Newcomer 2 (monthly)	1x45min (no rounds)	\$95	\$100
PT and Junior Syllabus (monthly)	4X60min (Rounds included)	\$215	\$220
	1x60min	\$110	\$115
“Dance-all-you-can” for Kinder Ballroom through Syllabus dancers (monthly)	Up to 2x60 min, 4x45min and Rounds included	\$225	\$230
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 after trial	1x30-60min	\$30	\$35
Private consultation	1x15min	\$30-50	\$32-53
Private lessons	1x45min	\$80-150	\$85-155

Absences

As part of your tuition, we allocate six weeks per year for potential absences. If you anticipate being absent for an extended period (over 4 weeks), please provide us with advanced notice. In such cases, we may be able to offer half tuition to secure your dancer's spot in a class until they can return.

Additionally, we offer online classes, private lessons, and the opportunity to study with us from anywhere in the world. However, please note that we cannot guarantee the quality of your internet connection.

Withdrawal Policy

If, for any reason, you are unable to continue your education at NIKA, you may withdraw at any time during the year. However, we kindly request a 30-day written notice prior to withdrawal from the school. Failure to provide this notice will result in you being held responsible for all charges. Please be aware that we do not prorate tuition fees, so the full amount for the last month must still be paid in full.

Inclement Weather

In the case of inclement weather, we will adhere to the School District's closure information. Possible class cancellations due to weather conditions are already factored into your tuition. We will make every effort to transition all scheduled classes to an online format, but we cannot guarantee the reliability of the internet connection.

Quarantine Closures and Limitations

In the event of a full quarantine or limitations, we will adhere to the governor's regulations regarding fitness activities. Please note that classes and lessons may be transitioned to online platforms with short notice. While we cannot guarantee the quality of your internet connection, we will make every effort to ensure the continuity of all scheduled activities.

Holiday & Studio Closures

We are closed on the following holidays: Labour Day (first Monday in September), Thanksgiving (both Thursday and Friday), Christmas (December 24-25), New Year's (December 31-January 1), Memorial Day (last Monday in May), and Independence Day (July 4th).

Private lessons and consultations.

Our dedicated team of teachers and directors offer private lessons for all of our students. While social dancers can choose to take private lessons as needed, they are particularly important for competitive ballroom dancers, along with technique classes, competitive rounds classes, self-practice, conditioning, and stretching.

Private lessons can be scheduled on a weekly basis, which is recommended, or as a single lesson. For single lessons, payment is due at the time of scheduling. For those who choose to have weekly recurring lessons, payment is due at the end of each week.

We kindly ask for a 24-hour notice if you need to cancel or reschedule your lesson in order to receive a refund or reschedule without any additional fees. In the case of illness, a doctor's written notice will be required for a refund or reschedule.

Unpaid balance policy

In order to ensure smooth operations and maintain financial stability, it is required that all individuals with an outstanding balance at the end of the month settle their dues in full before being allowed to participate in class. Failure to clear the outstanding balance within the specified timeframe will result in temporary suspension from class participation.

Furthermore, please be advised that any unpaid balances remaining unresolved for a period of three months will be transferred to a collection agency for further action. We highly encourage prompt payment to avoid any inconveniences or potential consequences.

Thank you for your cooperation and understanding in adhering to these financial policies.

NIKA Academy Privacy policy

At NIKA Academy, we prioritize the privacy of your personal information. We have strict policies in place to ensure that your information is not sold, rented, or traded to any third party. This Privacy Policy applies to both the information you provide offline and on our website.

When you enroll in classes at NIKA Academy, we collect contact information such as guardian names, addresses, phone numbers, emergency contacts, email addresses, and student information including names, birthdays, medical conditions, and any comments you may have. Some of this information is required and is indicated with an asterisk on the forms. We collect this information solely for the purpose of managing our studio business and it will not be used or sold for any other purposes, except as described above.

Additionally, we may request optional information to better understand our customers and improve our services. This optional information will only be used as needed for studio business and will not be used or sold for any other purposes, except as described above.

If you have any questions regarding our Privacy Policy or if you would like to update or remove any of your personal information, please feel free to contact our office.

