

P.S. I Love Dance Artistic Dance Academy

Competition Team Policies and Guidelines Handbook

Students and parents/guardians, please be aware, P.S. I Love Dance Competition is not an ordinary competitive team. We are a family! There is no competing against each other on our team. Each student is competing against himself or herself as an individual. We want to compete against ourselves and try to do better than we have done before. Our mission each day is to teach our students the value of commitment, hard work, integrity, leadership, self-confidence, and a positive attitude. They will acquire all of these values while increasing their dance technique, movement abilities, and building friendships that will last a lifetime.

Auditions:

Each student interested in being a part of the competition team must audition. Any student is welcome to audition. There will be a set of skill requirements that each student must meet during auditions to be placed in the appropriate group.

Dress Code:

Dancers should be dressed for all practices in all black, form fitting dance apparel. An example: female- camisole, fitting tshirt, shorts, leggings, leotard, tights(can be tan) male- athletic shorts/pants, tshirts, compression shorts(no shorter than mid thigh), tanks. Appropriate dance footwear is mandatory for each class. Hair should be pulled up, secure, and away from face as to not distract the dancer. No jewelry will be permitted. Please note that crop tops, belly shirts, uncovered sports bras, and leotards WITHOUT tights/shorts are NOT permitted at ANY TIME.

Withdrawal:

Early withdrawal from the Competition Team before the completion of the year requires a 30-day written withdrawal notice to the Artistic Director, with a withdrawal payment equivalent to the student's first competition fees **plus** one month's tuition. Please do not leave phone messages or rely on an instructor to notify the office. The withdrawal notice and payment may be left in the mailbox on the side of building if the studio is closed. The Parent/Guardian continues to be responsible for tuition during the 30-day notice period. Competing for another studio within 12 months of withdrawal will be liable 12 months of tuition to be paid to P.S. I Love Dance for the Academy's loss.

Studio Tuition & Payment:

Annual Registration fee of \$20 will be required at time of auditions, as well as, a \$50 audition fee to cover clinic time; both of which are not refundable.

Tuition is paid in a flat, monthly fee. We also offer family discounts (see the Artistic Director). The tuition will stay the same regardless of how many weeks there are in a month and the amount of times your child attends their scheduled class or classes. There will always be at least 3 classes within a month. If there are less than 3 scheduled classes, there will be an alteration in the tuition price for that given month, or there will be a make up class available.

Tuition payment is DUE on the 1st of each month and is past due on the 8th of each month. P.S. I Love Dance Artistic Dance Academy accepts cash, checks, and card (made out to Page Shepherd or P.S. I Love Dance) as payment. A \$15.00 late fee will automatically be added on the 8th of each month to ALL late accounts. If still not paid by the 15th of each month, an additional \$10.00 late fee will be automatically added to ALL late accounts (total of \$25.00 in late fees). There will be a \$30.00 fee for all returned checks. After the first returned check, we will only accept cash. If your account falls behind more than 2 months, you will be asked to pay the full amount or your child's enrollment will be subjected to cancellation.

Team Group Dancer: \$75/month, which includes all group dances and technique class.

Soloist + Team Dancer: \$90/month, which includes solo dance, group dances, and technique class.

Additional Studio Classes or Privates are available for an additional fee.

Costumes, shoes, accessories, and apparel are the parents' responsibility to purchase. We ask that all shoes and tights are ordered through the academy. All Academy apparel must be purchased through the academy by placing an order.

Please note that late payment fees will also be applied if costume fees or competition fees are not paid on time.

ALL accounts must be paid in full by the week of Recital for dancer to participate.

Competition Fees & Policy:

Competition fees vary from competition to competition. Fees will be a main factor in the decision of which competitions to attend. Competition fees are due in full by 5:00 P.M. on the designated payment date. If payment is not received by the given date and time posted, your child will not be attending that competition. In the event a dancer can still be added to a competition schedule, there will be a \$20/week late fee added to their competition fee.

Student Progression:

Each dancer progresses differently and excels in different genres of dance. We focus on each dancer's abilities and push them to become better than they were yesterday. Although progression occurs at different speeds for everyone, the time spent practicing at home, attendance, and participation in technique classes all play a part in their progression.

I would be happy to discuss with each parent THEIR child's progression, however I will NOT discuss my decisions concerning any other child's activities within P.S. I Love Dance.

Parent Observation & Conduct:

We want to allow our students to learn in the best possible environment, and we want to allow you to see their progress!

In-class parent observation will occur 3 to 4 times a month depending on the syllabi of that day. It is important that parents do NOT enter the studio room unless they are invited, for this can be very distracting to the dancers. If you need to speak with the teacher, please do so before or after class.

