



2022-2023  
Student / Parent Handbook

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Regency Dance Academy  
8968 Quioccasin Road  
Richmond, VA 23229  
www.regencydance.com  
(804) 740-4966

 [info@regencydance.com](mailto:info@regencydance.com)

**Office hours:** Monday-Thursday 9:00am-12:00pm // 3:00-8:00pm

Please follow at least one of our social media sites. Here you will find important information about the studio, events, and possible closings.

 <https://www.facebook.com/regencydanceacademy/>

 <https://www.instagram.com/regencydance>

Welcome to Regency Dance Academy! Established in 1989 by Tracy Crouch and passed down to current owner Ashley Valo-Horrigan in 2019, Regency Dance Academy is proud to be celebrating over 30 years of dance excellence! Located in the West End of Richmond, across from Regency Square, Regency Dance Academy offers dance classes for all ages from 3 to 83!

***Voted "Best Dance Studio for Children and Adults" by Richmond Magazine***

***"Favorite Dance Lessons" in the Family Favorites Issue by Style Weekly***

***Best of 2018 in Performing Arts by the Henrico Awards Program***

***"Best Dance Company" in the Style Weekly Readers' Choice Best of Richmond 2021***

The Regency Dance Academy faculty is exciting, dynamic, and dedicated to providing quality dance instruction. All faculty are required to participate in continuing education programs throughout the year.

Our children's dance teachers offer technique in a fun, creative environment that will give your child an unforgettable experience that lasts a lifetime. Our intermediate and advanced dance teachers will encourage the growth and development of your dancer year after year. The adult dance program is the largest in Richmond. Whether you are discovering dance for the first time or have performed professionally and want to continue dancing, Regency Dance Academy offers adult classes from beginning to advanced.

The highlight of the year is our Spring show where our dancers perform on stage for their family and friends.

**Student Calendar  
(Dates are subject to change)**

- **Monday, September 12th** 2022-2023 Season Starts
- **Saturday, October 1st** Performance Costume Fees Due
- **October 3rd-6th** Bring a friend to dance week
- **October 24th-28th** Dress up week
- **Sunday, November 6th** IAX Convention
- **November 7th-10th** Tentative Observation Week
- **November 14th-17th** Tentative Observation Week
- **November 21st-25th** Fall Break (STUDIO CLOSED)
- **Friday, December 15th** Last day of class before Holiday Break
- **December 19th-January 1st** Winter Break (STUDIO CLOSED)
- **Monday, January 2nd** Classes resume
- **Monday, January 9th** Last day to register for performance classes
- **January 27th-29th** Dance Makers Competition & Convention (Richmond, VA)
- **February 6th-9th** Spirit Week
- **February 17th-19th** Ignite Dance Competition (Richmond, VA)
- **February 20th-23rd** Picture week
- **March 24th-26th** Encore Dance Competition (Rocky Mount, NC)
- **April 3rd-7th** Spring Break (Studio CLOSED)
- **April 28th-April 30th** Dance Educators Competition & Convention (Richmond, VA)
- **May TBD** End of the Year Show

## **Programs**

Regency offers three programs to accommodate everyone's dance desires. Whether it is just for fun or if dance is a passion and possible career choice, there is a program for you.

### **Performance Program**

Performance classes will spend the first semester (Sept. to Dec.) working on technique and combinations of the class genre. The second semester (Jan. to May) will focus on a performance for our annual Spring show in May. These classes are offered in Jazz, Hip Hop, Tap, Contemporary, and Ballet. These classes will receive a costume and be a part of the year end book.

### **Technique Program**

This program is strictly technique based. Technique is practiced all year and does not include a performance opportunity. Technique classes are offered in Acro, Jazz, Tap, Ballet, and Stretch & Strength. These classes are mandatory for the Company program, recommended for those who wish to join the Company program, or those who choose to study the technique of the offered classes. Technique classes do not receive a costume but are a part of the year end book.

### **Company Program**

This program is designed for the more serious dancer who is interested in dancing competitively. Each dancer is required to take technique classes as well as weekly rehearsals. Each tier is based on technical ability regardless of how many years of dance experience or age. Placement is made solely by the teacher and dancers are required to audition.

