

SUMMIT STUDIO

HANDBOOK



Welcome to Summit Studio! This handbook contains everything you need to know for the year, including class schedules, dates, and policies.

If you have any questions, please feel free to reach out; we're always happy to help!

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STUDIO ETIQUETTE

Welcome to Summit Studio, your home away from home! To ensure a safe, enjoyable, and focused environment for all our dancers, we have a few guidelines we'd like everyone to follow:

- **Food and Drinks:** Please keep all food and drinks in the lobby. Only clear water in a bottle with a lid is allowed in the studio to keep our space clean and safe.
- **Supervision:** For everyone's safety, students should always be in the studio under staff supervision. Let's make sure no one is in the studio alone.
- **Jewelry:** To avoid any accidents or distractions, we ask that students refrain from wearing large jewelry during class.
- **Personal Belongings:** Please use the lobby cubbies for personal items, and try to avoid bringing valuables. While we take care of our space, Summit Studio can't be responsible for lost or stolen items.
- **Cell Phones and Smart Watches:** To maintain focus during class, phones and smartwatches should be on silent and kept out of sight.
- **Class Behavior:** Talking during class is not allowed except when necessary for class-related discussions. Disruptive behavior such as not participating in training or displaying a negative attitude may result in temporary removal from class.
- **Class Interruptions:** Unless you have an emergency, we ask that parents and dancers do not interrupt classes. If you need to speak with a teacher or student, please wait until after class.
- **Dress Code:** Although we do not require a strict uniform for each class, we do have a dress code. If a student isn't dressed appropriately, they may be asked to sit out during class.
- **Drop-off and Pick-up:** Students can be dropped off up to 10 minutes before class and should be picked up within 10 minutes after class ends. Instructors are only responsible for dancers during their scheduled class times.
- **Lobby Space:** Our lobby is a small space meant for dancers preparing for their next class. We kindly ask parents to refrain from waiting in the lobby during class time. Company dancers are welcome to use the lobby for homework between classes.
- **Respect for Our Studio:** Let's all do our part to keep Summit Studio a welcoming place for everyone. Please clean up after yourself and be respectful of the space and each other.

STUDIO VALUES

At Summit Studio, we are committed to creating a dance environment that is not only fun and fulfilling but also focused on developing dance technique, movement quality, and performance skills. Our goal is to help every dancer build confidence and discipline, embrace challenges, and strive to be the best version of themselves.

HERE'S WHAT WE VALUE IN OUR STUDIO:

We work together as one team, supporting each other every step of the way.

We try our best and work hard, knowing that effort leads to growth.

We keep a positive attitude, even when things get challenging, because we know that's when we grow the most.

We show respect to all dancers and teachers, creating a space where everyone feels valued.

We encourage one another, lifting each other up and celebrating each other's successes.

We make everyone feel included, because every dancer is an important part of our studio family.

We take pride in our studio, and we all leave the space clean and welcoming.

We take responsibility for the energy we bring, knowing that a positive attitude can inspire those around us.

Our Policy on Bullying

Summit Studio has a zero-tolerance stance on bullying in any form, whether physical, emotional, social, or otherwise. We believe in maintaining a space where everyone feels respected and valued. Bullying can take many forms, including complaining, speaking negatively, or gossiping about others. These behaviors are not aligned with our values and may result in immediate action, including the termination of enrollment.

We recognize that respect and kindness extend beyond our dancers. Parents, guardians, and family members are also expected to uphold these values. Any behavior that harasses or disrespects other students, parents, or Summit Studio staff may lead to similar consequences, such as suspension or termination of the student's enrollment.

If you experience or witness any behavior that you believe does not align with these values, please don't hesitate to report it to our Studio Director immediately. We are committed to addressing all concerns with sensitivity and care.

OUR PROGRAMS

At Summit Studio, we provide a range of dance education options to accommodate different interests and schedules. We offer two full-season tracks: our recreation track with weekly classes and Summit Studio Dance Company for a competitive experience. For dancers seeking more flexibility, we also offer private and semi-private lessons, as well as pop-up workshops and dance camps.

