



# **Parent Handbook 2023-2024**

# Goins Dancing Parents Handbook

## About This Handbook

Thank you for being a part of the Goins Dancing family! Our goal is to provide quality dance classes to children of varying skills, abilities, and other personal differences. We want everyone to feel loved, valued, accomplished, and successful.

We believe that our influence on a dancer's future extends far beyond what goes on in dance class. Our teaching philosophy is centered on instilling a passion for dance while building self-esteem and confidence in **every** child. The students' well-being is our priority, in addition to the growth of their technical ability.

The objective of this handbook is to align the staff and families in a mutual understanding of Goins Dancing's policies and procedures. It can serve as a reference source throughout the dance season. Additional copies of this handbook are available via email upon request and on the [Goins Dancing Website](#).

Thank you for choosing Goins Dancing as your dance family. We are excited to embark on a great dance season together!

Sincerely,  
Kathryn, Mason, Sarah, and Erica

Throughout the handbook, you will find several active hyperlinks.

When reading the handbook digitally, you can click on the hyperlinks.

When reading a printed copy, this "Quick Links" QR Code will bring you to the hyperlinks so you can access them through your phone.

**QUICK  
LINKS**



# Goins Dancing Parents Handbook

## Our mission

The mission of Goins Dancing is to provide quality dance classes that are inclusive of all children. We intend to build up each dancer's self-esteem while teaching them new skills and to provide an environment where all dancers can feel like stars.

## Considering The Needs of All Dancers

To best meet the individual needs of **all dancers** (not just dancers with developmental differences), we have a form for parents to complete. This form gathers pertinent information from parents so that teachers plan instruction for their dancers. Please be sure to share anything that we need to know to keep your child safe (ie: any movement restrictions). Here is the link: [All About My Dancer](#)

## The Leadership Committee

### Kathryn Geddings (Owner)

[GoinsDancing@yahoo.com](mailto:GoinsDancing@yahoo.com)

Office: 803-260-7183

Description: Oversee leadership committee, schedule trials, follow up with prospective customers, update portal as needed, delegate tasks to staff, cleans, schedule events, oversee Goins Dancing operations, operate summer camps.

### Mason Geddings (co-owner/finance officer)

[masongeddings@gmail.com](mailto:masongeddings@gmail.com)

803-460-2882

Description: Handles all of Goins Dancing's financial needs. Including but not limited to: Putting charges on the accounts, processing payments from customers, paying teachers, and paying studio bills.

### Sarah Shaw (Program Assistant)

[SarahShaw.goinsdancing@gmail.com](mailto:SarahShaw.goinsdancing@gmail.com)

Description: Make forms and flyers, send mass communication through the portal, follow up with prospective customers, update portal information as needed, and update website.

### Erica Cooper (Artistic Director)

[EricaCooper.goinsdancing@gmail.com](mailto:EricaCooper.goinsdancing@gmail.com)

Description: Handles the studio's artistic direction and application of our Mission, oversees music choices for a family friendly environment, assists teachers with music editing and access to music software, oversees all Company and Competition Team's activities

Voicemails and emails will be returned in 24-48 hours

## Sessions:

- **Dance Season:** August 1st through May/June and concludes with a Spring recital.
- **Summer:** During June and July we offer Summer Classes and Summer Camps.

## Goins Dancing Liability and Photo Release:

The **Goins Dancing Liability and Photo Release** must be completed once a year.

Digital [Goins Dancing Liability and Photo Release](#)

Hard copies are available in our lobby.

## Parent Portal:

Our parent portal can be accessed in several locations on our website, [www.goinsdancing.com](http://www.goinsdancing.com), including the [homepage](#) and in the "Parent Info" dropdown menu. It also can be accessed through [this direct link](#).

**AKADA** owns and operates the parent portal. Each family has an account. Accounts are created 2 ways **A)** account holder created it using their email address or **B)** Goins Dancing created it using the name and contact information of the person who contacted us as the account holder.

## Goins Dancing Parents Handbook

Each account has **1 username and password** to log in. The email address of the account holder is the email to use for logging in. Your password should be something private and memorable. If you forget your parent portal password, you can email Kathryn or Sarah to request a password reset.

