

## **Dancer's Manners/ Classroom Etiquette**

- Dancers should be prompt for class. All students should arrive at least five minutes prior to their scheduled class time being properly dressed and ready for class.
- Follow all of The Studio School of Dance policies, etiquettes, manners etc.
- Keeping their hands to themselves during class.
- Waiting quietly for others to have a turn and for instructions from the teacher.
- Waiting until the music is finished before entering the classroom if they are late to class.
- Talking with one another only during Share Time.
- Supporting other students' efforts, never laughing pointing or whispering.
- Listening when the teacher speaks.
- Always standing in a "proper dance stance" while listening to the teacher give combinations or corrections.
- Being prepared for their turn.
- Never hanging or leaning on the ballet barres, walls or tumbling mats.
- Always asking before leaving the room for any reason and upon returning enter quietly and go around to the back of the room, never through the dancers who are dancing.
- Always finishing every exercise, never walking off noisily or showing anger or aggravation.
- Leaving your cell phone off and no texting during water breaks.
- Leaving gum, and food/drinks in designated areas.
- Water bottles with closed lids are allowed in studios (water only)
- Never running or doing gymnastics in the studio or lobby.

## **Hair Expectations**

- All female students in individual classes MUST have their hair neatly pinned and secured up off their necks in an acceptable ballet bun, braid or twist. All buns should be properly secured with a ponytail holder and bobby pins. Please note: An elastic band wrapped around the hair in the shape of a bun is NOT an acceptable ballet bun.
- For students in Creative Movement, Tiny Tutus and Combo classes hair must be secured in a ponytail or ballet bun. If the student's hair is too short to wear in a bun, please wear an elastic cloth headband with hair clips.
- Body alignment is critical in dance and the instructors must be able to see the line of a student's body from the ears, the back of the neck, and down the spine. Hair not up and off the neck can prevent this. Please keep an extra set of hair supplies in the student's dance bag at all times.
- Boy's hair must be neatly combed and/or pulled back.

## **Lobby, Kitchen and Cubbie Area Etiquette**

- Always keep belongings zipped inside their dance bag, all of the student's belongings must be marked with the student's name, and please do not leave belongings scattered in the lobby.
- All students and guests are required to pick up after themselves and to leave the lobby, studios, and restroom neat and orderly. Everyone, regardless of their classtime, deserves to come in to a clean lobby.
- Remember that no food is allowed inside the classrooms. Please keep all food in the kitchen area.
- We encourage healthy snacks after school. Please be aware that a snack consisting of sugars and caffeine can make it very difficult for the student to concentrate while in class.
- Please do not allow younger children to touch or hit the viewing windows or to stand on the furniture.
- Lobby noise interferes with the concentration and learning process in the dance room. The class can hear what is going on in the lobby area!
- The waiting room is a place of business; please be respectful of this space.
- Do not leave children unattended and please be respectful of the furniture no shoes in or on the furniture, no jumping and no sitting on the back arms of the furniture.

## **Class Cancellation, Missed Classes & Make-up Lessons**

- The Studio closely follows the Olathe School District Calendar, however, we do not close for teachers' in-service, conference days and certain holidays. Please refer to our calendar.
- If classes should need to be cancelled due to weather, an email will be sent out and it will be posted on our Facebook page.
- The first snow day or "instructors' sick day" that affects each class will NOT be followed by a make-up lesson. Should a second or subsequent snow/sick day occur for that same class, we will schedule a make-up lesson.
- No credit or refund will be given for classes missed by students. We do not grant a leave of absence for students. Any time your child misses a lesson, that dance time may be made-up by attending one of our other classes.
- Should a student miss class because of illness, a make-up class can be scheduled with prior instructor consultation as to appropriate class placement.
- If a student is unable to attend class, please email or call The Studio and leave a message to let the child's teacher know they will be absent.
- We reserve the right to reschedule or cancel a class time for reasons of insufficient enrollment or instructors' professional discretion.
- Students should arrive for their lesson in their Studio attire no earlier than 15 minutes prior to class time and be picked up no later than 10 minutes after class is over. We cannot be responsible for students before and after class time.

