



# Rules and Policies

## 2019-2020 Dance/Glee Season

Here is a list of current rules and policies for all students at The Studio. This list is subject to change or be updated if needed at any time.

### Class Rules:

All dancers must wear proper dance attire. If a dancer shows for class in attire that does not allow for her/him to move properly, they will have to observe that night (example...jeans). Every dancer should come to class each week with their dance shoes and dance book (for applicable classes). It is also recommended to have a water bottle for breaks. All students must have required shoes within one month of starting class.

No gum, snacks or drinks (besides water) in the dance room. You can have these in the waiting room but please be sure that all trash ends up in the trash cans. Thank you!

We will offer periodic parent's watch nights (tentatively scheduled for the last week in October, December, March/april). Please, for the learning of the student as well as the comfort of the instructor, do not "coach" from the sidelines. Please try to hold conversations to a minimum and keep small children sitting on laps or in the lobby during these nights. We have windows to observe any week and will keep these open as long as the students are not distracted. Thank you for helping support this!

Our instructors are aware that working with children requires patience but please understand that if a child becomes distracting and isn't following directions or attempts to redirect behavior, they may be asked to sit out of class. We want to respect the learning of all students in the classroom and we firmly believe attention should go towards those who are following directions and working hard!

All classes must have a minimum of 6 students to be active and most all dance classes will be capped at 12-14 students (we may enroll Glee classes and Musical Theater at 24 (no cap for adult). If you enroll for a class that does not make the minimum, we will postpone until we reach 6 or cancel and refund any fees paid. If the class is full, we will create a waiting list. Due to the benefit of our small class sizes and that we have had students drop too late in the year to replace with another student on the wait list, there is a contract to sign regarding tuition. Once a student is enrolled and active past November 1, it is assumed they will be staying through the mandatory recital and tuition will be owed through the rest of the year (at monthly due time). If you have a child that decides in February to drop class, it is too late to start teaching/order costumes to replace that student and that class being full meant your student took a spot for the remainder of the year. So if you drop in February, you are responsible for any remaining costume costs and tuition for March-June. This gives everyone September and October to determine whether they will be staying in class. If you enroll between November and December, you have a two week trial to determine whether you would like to complete the year and be responsible for tuition for the remainder of the season. This is not meant to be a "punishment" but to allow us to keep our classes small and for your kids to get the attention they deserve. Students have been historically turned away and then we had specifically a bunch of boys who dropped for baseball season which disrupted their recital choreography, took spots in classes that others wanted and cost the studio money in tuition. Other studios remedy this by not capping classes and having 30-40 kids in the class...this doesn't align with our philosophies but we have to protect the learning experience and the studio itself. Thank you for understanding.

Classes are split by a color distinction and these indicate a combination of age, experience, ability and focus. Any approvals to go outside of the indicated color class your dancer is assigned to have to be approved by Ms. Kim. Please trust the judgment of the staff in placing your child in the best learning environment for them. Age is NOT the only factor considered when placing children in their classes...we will not hold a child back based solely on age.

### Other policies:

The staff at the studio works hard to keep our parents informed at all times. You can expect each month to get a monthly newsletter that will always have important dates and information. There will be a physical copy on the front desk the first week of the month, it will be emailed. Please ensure that you (parent/guardian) are coming in to the studio or checking email for important announcements. We also encourage all parents to find and like our facebook page...this is a fantastic way to stay in touch with the staff and get reminders. We also post a lot of photos from classes, events, recital, etc. on facebook! **With so many students, there is no way to reach out to parents individually for reminders...please ensure you are utilizing these resources to stay informed.**

We will have dance pictures towards the end of the year. You do not have to order pictures but we ask that all dancers attend picture day so that we can have a class shot of all members of the class in their costumes. More information will be available in the Spring.

We will have a year-end recital. All students are REQUIRED to participate in recital as our spring lessons revolve around this preparation. This is our time to showcase you or your child's learning from the year to your friends and family. This year's recital is **tentatively** scheduled for Saturday \_\_\_\_\_ June 6\_\_ at \_\_Smithville\_\_\_\_\_. We will have dress rehearsal the week before the recital (Tuesday and Thursday) and these are MANDATORY for anyone participating in the show. Please be aware that all dancers will have a costume(s) for recital. If you/your student are enrolled in multiple classes, they will have multiple costumes. We will make every effort to be as cost effective as possible without sacrificing the quality of the show. Every family will have a NON-REFUNDABLE Costume deposit fee due November 1<sup>st</sup> and the balance of recital costumes must be paid by January 15<sup>th</sup> (Costume deposits...if you are enrolled in 1-2 classes, it is \$50, 3-4 class is \$100) If your costumes are less than this deposit, you will be refunded the difference. There is NO recital fee but to pay for the show/programs/awards/props, etc we will sell tickets to the show. Tickets will be approximately \$10-12 and will be sold online in May.

All payments for classes are due the first week of the month. There will be a \$10 late fee for any payments after the 15<sup>th</sup> of the month. Also be aware that any checks that are returned for insufficient funds will have to pay the insufficient funds amount as well as pay by a different method going forward. Thank you for being prompt with your payments! You can set up autopay or pay online through your parent portal.

We understand that there are many split/divorced families. Tuition is due by the 15<sup>th</sup> from both parties if splitting payment and we need families to work together to take care of balances, deliver and communicate messages, etc. We only have the emails/info provided on enrollment paperwork so please include anyone who would need the information.

Missed classes: There will be no changes in tuition if either the student misses a class or if the month does not have a full four classes. We will make all attempts to make sure every student gets 4 classes a month but there will be times because of holidays or snow that it may not happen. Also note that some months have five weeks and we wouldn't charge extra for those months that do. There are also no make-up classes (exception is privates worked out in advance with instructor).

**Attendance: Attendance is critical to the success of the student and the class. Any student that misses 3+ weeks in a row (unless medical/approved through Ms. Kim) will be removed from class with no refunds to costumes, tuition, enrollment fees, etc. With our policy of capping classes, there are other students who want that spot and if a student is not able to regularly come to class we want to allow another student that opportunity.**

Weather Policy: We typically will follow the weather policy of the Liberty School District. If classes are canceled or dismissed early, we will not have dance classes. Exception would be if they are canceled for "cold" and kids standing at the bus stop....this doesn't prevent us from having classes. You should also be able to find updates on our Facebook page anytime there are weather concerns. If we do choose to have class, we ask that you always make the decision that is best for your family. We may decide to have class but where you live is not ideal for traveling...make the choice that is best for you!

We may participate in other events throughout the year. If you choose to participate in festivals, parades, etc. we will always wear Studio gear. These are available in multiple colors and sizes and can be bought in the lobby or ordered if not currently available.

Please sign enrollment form/Studio Contract that you have reviewed the policies and rules for the 2018-2019 season. Thank you!