



DANCE 4 JOY MINISTRIES

**ADMINISTRATIVE &
STUDIO POLICY &
VOLUNTEER POLICY**

Policy: 08-2025-001

Dance 4 Joy Ministries Administrative & Studio Policy & Volunteer Policy

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Our Mission

Training up the next generation to proclaim the Gospel in dance.

Dance 4 Joy Vision Statement

We believe God is transforming the lives of the dancers and all who see them by proclaiming the Gospel in dance with excellence from one generation to the next.

Core Values:

- **Joy:** Experiencing the beauty of the Holy Spirit with contentment, confidence, and hope.
- **Hospitality:** Creating a loving and safe environment to share art and build trusting relationships.
- **Humility:** Acknowledging our creative gifts are from God; we listen, receive, and respond in service.
- **Integrity:** Living wholly and undivided with Christ in simplicity and sincerity of heart.
- **Discipleship:** Following Christ as sacred artists in community, while living and sharing the Gospel.
- **Excellence:** Reflecting God's divine nature by pursuing greatness with faith and discipline.
- **Unity:** Pursuing oneness of heart as we journey together in rejoicing and suffering.

1. Administrative & Studio Policy

Purpose

To establish clear policies and procedures that promote accountability, professionalism, and effective communication within Dance 4 Joy Ministries.

Attendance Tracking & Reporting

- Instructors and Assistants/D4J Ambassadors are responsible for real-time attendance tracking during class.
- Immediate reporting of absences or new/unlisted students to the Administrative Director is required.
- Assistants/D4J Ambassadors support data collection and communication efforts; instructors maintain primary accountability.
- Ongoing digitization of attendance will support, but not replace, staff responsibility for accurate reporting.

Communication Protocol

- All roster changes, attendance anomalies, or updates must be communicated immediately to The Administrative Director.
- Regular team meetings will ensure ongoing transparency and coordination.

Dress Code Policy

It is the Policy of Dance 4 Joy Ministries that we provide a uniformed and polished level of excellence while in the studio and during events.

Dance 4 Joy Ministries promotes a modest dress code in a Christ-centered environment. Appropriate dress allows instructors to view proper body alignment and muscle use.

Our ministry extends beyond the studio, therefore wearing a cover up over your dance clothing is required outside the studio.

Standard Attire for All Dance 4 Joy Classes:

- 1. Black Leotards Required for All Girls (Little Stars black or pink)**
- 2. See Specific Dress Code by Genre Below**
- 3. Note: The only shirts allowed to be worn in the classroom are Dance 4 Joy shirts or Plain Black shirts.**

Ballet Attire

- Tank, short-sleeved, or long-sleeved leotard.
- Tights (Ballet Pink or matching skin tone)
- Ballet skirt or bike shorts.
- Ballet shrug. (For dancers wanting to wear something over their leotard)
- Shoes-Pink canvas or leather ballet shoes.
- Hair-Ballet Bun
- No Shirts allowed at any time. Appropriate dress allows instructors to view proper body alignment and muscle use.

Tap Attire

- Tank, short-sleeved, or long-sleeved leotard.
- Black short-sleeved leotard used for concerts
- Leggings, jazz pants, or dance shorts.
- Black Jazz Pants or Leggings used for concerts
- Tights (optional)
- Shoes-Black hard-soled tap shoes recommended
- Hair-Ponytail, Ballet Bun, Braid

Jazz | Modern | Tech Attire

- Tank, short-sleeved, or long-sleeved leotard.
- Black jazz pants or leggings.
- Shoes-Black or tan jazz shoes.

- Hair-Ponytail, Ballet Bun, Braids

Boys Attire

- D4J Shirt
- Black jazz pants, athletic pants, slacks*, or shorts
- Shoes-Appropriate shoes for dance genre

Hip-Hop Attire

- Modest, comfortable clothing
- Includes: leotard, sportswear, t-shirts (D4J Shirts or Black Shirts only), shorts, leggings, jazz pants
- Does not include low cut shirts, midriff shirts, booty shorts, spaghetti strap tops
- Shoes-Athletic footwear (Black Tennis Shoes)
- Hair-Pulled back

Little Stars Program Attire

- Leotard (short-sleeved or tank black or pink)
- Tights (Ballet Pink)
- Skirt
- Shoes-Ballet (Pink)*, and Tap (Black)
- Hair-Ballet Bun
- No shirts are allowed in Ballet at any time.

