

Welcome to  
In the Key of Dance Studio



1910 Highway 20 Suite 220  
Conyers, GA 30012  
[www.inthekeyofdance.com](http://www.inthekeyofdance.com)

# Checklist



- **Register and verify all information including card on file for tuition draft**
- **Download studio band app & turn on all notifications**
- **Order Class Attire (May purchase from the studio)**
- **Become familiar with our policies and procedures**
- **Plan to attend virtual parent meetings**



## **What will Your Dancer Need?**

- . Class Leotard Color**
- . Skin Tone Tights**
- . Correct Class Shoes for each genre**
- . Medications or Asthma Pumps**
- . Dance Bag**
- . Water Bottle**
- . Positive Work Ethic**



# Policies & Procedures

Dancers must participate within the dance studio rules and respect all teachers/staff/volunteers. Dance class is educational and fun, however, the other important factors includes developing character, technique, positive reinforcement, and respect.

## Conflict of Interest (Multiple Studio Policy)

Any dancer enrolled with In the Key of Dance Studio shall not have any other contractual agreements and enrollments with multiple studios. Parents must figure out their reasoning & best option of choice. The dancer is the ultimate one that is cared for and should not have to choose between performances and missed classes due to conflict of scheduling , cost, confused with training styles etc..

## Intellectual Property Policy

Choreography, Logo, Studio Name, and Studio Policies remain intellectual property and may not be reproduced or sold by any student, parent, or staff.

## Honor/Ethics Code

It is dishonorable and prohibited to profit financially from any production or activity related to the studio, i.e duplicate tickets for entry or create/recreate studio merchandise (with or without studio name, logo, or logo) to sell/side hustle to patrons or dancers for profit or self-gain. This act could cause extreme disorder and automatic dismissal.

## Communication

- Our primary means of communication and all important correspondence will be sent via email. Please ensure that you provide us with a current email address that is checked regularly.
- Information is also posted via Facebook & Instagram. Please follow!
- If you know that your dancer will be absent, please email or call the office and let us know ahead of time so the class impact & performance impact will be minimal.
- There is a 24-48 hour response time for inquiries.

## Injury & No Call No Show

Injury's are taken very seriously, if a dancer is injured, they are encouraged to sit and take notes to not only avoid further injury but to not miss what training transpired during class.

- Parents must communicate absences/tardiness to minimize impact to the class. Missing classes could affect your dancer and their peers. Students that are no call no show contenders will be considered "dropped" from that class. This spot will be opened for others to enroll. ***Students who miss three or more classes may have a diminished role in performances.***



# Payments & Fees:

In the Key of Dance tuition is based on an entire season of dance. Our season runs from August to May. Tuition is based on 38 weeks of instruction not the number of classes attended. The 38 weeks is then divided up into ten equal monthly installments which excludes Fall Break, Thanksgiving Break, December Holiday Break, and Spring Break. The first installment is due at registration along with the registration fee to secure a student's spot.

- There is an annual \$40 non-refundable registration fee due at the time of registration for new and returning students (\$20 for each additional sibling living in the same household).
- Base rate tuition (All students ages 8 and over receives a minimum of 1.5 hours of ballet instruction per week):

**1 Hour Per Week: \$65/Per Month**  
**1.5 Hours per Week: \$85/Per Month**  
**2 Hours Per Week: \$105/Per Month**  
**2.5 Hours Per Week: \$125/Per Month**  
**3 Hours Per Week: \$145/Per Month**  
**3.5 Hours Per Week: \$165/Per Month**  
**4 Hours Per Week: \$185/Per Month**  
**4.5 Hour Per Week: \$205/Month**  
**5 Hours Per Week: \$225/Month**  
**5.5 Hours Per Week: \$245/Month**  
**6 Hours Per Week: \$265/Month**

- You will not receive billing statements or invoices prior to any charges, however, you will receive a receipt of payment.
- Regardless of early payment, a Credit/Debit card must be on file for Auto Draft. The card will be auto-drafted on the 15th of each month for tuition payments. Parents are able to make their payments between the 1st-12th via your parent portal, Cashapp (\$Inthekeyofdance), Zelle (keyofdancelc@gmail.com), Credit/Debit card inside of studio, Check, or Cash. Auto-draft will not apply if paid tuition is paid before the 12th of each month. Tuition starts on August 15, 2023 regardless of absence, dismissal, or leaving the program. Holidays are not excluded.

