

STUDIO 10 DANCE

2016-17 Policies & Guidelines

The following policies & guidelines are provided to maintain the highest standards and quality of service to our Studio 10 Dance families. We ask that you read this carefully and thoroughly. Your participation at the studio serves as your agreement that you will adhere to all of the policies set forth.

GENERAL

- **NO REFUNDS ARE GIVEN FOR ANY REASON. NO EXCEPTIONS.**

Be sure about the classes/programs & dates you are enrolling for PRIOR to signing up for the commitment.

- Studio 10 Dance reserves the right to re-assign any student improperly placed in a class. Returning students should talk to their teachers about proper placement before re-enrolling. Families are encouraged to contact the studio director if they have questions about placement prior to enrolling.
- Studio 10 Dance reserves the right to cancel a class that drops below the minimum enrollment requirement. Drop-in students run the risk of classes being cancelled without your knowledge, so consider reserving your drop-in classes ahead of time!
- **NOTE:** A \$30 fee will be charged for all late payments, returned checks and invalid credit cards. Another \$30 fee will be charged a 2nd time if the family does not pay the balance in full within 72 hours.
- To maintain our facility, all food and beverage containers must never be left unattended, and should be discarded in the trash located outside of the building; No food or beverage (except water bottles) should be brought inside the classrooms. Water bottles should remain inside dance bags at all times. Additionally, for the safety of our dancers, chewing gum is strictly prohibited.
- Please label all personal items (clothing, both shoes, dance bags, etc). Cubbies are provided within classrooms to store your belongings. Please use the cubbies, rather than placing your belongings on the dance floor.
- The Lost & Found is located in the Studio Lobby. Please pick up your items promptly as we will be donating the contents of the Lost & Found bin periodically.
- **Dancers should not touch or place things on the mirrors, the windows/blinds or the walls at any time.**
- Studio 10 Dance is not responsible for lost or stolen items.
- We request that our dancers & families be environmentally conscious by bringing re-useable water containers. Filtered drinking water is available in the lobby.
- Children must be supervised in the lobby at all times. Please provide siblings with quiet activities while waiting. As a courtesy to other patrons shouting, running & "horseplay" is prohibited in the lobby.
- The lobby should always be kept orderly at all times. Please leave the furniture the same way you found it. Standing on furniture, and leaving handprints on the windows, walls & doors is not allowed.
- Students under age 7 should be dropped off ***no more than 15 minutes*** prior to class and be picked up promptly as classes end. **Please do not be late in picking dancers up at the end of the day! A \$30 fee will be assessed to a family's account for late pick-ups (beyond 10 minutes) at the conclusion of the day. For their safety, we will NOT leave students unattended outside the studio.**
- Students must be ON-TIME to class. Out of respect for the class, and for the safety of the dancers (receiving a proper warm up), **dancers are NOT permitted to enter class if they are 15 minutes late (or more).**
- Studio 10 Dance has permission to release any photos or video of students during events, activities or classes. However, students & spectators are prohibited from recording during classes or events at Studio 10 Dance without express permission by the management of Studio 10 Dance.

REGISTRATION FEES

- Each student is required to pay his or her registration fee, which renews in June each year.
- NEW students must pay the registration fee upon their second visit to Studio 10 Dance, regardless of how many more classes you intend to take.
- Registration Fees:
 - \$50 – Dance Student Reg Fee (also for all Dance Students who take Fitness classes as well)
 - \$15 – College Student Reg Fee (with a valid college photo ID)
 - \$15 – Fitness Class students

DROP-IN RESERVATIONS

- Students may reserve their spot in classes on a per class basis by paying upfront for specific classes on specific dates/times through the front office. Upon check-in, these students may sign-in on the iPads for convenience.
- To reserve a spot in a class, students must pay in full for the specific classes/days/times at least 24 hours before the class is scheduled to occur.
- **Scheduled “drop-in” classes must be attended, as no credits or refunds will be given for unattended drop-ins.** If needed, students may choose 1 alternate make-up date for their scheduled drop-ins, if communicated 24 hours prior to the class. No credits or refunds for unattended drop-in reservations.
- **Reserving your space allows us to plan our class curriculum more effectively, and also helps to avoid the inconvenience of the studio canceling an instructor on a class where students were planning to show up without our knowledge.**
- Making a reservation to attend specific classes DOES have the added benefit of securing a student’s placement in class. Enrollment accounts have top priority, reservations have the next highest priority. Drop-in students (paying on the day of a class) may not be allowed to participate in class if attendance is already full. Last minute Drop-In students also run the risk of class cancellations without notice, as we are not aware of your pending attendance. So reserve your space when you can!

