



Staff Handbook

Every good and perfect gift comes from above. James 1:17

MC Dance aims to NURTURE and develop the dancer's passion, integrity, CONFIDENCE and strength in the performing arts, while providing the very BEST dance education.

To provide a service to the community and to be known and respected for its outstanding standards in the field of dance education.

WHY MC DANCE?

- Students can develop physically, intellectually, culturally, emotionally and socially through the discipline of dance.
- Students develop important life skills that will last them through their journey to become the person that God created them to be.
- Every child has the ability to learn in an environment that is safe, secure and harmonious.
- Dance educators take on the role of mentors rather than friends or buddies, maintain a professional relationship with their students and parents, and are reliable, responsible and inspiring.
- All faculty members are team players and consistency within the school is maintained.
- Dancers will receive quality dance instruction in house and from guest instructors throughout the year. It's our mission to provide our students with the knowledge, appreciation, and skills to enjoy dance, music and drama for a lifetime.

Contact Information:

Maggie Collum 936-391-0164
Studio 936-436-9331
4023 Sam Houston Ave Huntsville, TX 77340

Website: www.mcdanceco.com

Facebook: www.facebook.com/MCdanceTX

Instagram: @mcdancetx

Staff:

If you need a sub, please contact Maggie by text to schedule you a sub. Do not reschedule your class unless Maggie asks you to. All subs have to be approved.

Staff Dress Code

- MC Dance Shirt (Bolt shirt for the first 2 weeks)
- Black Capri or Black Leggings OR Black Leotard with skirt for ballet

*All clothing should be dance appropriate and professional for your classes. Also, try to wear the appropriate dance shoes. Be an example for your students, dress nice, appropriate make up, smell nice ;) etc. no tummy's showing!

Student Dress Code

The first Three week of class students are given a "free pass" on the dress code. Advise your class on the dress code at the end of the 1st class. Dancewear and shoes can be purchased at the studio. Encourage the Junior and Senior classes to wear a sports bra under the leotards. Be aware of what your class dress code is.

Music During Class

All music used at MC Dance should be appropriate for the age group and genre of dance you are teaching. There should be no foul words. Provide your own music. Wi-Fi is available so you can use your phone/

laptop/ipad. If the Wi-Fi is down, please have a backup plan for your music. There will be tablets available in the office with access to spotify and youtube if you need to use them.

Arrival Time/Last Class

Arrive at least **10 minutes early** for your class. After your last class of the night, please pick up the classroom. If you are the last class of the night, assist the front desk person with the closing duties.

Turn up or down the air or heat (whatever is appropriate) Do not ever turn the air below 72.

Turn off all lights except outside lights.

Check all bathrooms (flush toilets if needed).

Turn off all four televisions.

Lock the door

Empty Trash

All Classes will end 3 min prior to the end time to allow for class transitions. Classes will start on time and end early.

Staff Portal - Time Sheet

Sign in to your staff portal on your phone/tablet/laptop that you bring to the studio. The link is on our website, www.mcdanceco.com under the Schedule/Registration tab.

Username: first initial of first name and full last name _____

Password: _____

Contract: All Instructors must sign a contract. You cannot teach at any other studio or organization within a 45 mile radius. If there is a special circumstance it must be approved by Maggie. Failure to comply is immediate dismissal.

Time Sheet:

After logging in, go to "Clock-In." Complete hours for the day. Be sure to select whether it is for teaching or for working in the office. If you do both, you will have to fill out office on one line and classroom hours on the next line.

****IF YOU DO NOT LOG YOUR HOURS YOU WON'T GET PAID!!!!****

Pay Schedule

- Time has to be entered by midnight the Sunday before each pay period.
- Payroll is direct deposit only this includes teacher, assistant, front desk and privates pay.
- Staff Meetings, Front Desk and Showcase are paid at \$8 per hour

Class Enrollment

If a class does not have the required quota (5) by October 1, please be prepared to lose that class. The students will be moved to another class.

ATTENDANCE

Attendance will be recorded in JackRabbit on a weekly basis. This is CRITICAL to record.

Student Birthdays

Happy Birthday Song! (No matter what the age)

Student Placement

If a student in your class needs to be placed in a different level class see Maggie to make arrangements. Be positive when discussing this with your students' parents.

Lesson Plans

A lesson plan should be turned in for all of your classes by **OCTOBER 15** . It will cover the entire year of classes.

This should entail: (see Example)

- Specifically how you utilize your time
- Skills/Concepts you will cover
- Goals for the class

- Challenges for the class

*It is very important to me that your students learn to stay in a straight line and stay in their window or space to dance.

*Start training them to smile or show expression.

