



STUDENT HANDBOOK

Knock On Wood Tap Studio

8700 Georgia Avenue, Suite B

Silver Spring, MD 20910

301-495-0395

www.KnockOnWood.org



Home of

TAPPERS WITH ATTITUDE YOUTH ENSEMBLE

Yvonne Edwards, Co-Founder/Studio Director

Victoria Moss, Artistic Director

Joan Sigel, Operations Manager

Courtenay Swinton, Administrative Assistant

◆ **CLASS OFFERINGS**

3 FULL SEMESTERS

We offer 3 full semesters of percussion and rhythm dance classes: fall, winter and spring. Semester lengths vary between 9 and 14 weeks long. We also offer a special 4-week summer session. Most classes require semester-long registration; some classes do allow drop-ins. See the schedule for full details.

SUMMER SESSION

Summer is usually quiet at Knock On Wood, but we don't want your tap shoes to get dusty, so we offer a 4-week mini-session. Details are available in the Spring.

SUMMER CAMP

We also offer our popular summer camp, focusing primarily on tap but including a variety of other dance and music activities. Information about camp becomes available in January.

SPRING BREAK CAMP

Exciting plans are afoot for our next Spring Break Camp. Watch for news!

◆ **FEES & FINANCIAL MATTERS**

PRE-REGISTRATION AND FEE PAYMENT

Pre-registration is strongly recommended. All class fees must be paid in full prior to the first class. Classes not meeting minimum enrollment (6 students) may be cancelled prior to the first class. If you register for a class that is cancelled due to lack of pre-registered enrollment, you will be notified prior to the first class.

If class pre-registration is borderline, we will hold the first and possibly second class to see if we have late registrants.

CLASS CANCELLATIONS

If a class is cancelled prior to the start of the session, you will receive a credit for a later session, or a refund.

MAKE-UP CLASSES

You may make-up a class at any time within the semester you are enrolled. If there is not another class offered at the same level, please make-up in a class one level above or below. It is always good to reinforce the basics by participating in a lower level class; or, you can challenge yourself and make-up in a higher-level class. If you need advice about choosing a make-up class, consult your regular instructor.

We ask that you do not leave all your make-ups until the end of the semester, because by then most classes are working on specific choreography. You will not be able to participate in the choreography, so you will not get the full benefit of your class time. Make-ups cannot be carried over to following semester.

Please be sure to note that you are a make-up when you sign in at the front desk!

OBSERVATION

Visitors are not permitted into the studios during class unless they receive the instructor's permission prior to the beginning of class; this permission is seldom given.

Parents of young tappers will often be invited into the child's class for the final 5 minutes of class and to hear announcements. If you are not in the lobby when the instructor invites parents in, you may miss seeing your child's weekly progress, as well as miss important information.

Occasionally an instructor will choose to work straight through to the end of class, without inviting observers into the studio.

No one is permitted beyond the hallway door leading to the studios unless they are on their way to or from restrooms. Even though a studio door may be open, we ask you PLEASE do not "peek in" or congregate in the hallway. Please remain in the lobby unless you are specifically invited into the studio.

WAITING FOR CLASSES

Students are not permitted to congregate in the hallway between classes; kindly remain in the lobby until your class is called in.

FOOD AND DRINKS

NO gum, food, or beverages other than water are permitted beyond the hall door that leads to the studios.

PHOTO RELEASE FORM

We ask all students, young and old, to allow us to take photos and videotape at any time. We use these images for publicity, or to accompany newspaper articles. You will be asked to sign, or update, this form each semester.

DRESS CODE

Hair must be worn off the face and neck: ponytails, braids, headbands, barrettes, etc., should be used. Please do not send your child into class with hair hanging in his/ her face; if hair is worn inappropriately, your child will be sent out of class to rectify the situation.

Comfortable clothes should be worn at all times; layers are recommended. We need to see dancers' ankles, wrists, and elbows in order to assure correct posture and technique. T-shirts and shorts, leggings, or loose knit pants are appropriate.

Tap shoes must NEVER be worn out-of-doors. Taps are to be screwed in, not nailed on. Only our youngest tappers are permitted to wear shoes with nail-on taps. Students should learn to check/tighten their screws before entering the studio for class.

Students should also check and double-tie shoelaces prior to class.

REGISTRATION FEE

New students pay a one-time fee of \$20.00, in addition to the tuition fee. ALL FEES must be paid prior to start of first class.

REFUNDS

Tuition and registration fees are non-refundable after the first day of class. If you request a refund prior to the start of the semester, there will be a \$25.00 processing fee.

