

POLICIES AND RULES 2024-2025

DRESS CODE

- Please come dressed appropriately upon arrival.
- Ballet dancers should wear black scoop-neck short or long-sleeved leotard, pink footed tights, pink ballet shoes, and black tap shoes. Younger girls should wear Mary Jane style tap shoes with single string bow. Students ages 6 and under must replace tap strings with tap ties (available at the front desk for \$5 or any dancewear store). Older girls should wear oxford style tap shoes.
- For ballet class, hair must be neatly secured away from the face in a bun.
- Do not wear the following items to class: jewelry, excessive hair ornaments, midriff out, spaghetti strap leotards.
- Cover-ups are not worn during class. This attire does not allow the instructors to correct the students' posture and body position.
- The male tap class should wear black athletic pants, white t-shirt and black tap shoes.
- Jazz classes wear dance pants, leotard or fitted shirt, brown jazz shoes. Hip-Hop classes wear attire allowing full-range of movement and black hip-hop sneakers. No street shoes are allowed in any class.
- Our female students must cover their dance attire with appropriate top and bottom before leaving.
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- No visible tattoos or piercings in class or during performances.
- Hair must be of natural color and subject to the discretion of the directors.
- Performance Corps members have additional guidelines.

CLASS CONDUCT

- The art of dance is a discipline.
- All students are expected to be on their best behavior before, during and after dance sessions.
- Students are expected to be quiet and attentive when an instructor is speaking, demonstrating, explaining, or working with a single student or group.
- Attention should be focused on the instructor unless otherwise stated.
- Disrespect and rudeness to instructors and peers will not be tolerated.
- There is to be no excessive talking, playing, or non-dancing activities during class.
- Please be responsible for personal hygiene: shower, bathe, deodorize and powder.
- Food, drinks, or gum chewing are not allowed in class.
- In the event a student is disruptive or behaving unruly, the parent will be notified and a parent/instructor conference may be requested.

CLASS STRUCTURE

- Preschool Ballet/Tap meets once a week for one hour and fifteen minutes for Ballet and Tap.
- Level I-III Ballet/Tap meets once a week; includes two 45 minute classes: Ballet and Tap.
- Level IV Ballet/Tap meets once a week; includes two classes: Ballet (1 hr) and Tap (45 min).
- Level V/VI Ballet/Pointe Tap meets once a week; includes three classes: Ballet (1 hr), Pointe (45 min) and Tap (45 min).
- Boys Tap meets once a week for one 45 minutes. Advanced Tap meets once a week for one hour.
- Performing Corps students meet once a week for choreography in addition to their Ballet/Tap class and have additional policies.
- Jazz, Hip-Hop, African, Contemporary, Stretching/Leaps/Turns classes each meet once a week for 45 minutes.

ATTENDANCE

- Class attendance is imperative. Technique is built from week to week; this is how we ensure a successful learning experience for your child.
- Arrive a few minutes before class to be prepared to take the dance floor when class begins.
- Parents are encouraged to leave their student and not observe a class in progress. It distracts the students and draws focus away from the instructor. It is best to remain unseen.

MAKE-UP CLASSES

- There will be no tuition reductions or refunds given for missed classes.
- Make-up classes might be available at other class times for missed classes. Check with the Front Desk before attending a make-up class.
- Full tuition is due each month regardless of absences, holidays or breaks.

CLASS ADVANCEMENT

- Students are advanced to the next class by a collaborative decision from the staff.
- Each student is considered individually, based on multiple criteria such as: age, behavior, attendance, skill level, maturity, etc.

PARENTAL PICK-UP

- Parents or guardians should arrive a few minutes before your child's class ends.
- All students are to remain in the studio until the parent or guardian arrives.
- All parents or guardians responsible for each student must come inside and pick up their child.
- Caution your child to remain in the studio, away from the doors until you come inside for them.
- In the event that you are unable to pick up your child, please submit a written request stating the name and the relation of the person picking up your child.
- We want to assure your child's safety in every effort.

FEES

- A registration fee is due at the beginning of each school year: \$45 new students, \$30 returning students.
- Tuition is due on the 1st of each month. A \$10 late fee applies to tuition paid after the 4th. ____
- NOTE: Full tuition is due each month, regardless of breaks and/or holidays. ____
- The balance of fees associated with Recital is due Nov 15th. You may make installments any time prior to the deadline. Fees not paid by the deadline will result in additional costume shipping charges of \$25. ____
- All fees are payable through Procare.
- Failure to pay required fees might result in dismissal of your child from dance class.
- A \$10 fee will be charged for each return payment fee (declined credit card).
- All fees are non-refundable.

WITHDRAWAL

- Students are continually enrolled in classes from month to month unless prior written notice is given to the front desk.
- If a student withdraws, a written notice must be submitted to our office before the 1st day of the month, or that month's tuition will apply.
- All balances and payments must be current upon receiving written withdrawal notification from the parent or guardian.
- There will be no refund of any fees upon withdrawal.

PHOTOGRAPH & VIDEO RELEASE FORM

- Dancer's likeness may be used for in-studio purposes, communications, social media.
- Photographic or video recordings of dancers may be electronically displayed via the Internet or in the public educational setting.

FUNDRAISERS

- Annual fundraisers: The Alivia Broadus Memorial Scholarship Fundraiser for graduating seniors and dancer recital gifts, and a building improvements fundraiser. Participation is required.