General liability release of claims

You understand and acknowledge the risks involved in participating in any dance activities with NIKA International DanceSport Academy™ - The Ballroom, LLC. You agree to release and hold harmless the academy, its teachers, dancers, staff, and facilities from any claims or demands arising now or in the future. You will not hold them liable for any personal injury or property damage that may occur before, during, or after classes. You will also be mindful of your physical limitations and not exceed them. If you are signing on behalf of child, you confirm that you have the authority to waive these rights. Additionally, you give consent for the academy to use photographs or videos of you or your child for record keeping, advertising, and marketing purposes. You understand that you do not possess any rights to these media and will not receive any compensation for them. Lastly, you agree to comply with any rules and requirements set by governmental organizations in case of a pandemic or emergency situation.

Attendance expectations and minimum participation policy

Due to the nature of Ballroom dance, we anticipate a maximum of 8 students per class. Any additional students can only be accepted with the approval of the teacher. In the event that there are only 2 or fewer students in attendance, time adjustments may be made to the classes.

Tardiness

Students arriving more than 15 minutes late will not be allowed into the class. Chronic tardiness requires a discussion with parents and the child to emphasize the importance of arriving on time. Late arrivals disrupt the flow of the class and may pose a risk of injury.

Please keep your child at home if they:

- Have a fever
- Are vomiting
- Have diarrhea
- Have a rash
- Have head lice
- Have been in the hospital and have not been cleared by a medical provider to return to school
- Have symptoms of or have been exposed to or diagnosed with COVID-19 or any other potential pandemic illness.

Sickness

In order to participate in an online class, please inform your teacher at least 3-5 hours before the scheduled class time. We will make every effort to accommodate your participation, but please note that we cannot guarantee the quality of your internet connection.

Injury

In the event that your child is injured and unable to physically dance, but can still sit and observe the class and participate in written tasks, we highly encourage you to attend. However, please note that full participation will only be possible with a doctor's release.

If you would like to participate in any class online, please inform your teacher at least 3-5 hours before the scheduled class. While we will make an effort to accommodate your participation, we cannot guarantee the quality of the internet connection.

Not ready to participate/separate

Children who are emotionally unable to participate are advised to withdraw from the program and wait until they are ready. In such cases, refunds will be issued for any unused tuition.

Insufficient registration

NIKA Academy reserves the right to cancel classes in the event of insufficient registration. In such cases, any unused tuition fees will be refunded.

Faculty change or teacher substitute

NIKA Academy reserves the right to appoint a substitute teacher in the event that the regular teacher is unable to attend class.

Schedule subject to change

At NIKA Academy, we reserve the right to modify the class schedule as needed, depending on the availability of our studio and teachers. Any changes to the schedule will be communicated to class participants through the phone numbers, email addresses, or messaging platforms 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

It is mandatory for all dancers to have dance shoes that offer adequate support for their feet. We suggest considering reputable brands such as Capezio, International, Supadance, Paoul, Dance Naturals, Freed, Aida, and Ray Rose. However, we strongly advise consulting with your coach before purchasing your shoes to ensure they meet your specific needs.

Please note that dancers will not be permitted to enter the dance floor unless they are wearing an appropriate pair of shoes. Additionally, dance shoes should not be worn outside of the designated dance studio area.

Class etiquette

Respect the personal space and boundaries of your fellow dancers. Avoid touching or invading their space without permission. Be mindful of your own personal hygiene and cleanliness. Wear appropriate attire and footwear for the dance style being taught. Stay focused and attentive during class, and follow the instructions and corrections given by the instructor. Show respect

and gratitude towards the teachers and staff. Be punctual and arrive on time for class. Keep the noise level to a minimum to create a conducive learning environment. Leave any personal drama or issues outside of the studio. Lastly, always strive to improve and push yourself to reach your full potential as a dancer.

Master Classes and Workshops

Master classes and workshops at NIKA Academy are a special opportunity for students to learn from highly skilled and renowned teachers. These classes are not included in the regular tuition and require an additional fee. The schedule for these classes will be announced ahead of time, and students are encouraged to sign up in advance. However, it is important to note that these classes are only offered to students who are at the appropriate age and skill level. If the class was not offered to your child, it means they are not ready for it yet.

Competitions, showcases and performances

Participating in competitions and showcases is an important aspect of a dancer's development at our Academy. Throughout the year, our members will have the opportunity to compete at the local, regional, national, and international levels. These events may take place in-person or online, depending on the circumstances.

The exact number of competitions and showcases required of each dancer per year will be determined by the Academy directors and announced in advance. It is important for dancers to understand that participation in these events is crucial for their growth and progress as dancers.