WEEKLY CLASSES

Recreation Track

Our Recreation Track is perfect for dancers who want to explore the art of dance in a fun and supportive environment. These weekly classes provide a structured curriculum that focus on developing technique, rhythm, and creativity without the pressure of competition. Dancers will have the opportunity to perform in our annual Spring Showcase, celebrating their progress and love for dance with family and friends.

SUMMIT STUDIO DANCE COMPANY COMPETITIVE TRACK

For dancers who are looking to take their passion to the next level, Summit Studio Dance Company offers a more intensive experience. This competitive track involves additional rehearsals and participation in regional dance competitions and conventions. Company members are expected to demonstrate a high level of commitment, technical skill, and a strong desire to perform and compete.

For more information on SSDC, view the "Company" page at www.summitstudioaspen.com



CLASS STYLES

Acro

Combining dance with gymnastics, this class develops flexibility, strength, and balance through acrobatic tricks. Instructor approval required.

Ballet

A classical dance class that emphasizes placement, alignment, and turnout, providing a solid foundation for all other dance forms. *Not included in Showcase

Hip Hop

An energetic and expressive class focusing on blending the foundations of hip hop with current street funk trends, great for building style and confidence.

Hip Hop/Jazz Combo

This dynamic class combines the upbeat style of hip hop with the foundational techniques of jazz, encouraging self-expression and precision.

Hip Hop/Tumble Combo

A high-energy class that blends the excitement of hip hop dance fundamentals with basic hip hop tricks, perfect for building strength and agility.

Jazz/Lyrical/Contemporary Combo

This class explores a different style each week, rotating between jazz's sharp lines and precision, lyrical's fluidity, and contemporary's creative expression. Dancers will learn combinations that highlight the elements of each style.

Jazz/Tap/Ballet Combo

This combo class introduces dancers to the fundamentals of jazz, tap, and ballet, focusing on rhythm, musicality, and age appropriate technique.

Leaps & Turns

A technique-focused class designed to improve dancers' skills in jumps, leaps, and turns, essential for all dance styles. Includes strength based injury prevention exercises focused on functional biomechanics to stabilize and activate muscles in all three planes of motion (Sugarfoot Therapy certified). *Not included in Showcase

Pointe

For advanced ballet dancers who have taken pre-pointe, this class focuses on the specialized technique of dancing on pointe, enhancing strength and precision. Instructor approval required.

Tap

A rhythmic and percussive class that teaches the art of creating music with your feet through a variety of tap techniques and combinations.

CLASS PLACEMENT

Our class levels are designed to ensure that each dancer is placed in a class that aligns with their age, skill level, and dance experience. This structured approach helps create an environment where every dancer can thrive, grow, and reach their full potential.

Level 1

Level 1 is ideal for beginners who are transitioning from combo classes into a more structured studio environment. Classes are 45 minutes long to match attention spans while introducing students to studio etiquette and foundational dance techniques.

Level 2

This level is also beginner-friendly but adapted for slightly older dancers. Level 2 classes extend to a full hour, helping dancers build their memory retention, social skills, and emotional maturity while preparing them for more advanced choreography.

Level 3

Geared towards intermediate dancers, Level 3 focuses on refining class etiquette and enhancing technical skills. Dancers in this level have a solid understanding of the fundamentals and are ready to advance their movement quality and complexity.

Level 4

This level is for advanced dancers who demonstrate strong technical ability, precise execution, high dance IQ, and quick retention of choreography.

LEVELS

Littles Combo : Ages 3-6

Level 1 : Ages 7-8

Level 2 : Ages 8-11

Level 3 : Ages 11-14

Level 4 : Ages 14+

*Age as of
January 1, 2025*

Placing Your Dancer in the Right Level

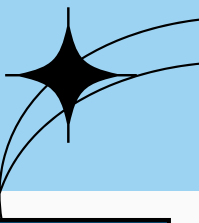
- Our class levels are based on a combination of age, experience, and skill.
- Start by considering your child's age as of January 1, 2025, and then factor in their prior dance experience and social/emotional maturity.
- We will review each registration and reach out if we believe a different level is more suitable for your child's development. If you have any questions about class placement, please contact us, and we will be happy to help determine the best fit.

