

## Teacher Policies 2017-2018

**Attendance:** Please be sure to have your time cards completed in Jack Rabbit before your last day of classes in the month. You have set hours, so you can go in before that night to complete your time card. All paychecks will be written based on the information in Jack Rabbit (meaning no time in JR, no paycheck).

In case of absences: You are responsible for finding a suitable substitute for you classes. However, please let Lori know at least 3 weeks in advance of any absence (or as soon as you find out if less than 3 weeks). You can call/text (615-785-9763) or email her at [cannondance1@gmail.com](mailto:cannondance1@gmail.com). There will be a bonus for perfect attendance.

You are required to sign up for at least 2 of the following studio activities:

- registration (studio)
- photo day (studio)
- Good Ole Days (Woodbury)

You are required to sign up for at least 1 of the following studio activities:

- Autumn Street Fair (McMinnville)
- Park Theater Christmas Show (McMinnville)
- Celebration of Spring (Edgar Evins State Park)

The above activities are to be logged into JR on your time card and will make you eligible for a bonus. Attendance for recital dress rehearsal and recital is required and is considered part of your contract with the dance studio.

**Recital:** All recital dances should be choreographed and taught to classes by the end of March. This allows dancers to be comfortable with the choreography, time for you to fine tune steps, arms & formations and Lori to be able to see all dances prior to performances.

Please send **all** music that you use in your classes (class soundtrack for warm ups, floor or barre work and any other music you use during a regular class) by October 1st. Send recital music as soon as it has been chosen. Final cuts of recital music will need to be in by the end of April. You may send it to the studio email, [cannondance1@gmail.com](mailto:cannondance1@gmail.com), or load to the Studio google drive. If completed on time, this will add to your bonus.

**Reminder: attendance for recital dress rehearsal and recital is required.**

**Costumes:** Please work closely with our costume mistress to get costume choices made by the requested date. We will also need a costume worksheet completed for each class or costume. Be mindful when making hair decisions that some dancers may be in multiple dances. Having good communication and getting this completed as the costume mistress needs will add to your bonus.

**Class attendance:** New this year, we will be keeping attendance in Jack Rabbit on the studio tablet or if you choose your personal laptop, tablet or cell phone. You will log into the JR staff portal as you would for your time cards. There is a tab that says “manage my classes” under which you can take attendance for each class.

**Private classes:** If you are offering private classes please discuss the specifics with Lori before confirming with the dancer. A private class will be created on JR for you & the dancer to keep up with dates, attendance, etc. This will then be billed to the family through JR, paid directly to the studio & then paid to you with your normal paycheck. That means for private classes log that time on your timecard in JR and in the “notes” section just notate that it is for private lessons.

**Schedules:** Remember to put all of the studio’s calendar of events in/on your personal calendar. If you have any conflicts please notify us as soon as possible. End of year: please have your availability for the next dance year to Lori by June. Otherwise your preferences may not be honored.

**Skills/Levels:** There is now a place on JR that you can keep up with skills/levels for each of your dancers (for example - in tap time steps single, double & triple or in ballet an arabesque) . If you would like to explore this more please see Kelly. It will need to be set up on the main JR then you can keep up with it in the staff portal. Emails can be sent to parents and they can also log on to the parent portal and see the information on their dancer.

**Communication:** Communication is the key to a successful studio. Understanding that everyone is extremely busy, there is an expectation that a text/email should be responded to within 24 hours - even just an acknowledgment with a time frame for future correspondence. It is your responsibility to keep your contact info up to date in JR.

**Annual Bonus:** There are 4 items listed above (perfect attendance, attending required events, sending/uploading music & costuming), that completed, make you eligible for a year end bonus. Each item individually is worth \$25 giving you the opportunity to earn a total of \$100.

***I have received a copy of Cannon Arts Dance Studio’s calendar for the 2017-2018 dance season and understand that I am committed to teach and attend required extracurricular activities as noted above. I have also read the above policies and received a copy of them.***

---

Name printed

---

Name signed

---

Date