RSD
The Renaissance School of Dance

Welcome to the RSD Family!

Everything you need to know to ensure we're **#GrowingAwesomeTogether** in 2020

Introduction:

It's our absolute pleasure to warmly welcome you into our family at The Renaissance School of Dance (RSD). Our team are thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small!

Providing the opportunity for our young people to grow into an amazing person, both on and off the stage, is the reason why I do what I do in our community. Dance has been my passion since my first dance class at 2 years old and I love sharing this with our younger generation. I knew at 5 years old that I wanted to be a dance teacher and jumped on the opportunity to start The Renaissance School of Dance from scratch in 2004. Every day I get to share this love with kids from all over Auckland. Along my journey I have also found a passion for business and leadership where I can inspire other teachers to grow in themselves and share their passion with even more of our community!

And of course, we love having loads of fun along the way!

With the birth of my first son, Jayden, in 2017 it has strengthened my ethos in leading by example, and living with the conviction that you should do what you love, with a tribe of people that you love!

FUN FACTS: I love to travel, play board games and read. My favourite food is sushi, pizza, and mint dark chocolate. When I was 14 years old I played Nana the Dog and Lead Pirate in Peter Pan on the Aotea Theatre stage!

I can't wait to have an awesome year of dance together!

Marguerite Howlett

Studio Director | The Renaissance School of Dance

Contents

Page 4:	RSD: How we do things around here
Page 5:	Registration
Page 6:	2020 Calendar
Page 7:	Our Rockstar Teachers and Staff!
Page 8:	Code of Conduct, Safety & Privacy
Page 9:	Attendance
Page 10:	Exams, Performance Awards and Assessments
Page 11:	Our Annual Stage Show
Page 12/13:	RSD Classes and Programs
Page 14/15:	Uniform
Page 16:	(Back page) 2020 Fee Structure

Quick Reference Studio Information

- Papatoetoe Studio address: 269 St George Street, Papatoetoe (above Select Pizza)
- Mt Roskill Studio address: Tristar Gymnastics, Keith Hay Park, 55 Arundel Street, Mt Roskill

Stay in touch with us:

THE RENAISSANCE SCHOOL OF DANCE
RSD FAMILY GROUP

@RSD_INSTY

RSD_SNAPS

WWW.RSD.CO.NZ

021 756 858 OR 022 689 0085

HELLO@RENAISSANCEDANCE.CO.NZ
OFFICE@RENAISSANCEDANCE.CO.NZ

RSD: How we do things around here

To start us off, it is important to us at RSD that all members of our family share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

We could say we **strive for providing excellence and high quality dance classes**... but that should be a given.

At The Renaissance Dance of Dance (RSD) dance is the last thing we teach.

We have **a passion for working together to achieve something bigger and better**, this passion lives in us because we KNOW we are changing the world - one dance class at a time!

While we understand not every child who walks through our studio doors is going to be a professional performer - that doesn't mean they can't be an amazing person - and enjoy the performing arts along the way!

Everyday, **we are committing to growing, creating and making a positive impact.**

We encourage **diversity**, where everyone is **respected** and **included**.

At RSD **we grow resilient human beings** who live with **integrity** and **pride of self and place.**

We endeavour to provide **open communication** and **5-star experiences** for our families to shine. Ultimately we strive to create a safe environment with strong role models where everyone is free to express who they are (and more!)

We are #GrowingAwesomeTogether... one dance class at a time!

Registration

Before slipping on those dance shoes, it's important that all students and/or parents – whether returning or new - complete and sign the registration form so we can ensure we have the most up-to-date contact details for you.

How to register:

In person:	By completing the hard copy BLUE form at the studio front desk.
Online:	Following the link that would have been emailed to you with this handy information booklet.
Over the phone:	Give us a call on 021 756 858 or 022 689 0085

Annual Membership / Registration Fee

- This is $35 per family and must be paid in full prior to the commencement of classes.
- If registering online, you will be asked for your credit card details and charged automatically.
- If registering using the blue form or over the phone, you will be emailed an invoice.
- Failure to pay this fee may result in losing your place in the class.
- Please note we don't charge any extra for credit card payment fees.

