

STUDIO POLICES



REGISTRATION

Register Online at: ReignDanceStudios.com

You may also mail or drop off your completed registration form and registration fee to: Reign Dance Studios, 19150 N Madison St., Spring Hill, KS. We will send an email confirmation of your enrollment.

2020-2021 CALENDAR (CLASSES BEGIN SEPT 8, 2020)

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|--------------|----------------------------------|-------------|--------------------------|
| Sept 8 | First Day of Classes | Jan 11-15 | Parent Appreciation Week |
| Sept 14-18 | Bring a Friend Week | Feb 8-12 | Valentine's Week |
| October | Spirit Month (more info to come) | March 8-12 | Banana Split Week |
| Nov 1 | Costumes/Recital Fees Charged | March 15-19 | Spring Break |
| Nov 16-20 | RDS Gives Back Week | April 19-23 | Costume Week |
| Nov 23-27 | Thanksgiving Break | May TBD | Year end/ Pool Party |
| Dec 12 | Holiday Showcase and Party | June TBD | Spring Recital |
| Dec 21-Jan 1 | Holiday Break | | |

TUITION FEES & PAYMENTS

- Tuition rates are charged (including studio holidays) from September 7 through the Spring Recital in May or June, not by the number of classes in the month. Tuition fees are paid monthly or annually. If the recital is held in May, then May 1st will be the last tuition payment of the season. If the recital is held in June, then June 1st will be the last tuition payment of the season.
- Tuition will be debited from your account (or charged to your credit card) on the 1st day of each remaining month. There is a 3.5% convenience fee on credit or debit card payments. To avoid this fee please pay by cash or check, or provide a checking account and routing number by the 1st of each month.
- Accounts not paid by the 10th of each month are subject to an accruing \$20 monthly finance charge and discontinued services until paid. Accounts more than 60 days past due may be submitted to collection services.
- Recital/costume fees will be automatically charged to your account on November 1st.

ROLLOVER REGISTRATION

- For your convenience, and to reserve a space for the following season, annual registration fees will be automatically renewed and applied to your account on May 1, 2021 unless a withdrawal form is completed in the office before that date.

DISCOUNTS

- Siblings receive a 10% discount off the total monthly amount for regular school year classes. No sibling discounts are offered for summer classes, special events, or guest artists.
- Dancers who pay the entire year in full will receive 10% off their total bill

NSF PAYMENTS

- Non-sufficient funds on paper checks, auto-debit, or auto-charge payments will incur a \$20 NSF fee which will be paid at the front desk along with the tuition.

WITHDRAWAL FROM CLASS

- There is a one month minimum for all lessons. A one-month notice from the first of the month is required to discontinue any payments for the following month. To withdraw a parent must complete and sign a withdrawal form. Automatic bank debiting or credit card charges will stop after the one-month notice period.

PRIVATE LESSON CANCELLATION POLICY

- All private lessons canceled with more than 24 hours notice will receive a full refund. No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount.

RESCHEDULING, TEACHER AND CLASS SUBSTITUTION

- RDS reserves the right to reschedule or combine classes.
- RDS reserves the right to provide a substitute or replacement teacher as RDS may deem necessary.
- RDS reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence, or governmental advisory.

REFUNDS/CREDIT ON ACCOUNT

- Tuition, registration fees, recital, and costume fees are not refundable for any reason. Refunds are only issued when RDS cancels a class due to low enrollment.
- No refunds will be given if a similar online class is provided in place of an in-studio class

4 WAYS TO LEARN

RDS offers a variety of service options including private instruction, small group instruction, traditional classes, and pre-recorded classes to meet the needs of students and staff as well as for the ability to maintain service continuity in any situation.

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher. Please report all absences via parent portal.

DRESS CODE

Proper attire and hair etiquette are required for all classes. All required items will be available in our Dance Boutique.

Discover Dance I/II, Intro to Youth Combo, Youth Combo: any colored leotard, hair in a dance bun, pink leather ballet shoes (prefer Balera Leather Full-Sole Ballet Shoe), black tie or buckle tap shoes (prefer Balera Beginner Tap Shoe).
OPTIONAL: skirt, fitted shorts, flesh toned tights

Mommy and Me: any colored leotard, hair pulled out of face, any leather PINK ballet shoe. OPTIONAL: skirt, fitted shorts, flesh toned tights. MOMS--any athletic clothing that allows for movement (no jeans).

Tumbling Classes: Fitted athletic attire that is easy to move in (i.e. fitted tank tops, sports bras, leggings, bike shorts). No shoes, hair must be completely pulled up. No jeans, tennis shoes, or baggy clothing.

Pre-Teen Tap, Tap I/II/III: All black leotard or sports bra, hair in a dance bun, Balera black lace-up tap shoe. OPTIONAL: black shorts, leggings, flesh toned tights.

Pre-Teen Jazz, Jazz I/II/III: All black leotard or sports bra, hair in a dance bun, Balera tan slip on jazz shoe. OPTIONAL: black shorts, leggings, flesh toned tights.

Pre-Teen Ballet, Ballet I/II/III, Pointe: All black leotard, flesh toned tights, hair in a ballet bun, Balera canvas split-sole ballet shoe, (Pointe Shoes may be brand/style preferred by dancer). OPTIONAL: black wrap skirt.

Pre-Teen Lyrical, Lyrical I/II/III: All black leotard or sports bra, hair in a dance bun, no shoes. OPTIONAL: black shorts, leggings.

