



# Policies & Procedures

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**REGISTRATION FEE** – There is a non-refundable \$10 registration fee due at the time of registration. This fee holds a class spot and helps offset administrative costs such as invoicing, newsletters, and maintenance of your account.

**TUITION PAYMENTS** – Tuition fees are due by 1<sup>st</sup> week of every month. Statements will be emailed to each family the last week of each month and are due by the 7<sup>th</sup> of each month to avoid a \$10 late fee be added to your account each month. Payments may be paid with cash or a check payable to Dancers Only Studio (DOS). Payments can be made at the front desk or mailed to the studio. ***A \$35 fee will be charged for any returned check.*** Any account with consistent late payments or that is over 30 days past due may result in dancer suspension from class. ***NO dancer will participate in our annual recital until all fees & costumes are paid in full.***

**DISCOUNTS & FAMILY MAXIMUMS** - A \$5 discount is applied after the first registered class. In addition to the \$5 discount, there will be a student maximum of \$150/month and a family maximum of \$200/month. Please inquire at registration. Private lessons and extra group practices are not included in the discount program and are scheduled based on the teacher discretion and studio availability.

**PRIVATE LESSONS** - Private lessons for solos, duets, or trios are available for sign up at the front desk. Your dancer is not eligible to participate in a particular form of dance for their private class unless they are registered for that form of dance in their regular class schedule at DOS and their tuition account is in good standing. Fees for these special classes are paid directly to the teacher and are in addition to whatever your monthly tuition fees are. ***Please be aware when signing up for one of these additional “private” classes that DOS reserves the right to determine their scheduling in our annual recital to ensure proper time restraints are met.***

**REFUNDS & MISSED CLASSES** – There will be no refunds for missed classes. This includes classes missed due to weather conditions. Tuition credits will only be considered in cases of extreme sickness, extenuating personal circumstances, or financial hardship situations. If any of these situations should arise, DOS must be notified and tuition or monies paid may be transferred to another sibling or family member or credited towards the next dance season. No exceptions are made for vacations or common ailments. If a teacher cancels class due to an emergency or unavoidable reason, then the class will be rescheduled and made up another time. The teacher will notify the class. ***There will be no refunds on cancelled costumes.***

**MINIMUM ENROLLMENT** – DOS reserves the right to cancel any class in which has less than 5 students enrolled. Our staff will try to place your dancer in another class of the same level or age group. Tuition refunds will only be made if an alternate class cannot be found by the DOS staff.

**ATTENDANCE** – Please bring your dancer to class on time and dressed according to DOS DRESS CODE (dress code attire stated at end of policies & procedures). Arriving to class on time is necessary so that they may participate in warm-up routines that are designed to help prevent injuries. Parents/Guardians must notify the staff if a student will be absent due to illness or for any other reason. It is the dancer's responsibility to either contact a fellow classmate or schedule a private lesson with their teacher to learn whatever was taught during dance classes missed so that they come to their next class prepared to continue on with the rest of their fellow dancers. If a child is absent 3 consecutive times, without proper notification, DOS reserves the right to drop the dancer from their classes. We understand “life” is extremely busy for everyone and that school comes first; however, please try and allow time for your dancers to be on time and prepared for class. If you may be running late, please call the studio. Our first priority is your safe arrival and making sure your dancer is not made to feel anxious ☺ Please help us to reinforce these valuable “life” lessons and to teach our dancers that it is disrespectful to our staff as well as to fellow dancers, if they're not prepared to learn, or if consistent tardiness and the missing of dance class occurs. ***Please be aware, it is MANDATORY for dancers to attend all classes in June. Dancers who miss classes in June may not be in the recital.***

**FAQ** – Unfortunately, with dance classes starting back to back, it is sometimes very difficult to address all the concerns of our fellow DOS parents and dancers between classes. If you need to speak with one of our staff, please leave your number and best time to contact you with one of our staff at the front desk during hours of operation. You will be contacted as soon as possible. You can also email DOS [ty@dancersonly.net](mailto:ty@dancersonly.net). We want to answer all questions or concerns you may have concerning your new “dance family” ☺

**SEVERE WEATHER** – In cases of severe weather, classes will be cancelled in conjunction with UTICA COMMUNITY SCHOOLS. Please call the studio and check the voice message if you are unsure if classes have been cancelled.

**CALENDAR** – A DOS calendar noting very important dates for our full dance year will be emailed by the end of October. ***Please review our DOS calendar carefully and mark your calendar at home accordingly so you are aware and do not miss recital tickets going on sale, picture, rehearsal & recital dates, and other important DOS annual events.***

***PLEASE REVIEW THE DOS DANCER DRESS CODE & CLASSROOM ETIQUETTE ON THE NEXT PAGE WITH YOUR DANCER(S)***



# Dress Code & Classroom Etiquette

**Ballet** – leotard (solid color for all dancers with exception of 3-6 year old classes) no shirts or dance pants allowed, tights (pink preferred), Revolution #150 pink ballet shoes (purchased from DOS), hair secured back off face and into bun.

**Point/Pre Pointe** – see Ballet attire, pointe shoes only when authorized by teacher.

**Lyrical** – see Ballet attire, lyrical shoes Revolution #206 Nude Sole Shields (purchased from DOS)

**Jazz** - leotards, bike shorts, dance pants **NO STREET/SCHOOL CLOTHES allowed**, Revolution #606 dark tan or #601 black pull on jazz boot (purchased from DOS) Color as specified by teacher. **Competition Team dancers may be required to obtain both tan and black jazz shoes for costume selection purposes.**

**Hip Hop** – see Jazz attire, black & grey Revolution #981 split-sole grey canvas sneakers (purchased from DOS) or teacher specified.

**Pom** – see Jazz attire and Hip Hop shoe requirement.

**Tap** – see Jazz attire, Revolution #823 tan tap shoes (purchased from DOS) for younger rec classes. **Competition Team dancers required to obtain Revolution #581 black tap shoes (purchased from DOS)**

**Zumba** – workout clothes, tennis shoes, towel and lots of water 😊

**CLASSROOM ETIQUETTE** - The teacher will open the door to usher the students in when they are ready to begin class and do the same when the class is to be dismissed. Please do not enter a closed studio door without the teacher/staff permission. The dancers should not be in the studio without supervision. If a student needs to be excused for any reason during class, they must ask the permission of the teacher. For early dismissal from class, the parent must make arrangements prior to class and come to the door to retrieve the child. This is a matter of the student's safety. We expect all of our dancers to behave in a courteous manner while in dance class. This means it is not time to socialize, all questions should be directed to the teacher, no hanging on ballet barres and no running in class. Obscenities of any kind will not be tolerated at DOS. Anyone who uses profanities will be asked to leave the studio. There is NO Gum Chewing allowed in dance class for the safety of our dancers.

**RESTROOMS** – Parents are encouraged to take dancers under the age of 6 to the restroom prior to class. We ask all others who may find it necessary to use the restroom try to wait until classes are switching. However, in emergency situations, please obtain permission from our staff first, then enter studio and walk along the back wall to the restroom so as to interrupt classes.

**LOBBY ETIQUETTE** – No running or rough housing is allowed! Food and drinks allowed in the lobby area only as long as all debris/crumbs are not left behind. To help prevent spills, no uncovered beverages please 😊

**PLEASE SIGN & RETURN THIS BOTTOM PORTION OF DOS POLICIES/DRESS CODE GUIDELINES**

We have read and agree to adhere to the above DOS Policies & Procedures/Dress Code & Etiquette Guidelines.

Dancer Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Dancer Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_