What does the annual membership / registration fee cover?

- Administration costs, Studio Insurances, Bank Fees
- BUT MOST EXCITINGLY: access to our digital classroom app/website

MOVITAE where you can access notes, music and videos taken from classes so you can practice at home, and share with your friends and family!

*You can sign up by going to movitae.com using the **SIGN UP CODE: RSD2004.***
Insert the dancers details first, which will then be followed up by the parents details. Once this is complete you will be asked to join some 'groups' - select the names of your dancers classes.

We encourage all of our students and families to try a variety of dance styles and classes to find what suits you and we are more than happy to accommodate trial classes for existing students who want to try something a bit different. Please contact us if you would like to try a new class and we will happily schedule some trial classes for you (provided the class has not reached capacity).

Calendar

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information including times, costumes, requirements, etc. to be communicated via email, our RSD family facebook group and MOVITAE as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know at your earliest convenience. Thank you.

Please note that RSD dance classes will run year round in 2020 from February 3rd - 12th December with no breaks for school holidays. This ensures that we are always providing the opportunity for students to grow, maintaining momentum in learning from week to week. See the 'attendance' page for information about missing classes for family holidays.

Dates & Events	
2nd Feb	TUTU Day!
3rd Feb	Classes commence for the year
4th Apr	The RSD babyballet Teddy Bears Picnic
10th - 14th Apr	April no classes for Easter weekend
29th Apr	International Dance Day
16th May	Banana Split Party! (Get practicing those split positions!)
June/July	APDA Examinations
22nd & 23rd Aug	Group Costume Fittings for BIG KIDS Stage Show
16th - 20th Sept	BIG KIDS Stage Show Weekend!
21st - 26th Sept	September babyballet Share & Shine week!
27th & 28th Nov	November - babyballet Stage Show
Middle of Nov	RSD Performance Awards Event & Acro Assessments
5th Dec	RSD Picnic Party Prizegiving
12th Dec	Last Day of Classes for the year

Our ROCKSTAR Teachers and Staff!

Chris

Chris specialises in accounts and costuming. She loves hanging out with her grandson Jayden and also happens to be Marguerite's mum.

***FUN FACT:** She has a teapot collection of about 50 and has 5 sewing machines - that each do a different job!*

Miss Caitlin

Caitlin has been dancing with RSD since she was 5 years old (one of the original students!). Because she loves dancing so much, she has now become a fully-fledged teacher and on the admin team at RSD. She also represents NZ at cheerleading competitions overseas. She has a degree in computer science. If you ask her nicely she might even show you her back slip!

***FUN FACT:** She has 2 dogs: Chloe is a bichon x toy poodle. Finn is a Maltese x shih tzu, loves chocolate and shopping!*

Miss Amy

From the ripe old age of 4 years old, Miss Amy has been gracing the stage with her performance pizzazz! Specialising in Jazz and Tap she loves to share her knowledge and passion of dance with her students. In 2020 Amy continues her degree in Film Studies and Communication at Auckland University and writing a fantasy fiction novel.

***FUN FACT:** She's a HUGE Harry Potter fan. 70% Slytherin and 30% Ravenclaw.*

Miss Millie

Obviously Millie LOVES TO DANCE! Since starting dance at the age of 4, she has also developed a love of teaching. After completing her Bachelor of Dance Studies Degree at Auckland University she has explored teaching dance to various groups across Auckland including special needs, elderly and young children.

***FUN FACT:** Her claim to fame is that she was awarded the "Happiest Person" award at her high school graduation! And loves receiving a bunch of flowers!*

Miss Summer

Passionate about all things dance! Miss Summer is the perfect addition to our team and is almost a disney princess! Her greatest achievement (so far!) Is completing her Bachelor of Arts majoring in Psychology.

***FUN FACT:** She loves horses, chocolate, purple and the Lion King!*

Michael

Michael is our Facilities Manager at RSD. So if you are thinking about hiring out a studio, he's your guy! Michael is a massive NBA Basketball fan, supporting his team the Golden State Warriors. He also plays Magic the Gathering and loves a bit of video editing. His secret talent is West Coast Swing and Zouk dancing, he also dabbles in a bit of Salsa, Bachata and Modern Jive!