Instructors and assistants/D4J Ambassadors will monitor and report non-compliance to the Administrative Director.

Dancers not in compliance will be issued a “dress code reminder” slip to promote accountability.

Ongoing non-compliance will be addressed with the parents by the Administrative Director and Executive Director, if needed.

✓ NO GUM

✓ NO JEANS

✓ NO DANCE SHOES OUTSIDE

FAQ

Did you know?

Underwear should not be worn under dance tights.

Dance shoes should only be worn inside the dance studio.

"I have a Ballet class and then a Jazz (or tap, etc.) class immediately after. What should I do?"

Simply put on some dance shorts and your jazz shoes. Your instructors request that you NOT change out of your tights, bun, etc. because it takes up so much time between classes.

"I have a Tap (or jazz, etc.) class then a Ballet class immediately after. What should I do?"

Please come dressed in your leotard and tights with an additional layer of dance clothes over. Please have your hair in a bun prior to your first class. You should not need to use the changing facilities between classes.

Tuition

-It is the Policy of Dance 4 Joy Ministries that all tuition fees are paid timely each month, to ensure timely tuition payments we recommend setting your Studio Director account up on auto-pay tuition, which is processed on the 3rd of each month.

-If auto-pay is not a good option for your family, you can pay either cash or check on the 3rd of each month. Payment will be processed by our Administrative Director, and checks should be made payable to: Dance 4 Joy Ministries.

-Dance 4 Joy Ministries maintains the standard that no dancer is ever turned away due to financial need. Please contact Admin@dance4joy.org to discuss your family's financial circumstances and to inquire about available tuition assistance programs or fundraising opportunities, should they be needed or applicable.

2025/2026 Tuition Schedule

Below is a chart that outlines tuition rates for ages 6- Adult.
Effective September 2, 2025

Hours per Week	Monthly Cost	Cost per Hour
1.0	\$85.00	\$21.25
1.5	\$115.00	\$19.17
2.0	\$150.00	\$18.75
2.5	\$180.00	\$18.00
3.0	\$195.00	\$16.25
3.5	\$220.00	\$15.71
4.0	\$240.00	\$15.00
4.5	\$270.00	\$15.00
5.0	\$285.00	\$14.25
5.5	\$310.00	\$14.09
6.0	\$325.00	\$13.54
6.5	\$345.00	\$13.27
7.0	\$365.00	\$13.04
7.5	\$390.00	\$13.00
8.0	\$405.00	\$12.66

8.5	\$430.00	\$12.65
9.0	\$440.00	\$12.22
9.5	\$460.00	\$12.11
10.0	\$470.00	\$11.75
10.5	\$490.00	\$11.67
11.0	\$500.00	\$11.36
12.0 (CAP)	\$520.00	\$10.83
13.0	\$520.00	\$10.00
14.0	\$520.00	\$9.29
15.0	\$520.00	\$8.67
16.0	\$520.00	\$8.13
20.0	\$520.00	\$6.50
24.0	\$520.00	\$5.42
30.0	\$520.00	\$4.33

Registration & Garment/Production Fees

It is the Policy of Dance 4 Joy Ministries that all dancers will pay a \$30 registration fee per family annually, and a \$30 production/garment fee per dancer twice a year for the Fall and Spring Concerts. If your family needs assistance paying these mandatory fees, an option to fundraise through a sponsor form will be available. Please contact Admin@dance4joy.org for more detailed information.

Code of Conduct

The goal of Dance 4 Joy Ministries Code of Conduct is to help students and instructors create an environment that is conducive to teaching and learning. Students learn better in a secure, positive, and non-disruptive learning environment which is essential to our success. We appreciate your commitment to these principles.

Attendance

- Attendance is very important to ensure each student's progress.
- All Absences should be made up by taking a make-up class. Make-up classes can be in any dance genre in the appropriate dance level for your student.
- All dancers participating in outreach and concerts must maintain consistent attendance.
- It is encouraged for parents to take videos of their child's dance at the end of class so they can practice at home.
- A student missing more than 30% of regular class attendance must make sure they have received videos from their peers and practice at home to ensure they are keeping up with the pace of the class.

Lobby Etiquette

- Parents must supervise younger siblings not attending class. Please no loud or disruptive behavior. Dancers should cover up between classes and should not wear their dance shoes outside of the studio.

