



# MEMBERSHIP HANDBOOK

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# WELCOME TO SCHOOL OF BREAKING

This is your membership handbook that provides all the information needed to familiarize yourself with our school, standards, and memberships.

## GOAL

Our goal is to educate, guide, and support students to successfully graduate from School of Breaking as highly-skilled, and confident dancers, who possess a strong sense of self, and an appreciation for Hip-Hop culture.

## MEMBERSHIPS

We have three types of Club/Program Memberships with different age or skill requirements.

### On a Mission

A membership for students who are On a Mission and ready to commit to long term dance development through the Breaking Program and Hip-Hop Program. These membership students are enrolled through the entire dance season to optimize their growth with access to additional supportive materials and coaching.

\*7-60+ year olds.  
Beginner, Intermediate and  
Advance Levels.

### Bust A Move

A membership for students who want to Bust a Move and enjoy the benefits of Hip-Hop dance like physical growth, learning rhythm, trying challenging skills, while developing the confidence to dance freely.

\*7-60+ year olds.

### The Kinder Club

A preparatory Breaking and Hip-Hop club for students ages 3-6 that provides an outlet to dance, release energy, have fun, take on challenges, explore movements, socialize, exercise, and so much more. We teach dance vocabulary in both Breaking and Hip-Hop styles that is fun and encourages students to be creative

\*Kinder Club membership is based on age, not skill level.

# MEMBERSHIP POLICIES & STANDARDS

The membership season runs from August - June. Your membership begins the day of your enrollment and will continue through a specific day in June.

## Tuition Payments

Tuition is required and can be paid in full or split up into monthly payments. If paying monthly, we require you to have an active credit card on file. A credit card is not required if your tuition is paid in full upon sign-up. Monthly payments are processed automatically on the 1st of each month. This authorization is only valid for the duration of the season in which you are enrolled.

## Refunds

We do not provide refunds unless a student needs to suddenly cancel due to reasons concerning serious injury, disease, or death in the family. No financial credit is given for missed classes. No exceptions are made. If a student misses a class, he/she is welcome to make-up the missed class per our Make-Up Policy for Missed Classes. Drop-In students can reschedule their class for a future date.

## Cancellation Policy

Memberships follow an 11-month season that runs from August - June. By enrolling, members are committing themselves (or their child) for the entirety of the season. On A Mission members have a 3-week window at the beginning of their enrollment to cancel their membership with no cancellation fee. If you choose to cancel your membership after the 3-week window due to reasons other than serious injury, disease, or death in the family, you will be charged a \$50 cancellation fee per member (not per enrolled class). Bust A Move and Kinder Club members must provide a cancellation notice via email 7-days before the end

## Make-Up Policy for Missed Classes

If a member must miss multiple classes, we do not provide refunds or pause memberships. However, we do allow members to make up all missed classes by taking any alternative class within the same age and skill level.

- Missed classes must be made-up before the end of the season in which you are enrolled.
- We do not transfer credits for missed classes into the next season or to another student.
- In case of staff illness/absence class we will do our best to continue the class schedule and another certified instructor will substitute.
- In a rare case when we have to cancel a class due to weather or other emergencies, that class can be made-up per our make-up policy.

# MEMBERSHIP POLICIES & STANDARDS, CONTINUED

## Expectations

This is what is expected of each member in our community at School of Breaking. We take pride in our dancing and maintain strong standards to reap the benefits of our efforts.

## Student/Guardian Expectations

- Practice on your own.
- Be kind and respectful to yourself, your peers, and School of Breaking Staff.
- Be open-minded and free of judgment.
- Be patient and make mistakes while learning.
- Do your best. Stay committed to your Membership Program through the Season.
- Arrive to class safely and on time. On time arrival is 5-10 minutes before the start of class.
- Read communications regarding updates for your Membership Program and School of Breaking.
- Please make sure our email address [info@schoolofbreaking.com](mailto:info@schoolofbreaking.com) is not on your spam list.
- Please communicate with us if you have questions or concerns (720-295-6265 or [info@schoolofbreaking.com](mailto:info@schoolofbreaking.com)).

## Dress Code

- Be yourself.
- Wear comfortable clothing and sneakers for class.
- Long pants, thick and soft clothing offer good padding and will help with dancing on smooth surfaces.
- No wet or dirty shoes allowed.

## Student Suspension and Membership Termination

School of Breaking reserves the right to suspend or terminate a student's membership if:

- Tuition is not paid for more than 30 days.
- Students are exhibiting disruptive behavior and are unresponsive to corrective actions by either staff or parents.
- A student is caught fighting or bullying.

# MEMBERSHIP POLICIES & STANDARDS, CONTINUED

## Code of Conduct

At School of Breaking, we value peace, love, unity, and safely having fun. We value freedom that allows us to express ourselves in the pursuit of our individual and collective dreams.

We do not tolerate hate in any form in our facility or within our community; be that racism, sexism, ableism, homophobia, or transphobia. We embrace individuals of all ethnicities, religions and backgrounds. We do not believe that human beings can be illegal.

