



Redemptive Dance Ministries | 8501 W Bowles Ave, Ste. 1275, Littleton, CO 80123 | [www.RDM.life](http://www.RDM.life) | [admin@RDM.life](mailto:admin@RDM.life)

## RDM Parent Handbook

### Section 1: Communication

RDM Account Portal: <https://dancestudio-pro.com/online/rdm>

- i. In your Account Portal, you are able to
  - a. view important announcements,
  - b. update your account settings,
  - c. add/manage your students,
  - d. register for classes and camps,
  - e. register for Kids Night Out,
  - f. make payments,
  - g. sign up for auto-pay,
  - h. purchase dance cards (adult classes only),
  - i. sign up for trial classes and drop-in classes,
  - j. access class files, notes, and music,
  - k. contact your instructors,
  - l. purchase tickets for events,
  - m. sign pertinent waivers,
  - n. and view your student's calendar.
- ii. Emails may be sent through your Account Portal. The sender shown is Redemptive Dance. Mark us as a safe sender in your email to receive our emails.

Email: [admin@RDM.life](mailto:admin@RDM.life)

- i. Feel free to email us anytime. Responses will be sent during regular business hours. Mark us as a safe sender in your email to receive our emails.

\*Not seeing any email communication, such as notifications, responses, confirmations, check your spam or junk folder. If you find us there, mark us as a safe sender. If you don't see us there either, email us or stop by the front desk.

### Section 2: Connection

#### Studio News Emails

- i. These monthly emails will be sent at the beginning of the month for each Chapter. If you would like to receive more than one Chapter's email, let us know.
- ii. Important announcements and links will be sent in these emails. If you don't see an email from us at the beginning of the month, reach out to us by email.

#### Ministry News

- i. These monthly emails will be sent around mid-month for everyone partnered with Redemptive Dance Ministries.
- ii. Ministry announcements, updates, prayer requests, and more will be shared in these emails. If you don't see an email from us around the middle of the month, reach out to us by email.



\*Not seeing any email communication from us, check your spam or junk folder. If you find us there, mark us as a safe sender. If you don't see us there either, email us or stop by the front desk.

### Section 3: Expectations

- i. Arrival
  - a. Arrive 10 minutes before class begins to prepare for class and greet your instructor.
- ii. Attire:
  - a. The student dress code can be found on our website at <https://www.rdm.life/policies-procedures/>. The front desk has hair ties if needed.
  - b. Gently used dance attire and dance shoes are sold in the lobby or at the front desk of the Littleton Chapter. Items are sold for \$5 a piece.
  - c. Cover-ups should be worn when entering and exiting the studio. Dance shoes should only be worn inside the studio.
  - d. Dance shoes, spill-proof, labeled water bottles, and cover-ups are allowed inside the classroom. All phones, dance bags, and street shoes should be stored away before class begins.
- iii. Snow day protocol and policy
  - a. You will be notified via email through your RDM Account Portal of any last minute closures. Additionally, an announcement may be available upon logging into your RDM Account Portal.
  - b. Our snow day policy is 0-3 closures is included in monthly tuition, including additional rehearsals around Showcase. 4 or more closures will be considered for prorated tuition the following month.
- iv. Event dates
  - a. A calendar of the session's events will be available at the beginning of each session.
- v. Class celebrations
  - a. For class and RDM events, there is no outside food allowed for sharing unless otherwise announced. Snacks provided for your own student is fine, but should not be shared with other students.
  - b. All snacks and food for celebrations, rehearsals, and performances will be provided by RDM. There will be an opportunity to view the snacks, labels, and nutrition facts ahead of time and opt out of the snack being provided.
- vi. Parental viewing and/ or videoing
  - a. In-class viewing or watching
    - i. Parents and family members should remain outside of the classroom during class times unless:
      1. it is a Parent/ Tot class, a Creative Movement class and you would like to stay;
      2. you are assisting your student with transitioning into class or assisting in some other capacity.
  - b. Videoing during class
    - i. RDM will provide videos of choreography for practicing at home in preparation of performances. Parents should not video the class, including run-throughs of the dances for any reason.



all styles. all dancers. For Him.