By logging into the portal you can:

1. See your child(ren)'s currently enrolled classes
2. Pay fees and tuition
3. Update your contact information (Phone number, email, and address).
4. Update your debit/credit card information
5. See your past transactions
6. Enroll in additional classes
7. Request enrollment in additional classes

Each family should have received an account activation email from AKADA. If not, you can either contact us and ask that we resend it or you can initiate the email yourself. Here's a guide showing how to activate your account: [click here!](#)

### Putting Credit Cards on File:

We do require that a credit card is added to your account in the parent portal for the dance season. There are a few ways to do this.

1. You can log into the parent portal, enter your credit card information, and save it. (most secure method)
  - a. See Screenshots on the right.
2. You can complete a Credit Card Payment Authorization Form and return them to us. Forms can be:
  - a. requested from one of our lobby workers
  - b. downloaded from our [website](#)

Note: For security purposes please bring the completed form to the studio instead of emailing it to us.

### Payments

- Each account must have an **active** credit or debit card listed in the portal.
- Tuition Payments will be auto drafted on the **1st day of every month** unless the payment has been made in advance.
- Additional charges such as costume fees will be applied to the account. You can either pay them through the portal at your leisure or they will be auto drafted on the first of the next month (along with the tuition for that month).
- Please update any changes to your payment method immediately.
- We will follow up with parents whose auto drafts fail to process successfully.

### Withdrawal Policy

If your dancer must withdraw from class(es), families must:

**Notify** Goins Dancing by the last day of the previous month to avoid being charged on the 1st.

- All tuition that has already been drafted is non-refundable.
- If a written notice to withdrawal is **not** received, tuition will continue to be drafted monthly until it has been completed.
- Any payments made for costumes are non-refundable. If the account balance has been paid in full, families may pick up costumes from the Goins Dancing lobby during business hours after they arrive.
- Parents are still responsible for paying off any balance on the account. Payment plans are available.

### Communication

Goins Dancing teachers and administration use a variety of means to communicate with families:

The screenshot shows the Goins Dancing parent portal interface. At the top, there is a navigation bar with 'Home', 'Account', and 'Transactions'. Below this, there is a dropdown menu for 'Account' with options for 'Account info' and 'Credit card info'. The 'Credit card info' form is displayed, featuring fields for 'Card type' (with icons for VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER), 'Card number', 'Exp. date' (with a dropdown for the month and a text input for the year), 'First name', 'Last name', 'Address', 'City', 'State', and 'Zip'. At the bottom of the form, there is a checkbox for 'Use account information' and two buttons: 'Save' and 'Cancel'. A blue arrow points to the 'Home' button in the navigation bar, and a pink arrow points to the 'Save' button.

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1. Emails sent to you through the parent portal will come from [SarahShaw.goinsdancing@gmail.com](mailto:SarahShaw.goinsdancing@gmail.com)
2. Text Messages from the portal will come from phone# **803-599-2176**
  - a. For your convenience, you can save **803-599-2176** in your cell phone as Goins Dancing.
3. Monthly newsletters are distributed via email on the **1st of each month.**
4. Goins Dancing also has a Facebook Parents Group.  
Join here: [Goins Dancing Parent’s Group](#)
  - o Many important announcements will be posted in the Facebook group as well.
  - o This also serves as a forum where parents ask questions that can be answered by teachers and/or other parents.
5. Our website, [www.goinsdancing.com](http://www.goinsdancing.com), contains direct links to informational materials under the “Parent Info” drop down menus including: this Parent Handbook, the season’s calendar, the Newsletter Archive, the recital packet (which will be uploaded in the Spring), and other forms.

### Goins Dancing Yearly Calendar

- Events are likely to be added to our calendar throughout the year.
- **Click here:** [Goins Dancing 2022-2023 Calendar](#)

### Feedback:

Your Feedback is extremely important to us.

- For **non-emergency needs**, please do not send text messages past 7 pm.
- Voicemails and emails will be returned in 24-48 hours.
- We invite parents to write reviews on Facebook, Google, and Yelp.

