

Studio Policy

Mission

At The Gift Box, our mission is to provide an affordable, inspiring, and family-oriented space where students of all ages can unlock their creativity and pursue their passions in dance, acting, music, and performance. We believe every gift deserves to be developed and cultivated, every dream deserves support, and every individual deserves the chance to shine and know their gifts will make room for them.

Attendance

Attendance is checked each month, and each student is expected to attend each class. Students are expected to be on time, in proper attire, and prepared for class. If your child arrives to class more than 10 minutes late, the teacher may ask them to observe classes to avoid class disruption and for safety reasons. The first 10-15 minutes of class is for stretching and if the student misses the stretching portion, they are more prone to being injured in class.

Trial Classes

We offer a **one-week trial for \$29.99** so students can experience The Gift Box classes before enrolling. This option is perfect for new students who want to explore our programs and ensure a good fit. Trial fees are non-refundable, and all required waivers must be completed before the first class. Trial availability is subject to class space.

Make-up Classes

Students who miss a scheduled class are permitted to attend **make-up classes through the end of the current class session**. Make-up classes must be taken within the same session and may not be carried over to future sessions. All make-ups are subject to class availability and must be age- and level-appropriate. No refunds or credits will be issued for missed classes.

Single Drop in rate

This applies to any student taking any class on a one time or inconsistent basis. The single drop in rate will no longer apply once this student enrolls into a monthly tuition plan and registration fee will be required.

Private Lessons

Privates must be scheduled at the front desk before scheduling on the portal. We must check the availability of the instructor requested and then it will be entered on the portal for you. Payment for Private lessons will be due before the class has been completed.

Acting Department

The Acting program is a 8-12 week course and requires payment in full up front. This program is progressive as it develops over the course on a specific 8-12 week curriculum. Missing classes will need to be made up via special assignments to fulfill the curriculum and or taking the theatre class so the student can get all the proper curriculum to excel in this program.

Dropping Classes

If you would like to drop any class (other than Acting Program), you must give a 30 day notice. Tuition will still be charged if the class is not dropped within the 30 days. Giving advance notice allows us to fill the spot in the class in enough time from a student on the waiting list if applicable.

The **Acting Program** must be dropped no later than the one week before the start of the program to request half the tuition back for emergency situations only. Once the program has started it is closed to new students and takes a spot from another prospective student so a full refund will not be honored. If not dropped before the start of the program no portion of the tuition will be refunded.

Before and After Class

The Gift Box truly cares but is not a daycare. Staff is not responsible to watch students after class is done. Please have your child wait inside the studio until their ride is there and notify the staff if their ride is late. No student will be allowed to leave the studio unsupervised unless given written consent from parent or guardian. Please note a call will be made if more than 15 minutes late.

See Seperate Payment Policy (for complete payment policy)

Payment Authorization

By providing a credit card or bank account for payment, the cardholder/authorized account holder gives The Gift Box Studio permission to charge the provided credit card or bank account for all tuition, fees, and other charges associated with enrollment and studio services. This authorization applies to recurring charges, special program fees, and any agreed-upon amounts due. The cardholder also agrees to keep payment information current, including updating expiration dates or replacement cards as needed. This authorization remains in effect until The Gift Box Studio receives written notice of cancellation or change.

Founding Members

Founding members are limited to the first 25 students that register with The Gift Box for any class **excluding** the Acting Program before the Studio officially opens. They will receive complimentary branded apparel before the Grand opening and waived registration for life. They will also receive classes at a discounted rate for a lifetime. The current rate being \$40 per class or \$200 unlimited classes but with cost of living raises and studio expenses raising as a result, that rate may increase over the years since this is a lifetime special. However it will always be at a rate lower than regular courses and the lowest competitive rate in the local area. It will not go up with every cost of living increase as we will assess the financial health of the studio in order to determine what changes if any should be made and provide ample notice to Founding Members.

Enrollment/Schedule of classes:

Year-Round Schedule, Enrollment & Auditions

The Gift Box Studio operates on a **year-round schedule** beginning **August through July** to support ongoing training and artistic development. While classes and programs run throughout the year, **major updates, program changes, open enrollment, and auditions for performance teams take place each August.**

Open Enrollment & Auditions — August

Each year in **August**, we offer open enrollment for new and returning families to explore classes, register for programs, and learn about placement opportunities. **Performance team auditions** are also held during this time, with additional auditions offered at the studio's discretion if needed.