### **Private and Semi-Private Lessons**

Many teachers are available for in-studio private lessons. These lessons must be scheduled in advance at the rate of \$60 an hour. Lessons may be 30, 45 or 60 minutes.

If you need to reschedule your lesson we are more than happy to do so. Please contact us as soon as possible. Cancellations less than 24 hours in advance will forfeit their fees and rescheduling will not be permitted.

Come warm (50 jumping jacks, 50 crunches, 10-15 push-ups, 50 relevés) and stretched (shoulders, hamstring, quadriceps, bridge, foot).

- Discuss goals with your instructor prior to each private lesson
- Arrange with the instructor what equipment will be necessary and have access to what is needed.
- Dress in correct dance attire.

## Dress Codes 2022/2023

Regency Dance Academy is dedicated to providing the best dance training. To do so dress codes are very important and allow each student to receive the most of their dance classes.

Absolutely **no jewelry** of any kind is permitted in any class! Please be sure to write your dancer's name in all shoes.

### Ballet and Creative Classes

- Leotard of any color
- Skin-tone or Ballet pink Footed or Convertible tights
- Ballet shoes (canvas or leather - no ballet slippers)
- Hair neatly in a bun
- Ballet skirt (Optional)

*Boys:*

- White t-shirt
- Black Shorts
- Black Ballet shoes

### Hip Hop

- Comfortable fitting tank top, T-shirt or long sleeved shirt
- Sweatpants, Shorts or leggings
- Clean Tennis shoes (ONLY TO BE WORN FOR CLASS AND NOT OUTSIDE)
- Hair neatly pulled back

### Tap, Jazz, Musical Theatre, Acro, and Contemporary

- Leotard of any color
- Footless or stirrup or convertible skin-tone tights
- Leggings or shorts
- Hair neatly pulled back

*Boys:*

- White t-shirt
- Black Shorts

### Adult Classes

- Dance attire or workout clothing with appropriate shoes.

### Shoe suggestions

- Tap-Black shoes with laces
- Ballet- Leather or canvas (not slippers)
- Jazz and Musical Theatre- Black/tan split sole
- Contemporary- Barefoot or dance undeez
- Hip-Hop- black Jazz sneakers or Tennis shoes (worn only for class and not outside)

## **Policies**

### **Conduct**

Regency Dance Academy is a place of respect, positivity, and acceptance. We do not condone rude comments or inappropriate behavior from parents or students. In the event that a parent or student has acted in such a way, the owner/director will be notified and that said person will be contacted immediately.

We expect all students to come to their classes dressed as stated in the dress code. Students must not interrupt the teacher during class or interrupt another class while in session. Students must not be a distraction to their class members or their teachers. If disruptions continue, students may be asked to sit out of class and a parent will be contacted.

Parents are not to walk into the studios during class times as this causes disruptions to our students and teachers. Parents must drop their dancer off and pick them up after class is over. If your dancer needs to leave class early, we ask that you contact our office manager or director onsite.

### **Smoke/Drug Free Environment**

Regency Dance Academy prohibits smoking on premises, including the walkways leading to the front door. An office manager and director must be notified of a student's health conditions and if any medications are needed.

### **Absences**

Please notify us if you intend on missing class for any reason, call us at **804-740-4966** or email **info@regencydance.com** and let us know. Dancers who miss more than **2** classes in a row will be contacted via phone/email unless we know in advance why you are not attending. Dancers who miss more than **5** unexcused classes in a row may be removed from that class at the teacher's discretion.

We have an open make-up policy for all classes. You may make-up any absences in another class equal to or below the level the dancer may be.

Please make a conscious effort to attend classes starting in January, as we will be working show choreography every week and need all students to be present. We ask that there be no absences unless you are sick or an emergency.

### **Inclement Weather**

We **DO NOT** follow Henrico County Schools for snow closings. If we decide to close, we will send out an email, post on social media, and text.

### **Lockers**

Lockers are reserved for students who take 5 or more classes. Lockers that do not have a name assigned are available for use during class. We ask for everyone to close the locker that was used to indicate that sanitizing is needed. All lockers that are open have been cleaned and are safe to store your items during classes.

