



# POLICIES & PROCEDURES

2017 - 2018 (Updated August 2017)

Welcome! We're thrilled that you've chosen Tanya's Dance & Fitness Studio. To answer commonly asked questions and in order to help things run smoothly, we've created the following policies and procedures:

## CLASSES & CALENDAR

Classes start the week of August 21, 2017 and run through May 11, 2018. Classes are 1 hour each (50 minutes for Tiny Dancers ages 3-4). We will not hold classes over major holidays (e.g. Thanksgiving, 2 weeks over Christmas, and Alpine School District's Spring Break). A full calendar is available to download at [tanyasdanceandfitness.com/calendar](http://tanyasdanceandfitness.com/calendar). Note that classes *will* be held on most Monday holidays (e.g. President's Day, Martin Luther King Jr. Day). Classes will *not* be prorated if a class is missed by a student for any reason. If a class is not held during its regularly scheduled date and time due to a teacher absence or other emergency, that class will be prorated or rescheduled.

## TUITION & FEES

We strive to keep dance fees as reasonable as possible while giving dancers a great experience.

- Every student must pay a one-time, non-refundable enrollment fee of \$15 per year.
- Regular class tuition is \$40 per month.\* If a student takes 2 classes (e.g. hip hop and regular dance or both intermediate ballet and intermediate jazz), he or she will receive a discount of \$5 per class (pay \$70 tuition per month instead of \$80).\*

*\*August tuition will be 1/2 the regular amount (\$20 per student if taking 1 class, \$35 per student if taking 2 classes) because we only have 2 weeks of classes in August.*

Each month's full tuition amount is due at the beginning of the first class of the month August – April. Any tuition paid after the 10<sup>th</sup> day of the month is considered late and will incur a \$10 late fee.

*Note: Although classes will be held the first two weeks of May, no tuition will be due that month to make up for weeks when dance was not held. Full tuition is based on an average of 4 classes per month; because we hold a total of 34 classes during the year, we collect that amount 8.5 times.*

We require 30+ days' notice to drop out of classes; otherwise tuition will be due for both the current and the following month.

Recital and costume fees will be due in December or January as we prepare for our spring recital. The recital fee is used to rent the auditorium, sound and other equipment, decorations, staffing, programs, etc. This fee allows you to invite friends or family to the recital for free. Costume fees are used to cover your child's costume (or costumes if taking multiple classes). Dance pictures are taken in the spring and whether or not you want to purchase them is optional.

Tuition and fees can only be paid in the following ways:

- **Credit card by enrolling in autopay** - Fill out a credit card form and we will automatically charge tuition and fees for you (*this is the best option to avoid late fees and not have to remember to pay*)
- **Venmo** – send to Venmo username: tanya-rasmussen
- **Cash** – Please put in an envelope with the student's name written on it
- **Check** – Please make payable to "Tanya's Dance and Fitness Studio" and put the student's name in the "note" line

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## ATTIRE

3-4 year old “Tiny Dancers” and 7-10 year old intermediate ballet dancers should wear the following ballet attire:

- A plain black leotard (not long-sleeved)
- Pink ballet tights with or without a ballet skirt (please no frilly dress-up or distracting skirts)
- Pink ballet slippers

5-6 year old jazz/ballet combo, 7-9 year old jazz/ballet combo, and 7-10 year old intermediate jazz dancers

- A plain black leotard (not long-sleeved)
- Black leggings or dance shorts
- Black jazz gore boots (ballet slippers can also be brought to the jazz/ballet combo classes but are not required)

Hip hop dancers

- Clothing that is easy to move in. Track pants or sweat pants are great.
- Dancers should also bring clean sneakers to class that are only used for dance and change into them in the waiting room once they are here.

## ALL DANCERS

- Hair should be pulled up in a ponytail or bun
- On cold days jackets or sweaters may be worn during warm-up only

NOTE: DANCE SHOES SHOULD NEVER BE WORN OUTSIDE

If you are wondering where to buy your dancer’s attire, I recommend *Glass Slipper*—the address is 121 W. Main St. in American Fork. If you mention that your daughter dances at Tanya’s Dance and Fitness Studio, you’ll get 10% off. *Dancewear Inc.* in Sandy is also a good choice. I have also seen some inexpensive dancewear at Target in the girl’s clothing section, or on amazon.com.

## STUDENT PICK-UP & DROP-OFF

Classes are held at 459 W. Mountain View Road, Lehi, UT 84043. Students should walk to the west side of the house, enter through the white gate, follow the sidewalk down into the backyard, and enter through the second door (directly into the waiting room). Once inside the waiting room, dancers should remove and hang jackets and change into their dance shoes. Parents are welcome to stay in the waiting room during class if they wish. After class the teacher will bring students to the front driveway of the house to be picked up. If parents are late, students will be walked back down the waiting room and will need to be picked up there.

## PARENTS DURING CLASS

Parents may come in to drop off students but should stay in the waiting room rather than entering the studio, because of a lack of extra room and to limit distractions. We will have at least one class during the year when parents will be invited to watch part of class in person if they wish.

## RECITAL

We will hold a dance recital in May; this year’s recital is tentatively scheduled on or around May 19, 2018. Each class will perform one dance number during the recital. Family members and friends are invited to attend. Students must attend class regularly in order to be eligible to perform in the recital.

## QUESTIONS?

If you have any questions, feel free to contact me:

“Miss Tanya” Rasmussen  
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