

## Student Handbook and Guidelines

**COMMITMENT:** The first step in becoming a successful dancer and tumbler is making a solid commitment to your classes, rehearsals, and performances. Strong technique is a key ingredient, and class is where you develop that technique. Please come to class prepared to learn and without personal distractions. Class time is your chance to focus on individual goals and improvements. Great progress is made when you can look at each class, rehearsal, and performance as an opportunity to become better at what you love to do. ALWAYS make the most of every class, rehearsal, and performance opportunity.

**ATTENDANCE:** Attendance will be observed and tracked. Promptness is as important as attendance. Please be at class at least 10 minutes prior to your class starting so that all students are ready to walk on the floor at the time class starts. Tardiness distracts those already in class. However, do not hesitate to come in late if it is necessary (i.e. doctor appointments, school functions, etc.). If you are going to be late or absent, the “come or call” rule applies. Students must inform the parent rep for their class, or the instructor directly, if they are going to be unable to attend class or will be late.

\* Excused absences include but are not limited to: illness or injury that requires a medical excuse, death in the family, and school events required for a grade.

\*Unexcused absences include but are not limited to: getting hair or nails done for prom/homecoming; sporting events/games and other practices (unless arrangements have been made prior to the event); birthday parties (even yours); hanging out with friends; homework or finals week; lack of transportation; and injuries (if you are unable to participate, observation of your class is still beneficial to learning).

\*Absences in ANY technique classes or rehearsals ANY day of the week prior to a competition or performance may cause the student to lose their performance/competition opportunity.

\* The Studio is a team! Just as a sports team requires all players to attend practices and games, students must have the same commitment! Absences will not only hold back individual students, but The Studio as a whole.

\* Any student who is not attending their required classes will not be able to complete a solo, duet or trio. The instructors of The Studio can only help your child grow as a dancer/tumbler if they are attending their classes. Their future dance development depends upon their commitment to themselves.

\* It is unacceptable to attend any dance or tumbling classes that the instructor has not placed you in. You are not authorized to attend the next level up/down unless **personally instructed to** by The Studio. It is inconsiderate to the students of that class, as you would be taking resources and instructor time away from the students who belong in that particular class.

**STUDENT CONDUCT:** Please treat instructors and other students with respect. Disrespect and/or poor sportsmanship will not be tolerated. There is NO TALKING in class. Students must raise their hand and be called on. No gum or candy allowed in the studio. No cell phones or devices inside the studio area unless it is approved by the instructor, and is only allowed to record choreography/play music. Anyone not following the Student Conduct guidelines will be instructed to leave the classroom and wait in the waiting room for their parent/guardian. If the behavior continues, The Studio of Dance & Arts will place the offending student on a Performance Improvement Plan; failure to adhere to this Plan may lead to expulsion/termination of student status.

Water bottles are allowed and encouraged. Please make sure your student's name is on all their possessions including leotards, tights, shoes, and water bottles. Absolutely NO street shoes are allowed in The

Studio. Please remove street shoes in the foyer, and carry them to your locker or place in your dance bag. Please make sure dancers pick up after themselves at the end of their class time. No loitering in the bathrooms (one person at a time) and absolutely no running in the hallway.

**DRESS CODE:** Students are required to have the appropriate dancewear, tumbling gear, and shoes FOR ALL CLASSES. Make sure shoes fit – not too tight, not too loose. We will be strict about uniform for ballet and pointe classes. Hair in a neat bun (not messy). **NO EXCEPTIONS!! Black leotard and pink tights only! No skirts OR bootie shorts.** All dance students must have **pink leather or cloth split sole ballet shoes.**

Students may wear bootie shorts, jazz pants, tanks over leotards for jazz, tap, hip hop and tumbling (absolutely no loose clothing). There is to be no bare midriffs. For tumbling, a full piece leotard is required. This aids in the instructor being able to spot the student without messing with clothing. Hair must be up and out of the face for all classes. Please encourage students to check their dance bags and make sure they have everything they may need – including hair bands, comb/brush, bobby pins, hairspray, band aids, and fingernail clippers. Any questions, please ask!

**LOCKERS:** Lockers will be assigned for use at the beginning of the season. Use of the lockers is free of charge; if you would like to purchase a lock for your student's locker, you may do so at your own expense. Absolutely no banging of lockers! Once class is dismissed, students will have 10 minutes to get in and out of their lockers. If classes are in session, please do not open and close lockers. No stickers will be placed on the locker. You may purchase magnets to help identify the locker for your child.

**COMMUNICATION:** Email and the Facebook pages are the major forms of communication. It is imperative that we have your current email address and phone number. If any changes occur to your contact information during the year, please notify us of the changes immediately. If you do not have email or are having problems with your

computer, it is your responsibility to check with the studio/parent rep for updated information. An information board is located in the hallway outside of the waiting room.