FITNESS CLASS CARDS

- ***Fitness class students*** (Highlighted in YELLOW on schedule) may purchase a class card for a series of 15 classes. Cards may not be shared amongst multiple individuals nor may the funds be transferred to other services/classes.
- **Studio 10 Dance no longer sells class cards for ANY dance classes.**
- Students with an existing class card in the system may use up those cards until their expiration date (which is stated in the system).
- **Paper “punch cards” with no expiration date listed will NOT be accepted. We will NOT honor old cards without a stated expiration date. NO EXCEPTIONS.**
- Class cards do not reserve a student’s place in class. If the class is filled with enrolled students and students with a reservation, class card students that are dropping-in unannounced may not be allowed to participate in class. Always try to reserve your attendance at least 24 hours before class.

DRESS CODE

- **NO denim and/or twill, and/or clothing with buttons or collars.**
- **Clothes must be fitted and flexible – allowing dancers to move freely, while also making the body visible for corrections.**
- We reserve the right to deny class for students not adhering to the proper dress code. This includes clothing, shoes, jewelry & hair. **Note:** Two verbal warnings are considered sufficient notice to enforce any participation restrictions.
- **Street shoes are NOT allowed on any studio dance floor at any time. Protect the life of your dance shoes and our floors by only wearing dance shoes indoors. (Hip Hop/Fitness sneakers should be designated for “Studio Use ONLY”).**
- Hair must be secured off the face. All ballet classes require a properly secured bun. If hair is too short please secure it neatly, away from your face.
- All students arriving to and departing from class must wear cover-ups.
- Use restrooms to change children’s clothing, for the safety of our students and out of respect for all studio patrons. Please do not use the lobby or hallways to change clothes.
- All loose and bulky jewelry should be removed prior to class.
- No black rubber soled shoes (only polyurethane non-marking, suede or leather soles) are allowed on the studio floors.

- **Ballet/Tap/Tumbling (BTT) 2-6 year olds:**
 - **Girls:** Pink cotton-lycra leotard, light pink tights, pink ballet shoes, and black patent leather tap shoes with velcro or ribbon laces. Pink chiffon ballet skirts are optional, however no tutus are allowed. Leotards, tights, and skirts must be in solid colors with no velvet, floral, glitter, sparkle fabrics or other embellishments. **Boys:** White fitted short sleeved t-shirt (dry-fit material is ideal), black dance pants/shorts (not baggy), black ballet shoes, and black tap shoes with velcro or shoe laces.

- **Ballet:**
 - **Girls:** Black cotton-lycra leotard, light pink tights, and pink ballet shoes. Black chiffon ballet skirts are optional. Leotards, tights, and skirts must be in solid colors—no velvet, floral, glitter, or sparkle fabrics or embellishments. No tutus allowed.
 - **Boys:** White fitted short sleeved t-shirt (dry-fit material is ideal), black dance pants/shorts (not baggy), black ballet shoes

- **Tumbling:** Leotard or fitted tank top and fitted leggings or biker shorts. Fitted dance clothes only. No baggy or slippery shirts or pants. Bare feet are best suited for class.

- **Jazz, Lyrical, Contemporary, Leaps & Turns:** Leotard or fitted top with leggings or biker shorts. Fitted dance clothes only. Dance paws/half soles are ok. Dancers must wear shoes on both feet, NOT JUST ONE FOOT, to ensure proper body alignment and ambidexterity of movements. Please avoid wearing only socks until you are familiar with the surface of the studio you are dancing in.

- **Tap:** Fitted top and dance pants, leggings or biker shorts. Tap shoes (oxfords) with shoe laces or buckle.

- **Hip Hop & Break Dance:** Loosely fitted sweats or basketball shorts should be worn, but must not be overly baggy to avoid restriction of movement. (Dancers should avoid wearing tight fitted bottoms in hip hop class). Tops can be fitted or reasonably loose. Clean, high-top sneakers or converse are recommended, but any clean sneakers may be worn.

- **Fitness:** Breathable fitted clothing only and sneakers (must be worn indoors only, clean and free of debris). No black rubber soled shoes. Bring a hand towel (for wiping sweat off your face & the mats).