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**A \$25 late fee will be charged on all declined accounts on the 16th of each month. Students are not permitted to take classes or perform, until their balances are current, and late fees are paid. \$25 NSF for check declinations. We DO NOT allow tuition to accumulate.**

- No deductions or refunds will be given for missed classes or for dancers who withdraw mid-term.

- Deductions may be given if illness ends their season but must be authorized by the director and will require a signed medical letter.

Costume expenses are the responsibility of the parent and will not be distributed to students with unpaid class/costume fees. Families who do not comply with their fee or costume payment obligation will be excluded from participating in classes & performances and turned away upon arrival. External debt collection may occur when fees remain overdue and will be at the expense of the parent.

- Credit Card Chargebacks: We may immediately terminate your enrollment agreement without written notice if you file, for any reason, a dispute, claim, and/or chargeback request from your credit or debit card issuer or any other payment method you use.

(Costume, Choreography, & Music Selections are at the discretion/vision of the instructor. Challenging any of the three may not change the vision of the instructor/director.)

## **Calendar:**

We generally follow the Rockdale County school calendar for closings. Please note: We will **NOT** close for Rockdale County Winter Breaks or MLK Day. If you attend a school district outside of Rockdale County, please let us know if your dancer will be missing class (For example, a different spring break, etc). This could also affect your dress rehearsal or show schedule.

**Closed: Labor Day (September 4th)**

**Closed: Fall Break (October 2nd-7th) Resuming on October 9, 2022**

**Closed: Thanksgiving Break (November 20th-25th) November 27, 2022**

**Closed: Halloween (Tuesday, October 31st) Allow kids to attend their church's Trunk of Treats & Trick or Treating**

**Closed: Holiday Break (December 25th-January 6th) Resuming on January 8, 2023**

**Closed: Spring Break (April 1st-5th) Resuming on April 8, 2023**

## **Unexpected Virtual Classes:**

Government Shut-Down, Inclement weather such as snow days, or any other dangerous weather systems may cause the studio to close and revert to virtual sessions. If we are unable to hold a virtual session due to inclement weather, a Friday or Sunday make-up day may be allotted for class.

## **Co-Parenting Clause:**

In the case of family separation, only one invoice will be billed. Both parties must discuss which parent is financially responsible for the full monthly payments to the studio. In the Key of Dance cannot accept split payments from multiple family members of different households.

## Winter Recital

We are a community that loves to offer holiday cheer. Every Year there is a winter show. In addition to our spring recital, our winter show gives the dancers an opportunity to not only have a chance to perform for our family and friends, but to also give back to the community. To be eligible to participate, dancers must be registered for classes by October 16th. There will be a \$50 Performance/Charity fee that will be used for toys or other needs for a local charity chosen to support. There are no costumes to purchase for winter show. All classes will perform. Winter performance/charity fee is due October 16th.

## Spring Recital & Costume Fee

One class: \$105 Two Classes: \$155 Three Classes: \$195 Four Classes: \$245 Five Classes: \$295 Six Classes: \$345

Recital Fee Due-Installment #1

⇒ October 23rd

Recital Fee Due-Installment #2

⇒ January 22nd

Recital fee includes: One costume, tights, costume accessories, and shipping. For students taking two or more classes, the additional fees pays for the additional costumes along with accessories needed. First half is owed in October and the final installment is due in January. Recital/Costume fees must be paid in full in order to get your costumes ordered. Nonpayment of recital fees & tuition will result in your dancer not participating in recital. **Last, recital fees are non-refundable per costume company policies.**



# Classroom/Studio Rules & Etiquette

- NO classes (including private lessons) or teachers are to be disturbed unless it's an emergency. Parents are not to approach teachers or students during classes and if messages or food/drink/medication needs to be passed on to a student, it must be done by a staff member. **UPDATE** \*\*Due to Covid-19, parents and extended family & friends must remain outside of the studio until classes have been dismissed until further notice \*\*
- Please drop your dancer off on time. Tardy dancers will be escorted in to the class and due to safety measures, they must stretch & warm-up an additional 15-20 minutes to minimize injury before they are able to actively join the class.
- We are unable to take responsibility for our students roaming before and after their scheduled classes. It is the responsibility of the parent to ensure that their child is picked up and dropped off on time. In case of unavoidable delay, please call the studio so that we can still be aware that your dancer will be hanging around the facility. Late pickup fees will be accessed.
- Director reserves the right to change teachers or timetabling at any time throughout the year.
- Any questions or complaints must go through the studio director or receptionist. To maintain respect, order, and conclusion, parents and students must set up a meeting.

