

Welcome to P.S. I Love Dance Artistic Dance Academy! POLICY BOOK

We are so excited that you have chosen to be part of our program. Our goal each day is to teach our students the value of commitment, hard work, integrity, leadership, self-confidence, and a positive attitude. They will learn each of these skills while increasing their dance technique and movement abilities and building friendships that will last a lifetime.

General Policies & Code of Conduct:

- Only students and teachers are allowed inside the studio during classes, unless otherwise noted.
- If you need to speak with the teacher, please do so before or after class, not while they are teaching.
- No one is allowed to make any items such as clothing, accessories, etc. with the academy name or logo on it without approval.
- No jewelry will be permitted during class. Wearing of jewelry may result in injury.
- P.S. I Love Dance staff reserves the right to add or change a rule at any time they feel necessary.
- **Proper dance attire** must be worn at all practices (form fitting/moveable clothing. NO JEANS! leotard, tights, yoga pants/shorts, camisoles, tank tops, form fitting t-shirts, dance shoes) NO crop tops, belly shirts, or sports bras may be worn as dance attire. Shorts must be of the appropriate length. Dance costumes from previous year may be worn in class, also.
***Ballet technique classes:** All students must wear leotard and tights to class. Short tutus and short ballet skirts are also permitted. Knees must be visible to insure proper body alignment to prevent injury and improve proper technical skills. If the teacher is unable to see the knees, we are unable to see if it is being performed correctly! Proper shoes are required: footed tights must be accompanied with a ballet slipper or jazz shoe. Bare foot, dance paws, or socks may be permitted with footless tights.
- **NO GOSSIPING about our studio or any other studios, kids, parents, teachers, or staff.** If someone starts, come straight to me! I will stop it right at the source!
- No profanity or abusive language.
- **All students and family members need to be respectful and show good sportsmanship of our program and other programs at all times.**
- **Any bad mouthing of other parents or children period will not be permitted. If a parent has an issue with another student or parent, you are not to confront the individual. Come to me so we can figure out the solution.** **Remember, it is not always as bad as it is relayed. Within the grapevine, things are always mixed up and misinterpreted.
- **No posting of negative comments** about any student, program, or our program on any website, chat room, message board, or any social media. If this is a problem, your child could be removed from the program with no refund.
- **THERE WILL BE NO ARGUING OR QUESTIONING THE DECISION OF THE TEACHER!**
- P.S. I Love Dance has the right to retain services from any retailer or company of its choosing and will not have any negative feedback for doing so. This is a business, and it will be ran as a business.

Attendance:

Students are encouraged to attend all lessons to get your full money's worth of your monthly fee and to increase technique and ability.

Private Lessons: If you have a scheduled lesson, it is assumed you want that lesson every week unless otherwise stated. You are required to pay for private lesson in advance. If a student misses a lesson, the money will not be refunded, and the lesson may or may not be rescheduled, at the teacher's discretion. If you miss a lesson, teacher must be notified. If 3 lessons are missed in a row without teacher being notified, your private lesson time slot may be filled. It is important to always keep teacher notified.

***Competition Team:** Students are encouraged to attend all scheduled practices. **Starting in January of each season, all practices are mandatory.** If you are unable to attend, it is your responsibility to notify the teacher. Anyone who misses may or may not be able to attend the upcoming performance, depending on their knowledge and ability to perform the given choreography. It is my discretion whether or not to allow the student to participate. Classes held after the last competition are still considered mandatory. Recital is also mandatory. The dance season is not over until after the Recital.

Food:

NO FOOD is permitted in the studio! Food will only be consumed before or after class in the lobby. We will not be stopping class to run and get a snack or something to drink. If you need a drink during class, you must have it in the studio before class starts. Furthermore, you are only allowed to stop and get a drink when given permission. A lot of time is being wasted because of this problem.*If you have food or drinks in the lobby, please clean up your mess. Cleaning supplies are located in the closet.

Student Awareness:

Each of our students will be pushed to be the best that they can be. Although they are learning as a class, each student will get individual attention and will be treated equally. No one student is more important than the other. They will be corrected individually and taught based on their own abilities. This is not done to embarrass the child or put them on the spot in any way. This is done to insure that your child is learning and performing each skill properly in order for them to reach their full potential and avoid unnecessary injury.

Competition Team:

Each student interested in competing on the competition dance team, must audition. Auditions will be held in June of each year. 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 for team. Team dancers that are in any group dance are required to perform at every performance or competition.

Students and parents, please be aware, P.S. I Love Dance Competition Team will not be an ordinary competitive team. We are a TEAM! There is no competing against other students on our team. Every student is competing against themselves as an individual. We will attend competitions where some students will be “against” each other but, we are not trying to be better than each other. We want to compete against ourselves and try to do better than we previously have done. THIS IS NOT TO BE LIKE THE DANCE MOMS SHOW ON TELEVISION.

With that being said, any student or parent that starts.... “you have to beat her score...” “you have to do this in order to beat ...” Any talk of this kind will result in your child being removed from the program with no refund.

This should be a positive dance experience for you and your child/ren.

I am teaching an Art! Everyone’s interpretation of art is different and should not be compared to each another.

Dance Members enrolled in P.S. I Love Dance are not permitted to attend dance competitions under another studios name, as this is not fair to either studio! If you decided to quit P.S. I Love Dance at any time, you are not permitted to compete for another studio 12 months from the date you left the academy. This is because it is unfair for me to teach the student technique and skills and it be used by another studio. P.S. Dance expects the income from each student so that more advanced studio necessities and updated facilities can be purchased. I ask that a 30 day notice be given, in writing, before the student quits unless it is a catastrophic event, in which case, it will be evaluated and dismissed if appropriate on each individual basis. If you fail to agree to the contract and compete with another studio with the 12 months of quitting, you are liable to pay 12 months of tuition to be paid to Page Shepherd for the academy’s loss.