## Tuition and Fees Policies

Your tuition fee is figured according to the number of hours per week your dancer is taking, that is a flat fee for the month regardless of its length. The options for The Studio tuition payments are as follows:

- Tuition may be paid at the annual tuition rate. This is the most convenient and economical way to approach this fee. Annual tuition must be paid on or before September 1, 2018 to get the prepayment discount. \*  
\*This discount does not apply to anything other than Tuition payment.
- Tuition may be paid at the monthly tuition rate by cash, check or credit card.
- Invoices will be sent on the 1st of every month via email unless otherwise specified and tuition is due the 15th of the month.
- If tuition has not been received by the 15th of the month, a statement will be sent with a late fee of \$15 added. This pertains to tuition, recital fees and any other items.
- In the event both parents do not live in the same home, arrangements can be made to split billing and duplicate communication. Please have both parents contact The Studio Staff for more information.
- Tuition will not be prorated or refunded for missed classes regardless of the reason.
- The enrollment fee and recital fee, are non-refundable.
- Recital Fee is due November 1, 2018.
- Forms of monthly payment are as follows:
  - **Paying by check** - Please place payment in the tuition drop box in the lobby. Please make sure your dancer's name is on the check.
  - **Paying by cash** - Please do not leave cash payments in the drop box. Give payment to the front desk and wait for a receipt.
  - **Paying by credit card** - We accept Visa, MasterCard, Discover and American Express.
  - **Online Payments** - By enrolling for our Emailed Statements, you can pay by credit card online.
  - **Auto Pay** - To have your monthly tuition automatically charged to your credit card each month please enroll in our Auto Pay program. Auto Pay allows The Studio to bill any other miscellaneous charges.

## Other Opportunities

### Choreography Packages

If your child(ren) or a family friend is interested in performing a solo, duet and/or a trio, for competition, talent show or anything else, we can help! Available styles: ballet, modern, tap, hip hop, jazz and musical theater.

#### **The Solo Choreography package includes:**

- One two minute choreographed dance
- Two 1-hour long private lessons to learn the choreography
- One 30 minute private lesson to clean the piece.

#### **The Duet/Trio Choreography package includes:**

- One two minute choreographed dance
- Two 1-hour long private lessons to learn the choreography
- One 30 minute private lesson to clean the piece.

<i>Studio Student Solo</i> \$150.00
<i>Studio Student Duet/Trio</i> \$175.00
<i>Non Studio Student Solo Price</i> \$200.00
<i>Non Studio Student Duet/Trio Price</i> \$225.00

\* Additional private lesson(s) may be added to this package for the cost of a normal private lesson, per the student/guardians request \$35 per half hour and \$50 per hour.

### Parent and Child Dance

Parents/Guardians, join your child onstage during recital. More information to come in an *Email from The Studio*, after January 1.

## Official Dress Code for The Studio

### **Creative Movement & Tiny Tutus**

Black cap sleeve leotard, black pull-on ballet skirt, pink tights, pink ballet shoes, black buckle tap shoes (Tiny Tutus Only).

### **Combo Classes**

Black cap leotard, black pants or leggings, pink ballet shoes, black buckle tap shoes.

### **Ballet and Pointe Classes**

Any black leotard, pink tights, black wrap skirt (optional), black ballet sweater (optional), pink canvas ballet shoes or pink pointe shoes.

### **Jazz, Leaps & Turns, Modern, Tap Classes**

Any black leotard, black leggings or jazz pants, and appropriate shoes (black jazz shoes, bare feet or tap shoes).

### **Hip Hop Classes**

Any black leotard, black leggings, black jazz pants, studio sweatpants, black hip hop pants, black high-tops, any black Studio t-shirt or tank.

### **Male Dancers**

Black Studio t-shirt, black shorts, hip hop pants, sweat pants, black ballet shoes, tap shoes, black jazz shoes.

## Class Attire Expectations

- Students must wear the proper dancewear for the appropriate class without jewelry other than small earrings.
- **Studio attire is the only non uniform clothing allowed in classes, only during warm-up.**
- No shorts may be worn under ballet skirts.
- Tights must be fully inside shoes.
- Pink ballet tights are required for all classes required with tights. No other colored tights or leggings.
- **DANCE SHOES ARE TO BE WORN ONLY IN THE STUDIO.** For the safety and enjoyment of the dancers we have a Marley dance floor and its surface can be damaged by dirt or rosin. No street shoes are allowed on the dance floor. Please do not allow your child to wear their shoes on a dirty floor or outside.
- Dancers should wear cover ups when entering and leaving The Studio.