



Parent and Student Handbook  
2019-2020



508 Ashbrooke Square  
Morgantown, WV 26508  
304-292-6683 (MOVE)  
[WWW.THEROHANNAMOVEMENT.COM](http://WWW.THEROHANNAMOVEMENT.COM)

# Keeping You Informed

Our goal for the 2019-202 Dance Season is to keep you well informed. We strive to maintain an open line of communication amongst teachers, students and parents. If you would like to speak with one of the instructors we ask that you please contact them directly and make an appointment. Instructors will be happy to meet with you outside class times, as those times are valuable to our students.

## Staff & Instructors

### **Jamie Rohanna - Owner, Director, Instructor & Competition Team Coach**

Phone: (443) 758-0795

Email: [jamierohanna@hotmail.com](mailto:jamierohanna@hotmail.com)

### **Aven Tirrel – Business Manager & Instructor**

Phone: (605) 661-6886

Email: [billing@therohannamovement.com](mailto:billing@therohannamovement.com)

### **Melissa Ellerman – Acro & Fitness Instructor**

Phone: (406) 431-9202

Email: [missyellerman@gmail.com](mailto:missyellerman@gmail.com)

### **Kelley Harris – Facebook, Email/Website Specialist**

Phone: (240) 498-7900

Email: [kcharris1007@gmail.com](mailto:kcharris1007@gmail.com)

### **Lindsay Bernoski – Lyrical & Contemporary Instructor**

Phone: (304) 692-5111

Email: [lrbernoskii@gmail.com](mailto:lrbernoskii@gmail.com)

### **Jena Washington— Beginner’s Class Instructor**

Phone (681) 404-8554

email: [jenawashington13@gmail.com](mailto:jenawashington13@gmail.com)

### **Taylor Walker— Hip Hop & Jazz Instructor**

Phone: 302-379-6809

Email: [taylorrosew@gmail.com](mailto:taylorrosew@gmail.com)

### **Nicole Hickle— Ballet Instructor**

Phone: 724-970-5969

Email: [nicolehickle@gmail.com](mailto:nicolehickle@gmail.com)

**Facebook/Website:** The most effective source of information is our studio's Facebook page. There you will find upcoming events as well as our most up to date information such as schedules, updates and studio closings. We also have a Facebook group for current students that we highly recommend you join that allows students and parents to discuss/ask questions. <https://www.facebook.com/groups/RohannaMovementStudents/>. The same information can be found on our website.

**Remind:** Text @cka2k7 to phone number 81010 to join our text message reminder system- Students

**Newsletters:** Newsletters are published monthly and are intended to keep students and parents informed about upcoming events, holidays, changes to class schedules, and pertinent studio information. The newsletter will be emailed, posted on the website and in our Facebook students group.

**Bulletin Boards:** Important information as well as changes & upcoming events can also be found on the bulletin boards located OUTSIDE DANCE ROOMS. We strongly recommend you take the time to reference bulletin boards the 1st of each month.

## STUDIO CALENDAR

First Day Of Classes	August 27
Labor Day *	September 2
Thanksgiving Break*	November 27 – December 1
Christmas Break*	December 23 – January 3
Easter (Spring) Break*	April 10 – April 13
Memorial Day *	May 23 – May 25
Picture Day	May 16 & 17
Year-End Recital	Tba
Dress Rehearsal	Tba

\*=Studio Will Be Closed

## **Financial Information/Policies**

**Registration Fee:** A \$35/student or \$50/family non-refundable processing fee is due upon registration.

**Tuition:** Tuition is based on a forty (40) week dance season and will be invoiced accordingly each month. ALL payments will be DUE THE 25TH of each month prior to service and will be considered late AFTER THE FIRST DAY OF THE MONTH.

- Personal checks will be accepted in the office. If you are paying with a check **please make your checks payable to The Rohanna Movement**. Please do not hand tuition payments to the teachers as they are usually extremely busy and do not have time to make sure payments get to the correct location.
- If you are paying with cash, please hand deliver to the office. You will be given a receipt to reflect your payment.
- You may now pay your tuition online. To access your account online please go to <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=537424> .

**Costume Fees:** Each costume fee will range \$50-\$100 per dance. We also assess a \$15 accessory fee- This fee includes all tights, hair pieces, rhinestones, etc. as well as taxes and shipping unless we notify you otherwise.