Food & Drinks

- All Dancers are asked to bring their own water bottle to every class.
- No food, gum, or drink is allowed in the studios (except for bottled water).
- Eating outside is okay.

Late Arrival

-To help avoid injury, students should arrive to class on time for a proper warm-up. If a student is more than 15 minutes late, the dancer will be asked to stretch fully before participating in instruction. If you are going to be late, please call Administration at 310-490-0694 and ask their instructor to be notified.

Hands-On Instruction

- Dance education requires verbal and hands-on instruction. Instructors will regularly critique dancers by touching their arms, legs, feet, hips, back, and head to correct their posture.
- Please have the parent or student notify the instructor if they are not comfortable with hands on instruction.

Correspondence

-Please check your email weekly and in-studio information boards to receive the most up-to-date information. Also see the email archives tab on the website to catch up on all information.

Level Placement

-Promotions to higher class levels will be decided by the instructor. Dance is an artform that requires time and perseverance. During times of success and discouragement, parental support is vital. Instructors will use discretion and confidentiality when communicating your child's progress. Instructors determine class placement and your support in their decisions and selection of class placement is necessary.

Responsibilities & Risks

-Please be aware that dance, like any physical activity, comes with the risk of potential injury. - Registration includes understanding and accepting the risk and assuming responsibility for the safety of your child. We will take every step possible to provide a safe environment for you and your dancer.

Lost & Found

-The studio is not responsible for lost or stolen items. Please label your dancer's shoes and belongings and check their dance bag regularly. There is a Lost & Found for missing items located in the Administrative Office.

- **All unclaimed items will be donated to charity monthly**

Drop-Off/Pick-Up

-We do not provide childcare. If you are late, you assume full responsibility for your child's welfare. After class, please have your child wait inside the studio.

- Students should be dropped off no earlier than 10 minutes and picked up within 5 minutes of class dismissal. (Exceptions can be made for students that are getting dropped off early while the studio is open to do homework before and after class.)
- We advise parents of younger dancers (3-5) to stay at the studio while their child is in class.

Accountability & Continuous Improvement

- Dancers are trained regularly and evaluated per season.
- Consistent Attendance and at home practice ensure each dancers growth and continuous improvement.

Policy Review & Amendments

- Policies will be reviewed annually or as needed, with updates communicated to all families.

Concert Participation

-It is the Policy of Dance 4 Joy Ministries that we invite all dancers to participate in annual concerts. The Fall Season Concert is in December, The Spring Season Concert is in June, The Summer Season Concert is in August. Specific detailed contracts will be issued to all dancers per season, to ensure a commitment to the CLASS and to the COMMUNITY to proclaim the Gospel in dance with Excellence and JOY!

-All Dance 4 Joy Concerts are Free to ALL people, and we encourage our D4J Families to invite friends and family to share in the joyful artistry of the Gospel!

2. Volunteer Policy

Purpose

To ensure volunteers support the mission of Dance 4 Joy Ministries in a manner consistent with our values, fostering a safe, respectful, and effective ministry environment.

Volunteer Role & Responsibilities

- We ask all families to volunteer in an area that uses their gifts and talents in a timeframe that works best for their family.
- Volunteering may include any of the following: Support administrative tasks, events, classroom supervision, and communication with D4J Families.
- Promote safety, discipline, and a welcoming atmosphere at the studio and events.
- Follow studio policies, dress code, and confidentiality standards, as needed.
- All volunteers are required to sign in and out for all volunteer assignments. Volunteer logs will be maintained by Administration.

Spirit of Service

-It is the Policy of Dance 4 Joy Ministries to encourage all families to serve willingly, cheerfully, and with prayerful hearts, seeking to honor God through their acts of service.

Assignment Distribution

-All volunteer assignments will be communicated via Administration and can be accessed via Sign Up Genius, when applicable.

Expectations & Screening

- Punctuality, professionalism, and adherence to policies are required.
- Complete screening (including background checks as applicable)
- Volunteers will be given clear instructions by staff and it is the expectation that volunteers will follow instructions under staff supervision.

Safety & Conduct

- Prioritize student safety, report incidents immediately.
- Follow health protocols.
- Maintain confidentiality of student and staff information.

Dress & Behavior

- Follow dress code policies as directed; demonstrate Christlike kindness and respect.
- Embody our core values of humility, hospitality, integrity, discipleship, excellence, unity, and joy.