We are committed to cultivating a safe space for all. When entering the doors of School of Breaking, each of us agrees to:

1. **Respect** - Honor the space and all of the people within the space. Take care of this Hip-Hop home that takes care of us. Every person is a valuable member of our community and will be treated with great care.
2. **Safety** - Honor behaviors that nurture and protect the physical, emotional, and mental well-being of our community members. Abusive and predatory behaviors, including harassment, bullying, verbal abuse, and physical aggression, will not be tolerated. It is the responsibility of each of us to hold our community accountable when harmful behaviors are observed. If you witness harmful behavior, please speak up, either directly or by reporting it to a staff member. We encourage constructive communication to address conflicts and ensure a safe environment. We will prioritize the safety of the most vulnerable and marginalized members of our community first. When we honor the safety of those most susceptible to harm, everyone is safe.
3. **Sportsperson Conduct** - Honor the spirit of healthy competition and mutual respect, whether you are a competitor, coach, or spectator. We value kindness and integrity in all interactions, both on and off the floor. Every competitor deserves an equal and fair chance to win, and officials will uphold their responsibilities to operate with integrity and non-bias.
4. **Consent** - Always seek and respect consent in all physical interactions, including partner work or close proximity during dance. Everyone's boundaries will be honored.
5. **Encouragement** - Encourage and support fellow community members in their personal and collective growth. We are all here to learn from and inspire each other.

# MEMBERSHIP POLICIES & STANDARDS, CONTINUED

## 3 Strike Method for Students and Parents

### Student Behavior Escalation Process:

1. Asked once to stop disruptive behavior. Given first warning.
2. Asked twice to stop and must sit out. Second warning given.
3. Asked three times and must leave the classroom. A staff member will speak with the student/parent about next steps.

### Parent Escalation Process:

1. Asked to stop disruptive behavior. Given first warning.
2. Asked to have a conversation with the School of Breaking management.
3. Police may be contacted and student membership will be canceled without refund.

### Attendance

- Important to attend every class for consistency and growth.
- Arrive no later than 10 minutes before class starts. Every student should arrive with enough time to change clothing, or use the restroom.
- Students must be picked up promptly after class.

## Class Observations

- Class observations will be dependent on our current Health and Safety Protocol.
- When observation of class is allowed, parents MAY NOT interfere with class.
- Parents may watch class through the classroom windows or on television monitors.
- Parents may not observe their child from within the classroom without prior approval.

During normal teaching hours, the instructor's focus will be on the students and running class. Please do not disrupt class to address questions. Please send us an email with any questions ([info@schoolofbreaking.com](mailto:info@schoolofbreaking.com)) or speak with our Front Desk staff.

## Student's Safety

- School of Breaking is not responsible for students or other children left unattended outside of regular class time, including older children who leave the premises for any reason.
- We highly encourage parents to walk students in and out of the school. No student should leave the school without a parent. Students will wait inside for their parents to pick them up.

# MEMBERSHIP POLICIES & STANDARDS, CONTINUED

## Common Areas

- Please clean up after yourselves. Place all trash in the trash bin and put all equipment back where you found it.
- Please respect the property of School of Breaking including all common areas, bathrooms, floors, doors, tables, chairs, walls, equipment, sound systems, etc.
- School of Breaking is not responsible for lost or stolen items. Students must have their name on all personal property, shoes, bags, jackets, etc. Please do not bring valuables into the school.
- All personal items should be kept in a cubby. Any items left over from class will be placed in lost-and-found. Twice a year, any unclaimed items will be donated in December and June.

## Weather Conditions

In case of inclement weather, School of Breaking will announce school closures via one or more of the following communication platforms: posts to School of Breaking's social media accounts, sending an email to currently registered students or posting an announcement on School of Breaking's website. If the school must be closed due to circumstances beyond our control (power outages, inclement weather, etc.) there will be no refunds, but you can make up missed classes per our Make-Up policy.

## Annual Activities

### Student Showcase

School of Breaking will put together a Student Showcase in May or June of each year to have fun, celebrate our students' accomplishments, and give them a platform to showcase their skills by performing.

### Annual Level Demonstrations

If a student is ready to move up to the next program level, they must participate in a Level Demonstration. We host one Level Demonstration at the end of each season in June to evaluate a student's level of proficiency. We will communicate dates and times prior to June.



# PROGRAM MATERIALS & RESOURCES

Upon enrollment, students and parents will receive all the necessary information, tools, and resources needed to succeed, advance, and prepare for their program membership. The program materials include:

## **Orientation Video**

This video will welcome you into your membership and provide you with all the information needed to familiarize yourself with our school, standards, and memberships.

## **Membership Handbook**

Your Membership Handbook (this document) provides all the information you need to familiarize yourself with School of Breaking, our membership programs, and standards.

## **Student Break Book or Hip-Hop Book**

Your dance guide to help you progress each level! Each program book lists the requirements to successfully complete each level, which includes the vocabulary of dance moves, accolade badges, and more. Students will need to bring their Break or Hip-Hop Books and a writing utensil to every class.

## **Access to On-Demand Video Tutorials**

On-Demand Video Tutorials give students access to the complete list of dance vocabulary required for each program level. Students can use the videos to compliment their classroom learning by practicing outside of class and preparing for level advancement.

## **School Communications**

Members will be sent updates and email communications from School of Breaking throughout the season. These communications will update students/parents on important news and provide tips, history, inspiration, and more to inspire our students to dance, practice, and develop their skills.

**Let's Stay Connected!**