- Students will be measured for recital costumes Nov 26 – Dec 1, 2019
- Costumes MUST BE PAID IN FULL prior to DECEMBER 31, 2019

**Recital Fees:** A recital fee is paid by ALL students who wish to participate in the 2019 dance recital. This fee will cover renting the venue, dressing rooms for rehearsals and recitals, operation costs (lights, props, music, etc.), administrative costs, programs, trophies and much more. **\*The non-refundable Recital Fee of \$50/student is due MARCH 1, 2020 and will include 2 recital tickets.**

**EACH ACCOUNT MUST HAVE A VALID CREDIT CARD ON FILE. Your credit card number will be safe, protected and not shared. However, if your account is past due as of the 10<sup>th</sup> of each month, your credit card will be charged the total past due as well as a \$30 late fee.**

**Late Fees:** If monthly tuition is not paid by the FIRST DAY of every month a \$30 late fee will be assessed to your account on the 2<sup>nd</sup> and will remain until it is paid. \*Late Fees will need to be paid prior to ordering your costumes.

**Delinquent Accounts:** Please understand we can no longer allow accounts to become more than 30 days past due. If your account is delinquent more than 30 days your student **WILL NOT** be permitted to participate in their scheduled classes and will be asked to sit in the front lobby to wait for a ride home.

**\*PLEASE DO NOT PUT US IN THE POSITION TO HAVE TO ENFORCE THIS POLICY!**

**Insufficient Fund Check (NSF):** Returned checks will be assessed a \$40 NSF plus a \$30 late fee.

**Missed or Cancelled Classes:** There is no tuition reduction due to illness or missed classes. All closings due to inclement weather can be made up in a comparable class during the week. Please see your teacher for make-up class recommendations.

# Appropriate Attire

## Dress Code

At The Rohanna Movement, we believe that following a dress code for class is important both for safety in the classroom and for instilling the discipline and tradition you expect when enrolling your child in dance class. Dress code for dance class pertains to hairstyle, dancewear, and footwear.

**\*ALL students must have hair up and away from face upon entering classrooms.**

**Ballet:** Students **MUST** wear a solid color (any style) leotard, ballet pink tights, pink ballet shoes, and hair pulled neatly in a bun. Ballet is our most structured dance class and basis for ALL other forms of dance. The mandatory dress code sets a precedent for neatness in form and attitude.

**Introduction to Dance:** Students should wear a solid color leotard, pink tights, pink ballet slippers. Ballet skirts are optional.

**Combo Classes:** Students should wear a solid color leotard and pink transitional tights. **Ballet** - Pink ballet shoes. **Tap** - Black lace-up tap shoes. **Acro and/or Jazz** – Bare feet. Dance pants, dance shorts and/or ballet skirts optional.

**Tap:** Students should wear athletic sportswear or leotard, tights, shorts or capris. **NO PANTS** as pants can interfere with taps while dancing.

**Acrobatics:** Arco students **MUST** wear a leotard or sports bra and shorts, leggings or transitional tights. We recommend students be barefoot to prevent slipping.

**Jazz:** Students should wear a leotard or sports bra and transitional tights, dance shorts or dance pants/leggings. Students may dance in bare feet. We will inform you later in the year if jazz shoes are required.

**Lyrical/Contemporary:** Students should wear a leotard and transitional tights or a sports bra, dance shorts or leggings. Students will rehearse with lyrical turners and barefoot.

**Boys Tap:** Comfortable clothing and black lace-up tap shoes

**Boys Jazz:** Athletic wear and bare feet

# Attendance and Participation

To ensure students receive the very best education we have to offer, it is extremely important they be on time, attend classes regularly and PARTICIPATE!

- Please be sure to sign your student in/out daily!
- Once a student has been signed in, they **MUST** remain inside the building until a parent/guardian has signed them out.
- Please do not leave your student at the studio longer than 15 minutes prior to their first class and/or 15 minutes following their last class of the day.
- Please contact us if your student is going to be late or unable to attend a scheduled class.

**Make up Classes:** If your student/students are unable to attend their regularly scheduled class due to illness, schedule conflict, etc, they may attend a comparable class during the week to make up for the class/classes missed. Be sure to ask your teacher for make-up class recommendations.

# Studio Policies and Procedures

## **Holidays and Weather Cancellation Policies:**

Sometimes we need to cancel classes due to inclement weather or building emergencies. If weather is questionable, please check our Facebook page and student group, as well as your email to see if classes are being held. Teachers will not be calling you. When we plan our annual calendar, we anticipate that all classes will miss one day due to snow.

Thus, if a class is canceled once, it will not be re-scheduled. We will do our best to schedule make-up classes for those we must cancel. You are welcome to make-up any class that you miss in a similar class that we offer. In the event of weather closings, you will be notified via email, Facebook and the Remind App. **\*WE DO NOT FOLLOW PUBLIC SCHOOL INCLEMENT WEATHER CLOSINGS.**

**Adding Classes:** Students may add a class at any time during the year by simply filling out an add form located at the desk. Please speak to the teacher or Ms. Jamie about the appropriate level for new classes.