Recognition & Support

- Volunteers are valued; contributions may be recognized through appreciation events.
- Ongoing training and spiritual growth support our shared mission.

Policies & Termination

- Continued service depends on adherence to D4J policies. - The studio reserves the right to terminate volunteer service if necessary.

“We believe that through our dedicated efforts, prayer, and support, God will lead us to fulfill His purpose for Dance 4 Joy Ministries: Training up the next generation to proclaim the Gospel in dance.” ~ Christy Hernandez, Executive Director

Acknowledgement of D4J Policies

Policy: 08-2025-001

Dancers Name: _____

Parent Name: _____

Signature of Parent: _____

Date: _____

Please email your families signed/executed Acknowledgment indicating that your family has read, understands, and will comply with the Policies of Dance 4 Joy Ministries as outlined in this document to Admin@dance4joy.org before the Fall 2025-2026 Season begins, which is September 2, 2025.



Dance 4 Joy Ministries Medical/Photo Release Form

Dancer's Name		Age	Birthdate
Address		City	Zip Code
Main Cell #		Home Phone #	
Mother's Name	Main Email		
Father's Name	Secondary Email		
Emergency Contact	Emergency Contact #		
Insurance	Doctor's Name		Dr #

PLEASE TURN IN TO ADMINISTRATIVE
DIRECTOR Admin@dance4joy.org OR
SEND RELEASE FORM TO:

DANCE 4 JOY MINISTRIES
2973 Harbor Blvd. #746
Costa Mesa, CA 92626

LIST ANY ALLERGIES or
MEDICAL NEED BELOW

Dance 4 Joy Ministries Release Statements

*My name is/**or** I am the parent/**or** guardian of_____. I am/My child is a participant in Dance 4 Joy Ministries classes.

*Liability Release:

By signing below, I agree to release, discharge, indemnify, and hold harmless Dance 4 Joy Ministries and the agents, employees and board members, as well as all administrative staff, dance instructors, employees and/or volunteers associated with Dance 4 Joy Ministries, from any liability arising from any incident, injury, or damage that may occur to myself/my child while participating in any activities associated with or connected to Dance 4 Joy Ministries.

Self/Parent/Guardian Signature:_____Date: _____

*Permission for Medical Care:

In the event of an emergency or non-emergency situation requiring medical treatment, I hereby grant permission for any and all medical and/or dental attention to be administered to myself/my child until such time as emergency contact/I can be contacted. This permission includes, but is not limited to, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel.

Self/Parent/Guardian Signature:_____Date: _____

Acknowledgement Regarding Limited Supervision:

I hereby acknowledge that the staff of Dance 4 Joy Ministries is responsible for supervising my child only as long as she/he is in a Dance 4 Joy Ministries studio during actual class time. I understand that both before and after class, either I or my designated representative is solely responsible for my child. Dance 4 Joy Ministries staff are not responsible for my child either before class or once he/she leaves the dance studio, with or without my permission.

Parent/Guardian Signature:_____Date: _____

*Photos and Video Release:

I hereby give my permission to Dance 4 Joy Ministries to take and reproduce photographs and videos of myself/my child for publicity, fund-raising, advertising, and website purposes related to the dance program. I acknowledge that such photos and/or videos confer no right of ownership or right to compensation either to myself, my child, or family.

Self/Parent/Guardian Signature:_____Date: _____

*Rules & Regulations:

I have read the rules and regulations.

Self/Parent/Guardian Signature:_____Date: _____

** Required for all dancers.*

IMPERATIVE CHRISTMAS CONCERT DEC 13th INFORMATION HERE!

ALL D4J PARENTS!!! PLEASE READ AND FILL OUT

D4J FAMILY CONCERT CONTRACT – DUE OCT 1st – Email to Admin@dance4joy.org

DATES: FRI Dec 12 Mandatory Onstage Rehearsal Day / SAT Dec 13 Concert Day

LOCATION: Salvation Army Tustin Ranch Event Center, 10200 Pioneer Rd, Tustin CA

CONCERT TIMES: 11:00am AND 3:30 pm - **YES, we are having TWO Concerts**

WHAT: Both concerts will be the SAME Concert (*3-5yr olds 11 am concert only*)

WHY: We will have TWO Concerts to ensure plenty of seating for all family, friends, guests

WHO: ALL D4J Dancers – ALL classes dance

COST: Both concerts are FREE to all people and there are no ticket sales. **There is a mandatory production fee of \$30 per dancer for participation that will be added to your October tuition.** If your family cannot afford the production fee, your dancer(s) will be given an opportunity to raise these funds, because we maintain the standard that no dancer is ever turned away due to financial need. *Production Fees are used for garments and other production costs. The production fee does not cover the cost of the facility, therefore our lunch, bake sale, raffles, and other gift sales ensure that we cover costs.

