



YOUTH HANDBOOK

STUDIO POLICIES AND PROCEDURES

2021-2022

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WELCOME LETTER

Welcome to **Urbanity**!

Urbanity Dance exists to **inspire**, **engage** and **empower** individuals and communities through the art of dance and movement. We believe the best way to live up to this mission statement as we begin to emerge from the pandemic is by continuing to center our students' safety and individual needs.

The Urbanity Dance School was founded to satisfy Boston's need for quality contemporary dance training for students of all ages: over the years we have expanded to offer a wide range of techniques and styles that we believe meet our students where they are, while giving them a strong movement foundation. In Urbanity classes, whether In-Studio or Streaming, the focus remains on building a joyful, supportive environment, while exploring new styles of dance. Students will learn from a diverse group of instructors, improve physical strength, coordination, flexibility, and stamina, and build mental discipline and short-term memory.

If you have any questions or comments concerning our mission, educational and community programming, or about how to get involved with Urbanity, please do not hesitate to reach out!

Best,

Leilani Ricardo (she/her/hers)
Director of Education

CLASS POLICIES

Level Placement

If your child is under age 6, students are placed in appropriate classes based on age as of September 1st of the current school year. No exceptions. Please visit <https://www.urbanitydance.org/youth> for class options.

If your child is over age 6, class level placement is based on the following:

Current students: level placement is based first upon student age for Primary I - III. Occasionally faculty will recommend students move to a class that is above their age group: these recommendations will be provided in writing before the end of the current session (i.e. if a 9 year old is recommended for Primary III during Fall Semester, their guardian will be informed in writing by the end of Fall Semester). Teen class placement is based purely on teacher recommendation.

New students: initial level placement will be determined by age and dance experience as recommended by the Urbanity Education Team. Subsequent changes in level will be at the discretion of the student's teacher and Director of Education.

CLASSROOM ETIQUETTE

We want to keep the classroom environment **safe**, **inspiring**, and **supportive**. In order to maintain a positive learning environment, we have five rules for dance class:

1. Walking or dancing feet only- no running
2. Listening ears on- no talking out of turn
3. Be safe - hands to yourself
4. Follow directions
5. Be respectful- everyone is welcome at Urbanity

As of the start of the school year, Urbanity is requiring all students over the age of 2 to wear masks while they are in the studio. Urbanity will continue to follow local guidance regarding COVID-19 safety precautions.

Please talk with your student about the classroom expectations so they come ready to listen, learn, and groove! Severe discipline issues will result in a phone call to the student's parent or guardian and a request for immediate pick-up from the studio.

Cell Phones: all cell phones must be turned off, silenced, and/or put into Do Not Disturb mode during class. Cell phones must be left in coat pockets or stored inside a bag that is placed in either a studio cubby or in the waiting area. Students may not be on their cell phone during any class.

ATTENDANCE

All classes meet once per week: it is important for physical and technical development, as well as class dynamic, for students to be present for as close to 100% percent of classes each Semester as possible. Each student is allowed **4 excused absences per class**. An absence is excused if: a. The student/parent notifies the teacher or Director of Education at least 24 hours in advance, or b. Unexpected illness/emergency/injury occurs and the student/parent notifies the teacher or Director of Education as soon as possible after the absence. If a student exceeds the excused absences limit, their participation in the end of semester showcase will be left to the discretion of the teacher and Director of Education and will be determined on an individual basis. Note: students who have been in contact with someone who has COVID-19 are not allowed back into the studio **for 14 days from last contact**.

LATE/ TARDINESS

Due to COVID-19 our waiting area **will be closed** at all studio locations. We ask that students arrive on time for all classes, so they can be escorted directly to the studio by their faculty member. Should a student's tardiness cause them to miss most or all of warm-up, they will not be allowed to participate in class. This is for the safety of the student, as not being properly warmed up increases the risk of injuries during class.