Hip Hop: Athletic clothing that is easy to move in (no jeans), clean tennis shoes, hair pulled out of face.

Musical Theatre: All black leotard or sports bra, hair in a dance bun, either Theatrics Baby Louis 1.5" character shoe or Theatrics EZ flex 2" character shoe. OPTIONAL: black shorts, leggings, flesh toned tights.

Modern: All black leotard or sports bra, hair in a dance bun, no shoes. OPTIONAL: black shorts, leggings.

Competition Rehearsals: All black leotard, hair in a dance bun, BLOCH tan "Pulse Leather Jazz Shoes"

Gentlemen: All classes (except hip hop and tumbling--see above): white or black fitted v-neck shirt, Black Men's Ballet Leggings/Dance Belt for ballet, Black jazz pants/harem pants/black athletic shorts for Lyrical, Jazz, Tap, Musical Theatre, Modern.

Gentlemen Shoes: Ballet--BLOCH Black "Men's Pump Canvas Ballet Shoes", Tap--BLOCH Black "Men's Jazz Tap Leather Tap Shoes"

SAFER STUDIO POLICY

RDS requires all staff and students to stay home when they are ill. In order to reduce community spread of Coronavirus, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing!® and Youth Protection Advocates in Dance. RDS understands that unlike older children and adults, young children cannot be expected to maintain social distancing at all times. Therefore RDS focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible. All studio classes are backed up on an online learning platform. In the event a class is unable to be held at the studio classes will convert to an online learning platform until in-studio classes can resume.

CONTINUOUS PARENT COMMUNICATION SYSTEM

RDS uses a "green, yellow, red" system of continuous parent communicating regarding the status of classes which can be found in the top right-hand corner of our website and social media. Green indicates to attend face-to-face classes as usual. Yellow indicates a cautionary change to service delivery, so please check your email. Red indicates clients should stay home and attend class online.

SPECIAL COMMUNICATIONS:

RDS works to keep you informed and up to date on regular studio happenings:

- Monthly Email Newsletter, Email, and Lobby Communication Center
- Follow @ReignDanceStudios on Facebook and Instagram for weekly updates
- Join our the RDS Parent & Student Community on Facebook to connect

PARENT OBSERVATION

In an effort to maximize both instructional time and observational time, parent observation will be permitted for the entire class on the following dates. Dates are noted on the calendar above. Other observations are at the teacher's discretion. We ask that you observe quietly, that cell phones be turned off, and that siblings are monitored and quiet during observations.

INCLEMENT WEATHER POLICY

In the event of inclement weather, an email will be sent and a social media post made by 2pm if classes are canceled (by 8am for morning classes). Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any canceled classes may be made up on your own time from our regular schedule of in person and on-line classes, based upon availability. In the event there is not a makeup class available, a replacement lesson opportunity will be scheduled.

LOST AND FOUND AND SECURITY

- A lost and found basket is located in the girls' dressing room. Please check the lost and found basket regularly as all lost and found items are donated to Goodwill on the 1st and 15th of each month.
- Security cameras are located in public areas for safety and security. MDU does not make security or video data available to students or parents.
- MDU is not responsible for any lost or stolen items. Please do not leave belongings unattended.
- Dancers are encouraged to take dance bags into classrooms with them.
- Lockers are also available for rent for your security and convenience.

CHRISTMAS COOKIE SOCIAL

Every year we finish our first semester of classes with a fun and informal fundraising program—the Christmas Cookie Social. Approximately one-third of our students participate each year. Participating classes are selected and invited from each age group of our Children's Classes in our November E-Newsletter. Proceeds are used to send interested upper-level dancers to Dance Revolution which is a faith-based youth dance convention.

SPRING RECITAL

- We end our season with our Spring Recital. We encourage but do not require participation.
- The Spring Recital will be held either in May or June depending on local theater availability.
- Spring Recital and mandatory dress rehearsal dates will be tentatively published in February.
- Special requests to adjust rehearsal and recital times are accepted until March 1st. We attempt to accommodate every school's activities while meeting the technical demands of the show.
- Show assignments and rehearsal assignments will be tentatively published in the March newsletter.
- Tickets will be available for purchase through a ticketing service in March (date TBA). Ticket prices typically range from \$16-\$22 depending on venue.

SPRING RECITAL COSTUME ORDERS/EXCHANGES

- All classes have a recital costume unless noted on the schedule.
- Spring Recital costumes will be paid by automatic EFT, debit or credit card payment on November 15 and are not refundable after November 30. Costumes are ordered over Thanksgiving break. Costumes will not be ordered unless payment is received in full.
- Students are measured for costumes in classes and they will be delivered in Jan.-April. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

Signing this policy page informs us that you have read, understand and agree to abide by these policies.

Parent or Guardian Signature

Date

"On a personal note, I think the way the studio handled recent times was great. I felt well informed and was happy to be on the receiving end of such great leadership and an amazing team!" —Dance Mom

"I want to say thank you for making great decisions and leading all of us through this surreal time in history. Our kids were able to keep doing what they love: dancing!!! They were able to communicate with other people, whom they love, other than immediate family! They learned a lot More Than Just Great Dancing!®"
—Dance Teacher

"You are amazing!!! Thank you for making the right choices!"
—Dance Dad

"Love your of the box thinking and leading with your heart!"
—Community Member