In the realm of competitive Ballroom dance/DanceSport, there are rules and requirements set up by two national federations, namely the NDCA and USA Dance. For dancers competing internationally, there are also rules established by international federations. These rules generally cover aspects such as costuming, allowed elements, and hair and makeup. It is important for dancers to familiarize themselves with these rules and consult their coach to ensure compliance and avoid disqualification from the event.

On the other hand, non-competitive showcases and performances are typically not governed by any dance federation. Each showcase or performance may have its own set of rules regarding costuming and ticketing. Dancers are advised to gather all the necessary information about these requirements well in advance.

Overall, participation in competitions and showcases is a significant part of a dancer's journey at our Academy. The rules and requirements set by national and international federations must be followed for competitive events, while non-competitive showcases may have their own specific guidelines. Our Academy aims to provide opportunities for dancers to showcase their skills and talents on various platforms.

Performance etiquette

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

Dancers are not allowed to leave until the end of the performances/competitions, unless released by their coach. They must remain in their costumes for the award presentation.

If small children attend the performances, they must remain seated throughout the program. Children are not permitted to wander to the front of the stage area or into the aisles before or

during the performances. It is recommended that children who cannot sit still for at least one hour do not attend. They are also required to have their own seat and should not sit on the floor or on parent laps.

During the performances, we kindly request that you remain seated and give the dancers your undivided attention. All guests attending the performances are expected to stay for the entire show. If you need to leave your seat, please do so between dance numbers.

Eating and drinking are not allowed during any performances.

Smoking or vaping is strictly prohibited inside the venue.

Photography or video recording of the performances is not allowed, as it may distract the dancers and other audience members. Professional photographers and videographers will be present to capture the performances.

Cell phones must be turned off or put on silent mode during the performances. Texting or talking on the phone is not permitted as it can disrupt the dancers and other audience members.

Any disruptive behavior, including excessive talking or unruly behavior, will not be tolerated and may result in removal from the venue.

Parents and guardians are responsible for the behavior and supervision of their children at all times.

Please show respect to the performers by refraining from any negative comments or heckling. Applauding and cheering for the dancers is encouraged and appreciated.

Parent Expectations

In summary, the guidelines for parents and students at NIKA Academy are as follows:

1. Good discipline, working toward goals, and accepting challenges and disappointments are important life lessons for all students, regardless of their career plans.
2. Parents are welcome to observe their child's first one or two classes to ensure comfort and fit.
3. Observers should turn off cell phones, sit closer to the entrance, and remove their shoes. Loud conversations or interruptions are not allowed.
4. Pictures or videos of other dancers are not permitted during class observation.
5. Parents should keep the hallways clean and quiet, and take energetic children outside the lobby.
6. Questions or concerns should be directed to the directors or coaches, and gossiping is not tolerated.
7. Healthy eating and habits are promoted, and smoking, drinking, or drug use is strictly prohibited at the studio.
8. Obscene, offensive, violent, aggressive, demeaning, or disrespectful behavior will result in refusal of service.

9. Parents should support teachers' disciplinary actions, and if there is a disagreement, a meeting should be set up to discuss the situation.

10. Parents must pick up their child immediately after class or practice and supervise younger siblings at all times.

11. Children are not allowed to run or play inside or outside the studio for safety reasons and consideration for neighboring businesses.

Lost and found

NIKA Academy is not responsible for any lost items.

Understanding dance education

Dance is a unique and personal art form, and it is essential for dancers to have the freedom to progress at their own pace. Our main focus at NIKA Dance Academy is to encourage each dancer to reach their fullest potential, regardless of how others may excel. It is important to recognize that every student will have their own individual journey and will progress at their own speed, even if they receive identical training. Therefore, we emphasize the importance of self-focus, giving their best effort, and finding satisfaction in their own accomplishments.

We understand that not all aspiring dancers will pursue a professional career in dance. However, one of our main objectives as a team is to impart valuable life lessons and skills that can contribute to their overall success. Dance education encompasses more than just technique and steps; it provides an opportunity for students to develop discipline, commitment, teamwork, and the ability to achieve through hard work.

Our ultimate goal is to nurture the minds, bodies, and souls of our students, equipping them with the necessary skills for a successful life, regardless of their continued involvement in dance. You can find more information about our policies on our website at www.nikadanceacademy.com. We hope that you have an amazing season at NIKA!!