Leveling Up

Dancers may have the opportunity to move up a level during the season based on their progress and instructor recommendations. Additionally, if a dancer is new to dance but placed in a higher level based on their age, we offer private and semi-private lessons to build foundational skills and confidence, ensuring they feel comfortable and capable.



CLASS SCHEDULE



MONDAY				TUESDAY			
TIME		LEVEL	CLASS	TIME		LEVEL	CLASS
3:45 PM	4:30 PM	Ages 3-4	Hip Hop/Tumble	4:30 PM	5:15 PM	1	Jazz/Tap/Ballet
4:30 PM	5:15 PM	Ages 5-6	Hip Hop/Tumble	5:15 PM	6:15 PM	2	Hip Hop/Jazz
5:15 PM	6:15 PM	2	Jazz/Tap/Ballet	6:15 PM	7:00 PM	3	Leaps & Turns
6:15 PM	7:15 PM	3	Ballet	7:00 PM	8:00 PM	3	Jazz/Lyrical/Contemporary
7:15 PM	7:45 PM	3+/4	Pointe	8:00 PM	9:00 PM		SSDC Rehearsal
7:45 PM	8:45 PM	4	Ballet	THURSDAY			
WEDNESDAY							
TIME		LEVEL	CLASS	3:15 PM	4:00 PM	Ages 3-4	Jazz/Tap/Ballet
3:00 PM	3:45 PM	Ages 5-6	Hip Hop/Jazz	4:00 PM	4:45 PM	Ages 5-6	Jazz/Tap/Ballet
3:45 PM	4:45 PM	2	Hip Hop/Tumble	4:45 PM	5:30 PM	1	Hip Hop/Tumble
4:45 PM	5:30 PM	1	Hip Hop/Jazz	5:30 PM	6:30 PM	3	Hip Hop
5:30 PM	6:30 PM	3	Acro	6:30 PM	7:15 PM	3+/4	Tap
6:30 PM	7:30 PM	4	Leaps & Turns	7:15 PM	8:15 PM	4	Hip Hop
7:30 PM	8:30 PM	4	Jazz/Lyrical/Contemporary	8:15 PM	9:00 PM		SSDC Rehearsal

DRESS CODE

To ensure the safety and comfort of all dancers, please adhere to the following dress code guidelines. Remember, no jeans are allowed at any time.

Little's Combo Ages 3-6

	Hip Hop/Tumble (Girls & Boys)	Jazz/Tap/Ballet (Girls)	Jazz/Tap/Ballet (Boys)
Shoes	Hip hop sneakers (designated for indoor studio use only and not worn outside)	Pink ballet slippers & black tap shoes	Black ballet slippers & black tap shoes
Attire	Comfortable clothing that allows for movement	Dancer's choice leotard and skirt	Athletic pants and shirt
Hair	Pulled back and secured out of the face	Bun or ponytail, secured out of the face	If applicable, hair should be secured out of the face

Levels 1 & 2

Shoes	Jazz: Tan jazz shoes Tap: Black tap shoes Ballet: Pink ballet slippers Hip Hop: Hip hop sneakers (designated for indoor studio use only)
Attire	Form-fitting athletic clothing (leotards, tank tops, t-shirts, leggings, spandex, etc.) is preferred to allow for ease of movement and for instructors to see body lines
Hair	Styled in a ponytail or bun, securely pulled back from the face

Levels 3 & 4

Shoes	Jazz/Lyrical/Contemp, Leaps & Turns: Pirouettes Tap: Black tap shoes Ballet: Pink ballet slippers or pirouettes Hip Hop: Hip hop sneakers (designated for indoor studio use only)
Attire	Jazz/Lyrical/Contemp, Leaps & Turns, Acro: Form-fitting attire (leggings, spandex, tank tops, t-shirts, etc.) Ballet: Leotard with skirt or spandex, or form-fitting tank top. Form-fitting attire is required to maintain proper lines and posture. Tap & Hip Hop: Loose-fitting, baggy clothing is acceptable for comfort and style
Hair	Hair must be pulled back from the face for all styles. A bun is required for ballet and pointe classes.