An Urbanity staff member will reach out if a student is repeatedly dropped off and/or picked up early and/or late, to ensure the scheduling works for the student and family while maintaining Urbanity's safety protocols.

MAKE-UP CLASSES

Due to both COVID-19 related capacity restrictions and for the sake of effective contact tracing, we are **not allowing in-person make-up classes at this time**. Instead students will be provided with both a zoom link and access to a Google Drive folder associated with their class. Students who cannot participate in class live in studio may choose to participate via livestream at home or via the class recording which will be uploaded to the Google Drive folder

CLASS CANCELLATIONS

Urbanity reserves the right to cancel a class due to insufficient registration. Every effort will be made to find an alternate class for your student. In the event of severe weather warnings, Urbanity will cancel classes and notify each family via email at least two hours before class is scheduled to begin; our website (www.urbanitydance.org) will also be updated — check the website if you're unsure if class(es) are running or not. Urbanity regularly follows Boston Public Schools cancellations and closings schedule. Students may make up classes missed due to weather emergencies at any point in the year.

DRESS CODE

Our dress code is designed to ensure all students at every age can move comfortably and safely, while allowing teachers to see alignment, posture, and placement. Any student may wear any dress code option regardless of gender identity or expression. We do not require specific brands, colors, or cuts. With the exception of face masks, we ask that students adhere the dress code for Digital and Streamed classes.

All Classes:

- **Face masks must be worn at all Urbanity locations at all times.**
- Hair pulled back from the face
- No jewelry with the exceptions of small studs and religious items.
- No vulgar language or imagery

Early Childhood and Kids Classes:

- Comfortable clothes students can move freely in
- No jeans, overalls, or street shoes
- Skirts only if students have a leotard or shorts on underneath and can move their legs freely

Hip Hop, Breakdancing, Krump:

- Tops: tops students can move freely in- loose fitting shirts are allowed, as long as the teacher can still see the limbs and lines of the body.
- Bottoms: leggings, sweatpants, or athletic shorts
- Shoes: non-mark soled sneakers. Sneakers must be clean and indoor/studio sneakers only. No street shoes.

Contemporary, Modern, Jazz, and Improv:

- Tops: students should wear clothing they can move comfortably and freely in. Options include: athletic tops/tank tops/loose fitting tops, as long as the teacher can still see the limbs and lines of the body. Solid colors preferred. Dancers can wear a leotard.
- Bottoms: leggings, dance tights, athletic shorts, or yoga pants. No jeans, pajama pants, or skirts.
- Shoes: jazz shoes for jazz are optional

Ballet + Pre-Pointe:

Option 1: solid color dance leotard with flesh toned or pink ballet tights. Dance skirts or dance shorts

Option 2: black, white, grey, or other solid color shirt or tank sleeved dance leotard worn with footless dance tights in black or grey OR dance shorts/athletic shorts.

Option 3: White, black, or grey athletic shirt/performance tee with dance, yoga, or bike shorts.

Shoes: all ballet dancers are required to wear ballet slippers. We recommend "Pro Elastic" Canvas Split Sole Ballet Slipper by Bloch or the "Bliss" Stretch Canvas Split-Sole Ballet Shoe by So Danca, both of which can be purchased online from Discount Dance Supply. Pre-pointe students should not buy pointe shoes until cleared by the teacher.

STUDIO POLICIES

OFFICE/WAITING AREA

As part of our social distancing policies, for the safety of all staff and students, **waiting areas at all Urbanity locations will be closed until further notice.**

PICK UP/DROP OFF

All students will be picked up and dropped off **in front of Urbanity's studios**. At the start of class they will be escorted directly into the studio by their faculty member. At drop off, they will be escorted back out by the same faculty member, to be picked up by a guardian in front of the studios.

Urbanity **will release the students to the parent/guardians listed on the student's registration** in Amilia. If you would like to allow for another adult over 18 years to pick up your child, you must email studio@urbanitydance.org no less than five days in advance of class with the person's name, contact information, date, and waiving release to this person.