We will be attending at least 3 dance competitions a dance season. There will be optional dance competitions available throughout the year, but these are **NOT** mandatory. Competition fees vary from competition to competition. Fees will be a main factor in my decision of which competitions we will be attending. In addition to the 3 mandatory competitions, we will vote on an optional National Competition location. We will need to know who will be attending nationals at the time of voting.

A parent support system will be set in place, but it has to be parent ran and everything still must have my approval before it can be completed. This would include things such as fund raisers and sponsors.

Each child & parent will be asked to sign a contract in agreeance to the information stated in this policy book

Consequences for Breaking Contract

Getting and signing contract is verbal warning

1st offense: Lose one week of studio time

2nd offense: Do not perform at competiton- No refund

3rd offense: No longer a part of P.S. Competition Team

4th offense: You will be asked to leave the studio. If you wish to return, this may be reevaluated with a year.

ANY competition team dancer is permitted to participate in any studio technique classes as long as the additional fees are paid.

If you do not wish for your child to compete, there will be other performance opportunities including: End of the year recital and various community events and festivals.

Performance Only

Students will have a yearly, end of the year, recital that will take place in the late spring/early summer. They will be required to purchase a costume for this performance.

They will also have the opportunity to participate in other performances at various community events and activities throughout the year, as chosen by me. These events will be announced as they approach.

Soloist/Duo/Trios

All soloists, competitive and performance, must partake in at least **one technique class a week**. Other technique classes will become available and announced when possible, but soloist **must still attend** their assigned studio or technique class.

Soloists will start off with having 1 private solo 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. **Price will not change**. 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 pay the additional \$20 for a private lesson. Additional practices may be scheduled for preparation for performances and competitions as deemed necessary, with no additional charge.

Costumes, Shoes, Accessories, & Apparel

It is the responsibility of the parent to purchase these items. The teacher will have the appropriate attire and shoes available to order in lobby. Teacher has ability to refer you to the appropriate vendor for specific items, if deemed necessary. *You are required to order shoes and tights through the academy. Academy Apparel must be purchased through the academy by placing an order. Prices will vary but will be as least expensive as possible.

Choreography

Each soloist/duo/trio/team/studio dancer will be learning choreography. **This choreography is owned by Page Shepherd**. The choreographed dances are not to be performed anywhere other than P.S. I Love Dance scheduled performances or without the permission from the above stated choreographer. Please ask before performing it outside of any studio performances. The Choreographer has the right to change this choreography at any time, as well as use this choreography at her discretion. If there are any guest artists that come into the studio and choreograph a dance, that choreographer has given Page Shepherd the right to use this choreography at her discretion and pertain to the same rules above.

Tuition Prices

Annual Registration Fees \$15/student

Class	Monthly Cost
Tippy Toe (Studio Class) (30-45 minutes)	\$25/month
Studio Class (by level) (45-60 min class)	\$25/ month
Acro	\$25/ month if already enrolled in studio/team class \$15/ month
Team Group Dancer	\$25(1hr technique class)+\$35(any additional team dances)= \$60/month
Soloist & Group Dancer	\$25(1hr technique class)+\$55(solo) = \$80/month
Hip Hop	\$25/ month or if already enrolled in studio/team class \$15/month
Private Lessons (30 min)	\$20/lesson ***Must pay in advance for private lesson***

***Families with multiple students, please see instructor for discount pricing.

Please make checks payable to:

Page Shepherd

- All monthly payments must be made by the **10th** of each month to avoid a **\$15 late fee**. If not paid by the 20th of each month an additional \$10.00 late fee will be added (\$25 total late fee).
- The above pricing 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/es. I will always make sure there are at least 3 classes within a month. If less than 3, I will alter tuition price for that given month.
- There will be a \$30 fee for all returned checks
- Late fee will be enforced, due to problems from previous years
- If payment not made by the following month, student may be asked to sit out of class.
- All of the above stands unless an individual payment agreement has been made in advance. (Just talk to me!! We can work something out!)

***Team Competition Dancers will be required to pay competition entry fees. I will send out notices when they are available. If you fail to pay by date given, a \$25 late fee will be added. If not paid by a week after date given, student may not be allowed to attend competition.

Copy of Release and Waiver of Liability/Parental Consent

I, _____, parent/legal guardian of _____, 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 bodily 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 losses, 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/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 Book.

Copy of Competition Contract

I _____ and my child _____ have read and agree to the following terms in this document. I agree to follow all the rules set forth on the Policy Book. I understand that 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. DANCE functions without permission from Page Shepherd. I agree that the dance steps/choreography is property of P.S. DANCE and cannot be sold, given, traded, or shared with any other studios or persons. I agree that if I quit P.S. DANCE, I must give a 30 day notice unless something catastrophic happens, at which point the circumstances would be evaluated and may or may not be excused from the 30 day notice. If I were to quit, I agree that I cannot compete with another team for 12 months after leaving P.S. DANCE. P.S. DANCE retains the right to pull a student from a particular dance, program, or team participation for violating any rules stated in the Policy Book. This contract is valid for the full time that the participant is active in P.S. DANCE activities. If participant leaves and competes within the full year after stopping P.S. DANCE program, I understand that I am liable for 12 months of tuition to be paid to P.S. DANCE for the academy's loss. I agree and understand everything stated in the Policy Book.