STUDIO POLICIES

Full Season Enrollment

Our goal is to provide the best possible experience for all our dancers. Due to the high demand for our classes and to maintain consistency in our programs, we only offer enrollment for the full season, running from September through May, and concluding with our Spring Showcase. This approach helps ensure every dancer can fully benefit from their training.

Media Release

By enrolling in classes, you consent to your dancer being photographed and recorded during classes and studio events. These photos and videos may be used for promotional purposes, such as on our social media platforms, studio website, and other marketing materials. The names of dancers will not be included in any of these promotional materials. Please note that this consent is a condition of enrollment, as we are unable to exclude specific dancers from being captured by our Showcase photographer or videographer.

Parent Observation

We believe that creating a focused and distraction-free environment is essential for our dancers' growth and enjoyment. Therefore, we have a "closed class" policy, which means that parents are asked to wait outside the studio during their child's class. This allows our dancers to fully concentrate on their instruction and make the most class time. For our youngest dancers, we know that sometimes having a parent nearby can help ease the transition into a new class. If your child needs a little extra comfort, you are welcome to stay for the warm-up during the first few weeks. After that, most children feel comfortable and are ready to participate independently.

Small Class Policy

To ensure an engaging learning environment, we require a minimum of four students to continue a class. If enrollment drops below this minimum at any point during the year, the class may be subject to cancellation. While we cannot offer refunds for lessons that have already taken place (regardless of attendance), we will make every effort to find a suitable alternative class of a similar style and level for affected students. If we are unable to place a student in a comparable class, any prepaid future tuition will be fully refunded.

Showcase Participation

We are excited for all our dancers to take part in our annual Showcase, scheduled for May 2025. Participation in this performance is an important part of our dance program, providing students with the opportunity to showcase their technical progress and gain invaluable experience with performance quality. Additional details about the Showcase, including costume fees and rehearsal schedules, will be provided closer to the event.

Withdrawal Policy

When you enroll in classes, you are committing to the full season of dance, with tuition installments based on the total number of weeks in the season. If you find that you need to withdraw from classes before the season concludes, please understand that you may still be responsible for the remainder of your tuition. This is because enrollment is for the entire season, not just for a month or two, and our planning, staffing, and class availability are based on these full-season commitments. To initiate a withdrawal, you must complete the withdrawal form and submit it via email to our administration team. A drop fee will be assessed, which may vary depending on the number of classes left in the season and any applicable showcase fees.

TUITION & FEES

Tuition Installments

Our tuition is based on a 30-week season. To make payments easier, the total tuition is divided into 8 equal monthly installments from September through April. Each installment remains the same, regardless of the number of class weeks in any given month.

Payment Authorization

To streamline the payment process, we require all families to have a valid credit card on file for payments related to Summit Studio. Auto-pay transactions are processed on the 15th of each month, including December 15. If you prefer to pay by cash or check, please do so by the 13th of each month to avoid auto-payment.

Viewing Your Statement

You can always view your tuition statement through our convenient parent portal.

Late Fee

If a credit card payment is declined, please provide an alternative payment within 72 hours. If your account is not up to date by the 19th of each month, a \$30 late fee will be added to your account. Please note that dancers will not be able to participate in classes until the account is settled.

Drop Fee

If you decide to withdraw from a class before the end of the season, a drop fee will be applied to your account. The amount of this fee varies based on factors such as the number of remaining class sessions and showcase deadlines. Please understand you may still be responsible for the remainder of your season's tuition.

Refunds and Exchanges

All payments for services are non-refundable and non-transferable. This includes the annual registration fee, tuition, and showcase fees.

Additional Fees

- **Registration Fee:** A non-refundable \$35 per dancer annual registration fee is charged when you enroll for the full season.
- **Showcase Fee:** This fee is typically around \$75 per dancer, though the final amount will be determined closer to the event.
- **Costume Fee:** Costume fees are generally between \$60 and \$75 per class, depending on the costume requirements.

Monthly Installments	
Hours of Class per Week	Cost per Month
45 minutes	\$88
1 hour	\$105
2 hours	\$180
3 hours	\$235
4 hours	\$280
5 hours	\$305
6+ hours	\$320



ATTENDANCE



Regular attendance is crucial for both individual progress and the development of our dance community as a cohesive team.

