

# DANCE CITY & THE ARTS • POLICIES AND PROCEDURES

**REGISTRATION:** Parents are required to complete and sign a registration form, a policy form, and a COVID-19 waiver for students to be entered on our 2023-2024 class rosters and to enter the classroom.

**CLASS PLACEMENT:** Class sizes are designed to ensure the best learning environment for the student. Class levels are determined by ability, and age. It is recommended that any dancer, who is interested in excelling, include at least one Ballet class in their training. Student progression levels are at the discretion of teachers and director.

**TUITION:** Classes are based on a season's tuition. This is broken up into 10 payments. Our convenient, easy Auto-Pay system is recommended and preferred. All payments are due on the first of the month. Dance City and the Arts allows a five-day grace period before a \$25.00 late fee is charged. The final payment is due May 1<sup>st</sup> for the student to participate in the June Recital. Recital tickets will not be available until final tuition payment is made. The registration fee and 2 installment payments are due at the time of registration. The registration fee is \$35.00 per student, or \$45.00 per family. These payments are non refundable. A 30-day written notice form (which is available in the office) is required to cancel and stop payments. Students are not permitted in class if a student is 60 or more days behind on tuition payments. Private lesson payment is purchased in a pack of four and due prior to the given lesson. Private lessons may be refused by the instructor if two or more lessons have not been paid. There is a \$25.00 fee for any returned payments. There are no discounts on tuition if you elect not to participate in the yearly recital.

**VACATIONS & CANCELLATIONS:** Please see the yearly calendar for scheduled studio closings. The studio may also close due to inclement weather and health risks. **There are no refunds due to any cancellations.** Instead, students are encouraged to make up their lesson in a similar class. A message will be on the answering machine if there is a unexpected or weather cancellation by 1:00 pm. We will also e-mail out information on any/all closings.

**ABSENCE AND TARDINESS:** Please notify the office of a child's absence. Consistent and punctual attendance is extremely important in obtaining the utmost from the dance classes. **Please make every effort to have your child in class on time as late students interrupt the continuity of the class and put the student at a disadvantage.** If a student has more than 5 absences after the Christmas break, they will not be allowed to participate in the June recital, unless you have spoken to the director. Encourage your child to practice at home.

**PARENTAL RESPONSIBILITY:** It is the responsibility of the parent to keep informed on current studio information. All notices are emailed to the parents and are also posted on the bulletin board. It is your responsibility to ensure that the office has your correct e-mail address on file to receive notices. You will need to check your e-mail on a regular basis in order not to miss important dates.

**PICK UP AND DROP OFF:** Children must be dropped off at the studio and are not permitted to walk into the building alone.

We share the space with many other tenants and we ask this as a safety precaution for all of our students and families.

Please come into the studio to pick up your child after their class. The landlord has asked that students not wait in the building common areas for a ride. We have been informed that a violation of this rule could result in termination of our lease.

**You may not leave your child for more than 15 minutes after their class is over.** If you are going to be late to pick up your child, contact the office immediately.

**ARRIVAL FOR CLASS:** Students should arrive 5-10 minutes before class to minimize large groups in the waiting area. If a student is more than 10 minutes late to class, they may be required to sit and watch that class without participating. This is to ensure your child's safety. Dancing without proper warmup will likely result in injury.

**WAITING AREA/BREAKS** – Dancers age 6 and under are encouraged to have 1 parent or guardian in the waiting room. We have tried to set the schedule so that there will be very few kids with downtime between classes. If your student has a break between classes, they are permitted to stay in the studio waiting area.

**FOOD/WATER**- Students must bring a water bottles to class. We will have water bottles available for purchase in the office, but encourage students to bring their own water whenever possible. If your dancer asks for a water to purchase we will put a \$1.00 charge onto your account or they can pay with cash. If they will be there for an extended period, please pack peanut free snacks that are easy for your dancer to eat and clean up (granola bars, fruit, a sandwich etc.). For the foreseeable future, dancers will not be allowed to bring in food to share such as a pizza or cupcakes.

**ILLNESS & TEMPERATURE CHECKS** - **If your child is ill, you must notify the office. Please do NOT have them attend class under any circumstances.**

**CONSIDERATION FOR OTHERS:** Parents, students and siblings are expected to conduct themselves in a respectful manner. Consideration for others is a high priority of this school. No gum chewing is allowed in the studio. Please be sure to discard all trash in the receptacle provided before leaving. No street shoes are allowed on the dance floors. Students will not be allowed to leave the studio room without being dismissed by the teacher. No running, throwing or horseplay permitted at any time. No alcohol allowed in the studio at any time.

**CREATING A POSITIVE ENVIRONMENT – STUDENTS & PARENTS:** At Dance City we are dedicated to sustaining a positive environment of mutual support and respect in which all dancers are encouraged to be the best they can be. Working together as a team, we can create a welcoming environment and a positive experience for all students. If there are any questions or concerns regarding this please contact us. To maintain a professional atmosphere and provide the time you deserve; it is our policy not to discuss concerns in the waiting room or hallways. A private meeting can be arranged if the situation warrants.

**CLASSROOM VIEWING:** Closed circuit television in the waiting room is provided for class viewing. The children get the most out of their classes when they are not distracted. Never enter the classroom unless the teacher asks. Please do not touch the television sets.

**DRESS CODE:** Specific dress code guidelines will be published for each class. Hair must be pulled back in a ponytail (or bun if required). Ballet shoes, jazz shoes, tap shoes and hip-hop shoes must be worn depending on the class. There is no jewelry or gum allowed in the studio. Street clothes over leotard and tights is not permitted and students may be asked to remove them. Dance City sweatshirts and dance pants can be purchased and are permitted in class at times deemed appropriate by the teacher. Dancers do not wear underwear with leotard and tights. Tights are specially designed for dancers with cotton inserts, which we require our students to wear. Failure to comply to any attire rules may result in the student sitting out or dismissal from class. Tap/Jazz and combination students will enter the class with tap shoes, the first portion of class will be tap and the second jazz. All students are required to carry dance bags containing all belongings into the studio and place them in the provided area. This will afford more space in the waiting room, as well as efficient changing of shoes. **Please be sure your child's name is in his/her shoes. Dance City & The Arts is not responsible for lost or stolen articles.**

**RECITAL PERFORMANCE:** The annual recital is optional, however all students are invited and encouraged to participate in this wonderful performance opportunity. All performing students receive achievement awards and 5-10-15 year trophies are awarded. Each year this is a one-time fee of \$40 per student or \$60 per family to cover the cost of the annual recital. Please read all future notices to stay informed.

**COSTUMES:** Your child is required to have a costume to participate in the recital. Price for costumes are ages 7 and under at time of order: \$90.00; ages 8 to 18: \$115.00; ages 19 and older will be discussed in the class. All costume fees are non-refundable.

**SOLOS:** Please see Solo Policy & Procedure form. A signature is required.

---

I have reviewed with my child and agree to follow all Dance City & The Arts policies.

**Students Name:** \_\_\_\_\_ **Parents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_