WITHDRAWAL / LEAVE OF ABSENCE

If you need to withdraw from a class, please notify us. It may be possible to switch to a different class, if that works better for you. Tuition is non-refundable.

RETURNED CHECK POLICY

There is a \$35.00 handling fee for any returned check.

SHOWCASE T-SHIRT

If you are a Spring semester student, your class fee includes a KOW t-shirt for you to wear at the Student Showcase. Purchase of the t-shirt is included, whether or not you expect to perform with your class.

DROP INS

Some classes allow drop-ins students. Payment must be made at the front desk before you enter the classroom.

◆ REGULATIONS

ATTENDANCE

Please be aware that regular attendance is expected. Most of our classes develop choreography as the semester goes on, and each dancer is considered a vital participant. Repeated absences will cause a student to fall behind; that makes it difficult not only for that individual student, but for the instructor and the rest of the class as well.

It is mandatory that students attend the last two (2) classes prior to a performance. If absent, a student may be asked not to participate at that upcoming performance.

If you know in advance that you are going to be late for class, or will miss class, please let your instructor know. You may call and leave a message at any time, day or night. Good attendance is imperative to receive a strong dance education!

PROMPTNESS

Please arrive a few minutes early, sign in at the front desk, and do whatever you need to prepare for class. Classes begin and end promptly. Dancers must be dressed and ready for class on time. Students are encouraged to arrive early, to visit with their friends before class begins; this is also a good time to warm up and get focused. Repeated late arrival indicates that you do not take your dance education seriously; at the instructor's discretion, late arrivals (15 minutes or more) may not be permitted to take class; this ensures a proper warm-up, helps prevent injuries, and allows the class to function without distractions.

DISCIPLINE

We offer quality instruction time, providing a positive learning experience to all students, and therefore we maintain order at all times. While your tap classes will be lots of fun, it is NOT playtime, and must not be treated as such. Disruptive students will be asked to "take a time out." Ongoing discipline problems will be discussed with parents; students may be asked to withdraw from classes if disruptive behavior persists. No refunds will be made.

Students are expected to be on their best behavior while in the studio; there is no running, yelling, or playing in restrooms. Siblings and guests are also expected to behave appropriately. We expect all students to be courteous to staff, faculty, parents and guests, and each other at all times.

CLASS PLACEMENT

Studio staff observes classes for the first few weeks to assure students are in the correct level classes. Instructors will notify parents if a child needs to be moved to a different level.

A dancer should expect to remain at a level for 1 year or more; student evaluations may be distributed at the end of each semester to help make placement decisions. If you have any class placement questions, please consult your instructor.

TEACHER CONFERENCE

If you wish to speak to an instructor, please leave a message and the instructor will contact you. We encourage you to discuss your child's progress with his/her instructor, but please do not expect to be able to do so while you are at the studio on a day or evening while classes are in session. Our faculty does not usually have the opportunity or the time to have discussions before or after class. Leave a message at the front desk, or call and leave a message; your instructor will return your call.

◆ **IMPORTANT SAFETY CONSIDERATIONS**

Students are to enter and leave the building by the stairs that lead to the parking lot. Please ring the bell if the door is locked; the studio usually opens 30 minutes before our first class of the day. An adult must accompany students under the age of 16 into the studio; please **DO NOT** drop your child off at the top of the stairs!

The elevator lobby is to be used only for handicapped access.

Minor students are not permitted to leave the building without a parent or guardian. They are not permitted to leave the premises to go and get a snack between classes unless written permission is on file. An adult must meet the child in the studio before the child will be allowed to leave.

If your child is to be picked up by someone other than whoever dropped him/her off at the studio, or by someone who is not an immediate family member known to studio staff, please inform the front desk staff prior to class. We will not permit your child to leave the building with someone who is a stranger to us!

◆ **HANDICAPPED ACCESS**

Use the Georgia Ave. SunTrust Bank entrance; the elevator will bring you to the basement. If those doors are locked, please call us at 301-495-0395. We will come up to the lobby to let you in.

◆ **INCLEMENT WEATHER CLOSINGS**

If Montgomery County schools are closed, we are usually closed, too. Please call the studio for a recorded message pertaining to studio closings.

◆ **PARKING**

DO NOT park in the lot adjacent to the studio stairs, you will be towed! (You will also irritate our neighbors, who pay for those parking spaces.) You may park in the multi-level city lot next-door, or on street. The parking garage is free weeknights after 7:00 pm and on weekends.

◆ **PETS**

Absolutely no pets are allowed in the studio at any time.