## Release, Consent, and Transfer of Rights

Dancer and dancer's guardian understand that In the Key of Dance Studio dancers may be photographed or videotaped from time to time in rehearsals, performances, and class time. As further consideration to In the Key of Dance Studio, Dancers and his/her guardians hereby express consent, release, and transfer to In the Key of Dance, in advance, any and all rights to said photographs and/or videotaping of dancer in rehearsals, performances, & classroom sessions. Consistent with the above consent, dancer and his/her guardian understands that In the Key of Dance Studio and In the Key of Dance Performing Arts Inc. (Non-profit Entity) may use such photographs or videos for promotional purposes of In the Key of Dance Studio and In the Key of Dance Performing Arts Inc. Dancer and dancer's guardian understand such assignment shall survive the termination of the agreement.

### **Substitutions:**

We reserve the right to schedule a substitute teacher if the regularly scheduled teacher is ill or is otherwise unable to teach class. If the studio cannot arrange a substitute teacher, a make-up date will be scheduled.

### **Fundraisers:**

Funds earned from fundraising events must be spent for the purpose it was intended. This includes all fundraising activities! The studio shall keep a record of all funds relative to the pre-determined purchasing intent of the student. Please note that funds that are raised for the intent of dance activities shall not be refunded for any reason.

### **Make-up Classes:**

If classes are cancelled due to inclement weather, class cancellations, or any other emergency reasons from the studio, those classes will be made up. We do not offer make-up classes for classes missed. Monthly tuition payments are not reimbursed for missed classes as their spot is still being held in their absence.

# Attire

In the Key of Dance has a strict uniform policy regarding dance attire. All students must be properly dressed, neat, & clean at all times. Teachers must be able to correct posture and minimize injury. If they arrive improperly dressed, or don't arrive with the correct shoes they won't be permitted to take class. SAFETY FIRST!!! NO Exceptions!! To not miss important class happenings, they will be required to sit and take notes. NO leg warmers during instruction, no sweat pants, shorts (unless authorized), head coverings (unless for religious reasons), multi-colored leotards, or jackets allowed. Students (no matter of age or size) must not walk around in public (outside of the studio/theater) dressed only in leotards and tights! Students in ALL levels are to enter and leave the building in a complete cover-up: dress, jeans, tee-shirt, shorts, and street shoes (not dance shoes). \*\*Gum Chewing is NOT allowed\*\*

## Jewelry

Jewelry is dangerous while dancing, and should not be worn in class. Students are encouraged to leave all jewelry, such as bracelets, watches (smart watches as well), rings, & necklaces off and preferably left home while receiving dance instruction. In the Key of Dance takes NO responsibility for any lost or stolen items (including electronics). Only stud earrings are allowed in class.

## Nails

Nails must be trimmed for all students. Long and/or fake nails has posed safety hazards to oneself and other students during instruction. Clear nail polish only on fingers and toes are permitted during performances, photo shoots, and productions. Nude (must match nail bed) polish is okay. No nail designs and accessories.

## Tights

In the Key of Dance requires that all female students wear skin tone transitional tights (due to other genre's that may require bare feet). This will prevent a break in the visual "line" from the top of their head to the tip of their toes. Ballet shoes should be skin tone as well.



## Hair

Hair must be neat and properly secured out of the face & neck for all classes. Braids are not preferred but okay for class as long as it can fit in a secured bun. Beads have proven to be a dance class liability due to causes of injury to the feet as they fall off of the hair to the floor, causes bruises in faces and cracked glasses as they fly off the hair, and it causes injury to dancers when attempts are made to hold their necks stiff to accommodate flying beaded hair. **If wearing beads, hair must be in a net.** This prevents the distraction of slapping of the hair in face of oneself and others during instruction.

Female students must wear their hair swept back and up in a secured high bun for all major performances. Braids are not preferred but accepted for local outside community performances and dance engagements as long as the thickness of the braids allot a **SECURED** high bun **THAT DOES NOT MOVE and must be fresh!!!** No Exceptions.

Male students must wear their hair neat. Long hair must be secured back away from the face with little to no facial hair.