***FUN FACT:** He's a Playcentre dad!*

And more awesome teachers to be added to the team in 2020!

Code of Conduct, Safety & Privacy

To ensure the smooth, safe running of The Renaissance School of Dance and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. Do not encourage your child to wait in the carpark or on the roadside.

Any questions or complaints must go through the office – parents and students are not permitted to contact RSD teachers directly via personal phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with the studio principal can happily be arranged.

RSD takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

RSD management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Parents/caregivers are not permitted to watch classes from within the classroom itself, as this distracts all students in the class. However you may watch the first and last lesson of each term to see your child's progress. There are waiting areas provided for each studio and viewing windows.

The dance studios are a gum-free and smoke-free zone.

When entering and exiting the studios, be considerate to the classes already in progress; be quiet and do not disturb their learning.

With the safety of our families a number one priority, RSD is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please talk to our staff who will happily assist you.

The directors and staff at The Renaissance School of Dance are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality; contain explicit graphic or textual content.

Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the routines we create, it also impacts the social and confidence-building principles we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

We may be able to accommodate make-up sessions for students who miss classes, please talk to us about this should the situation occur. We will make every endeavour to schedule a catch-up class in the unlikely event that The Renaissance School of Dance needs to cancel a lesson.

We regularly upload videos from class to our digital classroom app MOVITAE, in the case where they may miss a class, they can catch-up with practice at home using this tool.

Exams, Performance Awards and Assessments

As a studio who values the growth and commitment of our dancers it's our pleasure to offer exams, performance awards and assessments to students as a part of our yearly program.

Exam sessions are held in June for all styles, except Acro which is assessed in November. The RSD Performance Awards event is also held in November for all dance styles. With the exact dates to be confirmed nearer the time. We encourage ALL dancers to enter for performance awards, assessments or exam if they are show they are working hard in class throughout the year and receive a special invitation from their teacher.

While these awards are not compulsory, our programs are designed to progress through the levels as the dancer develops and as they grow older, we strongly recommend completing these awards (if invited) in recognition for their hard work and skills.

Our vast experience shows that formal awards like these present a unique opportunity for the children to display and take pride in how hard they work, they help students to become more confident in themselves; take responsibility for practice outside of class times, and teaches them to perform while also ensuring their ongoing improvement in technique. Our students always find their award experience to be uplifting, beneficial and rewarding.

ENTRY FEES for Performance Awards, Exams and Assessments *range between $40-$110 (depending on level). Each dancer will receive a marking/comments sheet and/or certificate and/or rosette/badge/ribbon.*

Our Annual Stage Shows

This is one of the highlights of the year! An amazing opportunity to perform in front of a large audience, to showcase what the dancers have learnt throughout the year. The dancers will gain knowledge about working in a theatre, gain valuable stage experience, and receive praise and recognition for their talents and hard work from friends and family.

It's an exciting opportunity to dress in custom-made costumes, have your hair done and makeup applied by our professional and creative team and feel like a superstar!

The dancers will develop confidence with working in a group and begin to create stage charisma. It's platform to express creative flair with designing costumes, creating choreography and forming stage directions, lighting and overall look of each piece. When working on performances for our annual stage show, the students may also be given the opportunity to choreograph their dances and design their own costumes,develop skills for teamwork, creativity and take pride in their contribution to the overall stage show.

It's A LOT of FUN to perform on a proper theatre stage with lights, curtains and rehearsals just like the professionals!

RSD produces two stage shows a year - a babyballet show specifically for our babyballet stars! And a show for all OTHER classes...what we call 'the BIG KIDS show'.
Both shows are held at the Raye Freedman Arts Centre (Epsom Girls Grammar School)

BIG KIDS show - 16th - 20th September (with their group costume fittings the weekend of 22nd & 23rd August.

Babyballet show - 27th & 28th November (with costume fittings being done during class the weeks leading up to the show weekend)

THE SHOW HANDBOOK is the 'bible' with all the golden information about our shows - this booklet will be distributed in June AND the performance fee invoiced/ emailed around the same time. The babyballet performance fee will be invoiced/ emailed in August. THE SHOW HANDBOOK will answer any questions you might have...and some answers to questions you didn't know you had!