## Registration and Tuition Payments

Students can register online, by phone, by email, or in-person at the studio. Registration is handled on a first-come, first served basis. Spots cannot be held in classes, as classes are limited in size. Payment must be received in order to finalize registration. Upon registration, students will only have the first two (2) weeks after the start of classes to transfer to a different class with the teacher's approval.

Monthly tuition payments are based on the number of classes in the year. Typically there are 34 weeks of classes from September to May, therefore there are nine (9) equal payments. Class tuition is as follows:

1 Class	\$20	\$80/Month
2 Classes	\$19	\$152/Month
3 Classes	\$18	\$207/Month
4+ Classes	\$17	\$256+/Month

We strongly encourage using our auto-pay feature through our parent portal for touchless payments and to avoid possible late fees. Tuition is due on the 1st of each month, September - May. If the 1st of the month falls on a day we are closed, payment will be processed the next day we're open. If payment is not received by the 15th day of the month, a \$25 late fee will be automatically applied to your account. Tuition is non-refundable once registered. All balances are due on time, in full, and are non-refundable.

A \$90 costume and photo fee is due **October 1st**.

Optional items not included in tuition fees will be sold throughout the year, including merchandise, show tickets, additional photos in the show book, show DVDs and digital downloads, master class fees, etc.

### Media Release

Upon registration, you are asked to sign a waiver pertaining to our policies regarding tuition and expectations. You will also sign a 'release of image/media' waiver. This waiver allows Regency Dance Academy to take and release images/videos of your student for promotional purposes.

### Contact Information

Please make sure we have your updated contact information on file. We send out mailers and use email to connect with students and parents for important updates, events, and closings. You can use our online registration tool to log into your account and update any information that may be inaccurate. We ask that you check on this at least twice a year so that we can effectively reach you if we need to.

## Account Portal

Regency Dance Academy uses an account portal for payments, communication, registration and so much more. We will add performance music and costume photos and details. You can check attendance history and make-ups. You can make a payment and enroll in auto-pay as well. You can access your account portal through our website [www.regencydance.com](http://www.regencydance.com) . If you have trouble getting into your portal notify us at [info@regencydance.com](mailto:info@regencydance.com) and we will send you a link to get you set up.

## Costumes

Students participating in performance classes will receive a costume to wear for the Spring show. We will be taking measurements the week of October 17th to be sure we order the correct size for your dancer. While we try our best to order the perfect size for your dancer, costumes are not custom made therefore minor alterations may be needed. Costumes will be tried on upon their arrival and students will take the costume home. We will note any alterations that may be needed and also specifications of any accessories. **COSTUMES ARE NOT TO BE WORN** except for the in-studio pictures and end of year performance. If a costume is damaged or lost we can not guarantee a replacement and an additional costume fee must be paid if replacement is possible.

## Pictures and Books

During the week of February 20th, photos will be taken during class time. Students must be present to be a part of the show book as we do not have a make-up date. Each dancer will be individually photographed in various poses. Photo session fees are included in your costume/photo payment. Photos will be available for purchase for personal use or to add to the show book. If an additional photo is purchased for the book, the dancer will receive a free book. Books will be an additional fee otherwise.

This book displays the talents of our dancers through photos and also acts as a program for our show. Contact the office manager to view or purchase last year's book. More information regarding pictures and the book will be communicated closer to picture week.



**ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**  
**(FOR YOUR RECORDS)**

DATE: \_\_\_\_\_, 20\_\_\_\_

PARTICIPANT'S FULL NAME (1) \_\_\_\_\_ AGE \_\_\_\_\_

PARTICIPANT'S FULL NAME (2) \_\_\_\_\_ AGE \_\_\_\_\_

PARENT'S FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY CONTACT NAME/PHONE \_\_\_\_\_

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

I HEREBY WAIVE, RELEASE, AND DISCHARGE REGENCY DANCE ACADEMY and all divisions thereof of any and all liability and responsibility for injuries, sickness, pandemics, accidents, natural disasters and/or acts of God incurred during participation in and/or instruction of camps, intensives, private instruction, choreography or any activity I may participate.

