



Sharron Baucom
**DALE CITY
RECREATION
CENTER**

DANCE PROGRAM

Parent Handbook

2025 - 2026

PRINCE WILLIAM
Parks & Recreation



14300 Minnieville Rd.
Dale City, VA 22193
703.792.8650

Welcome to the 2025 - 2026 Dance Program at the Dale City Recreation Center, part of Prince William County Parks & Recreation. Our facility and staff are planning and preparing an exciting and fun year of dance.

We believe in providing quality training and instilling values such as cooperation, self-discipline, and respect in a nurturing and positive environment.

Please take the time to familiarize yourself with the information in this parent handbook. If you have any questions about policies or information contained in this handbook, please feel free to contact us.

Throughout the year we look forward to hearing from you and appreciate your feedback. We are always open to any thoughts or concerns regarding your dance experience and use this information to strengthen the program. It is our goal to provide a safe, caring, and enjoyable experience for all children enrolled throughout the school year.

The staff are excited to be working with you and your child this year. We realize that you have many choices for dance, and we thank you for choosing the Dance Program at the Dale City Recreation Center.

IMPORTANT CONTACTS

Michelle Geoghegan

Dance Coordinator

mgeoghegan@pwcgov.org

703.792.8673

Andy Moore

Recreation Senior Specialist

amoore2@pwcgov.org

Rob Belcourt

General Manager

rbelcourt@pwcgov.org

REQUIRED PARTICIPATION SKILLS

- Actively participate in planned activities
- Able to function within a 1:12 teacher/student ratio

- Does not require one-on-one supervision
- Able to understand, follow, and accept directions
- Takes turns and shares in a cooperative manner
- Respect others and their property

All children enrolled in Prince William County Parks & Recreation children's programs agree to meet the established basic participation skills. The program manager reserves the right, on behalf of the agency, to terminate participation in the program if the child cannot follow the basic participation skills. Every effort will be made to provide appropriate modifications.

GENERAL INFORMATION AND POLICIES

Frequent and open communications between staff and parents is key to a successful program. Please keep staff and the Dance Coordinator informed of any changes to personal information or schedule changes. Please provide us with regular feedback on any issues, complaints, or concerns. We will do the same by providing an opportunity for you to speak with staff one-on-one regarding your child's development, behavior, adjustment, and needs.

Only Participants are permitted in the dance studios, no siblings or parents. Parent observations will be announced in advance.

Sign In/Out Policy

All participants must be signed in and out of the program with the class instructor. Students who are 12 and up have permission to sign herself/himself in and out of the program.

All students under 12 years old **MUST** be picked up and signed out by a guardian 16 and older. Students 12 and older may be picked up in the lobby area, **NOT** in the parking lot.

Dress Code

Students are expected to adhere to the Dance Program dress code, which can be found on our website.

WITHDRAWAL AND REFUNDS

Refunds/credits will not be given for absences, tardiness, early pick-ups, unanticipated calendar changes, closings due to weather conditions, or other emergency situations. If the center needs to cancel class due to teacher availability, we will make every effort to schedule a make-up date. Those who can't attend a scheduled make-up class, or if a make-up date isn't possible, will be issued a partial refund for the class.

100% of payment will be refunded if the PWC Parks & Recreation cancels a class session due to insufficient enrollment. If the participant chooses to withdraw from a class – a seven-day notice must be given and confirmed prior to the start of the class/program from which you are withdrawing. A \$10 cancellation fee will be charged. Failure to give proper notice will result in the forfeiture of all fees.

CHILD PARTICIPATION AND ATTENDANCE

Parent Observation Days

Parent Observation days will be announced throughout the year.

Limitations On Attendance

- Failure to pay fees as required
- Failure to complete all required registration procedures
- Failure to comply with program policies, procedures, and the code of conduct

Illness Policy

Please keep your child home for:

1. A temperature over 100°F (must be fever-free for 24 hours without medication before returning)
2. Recurrent vomiting or diarrhea
3. Any communicable disease

Make-Up Classes

Make-up classes are not available for non-academy student absences.

Dance Academy Students – Academy students are required to make-up any missed classes within two weeks. They can attend a make-up in a lower-level class and need to inform their instructor and the Dance Coordinator of the make-up.

Tardiness

Students are expected to arrive on time for class. Without proper warm-up provided at the beginning of the class, students cannot safely participate in more advanced movements that occur later in the curriculum. Therefore, if your child arrives more than 15 minutes late to their class, they will not be permitted to participate. However, they are strongly encouraged to stay and observe the class.

