

## **Clan Rince Guidelines 2023**

*Hello families,*

*The following is a brief memo on how Clan Rince will operate this year. Our goal is to serve our school as effectively and efficiently as possible. This information will also be found on our website in the Members section in case you need to refer back to it. We will also have our annual calendar available on the website.*

*([www.ClanRince.com](http://www.ClanRince.com))*

### **Communication**

- 1. Email is our primary form of communication. Please do not call. If you would like to schedule a phone call please email us first.*
- 2. Text messages are welcome for a quick yes or no answer or if an immediate response is necessary. If you are late to pick up your child from dance please text us. Our “office hours” are 9am to 8:30pm, please refrain from texting outside of that time frame. If you are at an out of town feis we are happy to hear how your dancer did, please text a brief result and no more than one photo if you would like it included on our social media.*
- 3. When the studio is closed for a break our office hours are also closed; We will respond to emails and texts after the break.*

### **Annual Schedule and Tuition**

- 4. Clan Rince provides a year-round program. Our studio cannot survive without the support of each dancer. Tuition must be submitted 12 months of the year from all enrolled students. If you are going to take a month off or the summer off we can arrange makeup classes upon your return.*

*Absence due to severe injury is different and will be handled on a case by case basis.*

- 5. If you decide to discontinue lessons with Clan Rince please notify us via email. If you rejoin at a later date you must pay the registration fee and your dancer may need to do a private lesson to catch up to their class.*
- 5. Tuition is due by the 1st of the month. An email reminder is sent on the 20th of the month before. If the tuition is sent after the 1st please add a \$20 late fee unless you have made arrangements with Jeannie ahead of time. This is effective immediately and will be enforced.*

### **In the Studio**

- 6. **Hours of class per week** - If your dancer has progressed to hardshoe we highly recommend 2 classes a week to ensure they practice all their steps. Dancers who only attend one class a week will not progress as quickly. We cannot guarantee they will do both shoes at each class.*
- 7. **Private lessons** - Private lessons are not designed to replace practicing. They are intended to polish specific steps, help with timing or other areas where a dancer may be struggling. In the past we have been extremely flexible with fitting in privates during the week. However, starting in 2023 we are teaching 6 days a week and can no longer sustain that schedule. We are trying something different for this quarter.*

*These are our new Private Lesson policies:*

*We will not be offering one-on-one privates (with some exceptions).*

*Privates must have 2-4 dancers who are training the same dances.*

*The flat rate is \$100 per hour.*

*(\*If a solo private is truly needed, the rate is \$85 per hour.)*

*Privates will be done primarily on Sundays between 9am and 12pm but we can also offer Saturdays 1:30-4:30pm on most weekends.*

*Private lessons are a great way to put a dancer at ease and help them gain confidence when they are struggling. Privates are available to all levels.*

***If you would like a private lesson in January please contact all 3 instructors with one email.***

8. ***Class Preparation*** - Please send your dancer to class with their shoes, water bottle, CR t-shirt/shorts or leggings if it's colder. Hair must be off their face in a ponytail or bun. No jeans. Please arrive on time so you don't miss your warm up.
9. ***Studio Etiquette*** - Please remind your child to pick up after themselves—take home their jackets, water bottles, and pick up their tape and trash. Absolutely no food, snacks, sticky drinks/Starbucks will be allowed inside the studio.