Showcase Music

The theme for Showcase will be _____

Start working on Showcase dances no later than **February 1** Use combinations and skills your students learned before in class. The students should KNOW their dances by showcase.

Music for Showcase will be assigned by December 1.

Showcase Class Details

Staff will have a showcase meeting the week of Bring your doll to dance week during the last 20 minutes of class to review the showcase details. Costumes will be handed out during this time if they have arrived.

Costumes

Costume selections will be made by Maggie and assigned per class by November 15.

Privates

Private lessons will be paid through MC Dance. The customer will be charged on their account on file. In addition, **the staff member must schedule the private on the MC Dance Google Calendar or send an email to Maggie** to ensure there is a studio available. Privates will be paid for every 2 weeks like your normal payroll schedule. The customer will also have to sign in on our private lesson log binder.

See the new private rates for staff for 2021-2022.

Choreography

See the new level private & choreography rates effective August 1, 2021) Please book a studio with Maggie.

General Rules

- Stay informed
- Be prepared for class
- Do NOT hand out information unless approved by Maggie
- Do NOT post anything in the studio unless it has been typed and approved
- Keep studio clean and follow our new safety measures.
- Do NOT use studio unless you have rented the studio
- All guests you bring to your class have to be approved.
- Do not discuss students outside of class. You can be positive only. Never give out information or opinions about a student, staff member or the owner of the studio. If you have concerns about something discuss with Maggie. If parents have concerns DO NOT add to the concern or complaint, **just listen.** Do not give your opinion or put ideas in the mix. Immediately get with Maggie so that she can address it in a professional manner.
- Social Media:
 - Follow & Like MC Dance
 - Not recommended to follow or let students follow your pages. (or parents)
 - You can post on your personal pages about MC Dance, you should tag MC Dance only
 - Comment on posts from MC Dance, we need 12 comments in 30 minutes for it to be seen more!

Class Etiquette:

- Stand at the door to greet students and their parents.
- AIR HIGH 5 when entering the class,
- Your students should call you by Mrs. First Name, Miss First Name, Ms. First Name
- Take no more than 2-3 minutes getting students into class, greeting them and doing your "TALK SPACE"
- When talking to a student "get to their eye level"

- Start your class on time and END your class 5 min early to allow class transitions.
- End your class with something positive, ask them what they learned that day.
 - Leap N Learn Students follow the class curriculum (Tiny Tots to Intermediate Level)
- Before the students exit, have them bow, curtsies or even come together with a huddle “go team,” this depends on the type of class you are teaching.
- When it is a student’s birthday, make them feel special. – BIRTHDAY DANCE
- Every 4-6 weeks invite parents in at the end of class to view the students. Students should practice smiling.
- DO NOT PLAY FAVORITES WITH STUDENTS OR PARENTS (keep discussions less than 2 min.) Every child wants to feel important to their teacher and more so, the parent does!!
- Remind student to not run in our lobby area.
- GO THROUGH THE DANCER MANNERS WITH ALL AGES!!!!

Showcase Date and Tentative Information:

Dress Rehearsal: TBD

Showcase: TBD

Other Events:

Christmas Parade

Christmas Show

Banana Split Party

See Calendar

Trial Class:

Students are allowed to try a class at no charge one time. The front desk must be informed.

Withdraw from Class:

Add/Drop from is required from the front desk

Information to Students

If you have any form you hand out to your students you **MUST** have Maggie pre-approve the paper **BEFORE** you hand it out. Ex.- class information, Showcase information for your class, etc.

You are responsible for your individual classes. To avoid confusion and appearing unprofessional, do not take it upon yourself to set policy.

RETENTION is very important at MC Dance. There are steps to take if a student is (1) uninterested (2) behind in class or (3) missing class.

1. Encourage the student more in class with positive reinforcement
2. Make the student a leader; give them a responsibility (“line keeper” for the class), have them stand next to you during stretching, etc.
3. Talk to the student and/or parents (maybe encourage a different class, offer a private lesson)
4. Give Maggie or Abbey a note in the binder roll sheet, text or email so that we can contact the parents.

Let me know by either emailing me or TEXTING ME if you have a question or concern about a student in your class or anything else you can think of. I back all of you 100%, but MC Dance does not look professional when there are mixed messages to our customers. You are expected to represent MC DANCE 100% at all times!!! BE POSITIVE & IF YOU DON’T KNOW THE ANSWER TELL THEM YOU WILL ASK AND SOMEONE WILL GET BACK WITH YOU!!!

Thank you for your expertise and cooperation. I feel these students are very fortunate to have any of you as their teacher. We really do have a great impact on their lives and are providing a valuable service to this community.

Thanks,

Maggie Collum