

## **STUDIO 19 DANCE COMPANY POLICIES & PROCEDURES**

### **Dress Code/Class Etiquette**

Proper attire includes: proper shoes, leotard and tights, yoga work out clothes. Jeans and baggy clothes WILL NOT BE PERMITTED IN CLASS AT ANY TIME.

There will be no gum chewing, eating or drinking, except water in the dance room, and no street shoes allowed in the dance rooms.

No jewelry is to be worn as we are not responsible for damage or loss.

Unless a student has short hair which cannot be pulled back, ALL STUDENTS MUST HAVE THEIR HAIR PROPERLY PINNED UP. Hair that is long and hanging is distracting and uncomfortable, as well as dangerous to the dancer.

Students will not be allowed to use cell phones during class.

Respect for teachers and classmates is expected at all times. We enforce a zero tolerance policy.

### **Class Placement**

The teaching staff of Studio 19 will place a student where we know the dancer is best suited. Students are placed by ability, not age or grade.

We will not place friends/siblings of a student in the same class(es) unless they dance at the same ability level.

### **Class Observation**

Parents' observation days will be scheduled in November and February. Specific dates will be announced in emails and can be viewed on your parent portal calendar.

Observing class at any other time is not permitted unless invited by the teacher.

### **Registration Fee**

A \$40 (\$20 per each additional sibling) non-refundable registration fee is required at time of enrollment to reserve class space. The student's place will not be held until the fee is paid.

## **Tuition**

Tuition is based on a yearly fee. Annual tuition is divided into 10 monthly payments, September - June, even though the recital is in early June. Family discounts are offered for additional students.

You will receive a 10% discount if the full year is paid by October 1st.

No refunds are issued for missed classes. Tuition is due on the 1st of each month and any payments received after the 10th of each month will incur an additional \$20 late fee.

Please note that private lessons are billed separately, and are NOT included with your regular class tuition.

Students whose accounts are not kept current will not be permitted to participate in class.

Cancellation of enrollment at Studio 19 must be made in writing. Any enrollment drops after November 1st will result in a \$50 per dance re-choreography fee for competitive dancers.

## **Costumes**

Costumes generally cost between \$70 and \$90 each. Some costumes for competition students and older students may cost more.

A \$50 per costume deposit is due by November 1st. Balances are due by March 1st.

If costumes can be returned for an exchange of size, time permitting and if a costume is available, a \$15 service charge will be required for each return.

Costumes cannot be cancelled, therefore or non-refundable.

Alterations may be necessary for a proper fit. Parents are responsible for their own alterations

## **Recital and Rehearsal**

A recital fee of \$120 per student (\$30 per each additional student in same family) will be due by April 1st.

Rehearsals will be held the week prior to recital and should be full-dress for recreational students, and all black for competitive students. Students must arrive 30 minutes prior to their scheduled rehearsal time.

Our recital will be held the first or second weekend in June. There are no tickets and you may invite as many "fans" as you like (this policy is subject to change for state mandates concerning Covid).

Any conflicts with recital or rehearsal dates must be made in writing by December 1st.

**Illnesses and absences:**

PLEASE do not sent your child to the studio if they are not feeling well. Students with cough, fever, runny noses, heavy colds should stay at home to avoid spreading illness to their classmates and teachers. Please notify us by email if your child is sick and won't be attending class. Remind your students to use good handwashing techniques :

**Questions and Concerns**

As it is the teachers' primary concern to teach, we ask that any questions, comments or concerns you may have are handled by appointment, rather than disrupting class time. We are always happy to help with these things and will be happy to set up a phone call or meeting with you.

Please email the studio with any questions you may have:

studio19dancecompany@gmail.com

**Studio Closings**

Studio 19 will be closed for the following holidays & breaks. These dates have been considered into the annual tuition charges. Please note: extra rehearsal dates for competitive classes may be scheduled during closed dates if needed. Specific dates will be available on your parent portal after registration is completed.

Columbus Day

Halloween

Veteran's Day

Thanksgiving Recess

Holiday recess

MLK Jr. Day

Winter Recess

Spring Recess

Memorial Day Weekend

### **Snow, Inclement Weather and other emergency closings:**

In the event of inclement weather, please check our Facebook page and/or emails. We have 2 Facebook Pages:

\*Our Studio 19 Dance Company page is open to the public, and is our advertising page.

\* Fans of Studio 19 Dance Company is a private FB page for our studio families. Please find this page on FB, and request to be invited. Our Fan page is used for everyday communication with our families.

NO REFUNDS are given for weather or other emergency closings. Our annual tuition accounts for 3 snow days per class, and we will add make up lessons if there are more.

### **Communications**

Our primary source of communication with our families is through email. Please provide us with an email address that you check frequently, when registering for classes online.

Our email address is: [studio19dancecompany@gmail.com](mailto:studio19dancecompany@gmail.com)

### **Parent Portal**

All families MUST be registered through our parent portal. Once registered, your parent portal will allow you to view your invoice, make payments and view your child's class calendar. Please contact us with any questions you may have regarding your parent portal.

### **Miscellaneous**

Good conduct is expected from all our students and parents in the studio and at all studio related events. Students/Parents who are continuously disruptive will be asked to leave. As this is a professional business, parents are responsible for the care and control of their children while waiting in the lobby.

Students must have written consent by a parent/guardian at the studio to leave the building to walk anywhere beyond our physical property.

## **Competition Students**

It is very important for our competition team students to have EXCELLENT attendance at all classes, including TECH classes. Competition students who continually miss classes for reasons other than SERIOUS illness or injury will be given a warning, and may risk being removed from the team.

The studio has no control over what each competition charges for entries. Generally solo entries will run from \$100 to \$150 per student, duets/trios \$40 to \$60 per student, and groups from \$45 to \$60 per student. The studio will also charge an additional administration fee per entry, per student to cover the cost of all the paperwork, music preparation, etc. involved in entering a competition/convention.

Depending on the level of your dancer, they will attend 1- 4 competitions per season, and possibly a mandatory convention for some students. Some competitions/conventions may require out-of-town stays, and it is the parent's responsibility to make arrangements and pay for transportation and lodging.

Competition/Convention fees are generally due at least 45 days before the start of a competition. We will let you know as early as possible the amount and when your competition fees will be due. Again, this depends on when the competitions make their season dates & locations public.