It is never permitted for a parent to contact a competition company. Doing so may result in dismissal from the program.

Please always be respectful of staff and other parents when ideas are shared. No ones ideas are more important than another. Please always think before you speak. We are all here for ONE goal, to ensure that our dancers have a positive dance experience and environment. If you have any questions or concerns please discuss them with the Artistic Director and not amongst others; in the studio, outside of the studio, or on social media!

Student Conduct:

All students are expected to arrive to class on time and always behave in a respectful and appropriate manner. This includes being warmed up, dressed, and ready to go at the time of their scheduled class with appropriate attire, footwear, hair, and attitude. Students will be asked to leave class or simply observe class if behavior is deemed inappropriate. The teacher will make decisions based on individual classes. If you have a concern with one of these decisions, please set up an appointment to meet with the P.S. I Love Dance Artistic Director.

Lobby & Studio Rules:

1) Students must wait inside the building to be picked up. 2) No student is permitted to leave the building without an adult. 3) All students should use the restroom prior to the start of class. 4) Please try to keep the lobby as quiet and clean as possible (cleaning supplies can be found in the storage closet) 5) Food should remain in the designated eating area. 6) Please do not interrupt the teacher while classes are in session. 7) Please wait for the teacher to open the door for classes to begin. 8) Show respect and use your manners to ALL teachers, adults, and each other. 9) NO GUM!!! 10) No back talking, whining, or poor attitudes! 11) Have a willingness to learn. 12) NO CELL PHONES allowed in the studios. 13) Please bring Water inside the studio at the beginning of class. 14) No food or drinks other than water permitted inside the studios.

**Students may be asked to leave class or observe class(timeout) if behavior is deemed inappropriate. P.S. I Love Dance Artistic Dance Academy reserves the right to add or change a rule at anytime.

P.S. I Love Dance Artistic Dance Academy is in NO way responsible for unsupervised children.

Disruptive Behavior Policy:

We will make every effort to work with the children to encourage personal responsibility and accountability for their actions. We understand the importance of the learning process, but we expect studio rules to be followed. In the event that a behavior is inappropriate or disrupting, it may result in the following: **(1) 3 verbal warnings to the student (2) Asked to observe the class (timeout) (3) Initial Consultation with Student and Parents/ Guardians (4) Dismissal Policy (detailed below). If the teacher deems the actions occurring during the class highly disruptive then the student may be asked to leave the classroom.**

P.S. I Love Dance Artistic Dance Academy reserves the right to refuse service to anyone for any reason. Additionally, the academy reserves the right to cancel the enrollment of the child for the following reasons: (1) Non-payment or excessive late payment fees. (2) Not observing the rules and/or policies of the academy. (3) Physical and/or verbal abuse of staff or children, by a parent or child.

Studio Attendance:

It is VERY important that your child attends class every week. If you are aware of an upcoming absence or your child is sick, please call or message the studio to let us know. You may make up missed classes in a class of a similar age level within 30 days of the missed class. However, you must contact the studio before attending that class so that the Academy can inform that teacher of your child's attendance. Please note that your make-up class(es) may not be an exact duplicate of your registered class(es). If a student misses too many classes, a conference will be held to determine the best options for the student. Absences do not qualify for tuition refund.

If you have scheduled a private lesson, it is assumed that you will have that lesson every week unless otherwise stated. You are required to pay for private lesson **in advanced**. If a student misses a lesson, the money will not be refunded and the lesson may or may not be rescheduled. If you miss a lesson please notify the Academy. If 3 lessons are missed in a row without the teacher being notified, your private lesson time slot may be filled.

All Competition Team students are required to partake in **one ballet technique class a week**. If student misses more than two (2) ballet classes per month then a conference will be held to determine if the competition team is the best fit for the student. Other technique workshops will become available throughout the school year; however, students **must still attend** ballet technique class for that week. Students have the right to take other optional classes throughout the week on top of their mandatory competition team classes (hip hop, acro, etc.).

Soloists:

Solo dancers will start off having 1 private lesson a week for the first 3 months. Once your child has completed the 3 months your child will start attending solo seminars once a week. **There will be no change in price.** If you wish for your child to have more one-on-one private lessons after the 3 months he/she will still have to attend solo seminar as well as the additional \$20 private lesson. Additional practices may be scheduled for preparation for performances and competitions as deemed necessary with no additional charge.

Duo/Trio/Group:

Duo, trio, group dancers will have a designated rehearsal time for each dance once a week for the entirety of the season.

