

P.S. I Love Dance Artistic Dance Academy

Studio & Performance Team Policy Book

We are so excited that you decided to join the P.S. I Love Dance Artistic Dance Academy family. Our goal each day is to teach our students the value of commitment, hard work, integrity, leadership, self-confidence, and a positive attitude. We strive to provide a positive learning environment and a judgment free creative outlet for all of our students. They will acquire all of these values while increasing their dance technique, movement abilities, and building friendships that will last a lifetime.

Registration Fee:

Each dancer is required to pay an annual registration fee of \$35.00 per student. This fee is **non-refundable**.

Dress Code Policy:

P.S. I Love Dance dress code requirements reflect our desire to promote a positive body image, class-act, and a distraction free environment that allows for visibility of body alignment. We enforce our dress code to prevent injury and improve proper technical skills.

Female Dress Code

Assigned Color for apparel for each class will be announced at open house, example light pink for beginner class. During our fall open house an opportunity to purchase dance apparel through our studio will be available.

The appropriate tap, jazz, and ballet shoes will be available for fitting and purchase during open house as well

Acrobatics/Tumbling/Conditioning: Leotard or Unitard; Shorts; Hair securely pulled back.

Shoes: Barefeet

Hip-Hop: Athletic Apparel that is comfortable for movement with appropriate language and symbols.

Shoes: Sneakers with clean soles; Socks.

Please note that Crop Tops, Belly Shirts, Uncovered Sports Bras, or Leotards WITHOUT Tights/Shorts are not permitted at any time.

Shorts must be of the appropriate length. No Jewelry is to be worn during any class.

Male Dress Code

Tippy Toe: Athletic Shorts (any color)/Tights/Leggings/Pants; Fitted Shirt/ Tank, Shoes: Tap Shoe (for recital)/ Socks/Barefeet/Ballet Shoe with strings placed inside the shoe (may be taped).

Ballet: Black/White Tights, Dance shorts/Compression shorts (no shorter than mid-thigh), Leggings; Fitted solid color Shirt/Tanks.

Shoes: Ballet shoe with strings placed inside the shoe (may be taped).

Tap: Athletic Shorts/Pants, Fitted shirt/Tank. Shoes: Tap shoes

Jazz/Contemporary/Modern: Athletic Shorts/Pants, Fitted shirt/Tank. Shoes: Barefeet/Jazz Shoe/Dance Paw/Socks.

Acrobatics/Tumbling/Conditioning: Fitted Shorts/Leggings, Fitted Short/ Tank Shoes: Barefeet

Hip-Hop: Athletic Apparel that is comfortable for movement with appropriate language and symbols. Shoes: Sneakers with clean soles; Socks.

No Jewelry is to be worn during any class.

Costumes, Shoes, Accessories, and Apparel are the parents' responsibility to purchase. We ask that **ALL** shoes and tights are ordered through the academy. Academy Apparel must be purchased through the academy by placing an order.

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.

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 a behavior is disrupting a class 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)**

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.

Withdrawal Policy:

Early withdrawal from a class before the completion of the year requires a 30-day written withdrawal notice to the Artistic Director. Please do not leave phone messages or rely on the instructor to notify the office. The withdrawal notice 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.

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.

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

Choreography:

Each dancer may voice ideas for song selections, choreography, and costume; it ultimately is the Artistic Director's decision. The Artistic Director's 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 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 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.

Studio Tuition & Payment:

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.

Studio Tuition & Payment Continued:

1 Studio Class	\$30/month
2 Studio Classes	\$50/month
3 Studio Classes	\$65/month
Private Lessons	\$25/lesson
Performance Team	\$55/month

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 are not paid on time.

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

Studio Classes & Performance Team:

Studio Classes will have the opportunity to perform at the Annual Recital of each year, typically in June.

The P.S. I Love Dance Performance Team will have up to three mandatory performances throughout the year and one final performance at the Annual Recital, which is typically in June.

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