

The Dancer's Place

Studio Policies and Procedures Handbook



REGISTRATION

Dancers must be registered for classes in Studio Director online. The website is as follows: <https://app.thestudiodirector.com/dancersplace/portal.sd?page=Login>. You can also reach this link by going to our website, www.dancers-place.com and clicking on "Register Now". With this system you will be able to see your account, your dancer's schedule and attendance. This is a great tool for parents to track their account and their dancer's attendance throughout the year! TDP staff is happy to help with the online registration as needed!

An annual registration fee of \$25 will be charged per family each fall. If you register for fall classes and pay for the first month's tuition by the end of the prior summer, the registration fee will be waived.

TUITION

Tuition is due the 1st lesson of each month. A \$10.00 late fee will be assessed if tuition is not paid by the 5th of each month. Payments can be made with cash, check, debit/credit card or by ACH (Electronic Fund Transfer or EFT). Checks should be made out to The Dancer's Place. Any form of payment that is declined will be assessed a \$20.00 fee. Monthly tuition rates are not affected by holidays; tuition is based on the number of classes for the year (August – June).

Studio Director has an automatic payment option. If you choose to be on auto pay, payments will be processed on the 1st or 15th of each month. The 1st is the default date, if you would like the 15th instead, you must select this in Studio Director or contact us directly. (If you are on autopay for the 15th of each month, the late fee on the 5th will not apply until the 15th). If an account is more than 30 days past due, you will be required to go to the AutoPay option for the remainder of the season.

We are offering a 5% Tuition Discount with ACH Autopay Enrollment. To be eligible for the 5% tuition discount, you must enroll in ACH autopay (with a bank account) with payments being auto-debited on the 1st or 15th of each month. You must also agree to have the recital costs auto-debited on specified dates. While enrolled in ACH Autopay, you may pay the recital costs or tuition early, via cash, check, or ACH debit (not credit card), and still be eligible for the 5% discount. You must remain enrolled in the ACH Autopay Enrollment though, even if paying early, to qualify for the tuition discount. *Payments made by Credit or Debit Card, for fees included in this agreement, are not eligible for this discount.* To receive this 5% ACH Autopay Discount, you must fill out our ACH Autopay Enrollment Form.

We also offer a 5% Tuition Discount for any accounts paid in full for the fall season. You can use any form of payment for this discount option. Contact our office to discuss this option if you are interested. To qualify for this discount, the full 10 months of tuition must be paid by September 15th. You can include the recital costs with this payment or pay those separately. Recital costs are not eligible for this discount, just the tuition.

PARENT'S RESPONSIBILITY

It is the responsibility of the parent or guardian to be aware of studio activities such as recitals and dates the school is open and closed. The studio will post notices on the *Dance Board* in the lobby, send notices home with students, and send e-mails. *The Dancer's Place Facebook page* - "Like" us on Facebook for regular updates, upcoming events or on weather related cancellations. It is also the responsibility of the parent or guardian to be aware of deadlines and to inform the studio of any address, telephone number, e-mail address or other contact information changes. It is also the responsibility of the parent or guardian to inform the school if a student is missing class due to illness or other conflict.

Photo Release – The school is hereby granted permission to take photographs of the students to use in brochures, websites, social media, posters, advertisements and other promotional materials the school creates.

Injuries – Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal class activity or any other activity conducted by the students before, during, or after class time.

Withdrawals and Refunds – One-month notice is required to discontinue any classes. All withdrawals must be done in person and will not be accepted over the phone or by email. Withdrawals must be done at the studio office and not with the instructor. To withdraw from classes, a parent or adult must:

1. Inform school administration, and
2. Complete and sign a withdrawal form provided by the school office.

After this point, the student will have 4 final weeks of lessons to complete your pre-paid “last month.” Any lessons paid beyond the 4 weeks will be refunded. The Dancer’s Place reserves the right to terminate lessons to any students without notice.

Arrival and Departures for Class – Students may be dropped off just prior to class. For the safety of our students, we ask that you have them wait inside the studio (not outside) until their ride arrives after classes. Students under the age of 7 should never be left waiting to be picked up after classes, please make arrangements to be in the lobby before the end of class. If you are running late, please call us.

Care of Students – The studio is not responsible for providing before or after class care for students. Parents with students under the age of 5 are asked to remain at the studio during classes. Students are not to be left at the school for excessive time before or after lessons.

There is a strict no drama policy. This isn’t ‘Dance Moms’ from Lifetime, no drama necessary. We are all friends with teachers from every studio in the area and we are in this together.

If your child is unable to go to the bathroom on their own, with tights and leotard on, please remain in the lobby during their dance class to be available if they need to go.

ANNUAL RECITAL

The Annual Dance Recital will be held at a local Auditorium in the beginning half of June each year. A costume(s) will be required if the student is participating in the recital. Your dancer’s costumes will be \$97-\$118 each, this includes sales tax. A \$50.00 costume deposit is due by October 15th (per costume), the balance is due by December 1st. **There are no refunds for costume payments after they have been ordered (December).**

Accounts must be current for costumes to be ordered in December. Additionally once costumes are ordered, costumes will not be sent home if there are any past due amounts on the account.

All accounts must be paid in full at the time of recital for the dancer to participate in recital. There are no exceptions to this rule.

Recital Fee – A Recital Fee of \$75 will due by February 15th. There is only one charge per household. Each family will receive one video copy of the show, **one** recital themed t-shirt, and two tickets. Additional items can be purchased.

Each recital cost not paid by the due date is subject to a \$10 late fee.

