



Studio Handbook of Information & Rules

REGISTRATION INFORMATION

1. Danceworks of MI, LLC reserves the right to cancel or reschedule classes for insufficient enrollment, divide the class if it is too large, or change instructors when necessary.
2. I recognize the risk of illness and injury inherent in any dance program and am participating upon the express agreement and understanding that I am hereby waiving and releasing Danceworks of MI, LLC, its Director and Teachers from and against all claims, cost, liabilities and expense, or judgments, including all attorney's fees and court costs arising from my participation in the Danceworks of MI, LLC programs or injury resulting there from, and hereby agree to indemnify and hold harmless Danceworks of MI, LLC, its Director and Teachers from all claims except illness and injury directly resulting from gross negligence or willful misconduct on the part of Danceworks of MI, LLC, its Director or Teachers.
3. I understand that there is a \$20.00 non-refundable annual registration fee, **per student**, payable at the beginning of your enrollment date for the year. (Includes a Danceworks t-shirt, headband, dance bag, or pencil pouch, nail/sewing kit or bun-maker).
4. **I understand that the tuition must be paid in full at the beginning of the term in order to receive the multiple class discounts.** I understand that missed classes will not be credited towards the next term, but may be made up in another class during the school year. Tuition is non-refundable unless a doctor's excuse is provided. Classes joined late in the term will be pro-rated for that term.

***Individual and family: 5% discount off a second class taken. 7% off 3 classes and 9% off 4 classes.
Individual: 10% off 5-6 classes, 11% off 7-8 classes and 12% off 9 and up classes.**
5. I understand that if tuition is not paid by the 10th day of the term, a \$5.00 late fee will automatically be added to my tuition. By the second month, an additional \$10.00 will be added. If not paid before the 6th week, the student will be dropped from the class. Unpaid late fees will automatically be added to the next term's invoice. We do not offer Walk-in class rates. In the final Spring Term, tuition and costume balances must be paid by the 6th week of classes for the student to be able to perform in the recital.

TUITION MUST BE PAID ON THE FOLLOWING DUE DATES: 4-9 Week terms with a 10 day grace period.

Fall Term: Tuesday, September 5, 2017
Holiday Term: Monday, November 6, 2017
Winter Term: Monday, January 29, 2018
Spring Term: Monday, April 9, 2018

6. There is a \$35.00 NSF Fee on any cancelled or returned checks.
7. You may arrange for an automatic credit card payment plan for each 9-week term. Your credit card will remain on file and will be charged at the beginning of each term for your tuition and/or cost of costume deposits and costume balances. The receipt will be mailed to you.

NOTE: There is a 3% convenience fee added to all credit/debit card transactions for Danceworks and Allegra Dancewear.

8. Once you are signed up for a class, you may choose to switch to a different class with the same tuition fee. If you choose a class that is longer or shorter, you will either be charged or credited for the difference for the rest of that term.
9. There is a \$60.00 costume deposit for each class. The first half of the costume deposit will be due in November, the second half in January. The balance, if any, will be due in March. Students are measured for the recital in December, and all costumes are ordered between December and January. If your child will not be participating in the recital, you will need to let the Instructor know. If your child is measured for a costume, we assume the child will be performing.
10. Low Attendance Policy: If class attendance falls below 3 students, a 60 minute class will be reduced to 45 and a 45 to 30 minutes. If only 2 students in a class wish to continue, the tuition will go to a semi-private rate.

Class and Studio Etiquette

1. Students must treat others with respect at all times, and display an appropriate attitude and good manners. Be a good role model! Arrive 10 minutes early to warm up.
2. No loud talking or playing in the halls and lobby near open studio doors. Parents should be mindful of siblings playing while waiting, and help to see that they pick up after themselves. All dancers should dispose of their own garbage, toe tape etc.
3. Students are expected to conduct themselves in a respectful and appropriate manner in classes. Excessive talking and disrespect to the Instructor or fellow classmates will result in a verbal warning first. The second time, there will be a discussion with the parents, and the third time the student will be removed from the class. It is unfair to those who are here to learn, and are making it a point to listen and concentrate. This is part of the discipline necessary to be a good dancer.
4. Students are tested verbally and physically on the material covered in class at the end of the 9-week term and are expected to be retaining the vocabulary and movements they are taught. An evaluation is given to each student from aged 5 and older at the end of the year (in some cases, at the end of each 9-week term), either in each class or by each Instructor. The evaluation covers behaviors, creativity, placement, strength, flexibility and techniques specific to each class. This is a good way to know if there are areas the child either excels in or needs more work. Instructors also recommend placement levels for the fall at the end of the year.
5. NO CELL PHONES are to be brought into class. They should be kept inside your dance bag and either turned off or put on vibrate. Absolutely no text messaging is allowed during class. The teacher will hold your phone until class is finished if you are caught using it.
6. No eating in any of the classrooms. Only water bottles will be permitted in class and should be left on the side of the room. Please try and refrain from eating sweets prior to class. The Instructors have noticed the effects of the sugar on many students. We offer bottled water and juices for sale, as well as healthier snacks than just candy and chips.
7. Class placement is decided on by the age and level of the student. Students may not always be better off in a class with their friends. It is in the students' best interest to be placed where the Instructor feels they will learn the most and be the most comfortable. Attitude is everything. Please come with a good one.
8. Students must ask permission to enter class if more than 5 minutes late. They must also ask permission to leave the classroom for any reason.
9. Ballet bars are not to be hung on. Feet are not allowed on the walls. Please keep hands off the mirrors for safety.
10. Come to class prepared to learn. Raise your hand if you have a question. Please do not sit down during class.