All Urbanity waiting areas will be closed: we can not accommodate students who are dropped off early.

Repeated tardiness will result in a conversation with studio admin and student's guardians, to help find a safe solution around student attendance.

FOOD AND DRINKS

No food or drink, with the exception of water, is allowed in the studio.

LOST AND FOUND

At this time there will be **no lost and found at any studios.**

COVID-19 HEALTH ASSESSMENT

Urbanity requires every parent/guardian to monitor COVID-19 symptoms at home.

Before every class, parents/guardians must take their child's temperature. If the temperature shows a fever of 99.5 degrees Fahrenheit or above, your child must remain home.

Before every class, parents/guardians must ask their child the following questions:

1. Do you have signs or symptoms of a respiratory infection, such as fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, congestion, running nose, nausea or vomiting, diarrhea or new loss of taste or smell? (Similarly, do you, as the parent/guardian notice your child exhibiting any of these symptoms of COVID-19?)
1. Have you come into contact with someone who is suspected of having COVID-19 or who is currently ill with respiratory illness?

If the answer to either of the above questions is YES, your child must remain home.

CLASS LOCATIONS/ PHONE NUMBERS

Urbanity Central

725 Harrison Ave, Unit 100, Boston MA 02118
617.572.3727 x1

Urbanity Dance Headquarters (UDHQ)

1180 Washington Street, Boston MA 02118
617.572.3727 x2

Urbanity Balance

111 W Concord Street (rear), Boston MA 02118
617.572.3727 x3

Access For All Scholarships

Urbanity Dance has financial aid available for students via sliding scale tuition and scholarships. Visit our website (www.urbanitydance.org) for information and application. In addition to tuition awards, dance wear is available free of charge, and every effort will be made to assist students taking class digitally to ensure access to internet, and to a device allowing for Zoom participation. For questions, please email studio@urbanitydance.org.

Prorating Policy

If a student registers between 3 and 6 weeks into the Semester or Session, they will be charged prorated tuition. The amount is determined based on the number of classes remaining in the session. Please email studio@urbanitydance.org for more information about prorated registration.

REGISTRATION

HOW TO REGISTER

Amilia is a class registration system that we use to accept and manage program enrollment. When registering, participants create an Amilia account (free of charge) and can use this tool to enroll in classes and manage their registrations and payments at any time.

Withdrawal/Refund Policy

If a student withdraws before the start of the Semester or Session, they will be refunded full tuition minus their registration fee. If a student withdraws mid-Semester or mid-Session, they will be refunded a percentage of tuition: this amount is determined based on the number of classes remaining in the Semester or Session. Students who withdraw **within 8 weeks of the end of the Semester or Session will not receive a refund.** Please email studio@urbanitydance.org for more information about prorated refunds.

If a student is withdrawing from classes, an **email must be sent** to studio@urbanitydance.org. The number of classes remaining in the session will be **calculated based on this date of written withdrawal.**

CONTACT

If you have further questions, please contact us at studio@urbanitydance.org.

Important Dates

Fall Semester

Monday September 13th First Day of Fall Semester
Monday October 11th. No Classes (Indigenous Peoples' Day)
Thursday November 11th No Classes (Veterans' Day)
Tuesday November 23 - Sunday November 28 No Classes (Thanksgiving Break)
Monday December 13th - December 18th Winter Wonder Week Showcase
Saturday December 18 Last day of Fall Semester Classes

Winter/Spring Semester

Monday January 10. First Day of Winter/Spring Semester
Monday January 17th. No Classes (MLK Day)
Monday February 21st - Sunday February 27th No Classes (February Break)
Monday April 18th - Sunday April 24th No Classes (April Vacation)
Monday May 30th. No Classes (Memorial Day)
Tuesday May 31st - Monday, June 6th Winter/Spring Semester Showcase
Monday June 6th Last Day of Winter/Spring Semester Classes

Additional events may be added throughout the year and will be communicated via email.