I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: REGENCY DANCE ACADEMY and/or their directors, officers, managers, employees, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this waiver, release and registration form from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. (SIGN BELOW IF OVER THE AGE OF 18 - IF A MINOR, HAVE PARENT SIGN AT THE BOTTOM.)

SIGNATURE

\_\_\_\_\_

PARENT / GUARDIAN WAIVER FOR MINORS (Only if student is under 18 years old)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_

REGENCY DANCE ACADEMY STUDENT CONTRACT  
2022-2023 SEASON  
*\*FOR YOUR RECORDS\**  
(PLEASE INITIAL IN THE BLANK BY EACH STATEMENT)

\_\_\_\_\_ Registration is on a first-come, first-served basis. Spots are not held in classes, as classes are limited in size. Payment must be made to hold a spot in class. The season starts September 12, 2022.

\_\_\_\_\_ There is a \$25 registration fee per family.

\_\_\_\_\_ Tuition is non-refundable once registered. All balances are due on-time, in full, once registered.

\_\_\_\_\_ There is an automatic \$25 late fee that will be applied to my dancer's account if tuition is paid after the 15th of the month.

\_\_\_\_\_ All Pre-pointe and Pointe classes require teacher approval and proper level placement upon enrollment. All Pointe classes must be taken in addition to a Ballet class. PBT and Barre are required for Pointe class.

\_\_\_\_\_ I understand that Regency Dance Academy does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc.

\_\_\_\_\_ I understand that the studio owner has the right to change class to be in an online format (Zoom) at any given time. Tuition will remain the same whether online or in person and the refund policy will still be in place. (COVID-19 updated).

\_\_\_\_\_ I give Regency Dance Academy the right to use any and all photos taken of my child or myself during shows/competitions/classes for use on social media or for business marketing purposes.

\_\_\_\_\_ There is a \$90 costume fee per performance class. Costume fees will be in October 2022.

\_\_\_\_\_ There is a \$60 media fee per family that will cover your show program and recording. This will be charged in January 2023.

**I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE IF UNDER 18)

## COVID-19 Policies and Procedures

Regency Dance Academy is committed to providing a safe and clean environment for our dancers and their families. All students will be required to wear face masks during class. Each studio is equipped with medical grade H13 air filtration devices. Studios are thoroughly disinfected daily. The following policies and procedures will be effective for Phase 2 and above as per the State of Virginia's guidelines:

- Masks are **required** for all students (ages 3+), staff, parents, and visitors **REGARDLESS** of vaccination status.
- Occupancy will be limited- 30% capacity (26 people), as recommended by CDC
- Drop off only; Lobby closed for waiting/class observation
- Bring only what you need (water, shoes, props, keys)
- Items will be stored in sanitized lockers or cubbies
- Everyone entering may:
  - Have temperature taken at door
  - Sanitize hands

If a fever is detected, students must leave the facility immediately and not return until fever free for 48 hours.

Those who are not feeling well or have been in the presence of someone who is ill will not be permitted to enter the facility but are encouraged to take class via Zoom. ***We ask that Zoom attendance be reserved only in the event of illness or a possible/known exposure to COVID-19. Please notify the studio so we can set up a Zoom link prior to your child's class time.***

If your dancer has been traveling, we ask that they please take class via Zoom for at least 1 week or until a negative COVID test is presented.

There will be no prop sharing and all props will be thoroughly cleaned before and after each use.

We ask that all students enter and exit as quickly as possible to allow plenty of time for cleaning between classes.



# RDA MASK POLICY UPDATE



(updated: 8/3/2021)

With the current climate of the Delta variant and the increasing risk this brings to our vaccinated and unvaccinated students, parents, and staff, please see our updated mask policy below

- Masks are **required** for all students (ages 3+), staff, parents, and visitors **REGARDLESS** of vaccination status.
- Masks must be worn in all areas of the building and during classes.
- Our lobby will be closed until further notice to those who wish to observe class/wait for students.
- If you need a mask we will be happy to provide you one.

**THANK YOU!**