- ii. If parents would like to video the instructor and/or their student doing the combination/ dance after class, that is at the instructor's discretion.
- vii. Disciplinary policy
  - a. By registering for classes with RDM, you are agreeing to the disciplinary policy, which outlines a 3-strike micro and macro offense system. This waiver can be found in your Account Portal in the Waivers section.
- viii. Emergency protocol
  - a. Fire or evacuation procedures should be posted throughout the building. Familiarize yourself with the path and plan of exit before the session begins.
  - b. Active shooter protocol will be initiated if given the code "Lockdown." Silence is key!
- ix. COVID-19 protocols
  - a. If any adjustments need to be made during the session regarding COVID-19 safety protocols, you will be notified immediately via email through your RDM Account Portal.

## Section 4: Documentation

### Student Information

- i. Please review and update the following information in your RDM Account Portal for each student(s). This information is pertinent to our ability to care for your family to the best of our ability, especially in case of an emergency.
  - a. Email
  - b. Phone number
  - c. Emergency contact information (name and phone number of someone other than yourself)
  - d. Address
  - e. Medications
  - f. Special needs
  - g. Allergies

### Waivers

- i. As you create an RDM Account and register your student(s) for classes, you are agreeing to each of the following 4 waivers. To access these at any time, select the Waivers section in your Account Portal.
  - a. Photography & Videography
  - b. Medical Release & Liability
  - c. Kids Night Out
  - d. Disciplinary Policy

## Section 5: Ministry Outreach

### Christ-Centered Instruction

- i. We strive for Christ-centered instruction, which means we put the hearts and souls of our students first and choose grace over perfection. We teach our students that we bring our best and God does the rest! We want all who enter our doors to meet Jesus first and foremost.
- ii. We pray during each class, base each class on a Biblical principal or verse, and tell the story of the Gospel through our movement, our worship and dance.



- iii. We believe God is redeeming dance for Himself all over the world and we are excited to be a part of what He is doing. Every move we make, every breath we take is made to be worship to our Heavenly Father!

#### Biblically Inspired Movement/ Performances

- i. Friends & family night
  - a. At the end of a mini-session or before a long holiday break, there is usually a family night or parent performance. This event may be in-studio or performed within the community.
  - b. Costumes are provided by RDM at no additional cost. A base layer will be worn under all costumes, such as a leotard and tights/ leggings/ pants dependent on the class. Hair, make-up, dance shoes, base layer colors and specifics will be sent in advance.
  - c. More information and details, including due dates, expectations, and base layer information, will be provided as the event nears.
- ii. Outreach performances
  - a. These performances take class choreography and prepared pieces into assisted living facilities, churches, schools, malls, and other places within the community. During these times, we may connect with audience members by partnering older and younger dancers to chat and pray with those in attendance.
  - b. Costumes are provided by RDM at no additional cost. A base layer will be worn under all costumes, such as a leotard and tights/ leggings/ pants dependent on the class. Hair, make-up, dance shoes, base layer colors and specifics will be sent in advance.
  - c. More information and details, including due dates, expectations, and base layer information, will be provided as the event nears.
- iii. Showcase
  - a. This huge event is our largest performance and annual fundraiser. Rehearsal and Showcase dates can be found on the session's calendar. However, more information and details, including due dates and expectations, will be provided as the event nears.
  - b. The following timeline is a general overview of what to expect as we prepare for Showcase.
    - i. January
      - 1. Begin teaching choreography.
      - 2. Take costume measurements.
    - ii. February
      - 1. Video class choreography for at-home practice. This will be completed by RDM staff members and uploaded into your Account Portal.
      - 2. Last day to register for classes and be able to perform on stage. Classes may be registered for at any time; however, if your student would like to perform on stage in costume with the class, the last day to join those classes will be announced.
    - iii. March
      - 1. Finish teaching choreography.
      - 2. Final videoing of class choreography for student at-home practice. This will be completed by RDM staff members and uploaded into your Account Portal.



3. Costume fittings during classtime. As costumes arrive, students will be able to try them on top of their dance attire.
- iv. April
1. In-studio rehearsal(s)
  2. Portraits Day
  3. Dress rehearsal(s)
  4. Performance(s)

#### RDM Parent Committees

- i. We are excited to announce our newest partnering opportunity! We love our RDM families and look forward to working alongside you in this new way. Parents are asked and encouraged to participate on an RDM Committee. An announcement of these committees and detailed information to be released soon!