Here's how we can all contribute to a successful and supportive class environment:

Be On Time

Punctuality is important! Please aim to arrive on time for every class. Dancers can be dropped off up to 10 minutes before class begins to get ready and settled.

Consistent Attendance Matters

Attending classes regularly helps everyone progress together. It strengthens team dynamics and ensures that all dancers can participate fully in learning new skills and choreography.

Life Happens

We understand that sometimes things come up. If a dancer misses a class, it's their responsibility to catch up by connecting with a friend to learn any material they missed. This helps keep everyone on the same page.

Health First

If a dancer is ill, we ask that they stay home and rest until they have been fever-free and symptom-free for at least 24 hours. This helps keep our studio a healthy environment for all.

In Case of Injury

Injuries can happen, but they don't have to stop learning. Injured dancers are encouraged to attend class to observe. Taking notes while observing can be incredibly beneficial, helping dancers stay engaged and ready to rejoin when they're healed.

Preparation for Showcase and Attendance Issues

Consistent attendance is especially important as we prepare for the Spring Showcase. If attendance becomes an issue or if a dancer misses key rehearsals, they may be pulled from parts of the material that were learned in their absence. This helps make sure all dancers are confident in their roles and staging.



SEASON CALENDAR

Our 2024 season will run from September 16 to May 10, concluding with our Spring Showcase!

SCHEDULED CLOSURES

We observe the following breaks in alignment with the Aspen School District calendar:

- Thanksgiving Break: November 25 - 29
- Winter Break: December 23 - January 3
- Spring Break: March 24 - 28

SUDDEN CANCELLATIONS

Weather-Related Closures:

We generally follow the Aspen School District's decisions for weather-related closures. However, we may choose to hold classes if the weather improves or cancel if conditions worsen during the day. We will make the final decision by 12 pm for afternoon and evening classes.

- Notifications about closures will be shared on our website, Instagram, and via email to students enrolled in affected classes.
- Unless you hear otherwise, assume the studio will reopen for classes the following day. If the closure is extended, we will send another update.

Staffing-Related Closures (e.g., illness):

We always strive to have one of our amazing substitute instructors cover classes if a teacher is unavailable. However, if multiple staff members are ill, we may need to close for the day.

- We will notify parents via email as soon as possible if a closure is necessary.

Make-Up Classes for Canceled Sessions

If the studio is closed due to inclement weather or staff illness, we will offer make-up classes to ensure students don't miss out on valuable learning time. Make-up classes can be scheduled within the following 4 weeks after the closure. Please note:

- No refunds will be issued for closures.
- Students must be actively enrolled in the class to participate in make-up sessions.

FAQ + COMMUNICATION

What should my child bring to their first dance class?

Your child should bring a dance bag with the proper dance shoes for their class and any extra clothing items they may need, such as a sweater or change of clothes. A water bottle (filled with clear water only) is also recommended. Please make sure all personal items are labeled with your child's name to avoid mix-ups.

Where can we buy the appropriate dance clothing and shoes?

For all your dance clothing and shoe needs, we recommend visiting Discount Dance or Amazon. Please refer to our dress code for specific attire requirements.

How can we purchase Summit Studio merch?

Summit Studio gear can be purchased directly from our studio. We often have merchandise available at the front desk. In addition to studio gear, we have a small retail area with snacks and drinks available for purchase.

How can we schedule private lessons?

To schedule private lessons, please contact our team at hello@summitstudioaspen.com. Rates and availability vary depending on the instructor requested. If you don't have a preferred instructor, we will happily match you with the best fit based on your specific private lesson needs.

The best way to get in touch with us is via email. You can also call or text the studio for any inquiries. Our office team is usually available from 12-3 pm, Monday through Friday, and will respond to all messages as quickly as possible.

Address

210 Aspen Airport Business Center, Unit TT
Aspen, CO 81611

Email

hello@summitstudioaspen.com

Phone

(970) 205-9929

Instagram

[@summitstudioaspen](https://www.instagram.com/summitstudioaspen)

Facebook

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