

STUDIO 19 DANCE COMPANY POLICY & 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** except for Hip Hop classes. Students may be asked to deposit their phones in a box, and can collect them at the end of class. 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 TIME**. 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:

May be done through the observation window, or on the television monitor in the lobby. Parents may not enter the dance rooms unless invited by the teacher.

Registration Fee:

A \$40 (\$10 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 *season* fee. Annual tuition is divided into 10 monthly payments, September – June, no matter how many classes are held each month. Family discounts are available for additional students. 5 week Summer and Winter sessions and Summer Intensives are charged per session/Intensive. No refunds issued for missed classes. Full season monthly tuition is due on the 1st of each month and any payments received after the 11th of each month will incur an additional \$20 late fee. Agency served students will not incur late fees.

Students whose accounts are not 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 may result in a \$50 per dance re-choreography fee for competitive dancers.

Costumes:

Costumes generally cost between \$70 and \$100 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 May 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 Fee:

A recital fee of \$120 per student (\$15 per each additional student in same family) will be due by May 1st. 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 report all absences through your parent portal.*

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.*

Columbus Day

Halloween

Veteran's Day

Thanksgiving Recess Holiday recess

MLK Jr. Day

Winter Recess

Spring Recess

Memorial Day Weekend

Exact closing dates will be emailed to you.

Snow, Inclement Weather and other emergency closings:

In the event of inclement weather, or an emergency closing, you will be notified by text/email. You may also check our Facebook pages. We have 2 Facebook Pages: *Our Studio19 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 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.