For our younger students (under 6) who arrive more than 15 minutes late for class, classroom participation is at the discretion of the instructor.

Inclusion

Department of Parks & Recreation programs are inclusion-based activities. We make every effort to work with families to mainstream children with special needs into any of our programs. Based upon the request and/or modification being requested, participation will depend on such things as scheduling and/or contracting specialized staff, which could impact days/times of the program.

Therefore, to create a successful and enjoyable environment for your child, it is preferred that your request be received at least 21 days prior to the start of the program. If you are requesting any type of modification for your child, you must submit a written request form to the program manager.

Inclement Weather And Snow Days

The SBDCRC Dance Program will not follow PWC Public Schools inclement weather closing. If the center closes, you will be contacted by email only.

As a precaution, the best policy is to call SBDCRC at 703-792-8650.

We will make every effort to reschedule a cancelled class due to inclement weather.

CURRICULUM & STAFF TRAINING

Our instructors are hired based on skills, their ability to connect with children, and a love for dance. Prince William County Department of Parks & Recreation takes teacher training very seriously. Our training includes comprehension and testing of the curriculum as well as developing tools for teaching dance technique. Each instructor is required to attend training throughout the year.

Our 10-month program uses a set curriculum for each genre of dance with exercises to refine and fine-tune the dancer, so that each advancing level layers upon the level before. Utilizing a curriculum builds a strong foundation that prepares the student for the next level up in dance.

Instructors and the Dance Coordinator will provide level recommendations for the upcoming fall at the end of the current school year. Each classroom level has overlapping age ranges to allow for students to be appropriately placed by skill rather than age alone. Students may need to repeat a level for additional sessions, or an additional year, if they have not mastered the required skills to move up to the next level. More advanced skills require appropriate strength, stamina and ability to be correctly and safely developed. Instructors and the Dance Coordinator will always make the best level decision that allows for the continued advancement of the student while keeping their overall physical safety a priority.

PROGRAMMATIC FEES & OTHER INFORMATION

Payment And Late Fees

Introductory dance classes and additional non-recital dance classes

Payment is due at the time of registration. For cancellations/refunds, please refer to the policy under Withdrawals & Refunds.

Dance Academy and Intermediate/Advanced Year-Round Classes

Monthly tuition is due on the 15th of the preceding month and must be paid no later than the first of each month. We strongly encourage you to enroll in automatic payments. For monthly one-time payments, we accept cash, checks, and all major credit cards. Payments can be made on a walk-in basis at our front desk, over the phone, or online through the Parks and Recreation registration system. There is a non-refundable \$45 Registration Fee due at the time of registration.

If payment is not received by the 1st of the month, a \$15 late fee will be applied per enrolled child. If program payment is not made by the 10th of the month, your child may not return to the program until the balance is paid in full.

Recital Fees

For recital participating classes (Dance Academy, Year-Round Intermediate, Introductory Recital), each child will be charged a \$50 Recital Participation Fee. Students must meet recital eligibility requirements to participate.

The Recital Participation Fee is used to pay our instructors for all additional rehearsal and performance weekend duties, contributes towards the purchase of props, backdrops, sets, headpieces, costume pieces, etc. Additionally, it covers complimentary recital tickets and a video of the performance.

Returned Check Policy

A \$50 fee is charged for all returned checks or automatic draft payment.

If a check is returned from the bank for insufficient funds, customers will then be given three business days to pay the balance by 1) cash, 2) money order, or 3) credit card. If after 72 hours the balance remains, your child will not be allowed to return until the balance is paid.

Fee Calculation

Monthly fees are calculated and then

averaged for the entire school year. The total number of programmatic days throughout the school year are tabulated and divided evenly across each month of school to create a standard monthly price. We find that keeping the monthly cost the same is a consistent solution for families. Therefore, months with a smaller amount of programmatic days cost the same as months with more programmatic days. School holidays have already been taken into consideration and incorporated into the monthly fees.

Ill And Injured Children

If a child becomes ill or injured while at the program, the parent/guardian will be immediately contacted to have the child picked up

as soon as possible. If the parent/guardian is not available, an emergency contact person will be called.

In an emergency, children will be cared for on site until they are picked up. If appropriate, the child will be transported to the closest emergency facility.

Child Abuse And Neglect

In accordance with the Code of Virginia and state law, Prince William Parks & Recreation staff are required to report all suspected abuse or neglect to the Department of Social Services. All suspected child abuse will be reported for investigation. Any suspicion of abuse or neglect will be reported to the program manager immediately.