All tickets for the shows can be purchased from www.iticket.co.nz. THE BIG KIDS show will go on sale in August and the babyballet show in September.

PERFORMANCE FEE *This is $90 for a dancer doing one class (this includes the hireage of costumes, hair and makeup and professional video and photography of the show, rehearsal fee), $130 for two classes, and $165 for three classes.*

RSD Classes and Programs

We are proud to provide an extensive range of classes at our two locations for all levels and all ages! Contact us if you are keen to give any a go and we can book you in to some trial classes!

We have preschoolers who gain so much from doing multiple classes a week! We highly recommend that preschoolers take 2 classes - it keeps them active and off those devices and we see them progress alot faster! Check out all the options below!

Lil'Leapers 3 - 5 years Jazz/Hip Hop

Our Lil'Leapers Program is specially designed for 3 - 5 year old boys AND girls to explore their physical capabilities. Combining jazz and hip hop technique it's perfect for the funky lil'dancer who can't sit still!

Tiny Tumblers 3-5 years Acro (gymnastics for dancers)

The Tiny Tumblers AcroDance program is designed to introduce and increase coordination, create movement, and basic acrobatic skills to ages 3 - 5 year olds. It's preschool gymnastics combined with dance! Oh so much fun!

babyballet

babyballet® gives every child from 18 months to 6 years the chance to dance and have fun! In our babyballet classes we make learning to dance an unforgettable and magical experience – for you and your little star. Our programme and syllabus has been carefully designed by leading preschool dance and ballet experts and provide the opportunity for toddlers, preschoolers and young children to learn to dance and develop key life skills in a healthy, sociable, caring and safe environment. babyballet® is so much more than just a dance class!

babyballet Tinies 18 months - 2 years

The Tinies class introduces little ones to the basics of ballet using movement, play and song with the assistance of a parent or caregiver.

babyballet Movers 3 & 4 years

The babyballet Movers classes encourage preschool children to combine their imaginations with dance using movement and song, building in confidence and taking part in the class with the assistance of a parent.

babyballet Groovers 5 & 6 years

The final stage of babyballet is our Groovers class which focuses on improving co-ordination, self control and social skills, in a supportive and non-judgemental environment.

babyballet Tappers 4 - 6 years

Our babyballet tap dancing class is a perfect 'add-on' for younger children who like to make a noise in their tap shoes! Developing co-ordination, timing, rhythm and music appreciation.

Jazz

Steps like turns, kicks, leaps and body isolations make up this energetic class. Jazz is a funky version of ballet, similar to hip hop, but more structured and technique based.

Tap

A sense of timing and rhythm is developed in tap class. It's loud, fun and of course it looks super fancy!

Hip Hop

In these classes you will learn a range of styles from popping, locking, house and basic break dancing. You will be encouraged to express your individual style aswell as working together with your peers to create something awesome!

Contemporary

This is an interesting art form that explores a free movement, how you can use you body through learning about anatomy, use of space including into and out of the floor.

Ballet

Learning grace, discipline and good posture dancers build on their technique while exploring mime, props and will thrive on positive reinforcement. Maybe one day you'll learn how to dance on your toes!

Acro

Learn how to be flexible and flip! If you love being upside down - this is the class for you! These classes levels are skill based to ensure each dance progresses smoothly and safely. Working on elements of strength, flexibility, balancing, limbering and tumbling.

Musical Theatre

Singing, dancing and drama all together in one class! Learn dance routines based on the famous musicals using characterisation and storytelling for the stage.

DanceSTEP Program

This program provides a progressive and formalised process in guiding students to becoming leaders within their studio. DanceSTEP is a four level Student Teacher Education Program that empowers students to take care of others and guides them to be leaders and role models. The program covers assistant teaching skills such as behaviour management, different learning needs and styles, safe dance principles and anatomy to name just a few. These concepts are broken down to be taught in a sequential and age appropriate way to children from 11 years of age. Whether students are considering a career in dance teaching or otherwise, the DanceSTEP program is a great preparation for many aspects of life.

