

# Dancers Only



## Policies & Procedures

**REGISTRATION FEE** – There is a NONREFUNDABLE \$10 registration fee due at the time of registration. This fee is to hold the class spot and to help offset administrative costs such as invoicing, newsletters, and maintenance of your account.

**TUITION PAYMENTS**–Tuition fees are due by the 1<sup>st</sup> of every month and may be paid with cash or check. Please return payment along with the billing statement by depositing in the payment basket at the front desk or by mail. **If full payment is not received by the 8<sup>th</sup> of the month a \$15 late fee will be charged to your account. A \$30 fee will be charged for any returned check.** Any accounts with consistent late payments or over 30 days past due may result in dancer suspension from class. **NO dancer will participate in the recital until all fees and costumes are paid.**

**DISCOUNTS AND FAMILY MAXIMUMS** – A \$ 5 discount will be applied after the first registered class in the same time increments ie: 30 min or 45 min. (Ex: 3- 30 min. classes registered receive a \$10 discount off the total tuition fee) In addition to the \$ 5 discount, there will be a student maximum of \$150 per month and a family maximum of \$200 per month. Please inquire at registration. Private lessons and extra groups are not included in the discount program and are scheduled based on the teacher and studio availability. Private lesson fees are paid directly to the teacher.

**REFUNDS AND 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 or financial hardship. If either of these situations should arise, tuition paid may be transferred to another sibling or family member or credited for the next dance semester. No exceptions are made for vacations or common ailments. If a teacher cancels a class due to an emergency, then the class will be made up at a later date. The teacher will notify the class. **There will be no refunds on cancelled costumes.**

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

**ATTENDANCE** – If a student will be absent due to illness or other reasons, please call the studio to notify the staff. If a child is absent 3 consecutive times, you will be contacted as to the reason why. This is to make sure the child is okay or to see if a child has dropped out of class for any reason. During the month of June it is **MANDATORY** for your dancer to attend class. **If they do not attend class, they will not be in the recital.** Please bring students to class on time. This is necessary so that they may participate in warm up routines that are designed to help prevent injuries. Students should arrive dressed according to **DRESS CODE**. Dancers should be completely ready to begin class at the scheduled time. If they are coming directly from school or other activities, please allow enough time for the student to prepare for class. Our staff does not guarantee the supervision of a child that will be picked up late from class. If you may be running late, please call the studio as soon as possible. This will enable us to make sure the child is not uneasy and to make arrangements as necessary.

**PARENT QUESTIONS AND CONCERNS** – Unfortunately, with all of the classes starting back to back it is sometimes very difficult to address all parents and students concerns in between classes. If you need to speak with one of our staff, please leave a note as to when you are available as well as your phone number with the desk staff during business hours. We will contact you as soon as possible. You can also send an e-mail to [ty@dancersonly.net](mailto:ty@dancersonly.net) which should be responded to within 24 hrs.

**STUDIO CALENDAR** – A calendar noting important dates for the full dance year will be sent out by the month of October. This calendar will include all holiday closings, picture dates, dress rehearsal and recital dates.

**SEVERE WEATHER** - In case of severe weather classes will be cancelled in conjunction with **UTICA COMMUNITY SCHOOLS**. Please call the studio and check the voice message. It will be updated by 12:00 noon as to whether classes are cancelled.

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### DRESS CODE

**Dance Tots** - leotard (color and style optional), dance shirt or dance pants, pink ballet shoes, hair secured back.

**Ballet** – solid color leotard (color optional) **absolutely no shirts or dance pants**, tight booty shorts allowed **WITHOUT** writing on backside, tights, pink canvas ballet shoes, pink ballet shoes with no ties for pre-mini and mini ballerina's, hair **secured** back for ALL Int., Jr., & Sr. Ballerina's, hair pulled back off face for pre-mini and mini's.

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

**Lyrical** – see Ballet attire, lyrical foot undies.

**Jazz** - leotards, bike shorts, dance pants **NO STREET/SCHOOL CLOTHES**, tan gore jazz boots, pedinis or as specified by teacher.

**Hip Hop** – see jazz attire, black jazz sneakers or as specified by teacher.

**Pom** – see jazz attire, black jazz sneakers or as specified by teacher.

**Tap** – see jazz attire, tan tap shoes.

**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's 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. Students who use profane language will be dismissed from class. 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 the desk staff first, then enter studio and walk along the back wall to the restroom.

**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.

Parents, please review the [Policies & Procedures](#) and [Dress Code & Classroom Etiquette](#) with your child.  
This will help them to be informed of the proper attire and classroom/lobby etiquette that is expected.

Thank You ☺ Ms. Terina