**FACEBOOK:** Please “like” **The Studio of Dance & Arts** Facebook page. This page is our business page and we will be communicating to the public through this page. We also have a Closed Group page on Facebook named **The Studio Parents & Dancers** as well. This page will be used for important updates such as class schedule changes, fundraisers, upcoming events, etc. This page will also be used to share/upload photos of the studio’s students and instructors.

**CLASS OBSERVATION:** Parents and visitors wishing to watch classes will be asked to make prior arrangements with the instructors. The classrooms are not equipped with a viewing window. Parents should not arrive more than 5 minutes early to pick up their dancer/tumbler and will please wait in the parent room.

**\*Student departure from the studio:** Students must wait **INSIDE** the building for someone to pick them up. **PLEASE** make your children comply with this rule, as it is for **THEIR SAFETY**. Please be there promptly to pick your child up (no later than 15 minutes after their scheduled class is dismissed). Once the next scheduled class begins, there will not be supervision for your child.

**PLACEMENT for CLASSES & COMPETITION TEAMS:** Placement on The Studio competition teams is based on the following criteria: technique, potential, commitment level, stage presence, and attitude. Competition team members are placed in one of the team levels based on both ability and age. Dancers are placed in groups that the instructors think will work well together in rehearsals **and** performances. Placement decisions are derived from many years of teaching experience. Placement is highly individual and the factors that go into each decision and placement are complex.

**\*All dancers and tumblers must display excellent behavior and listening skills in class and are expected to be role models for all dancers.**

\*As Studio members, you are considered part of The Studio family. The expectation is that you are watching all performances and supporting our dancers/tumblers (that is, when you are not preparing for your own performance!). We need to show love and support to all our members.

\*Being a member of The Studio is a privilege and an honor. Please behave respectfully to each other, instructors, and competitors.

\*Dancers and tumblers must be able to accept positive criticism and take and apply corrections from all instructors. Listen to each correction given, whether it's directed at you or another dancer/tumbler. A correction is an honor, it shows how much a teacher or choreographer cares about your progress.

**MEDICAL INFORMATION/MEDICATIONS:** Please provide a summary of your child's medical condition(s), along with any medication(s) your child is currently taking. The board will advise your child's instructor(s) of the condition(s) and inform them of any medication(s). Please be as detailed as possible and inform The Studio of any changes in medication. The information you provide to The Studio is strictly confidential and used solely for your child's safety.

**MONTHLY CLASS PAYMENTS:** Payments are due the first lesson of each month and are payable to The Studio of Dance & Arts. Payments not made prior to the 10<sup>th</sup> of each month will be assessed a \$15.00 late fee unless prior arrangements have been made.

**Mailing address is: The Studio of Dance & Arts P.O. Box 2111 Havre, MT 59501** or for your convenience, a payment drop box is located on the information wall outside of the waiting room. Please write the student's name on the memo line of your check.

\*A penalty charge of \$30.00 will be assessed for each returned check.

**COSTUME DEPOSIT:** A costume deposit of \$25 per costume will be assessed and due by November 1<sup>st</sup> of the current dance season. A full refund will be given if the child drops out of The Studio or class AND the

costume has NOT been ordered (usually early November). Once costumes have been ordered, **NO REFUNDS** will be given. The \$25.00 deposit per costume will be placed towards the student's final costume invoice. If your costume does not cost you the full \$25.00 (due to fundraising), then the student will receive a credit towards class in the spring.

## PARENT/STUDENT ACKNOWLEDGMENT FORM:

**MEDICAL DISCLAIMER:** In consideration of the opportunity to be a member of **THE STUDIO of DANCE & ARTS**, I, individually and as the parent/guardian on behalf of a minor, do hereby waive, release, and discharge any and all rights, demands, and claims for damages that I may have against **THE STUDIO of DANCE & ARTS**, its board members, instructors, or any volunteers, for any and all injuries and losses related to **THE STUDIO of DANCE & ARTS**. I attest that I have full knowledge of the risks involved with dance training, gymnastics, and tumbling, and that I assume responsibility for my own medical and emergency expenses in the event of an accident, illness, or other capacity. I, individually and as the parent/guardian on behalf of a minor, state that I am physically fit and sufficiently trained to participate in the classes I am enrolled in.

I also give my permission to **THE STUDIO of DANCE & ARTS** to publish images of me/my child on **The Studio of Dance & Arts** Facebook page and for use in grant applications and reports.

The Student Handbook & Guidelines of **THE STUDIO of DANCE & ARTS** describes important information about The Studio and I understand that I should consult with a board member regarding any questions in this contract.

Furthermore, I acknowledge that I have received the Student Handbook & Guidelines of **THE STUDIO of DANCE & ARTS**, and I understand that is my responsibility to read and comply with the handbook and guidelines contained in this contract and any revisions made to it.

Parent Name \_\_\_\_\_

Student Name \_\_\_\_\_

Parent Signature (if student is under 18 years of age)

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Student Signature (if 18 + years of age)

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