**Dropping Classes:** If a schedule change becomes necessary, parents must notify the office in writing prior to the change. For student withdrawals, we have Drop Forms located at the front desk-please let us know as soon as possible-your account will remain active and continue to be charged until we receive written notification, which we must receive by the 1st of the month, or **you will be responsible for that month's charges.**

**Low Enrollment:** A class must have five (5) actively enrolled students to be able to continue throughout the year. If enrollment falls below five (5) students, the class may be cancelled, and the students will be given the option to either transfer to another class or drop the class without the 30-day written notice.

**Master Classes:** We will periodically invite guest instructors/choreographers to visit The Rohanna Movement and work with our students. These classes are a great way for students to experience different perspectives without having to travel. All master classes will require an additional fee outside of tuition and are available to all students on a first come first served basis.

**Lost and Found:** The studio is not responsible for lost or stolen items. We strongly suggest your cash and valuables be left at home. We will keep valuables left at the studio behind the front desk. We collect numerous items daily that we place in our Lost and Found area! It is located inside the rear entrance near the desk. This is for your convenience, to access it while the studio is open. We will be disposing of any items left here for more than 30 days, so please check soon, and check often!

**Shoe Exchange:** We offer a shoe exchange program at the studio wherein you donate a pair of shoes and take a pair. We gladly accept dance shoe donations to help increase the shoe exchange. Please limit donations to gently used shoes with no serious damage.

**The Rohanna Movement Merchandise:** The Rohanna Movement merchandise (T-shirts, sweatshirts, etc.) will be available for order a couple times per season. You can pick-up order forms at the front desk. Group orders are usually placed Fall & Spring.

**Studio Rental Fee:** Students may rent the studio for birthday parties, dance parties as well as practice and/or private lessons. Payment is due upon the date of EACH rental. Rental fees will be based on the length of time and number of students participating. Contact [billing@therohannamovement.com](mailto:billing@therohannamovement.com) for more info & pricing.

## **Student of The Month**

Each month (October through June) the teachers vote on a "Student of the Month." This student will be featured in our monthly newsletter as well as the 2019 yearbook. Remember we are always watching for students who display the following special qualities:

- Always being on time and prepared for class.

- Giving 100% effort during ALL classes.
- **Always being kind, considerate and respectful towards teachers, staff and other students!**
- Always willing to help and support fellow peers.

We do realize we are blessed to have many students who exemplify the above qualities, unfortunately we will only be able to choose ONE student per month.

## **Student Conduct**

It is very important students be aware of what is expected of them while at the studio. We ask parents to please read this portion of the handbook with their student/students and have them sign the back page of this handbook.

- Students should be dressed and prepared for class at least 5 minutes prior to the designated time. Teachers should not have to go looking for students.
- Students **MUST** ask permission from the teacher before leaving the classroom.
- If a student does not feel well and doesn't wish to participate in class, they will need to inform the teacher and remain in the classroom while the office notifies parents/guardians.
- Students may **NOT** take cellphones into dance rooms as they tend to be a distraction to our learning environment.
- Students **MAY NOT POST** pictures, videos and/or comments from and/or about The Rohanna Movement without special permission from Ms. Jamie!!
- **WATER ONLY IN DANCE ROOMS!** NO food, juice or soda allowed in dance rooms.
- Gum is not allowed anywhere in the building.
- **STUDENTS AGREE NOT TO SPEAK NEGATIVELY AND/OR DISRESPECT TEACHERS, STAFF, FELLOW STUDENTS OR PARENTS! The Rohanna Movement reserves the right to withdraw students from classes for inappropriate behavior- we have a ZERO tolerance policy when it comes to bullying of any kind.**

## **Bathroom Breaks**

Dancers, please visit the restroom before class! The restroom is located in the waiting area bear the front desk. Our policy for students who request a bathroom break during class is as follows: Students in preschool classes will be sent to the restroom with their own parent, if he/she is available. Otherwise, they will be sent with another available parent from the same class or with a teacher's assistant if one is available. Older students are permitted to visit the restroom alone.

## **Social Media Policy**

**Students may not film themselves or others inside The Rohanna Movement without permission from the office and/or the teacher. Students may NOT comment or post negatively about anyone or anything having to do with The Rohanna Movement.**

## **Recital, Costumes & Picture Information**

Our annual dance recital is an exciting time in which students look forward to performing all they have learned throughout the year. Our 2020 Dress Rehearsal and Dance Recital is currently unannounced, as we are scouting new locations! The final dates/times to be announced as soon as the plans are finalized- We typically try to schedule our recital for the second or third weekend in June. If your student does not plan to participate in the 2020 Dance Recital,

you **MUST** notify us in writing prior to November 1, 2019 or a costume will be ordered for your student and your account will be charged.