Program Enrollment Structure:

- **Dance Programs:** Enrollment remains **open year-round** with new students joining as space permits. June thru August is the primary time to explore Performance Teams and specialized programs.
- **Performance Teams:** Require **annual auditions in late July thru early August**, unless a mid-year audition is offered at the studio's discretion.
- **Acting & Theatre Programs:** Run in **8–12 week sessions**. Enrollment for these sessions opens every 8–12 weeks and may close once the session begins.

Seasonal Intensives

We offer **Spring, Summer, and Winter Intensives** as supplemental training experiences designed to deepen skills, elevate performance, and enhance artistic growth. These intensives may require separate registration and fees.

** Parents/Students are responsible for enrolling into classes each season.

Classes **may be subject to change with each season.

Holiday Schedule

The days that the studio will be closed for holidays listed we will make class adjustments to fulfill the allotted hours per month for classes taken. In some cases such as Spring Break or Christmas break we will not fully adjust those weeks as shows/performance will make up for those hours but if you feel you/your child require additional help for missing during Christmas or Spring break we will accommodate you within a small group or private scheduled at no extra cost.

Holidays closed

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Parent Portal and Mobile App Policy

All parents must have login info for the online parent portal. This allows the parent to manage their student account and make payments online. Both students (18 and older) and parents should have the Parent Portal mobile phone app downloaded to their phone and set to receive push notifications. If unable to download the app you must still

have your own personal login from a device that you check regularly to stay on top of updates and info from the studio.

Dress code

Hip Hop

- Loose clothing

- No jeans

- No tube tops

- Tennis shoes or Dance sneakers that are not worn outside. Shoes that are worn to school are not allowed.

- No vans, Crocs, or slides

Jazz/Lyrical

- Form fitted clothing

- Bra tops

- Dance shorts, briefs, or leggings

- No loose clothing

- Boys can wear loose shorts and fitted t-shirts or tanks.

- No shoes

- Hair pulled out of the face

Technique

- Form fitting clothing

- Bra tops

- Dance shorts, briefs or leggings

- No loose clothing

- Boys can wear loose shorts and fitted t-shirts or tanks.

- Half Soles

- Hair pulled out of the face

Acro/Tumbling

- Bra top and dance shorts

- Boys shorts and fitted tank

- No shoes

- Baggy clothing is not permitted

Hair pulled out of the face

Contemporary

Loose or fitted tops are acceptable.

No shoes

Hair pulled out of the face

Ballet

Dancers must have a high ballet bun at the top of the head. No bangs or fly aways allowed. If a dancer has short hair, all hair including bangs must be clipped away from the face.

Elastics **MUST** be sewn on ballet slippers. The elastics are needed for safety

No holes in Ballet tights

No loose or baggy clothes (including T-shirts and hoodies) allowed during class.

Boys should wear form fitted top, black shorts or tights, and ballet slippers.

Studio Etiquette Policy

Students/families must display proper etiquette in the lobby in respect to those around them.

- Parents are not allowed in the dance rooms during classes.
- No food, drinks, gum, cell phone allowed in the dance room (Water only)
- Children who are not in class must be supervised at all times by an adult.
- Siblings may not be left unattended in the lobby area.

TGB is not responsible for any children waiting or left at the studio for any reason.

TGB has the right to refuse service to any person, for any reason.

Studio Capacity and Liability Policy

Students should not be left unattended without a parent/guardian present and must be dropped off/picked up in a timely manner. This also includes siblings and friends of students. We want to assure the safety of all our students and to respect the studio's maximum capacity regulation for the lobby and dance rooms. The studio is not responsible for students who have been left unattended.

Liability Release

Dance training is demanding on the body. All students run the risk of being injured in class. As a parent and/or guardian of a student, you must agree that you understand these risks and do not hold, faculty, owners, and the artistic directors responsible for any injuries, loss of property, or illness during attendance at the school or any related field trips, competition/conventions, or performances.

Membership Cancellation

We can only revoke this authorization by providing written notification via email or letter to The Gift Box. Notification for cancellation must be received 2 weeks prior to the following month. If a 2-week notice is not given, the client will be charged the following month's tuition.

The student's full account will be reviewed prior to dropping them from the system. If there is a balance due, it will be brought up to the parent and will have to be paid at the time of departure. Please note that a refund is not guaranteed when dropping your student from class.