Panties should not be worn. Tights are the replacement of panties and must be worn at all times. If panties must be worn for their time of the month, the color should be skin tone or black, no designs, should not be seen, or distract the lines.

**Students that are not properly dressed will be dismissed from class and must be prepared to take notes until parent/guardian picks them up. A neat and tidy appearance sets an attitude of attentiveness and respect for themselves, their teachers, and their craft.**

## Leotards

Please refer to online store for your dancer's required leotard (Can be purchased from studio!)

**HOLES OR STAINS ON TIGHTS OR LEOTARDS WILL NOT BE ACCEPTED ON ANY BRANDING OF THE STUDIO** such as website, social media platforms, flyers, brochures, shows, or promo videos. No Exceptions.



Social Media Policy refers to all social media networking platforms including but not limited to Facebook, Instagram, YouTube, Tik Tok, etc.

Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions:

- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Any comments or post perceived to be obscene, defamatory, threatening, harassing, discriminatory, or hateful towards staff, students, or families may be subject to legal action.
- All matters pertaining directly to the studio, whether it be fees, scheduling, placements, performance opportunities, or general inquires must not be communicated via social media. We have an open door policy and encourage all communication, complaints, and feedback to be communicated to the office directly via email.
- Parents must not engage in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters. Such toxic behaviors will create immediate dismissal.
- Photographs/Videos that feature any of the studio dancers must be used as the studio's original intent when shared to your social media.



In the Key of Dance is committed to providing a safe and supportive community that fosters a lifelong love for the arts. In order to guarantee that all of our dancers are able to best pursue their passion or recreational fun, IKD will not tolerate bullying in any form: physical, emotional, social, verbal, or written (electronically or in-person). As such, we have implemented a Zero Tolerance Bullying Policy applicable to our students, dance families, staff, and employees. This behavior is described as bullying if it physically or emotionally harms a dancer, targets a dancer for any actual or perceived characteristic, or creates a hostile environment in the dance studio.

We understand that the under reporting of bullying is the biggest hindrance to stopping further harassment. We have developed a form to file in case of bullying and the information should be sent directly to the studio. A course of action will then be decided.

Since our goal is to empower people and embrace individuality. One documented bullying event will have repercussions-which could include immediate termination of enrollment for Bullying.

Please note, as per the policy above, IKD recognized that bullying does not just occur between students. Parents or guardians, who harass or speak ill of a student, another parent, or IKD staff member, will have repercussions, which may include suspension or termination of the student and possible legal action for the adult if their actions turn an incident into a physical altercation. There will be no refunds for such actions!

At IKD, respect and compassion are two of our core values. All dancers have the right to learn and develop their art in a positive, respectful environment.





- **First Aid Kits are kept on site.**
- **It is the responsibility of the parent/guardian to inform of any prior illnesses or injuries prior to class enrollment.**
- **In the Key of Dance MUST be notified of any medical conditions including but limited to Asthma, Diabetes, etc. that a student may have. In the Key of Dance is not responsible for allergic reactions outside of class time, however, aid will be provided if required.**
- **Any student that has been diagnosed with being at risk of Anaphylaxis should bring an EpiPen to class labelled with their name on it and a management plan should be provided to the office.**
- **Where an injury occurs, first aid will be administered. If medical services are necessary, an ambulance will be called. The student's parent/guardian will be called by staff using the contact information provided on file. It is the responsibility of the parent/guardian to ensure that all information is up to date.**
- **Injury that occur will be documented on the injury/incident report.**
- **Studio cannot ensure that the facility is 'Nut Free'**

## **Behavior/Conduct Policy**

- We expect all dancers to behave properly in class. They must respect their teachers and peers at all times. Should a dancer become disruptive, the instructor has the right to remove him/her from the class. They will be either sent home or allowed back in at the teachers/director's discretion. This ensures that all dancers have an equal opportunity to participate in a motivating environment.
- Dismissal Policy
  1. Non-payment or Excessive Late Payment Fees
  2. Not observing studio rules
  3. Child has needs which cannot be adequately accommodated
  4. Any type of abuse of staff or dancer, by parent or another dancer (See Anti-Bullying policy)
  5. Any parent, student, volunteer, and/or staff arriving to the facility or representing the studio impaired by the effects of illicit drugs or alcohol.

**\*\*We reserve the right to refuse service to anyone who refuses to abide by the studio policies & Procedures\*\***