CLASS ATTIRE

1. Students are expected to be dressed in clean and properly fitted dance attire only for each class. **No street clothes** are permitted. Leotards are expected to be worn in all classes. In hip-hop classes, a shirt may be worn over the leotard. Dance shorts and skirts, and jazz pants are permitted as appropriate. Hair, especially bangs, should be secured back away from the face. No dangling jewelry or necklaces may be worn. If the Instructor asks you to refrain from wearing inappropriate clothing, please do so. If violations continue, your parents will be informed.
 - A. Creative Movement, Beg. Ballet, Ballet I & II must wear pink, light blue or lilac/lavender colored leotards, pink tights and pink ballet slippers. Tiny Tappers also need tan tap shoes. For all other Ballet levels can wear any solid-colored leos, pink tights and pink ballet slippers. Ballet dancers must wear their hair in a bun.
 - B. Jazz classes must wear a solid-color leotard, black jazz pants or dance shorts, and tan jazz shoes.
 - C. Modern, Lyrical Jazz & Contemporary classes must wear solid-color leotards and either tights, dance shorts or jazz pants, and may wear either foot thongs, footundeez, half-soles, tan jazz shoes or ballet shoes.
 - D. Hip-Hop classes may wear a leotard or camisole top with a shirt over it (optional), along with black jazz pants, sweatpants or shorts, and black jazz shoes or jazz sneakers.
2. Please label all shoes and dance attire with your name or initials to prevent losing your belongings. Lost and found items are located in the hallway off the lobby, on the way to studio 3.

Parent Observation

1. Parents may watch classes the last day of the 9-week term or by invitation from the Instructor. Students often listen and focus better when there are fewer distractions in class.

Missed Lessons

1. **Invoice credit will not be given for any missed classes.** Make-up classes may count towards your perfect attendance. We prefer that make-up classes are taken within that term, and they may be arranged with the Instructor. Please call if you are unable to attend class, as a courtesy to instructors and classmates. Refunds will not be granted for missed classes unless there is a doctor's written excuse for an injury or prolonged illness.

Inclement Weather

1. In case of bad weather, students should phone the studio one hour prior to their class time for information. Classes cancelled due to severe weather will not be refunded, as those cancellations are beyond our control. If we cancel a class for any other reason, we will schedule a make-up class or issue a credit to your account. Please "Like" us on Facebook and watch your email for messages about cancellations. We generally follow local school closings, but may not if the weather either greatly improves or worsens during the day.

Recital Procedures

1. The recital is usually the last weekend of the school year. For 2017-18, that will be **June 15 and 16, 2018**. Dress rehearsal is mandatory for everyone unless prior arrangements have been made. Dress rehearsal is divided into 2 sections. If you are in the first half of the rehearsal, you come at 4:30 and stay until the Finale rehearsal is complete, around 7:00. If you are in the second half of the rehearsal, you come at 6:30 to rehearse the Finale, and you are free to go after your last dance is finished. There will be one or possibly two performances that weekend. Recital tickets are \$12.00 per person, with children 5 and under free. There is one costume per class. Combination classes may have more than one costume, if more than one Instructor teaches the sections. In this case, less expensive costumes are selected for each class.