Scheduling:

Everyone's schedule will be considered; however it is impossible to accommodate all requests. Everyone will be allotted equal time and attention, but it is up to the dancer to be present during their assigned time.

Communication:

The Studio will use Facebook as primary form of communication. There is a Parent Check-In Bulletin Board located inside the studio with news for you to view and read. Please take time to scan the board regularly to stay informed of studio happenings and/or announcements.

****In the event of Inclement Weather, please rely on social media for studio closures. Please do not contact Artistic Director personally as information will be posted in a timely manner.**

Competition Attendance:

P.S. I Love Dance Artistic Dance Academy Competition Team will be attending 3 MANDATORY dance competitions and a few optional dance competitions (NOT MANDATORY). In the event, the Artistic Director decides to offer an opportunity to attend nationals, you will be notified in ample time to prepare to attend.

Unless you have a written medical excuse it is mandatory to attend all competitions. It changes a dances significantly removing one dancer. This may cause the entire group to either not compete, or not compete to full potential.

Fundraisers, Sponsors, Parent Support System:

The competition team will be allowed two fundraisers per season. Each family may anonymously submit two fundraising ideas at the beginning of the season. The Artistic Director will compile and distribute a voting ballot. The top four ideas will then be voted on again, by each family. The top two will be our fundraisers for the year. A gun raffle will no longer be permitted. P.S. I Love Dance Artistic Dance Academy is not liable for any transfer of money between parents and all checks must be made into the name of the parent fundraising. It is at the Artistic Directors discretion if studio dancers will be permitted to participate in the fundraisers. The studio itself may have a fundraiser from time to time to help with the purchase of equipment, etc.

Studio Commitment:

P.S. I Love Dance Artistic Dance Academy competition students are not permitted to attend dance competitions under another studios name for 12 months from the date the student left the academy. If you fail to agree to the contract you are liable to pay 12 months tuition to P.S. I Love Dance for the academy's loss.

Choreography:

Each dancer may voice ideas for song selections, choreography, and costume; it ultimately is the Artistic Director's decision. The Artistic Directors experience and degree in dance provides a background that will challenge and highlight each dancer's abilities. All P.S. I Love Dance staff members or instructors are qualified to instruct and make decisions as deemed necessary.

ALL dances, even ones taught by guest artists, are property of P.S. I Love Dance and may not be duplicated or performed outside of P.S. I Love Dance functions without permission from Page Shepherd. Dance steps/ choreography is property of P.S. I Love Dance and cannot be sold, given, traded, or shared with any other studios or persons.

Media:

There should be no posting of negative comments about any student, program, or our program on any websites, chat rooms, message board, or any social media.

***P. S. I Love Dance Academy has permission to use dancer's likeness in advertisement, news releases, social media, or website unless parent puts in writing that consent is NOT given.**

Liability:

I do hereby give permission for my son/daughter to participate in all dance classes and events. I understand the nature of this activity, and to my knowledge my child is qualified, in good health, and in proper physical condition to participate in such activity. I fully understand that this activity involves risks of serious injury, including permanent disability, paralysis, and death, which may be caused by my child's actions, actions of others participating in the activity, and/or the negligence of the releases named. I fully accept and assume all such risks and all responsibility for loses, cost, and damages my child incurs as a result of participation in this activity. I release all administrators, directors, teachers, volunteers, and employees associated with the program from all liability in case of injury while participating in or traveling to and/or from practices and and/or events. I have ample insurance to cover an injury occurring during and/or resulting from dance class. Academy is not responsible for any lost, stolen, or damaged property. It is the child and parents' responsibility to keep track of all shoes, personal property, etc.. I have read and agree to everything stated in the Policy Books and Handbooks.

Religious Content:

P.S. I Love Dance Artistic Dance Academy is a non-denominational Christian based Academy. In-class there may be bible verse discussions and prayers. We at P.S. I Love Dance Artistic Dance Academy see the importance of biblical discussion to develop good morals, respect, and love for one another. If you wish for your child to not receive Bible scripture or participate in prayer/biblical discussion please inform the Artistic Director in writing.

P.S. I Love Dance Logo and Marketing:

No one is allowed to make any item such as clothing, accessories, etc. with the Academy name or logo on it without approval. P.S. I Love Dance Artistic Dance Academy reserves the right to retain services from any retailer or company.

Medical Attention/Allergies:

If your dancer has any medical or behavioral problems, conditions, or concerns or has ANY particular type of allergy, please let us know about the condition in detail. It is very important that we be aware of child's condition before their enrollment into the Academy.

Please read through all policies and guidelines. This information is very important to the operation of the Academy. Signing any registration form indicates that these policies have been read and understood. You are responsible for all the topics covered.