### Parking

As the only inclusive studio in our area, you will notice our parking lot is full! Here are some options to navigate parking:

1. Drop your child off, we will insure you that your child is safe, and we have someone always watching the door.
2. Drop your child off, park at the library, and walk across the street
3. Use our free ballet valet service. Our ballet valet will park your car at the library for you, so you do not have to cross the street! (Respond to this email to schedule this service)

**Unfortunately, we are unable to use any of the parking spots in the parking lot next door. The owner of MicroAdvantage will call tow trucks.**

We hope that the 15-minute break between preschool classes will alleviate the parking dilemma.

### Dress Code

- Dancers can wear anything that they can move freely in. Many young girls wear leotards, however, it's not required. Many dancers wear leggings, gym shorts, sweatpants, and T-shirts.
- Long hair should be pulled back so that it is not in the dancers’ faces. This is for their own safety.
- We do not require specific shoes, however, we ask for specific colors for the spring recital.

See table below:

Dance styles	Preferred shoe colors	Goins Discount	
Ballet	Light pink ballet shoes	<b>15% off</b> all tights and shoes purchased at <b>Well-Heeled Dancewear</b>  <b>Tell them that you’re with</b> <b>“Goins Dancing”</b> at check out!	<b>Well-Heeled Dancewear</b> 169 A HWY-378 W Lexington, SC 29072 (803) 399-1229  <a href="#">Facebook Page</a>
Tap	Black Tap Shoes		
Jazz	Tan Jazz Shoes		
Lyrical	Tan Half-Sole Pirouette Shoes		
Hip-Hop Tumble Tik Tok Tiny Dancer (Mommy & Me) Dance PossAbilities & Eagles	No shoes / bare feet		

# Goins Dancing Parents Handbook

## Sanitation Guidelines

- Dancers and teachers will try to wash their hands or use hand sanitizer as often as possible.
- All frequently touched surfaces will be sanitized frequently.
- Dancers and Teachers are encouraged to bring their own hand sanitizer
- Each dance room that has marley flooring will be mopped at the end of each dance class.

## Illness

The health of our dancers and staff is of utmost importance to us. Do not bring dancers to Goins Dancing if they have:

- A fever
- Vomiting
- Diarrhea
- Shortness of Breath  
(Not due to Asthma)
- Loss of Taste or Smell
- Sore throat
- Muscle aches
- Chills
- New or worsening cough
- Head lice

## Absences

- Please let us know the reasons for absences. This will help us to meet your dancer's and family's needs. You may request that your dancer attend via Zoom. Attending class virtually counts the student as present.
- If a dancer misses two classes in a row without an explanation, we will reach out to see how you all are doing.

## Costumes

General dance classes are separated by specific age ranges.

- Each age group buys and wears the same dance costume in the recital.
- The girl costumes will have 1 leotard and 2 skirts.
- Dancers who are enrolled in multiple classes of the same age group will purchase **one** costume that will be worn for each recital dance.
- Teachers will specify which bottoms to wear (i.e. the leotard and tutu, the leotard and short skirt, etc.). These details will be provided to you in the recital packet, which will be emailed to all parents prior to the recital.
- Dancers who are enrolled in classes **of different age groups** will be required to purchase **1 costume for each age group**.
- Dancers in specialty classes or competition (company, solos, duets, and trios) will be required to purchase additional costumes and/or uniforms. Details will be provided by the teachers.
- **Cost: \$85**
- **Costume money is due October 1st.**
- **Costume money is non-refundable or exchangeable.** If you withdraw from our program prior to the recital and your account balance is at \$0, you can pick up the costume at the end of the season. It is yours to keep!

## Dress Rehearsal & Recitals

- Dress Rehearsal and recitals will be held in the Spring. More detailed information will be given after the new year\*

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## Dress Rehearsal

- The week before the recital is “Dress Rehearsal Week”
- Dancers wear their recital costumes to class. (Competition costumes are not worn this week)
- Each class will run through their dance once or twice.

## Recitals

- We typically have more than one recital.
- Dancers who are in several classes may have numbers in more than one recital.
- Details about hair, make-up, and tights will be provided.
- Dancers will remain backstage with our wonderful team of staff and volunteers for the entire recital.
- We ask that all guests stay for the entire recital. If a family must pick up their child before the end of the recital, they must notify Kathryn in advance.
- All dance classes participate in the recital **(including tumble classes)**
- All dancers receive an award after their last recital of the season.