### **Costume Information:**

- Each class will perform AT LEAST ONE dance in the 2020 Dance Recital.
- Students will be measured for recital costumes Nov 26 – Dec 1, 2019
- Each costume fee will range \$50-\$100 per dance. This fee includes all accessories (tights, hair pieces, rhinestones, etc.) as well as taxes and shipping unless we notify you otherwise.
- Costumes MUST BE PAID IN FULL prior to DECEMBER 31, 2019

\*Please plan accordingly - Accounts **MUST** be current for us to order your student's costume(s).

\*Please be aware that once costumes are ordered, all fees are non-refundable. Costume companies do not accept returns or provide refunds.

### **Picture Information:**

**Class and individual pictures will be taken at the studio Saturday May 16 & Sunday May 17, 2020.** A detailed schedule will be posted at the studio as of APRIL 1, 2019. “**Memories by Robyn**” is the photography studio taking our photos. They will provide order forms and a price list approximately a month prior to pictures.

\*Participation in class photos is not mandatory, but we do ask that you please let us know as soon as possible if you do not wish to participate or are unable to attend.

### **Recital Choreography:**

Our studio creates original choreography based on each student's individual capabilities. As we begin choreography (December) it is important that students attend as often as possible so to be certain the choreography represents each student accurately. **\*We ask that you try your very best not to plan anything that would prohibit your student from attending classes in MAY and JUNE. It is extremely important ALL students be present as last-minute changes are sometimes necessary when staging routines.**

**Yearbook:** Each student will have the opportunity to have a full, half or quarter page “ad” with a message from their family and photos from picture day. More yearbook information will be announced later in the year.

**Throughout the dance year candid pictures will be taken to add to the 2018-2019 yearbook and to be used for studio promotional materials.**

**\*Please inform us as soon as possible if you DO NOT wish for your student to be photographed!**

### **Jackrabbit Dance Parent Portal**

New this year, we have an amazing tool at our disposal- We will be using Jackrabbit Dance's studio management program for our billing, class registration and Studio-Parent communication. When you log into the Parent Portal you will be shown reminders, here we will post anything that is happening around the studio, and any other news for you. This is also where we will be posting class cancellations, event announcements and where you will be able to pay your invoices online anytime. We encourage you to log into Jackrabbit and take a look- but if you have any questions be sure to contact Aven- She would be happy to show you around our new studio tool! <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=537424> .

**Photo Release** Please check only one of the following:

\_\_\_\_\_ I give my permission for my child's photo to appear in Studio sponsored publications, newspaper articles, TV Cable shows, district web page, district calendar and/or annual report. Photos taken will be for the sole use of The Rohanna Movement LLC.

\_\_\_\_\_ I do not give permission for my child's name and/or photo to be used in the above mentioned publications.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Each account is required to have a credit card on file, please supply your account information below.**

I \_\_\_\_\_ understand that tuition is due the 25<sup>th</sup> of each month prior to my student's monthly dance class/classes being conducted. I also understand that if my monthly tuition is not paid by the 1st day of the month The Rohanna Movement/ Jamie Rohanna has my permission to charge my credit card my monthly tuition plus a \$30 late fee.

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand by signing below I have entered into a 10-month payment agreement with The Rohanna Movement/ Jamie Rohanna. If I should decide to withdraw from one or more of my classes, I understand the changes in my tuition will become effective 30 days from the date my thirty-day written notice is received.

Signature: \_\_\_\_\_

**AGREEMENT TO POLICIES AND PROCEDURES AS OUTLINED IN THIS PARENT/STUDENT HANDBOOK**

I, \_\_\_\_\_ have thoroughly read this handbook, initialed the rightful sections and understand the policies and procedures herein. I agree to abide by the rules and policies of The Rohanna Movement, always, and will strive to do my best to support the studio in providing the best instruction for my student/students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## PLEASE READ BEFORE SIGNING

In consideration of being allowed to participate in any way at THE ROHANNA MOVEMENT LLC located at 508 Ashebrooke Square Morgantown, WV 26508 the undersigned acknowledges, appreciates, and agrees that

1) The risk of injury from these activities involved in this program is significant including the potential for permanent paralysis and death and while particular rules, equipment and personal discipline may reduce this risk, the risk of serious injury does exist.

2) I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,

3) I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participating and will bring such to the attention of the nearest official immediately.

4) I, for myself and on behalf of my next of kin, hereby RELEASE AND HOLD HARMLESS THE ROHANNA MOVEMENT DANCE AND FITNESS CENTER. Their officers, and employees conducting the event (RELEASES), with RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH or loss or damage to personal property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASES OR OTHERWISE, to the fullest extent permitted by law.

**I HAVE READ AND UNDERSTAND THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### **FOR PARTICIPANTS OF MINORITY AGE (under 18)**

This is to certify that I as parent/guardian with this legal responsibility for this participant, do consent and agree to his/her release as provided above of all the releases for myself, and next of kin, I releasees and agree to indemnify and hold harmless the releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

NAME OF GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF GUARDIAN \_\_\_\_\_