Uniform

If you look like a dancer, you feel like a dancer.

At The Renaissance School of Dance we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and studio pride
  Improve attendance
- Allows teachers to make corrections with posture, body positioning etc. without the hindrance of non-suitable clothing.

Uniforms can be purchased year-round from the website: ***rsduniform.bigcartel.com***
They will then be delivered to class within the next week or two.

Please ensure all parts of your child's uniform are clearly named - individual shoes, hair ribbons, stockings... you'll be amazed at the amount of lost property we collect!

ALL FULL SETS - Come packaged in an awesome RSD tote bag and a complimentary RSD silicone wristband!

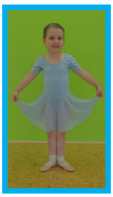
Jazz, Musical Theatre, Acro & Tap

RSD Jazz students are required to wear our custom made 'RSD Blue' leotard, with our matching hot pants and sparkly hair ribbon! On the feet are black leather slip-on jazz shoes with no socks (for jazz & musical theatre), Barefeet for Acro and Tap shoes can be purchased directly from **www.dance2go.co.nz.** Hair is to be tied, gelled and sprayed back off the face in a neat bun.

FULL JAZZ / MUSICAL THEATRE UNIFORM SET $160 (inc. shoes)

FULL ACRO / TAP UNIFORM SET $85 (no shoes inc.)

Babyballet



All babyballet students are required to wear our custom made babyblue dress with matching sparkly hairbow! They should also wear full sole leather ballet shoes. Hair must be tied back off face in a neat bun, pigtail buns or headband for shorter hair.

FULL babyballet UNIFORM SET $110

Ballet

Our ballet students are required to wear our custom made 'RSD Blue' leotard, teamed up with a black ballet skirt, ballet stockings and full sole leather ballet shoes. And of course a matching sparkly hair ribbon! Hair is to be tied, gelled and sprayed back off the face in a neat bun.

FULL BALLET UNIFORM SET $145

Contemporary

Contemporary students are required to wear our custom made 'RSD Blue' leoatrd, ¾ active pants, foot undeez and hair ribbon. Hair is to be neatly tied back in ponytail or bun.

FULL CONTEMPORARY UNIFORM Set $135

Hip Hop

Hip Hop students are required to wear our signature RSD t-shirt with their own leggings/shorts and black sneakers. Hair is to be neatly tied back in a pony tail or bun.

RSD T-Shirt $50

Boys Uniform

RSD Tshirt with jazz shoes and your own black shorts for musical theatre or jazz

RSD Tshirt with tap shoes and your own black shorts for tap

RSD Tshirt with your own shorts and black sneakers for hip hop

Any dancer can purchase and wear an RSD Tshirt to class (over leotard)

2020 Fee Structure

Monthly Class Fees

- 45 minute classes $59/month
- 60 - 75 minute classes $68/mont

(NB: students required to take 2 ballet classes a week will be charged 2x 45min class rate, regardless of class length)

Discounts

- Calculated per student
- 2 classes per week 5%
- 3 classes per week 10%
- 4 classes or more per week 15%

Payment Methods

Invoices will be emailed twice yearly - in February and June

This can be paid either:

- **Upfront** - by bank transfer or via credit card (on our online payment portal). You will be entitled to a 5% discount.
- **Monthly Direct debit** - Payments are set-up for the 3rd of each month and made February - November (10 months throughout the year). This can either be from your bank account or charged to your credit card.

Overdue Fees

- Direct Debits will be set up for the 3rd of each month.
- All outstanding fees should be paid by the 8th of each month or will accrue a late fee of $10.

Please note

If you decide to withdraw or change classes you must contact our admin team before the end of the month for changes to occur the following month. You will continue to be automatically charged for classes until you notify us in writing. Refunds will not be issued for missed classes due to cancellation or public holiday. Where possible, we will endeavour to arrange make-up lessons for classes cancelled by RSD, or will offer an alternative class.

See you on the dance floor again soon!
From Marguerite and RSD Rockstar Team!