ATTENDANCE POLICY

Absences – Regular class attendance benefits your dancer and your dancer’s classmates. If more than five classes are missed and unexcused the student may be moved to a lower level class or be ineligible to perform in the annual recital. **Attendance at the dress rehearsal is mandatory to participate in the recital.** Recital rehearsals count as regular classes the week of recital. **No refunds are given for missed classes.**

Missed Classes – You have the opportunity to make up missed classes. You are welcome and encouraged to attend another class of a comparable level to make up any missed dance or tumbling lessons. Make-up classes are offered only until March 1. After March we are focusing heavily on recital material. You may only receive a make-up class while you are currently enrolled as a student. Make-ups are only valid for currently enrolled students and are to be used within the same school term in which the class was missed. **No refunds are given for missed classes.**

Holidays – The studio is closed for the following holidays:

Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year’s. There is also a holiday break surrounding Christmas and New Year’s each year. Dates to be determined each year based on what day of the week the holiday falls on. The studio will also close for Spring Break.

Substitutions – The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach. If the studio cannot arrange a substitute, any missed classes will be made up. No refunds are given for classes that are rescheduled.

Classes with less than 4 students registered are subject to combination with another class or cancellation, in which all remaining class tuitions will be refunded.

WEATHER CANCELLATIONS

Class cancellations will be posted on The Dancer’s Place Facebook Page and www.KWQC.com. Please call the studio after 3:00 pm if you need further information 563-823-0704.

Our concern is for the safety of our students and teachers and decisions will be made with that in mind.

In the event of a missed class due to weather, you will be able to make up your child’s class by bringing them to a different class one week of a similar level. Please check with us on when that class time would be. **THERE ARE NO REFUNDS FOR WEATHER RELATED CANCELLATIONS.**

WE WILL NOT NECESSARILY FOLLOW THE SCHOOL CANCELLATION SCHEDULE EVERY TIME!

DRESS CODE

Dancers must wear appropriate shoes and apparel to every class, following our studio dress code. Please see the TDP Dress Code on our website for details.

For our Dance Companies (Edge, Evolution, Extreme, & Elite), dancers not following the dress code will be given ample warnings. Edge and Evolution will get 3 warnings, Extreme & Elite will get one warning. Subsequent deviations will result in dancers not being able to participate in class when they are in violation of dress code.

Please write student’s name on all shoes and bags! This helps us return items that are forgotten or not put back in bags right away.

Hair – Hair longer than shoulder length must be pulled up. Bangs below the eyebrows must be pinned up. For upper level dancers, long pony tails must be secured in a bun or French Braid.

Jewelry – For safety concerns: stud earrings only, no necklaces, bracelets, or ankle bracelets.

Dance bags – Parents, please don't have extra items in your child's dance bag. Toys, extra hair accessories, snacks, etc. are a large distraction during class to the young dancers.

STUDIO ETIQUETTE

Drink – Only closeable bottles of water are allowed in the studio. Bottled water may be taken into the dance rooms. No other drinks are allowed in the dance rooms.

Food - Only allowed in the lobby. Please take your food garbage with you, it makes the lobby smell bad. Please clean up after yourselves.

Chewing gum – Never allowed in the studio.

Smoking – No smoking allowed inside the building or in front of the building. If you are going to smoke outside please do so at a distance from the front door, and do not litter on the property.

Cell Phones – Dancers are not allowed to have their cell phones in class. The phones may stay in their dance bags, if they can leave them there and not check them throughout class. If this becomes a problem, we will have the student keep their phone in the office during class.

DANCE COMPANY REQUIREMENTS

Companies are the individual ballet, jazz, and tap classes for dancers ages 7 and up (Previously called Levels 1 – 4). To be in the Company, and to advance in the Company levels, there are expectations to be met and upheld for each dancer. Our companies include; Edge, Evolution, Extreme and Elite.

- Attitude, discipline, and respect are expected from each student. This includes not socializing during class, having a good attitude at the studio, keeping good grades/trying hard at school, minding your parents, and respecting instructors.
- Commitment and Attendance are required. If you miss a class, you are required to make it up by attending the classes of the level below where you are at. A dancer is never too good to work with a lower level of students and work on their basic technique.
- A minimum of 90% attendance to technique classes is required to be in all Companies
- The Studio Dress Code must be followed. After generous warnings, dancers violating the dance studio dress code will not be able to participate in class when they are in violation of dress code. (Edge and Evolution will get 3 warnings, Extreme & Elite will get one warning).
- A doctor's note is required in cases of injuries requiring a dancer to not participate in class. One exception will be given, if we hear directly from the parent.
- Ballet classes are highly recommended to move to and/or remain in Elite Dance Company.
- Summer class attendance is highly recommended to guarantee maintained placement or move to The Extreme and Elite Dance Companies.

CLASSROOM DISCIPLINE

If a student is disruptive to a class, they can be removed from class to the office. If the disruption is major, repetitive or involves bullying, the parent(s) will be called to pick up your child for the remainder of that class. The child may then return to class the following week, with the expectation of improved behavior.

CLASS OBSERVATION

There will be three weeks scheduled to observe your child's class during the year. Once in the summer and two during the fall/spring dance season. At any other time you are welcome to wait in the lobby. You are always welcome to talk with your child's teacher before or after class to discuss their progression, as well.

LOST AND FOUND

The Dancer's Place is not responsible for lost and/or left items at the dance studio or studio functions (recitals, competitions, performances or other studio functions). All items found left behind at the studio are placed in "lost and found" which is periodically donated to charity if not claimed. **Please make sure the student's name or initials are inside all dance shoes and bags!** It's easier to return shoes to their owners if there is a name in the shoe.

Thank you for choosing The Dancer's Place for your child's dance education. We cherish the opportunity to make a difference in your child's life.