## Prices

Goins Dancing prides itself in being affordable for a variety of families.

- **Registration fee:** Only \$25 per account!

Our annual **tuition** is divided into 10 easy monthly payments.

- 1 weekly class costs just \$45 per month.
- Each additional weekly class is \$5 off!!!
- Each additional sibling is \$5 off!

**Please Note:** The following Specialty classes are excluded from the Family Step Down Pricing:

Monthly Family Pricing				Specialty Classes	
	Suzy	Sophie	Sammy	Company	\$15/mo
1 class	\$45/mo	\$40/mo	\$35/mo	Competition Sub Group Classes	\$55/mo
2 classes	\$85/mo	\$75/mo	\$65/mo	Solos	\$85/mo
3 classes	\$120/mo	\$105/mo	\$90/mo	Duets	\$75/mo
4 classes	\$150/mo	\$120/mo	\$110/mo	Trios	\$65/mo

## Communicable Disease Policy

- Goins Dancing could enact a temporary mask mandate for employees, students, and parents if:
  - The city, county, or state COVID-19 statistics show a high number COVID-19 cases.
  - There is a positive case of COVID-19 at Goins Dancing.
  - There is an outbreak of other communicable diseases (EX: stomach bug, flu, etc.)
- Temporary mask mandates will be communicated to employees and parents through text message, email, and posts on the Goins Dancing Facebook Parents Group.
- Teachers and dancers use hand sanitizer to sanitize their hands at the beginning and end of each class.
- If your dancer has been exposed to COVID-19 or has COVID-19, they may not come to Goins Dancing until after the conclusion of the recommended quarantine time period set by the CDC.
  - Dancers can attend classes via Zoom upon request. Please notify Ms. Kathryn as soon as possible so we can plan accordingly (Communication prior to 2 pm assures the best chance that Zoom accommodations are possible).

## Extended Studio Closure Plan

- If the government orders the studio to close for an extended period of time (4 or more weeks), every Goins Dancing class will be taught via Zoom at its usual scheduled time every week until we can reopen.
- Goins Dancing teachers and administration will be in frequent contact with you via email, text, and the Facebook Goins Dancing Parents Group.

## Goins Dancing Parents Handbook

### Social Media

Please **like, follow,** and **subscribe** to us on Facebook, Instagram, and YouTube.

- Facebook:
  - [Goins Dancing Page](#)
  - [Goins Dancing Parents Group](#)
- Instagram:
  - [@goinsdancing](#)
- YouTube:
  - [Goins Dancing](#)

**Tag dance pictures on Facebook & Instagram**

**@goinsdancing**

**&**

**#goinsdancing**



## Goins Dancing Parents Handbook

### Glossary

Term	Definition
● <b>Account</b>	The parents and children/siblings within the family unit. This includes blended and foster families.
● <b>Company</b>	Specialty dance classes that cost \$15 per month. Dancers perform at venues in various locations throughout the dance season and Summer.
● <b>Competition</b>	Dance classes that compete at regional and/or national dance competitions.
● <b>Dance Season</b>	The dance session that begins in August and continues until May or June, concluding with a dance recital in the Spring.
● <b>Dress Rehearsal</b>	A dance rehearsal prior to the recital in which the dancers wear their dance costumes.
● <b>General Dance Classes</b>	Group dance classes of a specific dance style. (Ballet, tap, hip-hop, lyrical, tumble, jazz, and tiny dancer).
● <b>Goins Dancing Liability and Photo Release</b>	A form completed by a parent at the dancer's first class and then annually each August.
● <b>Inclusive</b>	The practice or policy of providing equal access to opportunities for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.
● <b>Parent Portal</b>	The web-based platform run by AKADA that Goins Dancing uses for enrollment and billing of dance classes.
● <b>Recital</b>	The end of the dance season performance in which each dance class performs a dance routine.
● <b>Registration Fee</b>	A \$25 fee applied <b>one time</b> per dance season to each account that has a dancer enrolled for the season. It's applied during the 1st month of dance season enrollment. (Summer Session is exempt from this fee)
● <b>Specialty Classes</b>	Dance classes such as company, solos, duets, trios.
● <b>Withdrawal</b>	The act of choosing to disenroll from dance class(es).