COMMITMENT: Please fill out the contract below so we know the full commitment for all dancers/families for both concerts. **We need ALL participating dancers to dance in BOTH concerts (exception 3-5yr olds will dance in the 11 am concert only).** This is a commitment to the CLASS and to the COMMUNITY to proclaim the Gospel in dance with Excellence and JOY!

ATTENDANCE: Attendance is very important to ensure each student's progress.

All dancers participating in outreach and concerts must maintain consistent attendance to learn the dance that will be performed by their class.

It is encouraged for parents to take videos of their child's dance at the end of class so they can practice at home.

A student missing more than 30% of regular class attendance must make sure they have received videos from their peers and practice at home to ensure they are keeping up with the pace of the class.

D4J FAMILY CONCERT CONTRACT – DUE Oct 1st– Email to Admin@dance4joy.org

Parent's Name _____

Dancer(s) Name (s) _____

Best Contact PH# _____

YES, my dancer(s) are participating and will be at BOTH Concerts_____

YES, we can pay for the mandatory production fee of \$30.00 per dancer_____

NO, we cannot pay for the mandatory production fee and we are requesting the information for our dancer(s) to raise these funds_____

NO my dancer(s) will not participate in the December Concert. _____

I have the following questions: _____

I have read all information (please SIGN here) _____

*If your child is in a class for ages 3 or 4-5yr combo, they will only choose the 11am concert.

Click on Admin@dance4joy.org to email this document to Administration.



Save the Date

Upcoming D4J Events for the 2025-2026 Season

- | | |
|-----------------------------|---|
| 1. August 29, 2025: | Echoes of Eden Concert |
| 2. September 2, 2025: | 2025-2026 Fall Season Begins |
| 3. September 8, 2025: | Little Stars Program Begins (Session 1) |
| 4. September 13, 2025: | Make-Up Mandatory Parent Meeting at 10:00 am
(Located at the Costa Mesa Studio) |
| 5. September 13, 2025: | 2025-2026 Season Launch Bond- Fire at 5:00 pm
(Location: Huntington Beach) |
| 6. October 10, 2025: | Transformation Gala Fundraiser starts at 6:00 pm
Location: Refuge Calvary Chapel, Huntington Beach |
| 7. October 25, 2025: | Dancing for the Elderly at 2:00 pm |
| 8. October 27, 2025: | Little Stars Program (Session 2) |
| 9. November 23-30, 2025: | Thanksgiving Break (No Classes) |
| 10. December 7, 2025: | Light A Light of Love Parade at 4 pm
Location: Downtown Huntington Beach |
| 11. December 12, 2025: | Dress/Tech Rehearsal for Christmas/Winter Concert |
| 12. December 13, 2025: | Christmas Concert (11:00 am & 3:30 pm)
Location: Salvation Army, Tustin Ranch, CA |
| 13. December 15-20, 2025: | Bring Your Family to Dance Week |
| 14. Dec 21-Jan 4, 2026: | Christmas Break (No Classes) |
| 15. January 5, 2026: | Classes Resume |
| 16. January 5, 2026: | Little Stars Program (Session 3) |
| 17. February 23, 2026: | Little Stars Program (Session 4) |
| 18. April 5-12, 2026: | Easter Break (No Classes) |
| 19. April 20, 2026: | Little Stars Program (Session 5) |
| 20. April 25, 2026: | Sacred Artist Dance Collective |
| 21. TBD | Solo Concert |
| 22. June 12, 2026: | Dress/Tech Rehearsal for June Concert |
| 23. June 13, 2026: | June Concert |
| 24. June 15-19, 2026: | Folklorico Camp |
| 25. June 20, 2026: | Annual Season of Classes 2025-2026 Ends |
| 26. June 22-26, 2026: | YPDC Camp |
| 27. June 27, 2026: | Fish Fry |
| 28. June 28-July 5, 2026: | Summer Break (No Classes) |
| 29. July 6-August 28, 2026: | 2025-2026 Summer Season |