2. Parent volunteers are greatly appreciated and receive a free ticket to the recital. Jobs include ticket sales, ticket-takers at the door, concession sales, flower sales, help in laying the dance floor, door monitors, dressing room monitors, etc.
3. Recital photographs will be taken either at dress rehearsal prior to the dancers going on stage, or at the studio sometime before then. Pricing information is given out ahead of time. One package must be purchased per student for studio pictures, and forms must be turned in with payment to the photographer at the time the photos are taken.
4. Recital DVDs and Blu-Rays will be available for order.
5. In May, the Recital rundown is posted on the studio wall, and all of the recital information, photo information, flower and ad order sheets, and the summer schedule are emailed and will be available for download from the website. Hardcopies are available from the office upon request.
6. Students are selected to receive a Most Improved Award in each class, and may receive a Perfect Attendance Award for having missed no more than one class (in each/any class they are enrolled in) the entire year.

Performance Teams

1. There are Petite, Junior, Teen and Senior divisions. Rehearsals are once- or twice-a-week and are charged at the regular class rate (multi-class discounts apply). Students must audition for placement if they have an interest in joining the team. Additional rehearsals for solos/duos/trios and group dances may be held. These are charged at the private/semi-private rates or \$5 per hour for group rates.
2. Costumes may be ordered or put together with items the students may already have. It is also possible that they can borrow Lansing Chamber Dance/school costumes to save money.
3. Each student will be charged an entry fee for each competition. Prices vary by competition, based on solo, duet, trio and group dances. Choreography may be lyrical jazz, hip-hop, tap, acro, open, and ballet.
4. All Performance team students must take a ballet class and a jazz technique class. Additional technique and dance form classes are strongly recommended, ie, lyrical, modern, contemporary, tap, acro, hip-hop, and conditioning.
5. There will be a minimum of 3 competitions per year, and other types of outside performances, at the team Director's discretion.
6. Students are encouraged to participate in fundraisers for the team, which help to offset individual dancers' expenses. Participants receive credit on costumes and/or competition fees.

Allegra Dancewear and General Information

1. The school's dancewear store offers a 10% discount all year to currently enrolled students. Additional sales are also offered throughout the year.
2. The office secretary or an available Instructor are responsible for selling the drinks and food from the concession cabinet. Please do not open it and take out your own items. All students must make their purchases through a staff member.
4. Students 16 or older, or parents may clean the studio once a week or more in trade on their tuition balance. See Brigitt for complete details of duties and the cleaning schedule.

Fundraisers

1. School fundraisers may be held several times a year, in the form of pizza sales, cookie sales, Sleepovers/Parents night out, or gift items. Participation helps to raise money for studio improvements, like new barres, flooring, etc.
2. Parents are encouraged to help organize the fundraisers. Everyone benefits and works towards being a better role model, while helping to promote the dance family spirit.

Important Dates for the 2017-2018 School Calendar

Fall Registration- You may register at any time after receiving the schedule. The Open House is August 22nd & 23rd from 5:00-8:00 pm. You may also register on line, by mail or by phone.

Fall Term- Begins Tuesday, September 5th, 2017-November 4th, 2017. Monday classes begin September 11th.

Halloween- Classes will be held on Halloween night.

"Bring A Friend to Class Week" – October 23-28, 2017. (If a new student joins that you bring, you'll receive an extra 5% off of your next term tuition for one class, one term).

Holiday Term- November 6th, 2017-January 29th, 2018

Thanksgiving Break - Classes held on Mon. the 20th to make up for Labor Day. No classes held on the 21st- 25th, 2017.

Costume Deposits -1st costume installment of \$30.00 per costume is due the week of November 13th. 2nd half of the deposit of \$30.00 per costume is due the week of Jan.22nd, 2018. The total deposit is \$60.00 per class/per costume. The balance, if any, is due March 26th, 2018, or credit will be issued at that time towards tuition.

Christmas/New Year's Break - December 24, 2017 - January 6, 2018

"Bring A friend To Class Week" – December 4th-8th, 2017

Winter Term – January 29th-March 31st, 2018

Final Installment on the costumes -Week of March 26th, 2018

Spring Break -April 2nd- April 7th, 2018

Spring Term –April 9th, 2018 - June 11th, 2018

Memorial Day Break -May 28th, 2018

Dress Rehearsal and Recital dates: Tentative schedule is Friday, June 15th for the dress rehearsal and Saturday, June 16th is the performance in 2018.

.....**Sign, cut and return to the Director.**.....

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A signed copy of this form must be on file at the beginning of the school year for 2017-2018

I hereby consent to Photos being taken of my child for use on the Danceworks of MI, LLC website or other promotional printed materials.

Parent signature: _____ Date: _____

I have read the following rules with my child and am familiar with the school policies of Danceworks of MI, LLC.

Parent or adult guardian: _____ Date: _____

I have read the following rules and agree to the rules that pertain to my dress code and behavior.

Students name: _____ Date: _____