

# *Superior School of Dance*

## **Policies and Procedures**

### **TUITION**

Class tuition is billed monthly. Billing periods are adjusted accordingly for holiday breaks so that each session has 4 full weeks of classes. Tuition is due by the first day of each billing period and payments more than 5 days late will be charged a late fee of \$10. Families can opt to enroll in autopay to have their balance due automatically charged at the beginning of each billing period.

Session/Billing period due dates:

2017-Sep-11

2017-Oct-09

2017-Nov-05

2017-Dec-10

2018-Jan-21

2018-Feb-18

2018-Mar-18

2018-Apr-22

Tuition WILL be pro-rated for students joining mid-session. Tuition WILL NOT be pro-rated or refunded if a student drops out mid-session. Exceptions for extenuating circumstances may be discussed on a case by case basis. Students dropping a class MUST notify the studio before the first day of the billing period in order to avoid being charged for the session.

Discounts are given for students enrolled in multiple classes:

2 Classes = 7.5% discount off of total

3 Classes = 10% discount off of total

4 Classes = 12.5% discount off of total

5+ Classes = 15% discount off of total

Families with multiple students enrolled will also receive a 5% discount off their total.

### **REGISTRATION FEE**

An annual fee of \$12 per student or \$20 per family will be charged at the time of registration.

### **PRODUCTION FEE**

The Superior School of Dance puts on two productions each year.

- Winter Production is optional and students must audition to participate, though all students who audition will receive a part in the show. A production fee of \$40 is due at the time of the audition. The studio will purchase and keep all costumes for this production. All rehearsals will be held outside of class on the weekends.
- Spring Production incorporates all dance classes into the show, though students are allowed to opt out of the performance. A \$20 production fee will be billed with the final session (April 22 billing period) and students are required to purchase their costumes. Students interested in solo roles must audition (audition date TBD) and the studio will purchase and keep soloist costumes. Soloist rehearsals will occur outside of class on the weekends but class dances will be rehearsed during class time.

### **COSTUME FEES**

All students must purchase their costumes for Spring Production (excluding soloist costumes). A deposit of \$40 per costume is required to order. This deposit will be charged in \$10 increments over the course of the first 4 sessions/billing periods (September 11, October 9, November 5, and December 10).

Costumes for Spring Production will be ordered by January 1<sup>st</sup>, 2018. If we have not received a costume deposit, a costume will not be ordered for the student until the deposit is received. Any costumes ordered after the deadline cannot be guaranteed to arrive in time for the show due to long processing times with some costume companies. Students registering after January 1<sup>st</sup>, 2018, may be able to receive a costume if shipping dates allow; however, no guarantee will be made.

The remainder of the costume balance will be billed with January 21 tuition. Final costume prices vary based on class and costume.

### **ABSENCES**

No tuition adjustments or refunds will be made for missed or dropped classes.

A student may only miss TWO classes during the final two months before spring production. For each additional class missed, the student will be required to schedule and pay for a private lesson with their dance teacher to make up for the dance time missed. In addition, a student cannot miss any class the final two weeks before spring production. If so, the above private lesson requirement may be enforced by the instructor.

More than 2 missed classes during the final two months before Spring Production without a makeup lesson may result in the student not performing in the Spring Production. This will be at the instructor's discretion. No refunds will be given in this case, including the production fee and the costume fee.

All students must attend Production Week rehearsals at the theater for Spring Production. Missing any rehearsals during Production Week may result in the student not performing in the Spring Production. Exceptions for extenuating circumstances may be discussed on a case by case basis.

### **MAKE-UP CLASSES**

Students are encouraged to make up any classes missed. See instructor for recommended make-up classes.

### **SNOW DAYS**

Classes will be cancelled on days when the Houghton Public Schools are cancelled or close early due to inclement weather. The studio may remain open on days when schools are cancelled due to temperature only. Please check our website and Facebook page for updates.

Missed classes due to snow days may always be made up by students (see instructor for recommended classes), so always use your own discretion in regards to the weather. In the case of excessive snow days, make up times may be scheduled for classes at the teacher's discretion.

### **DRESS CODE**

Students must follow dress code for all classes. If a student arrives to class without proper dance attire and hair, they may be asked to sit out and observe class at the teacher's discretion. Proper dance attire is imperative as it allows dancers' movement to be uninhibited and allows teachers to fully see bodies in order to properly give corrections.

Creative Movement 1 and 2:

\*Girls: Leotards of any color may be worn for class. Dance skirts or tutus are permitted. Ballet pink tights and pink ballet slippers are required.

\*Boys: T-shirt and athletic shorts or pants of any color. Black ballet slippers are required.

FUNdamentals:

Same dress code as Creative Movement classes. Black tap shoes are also required for both boys and girls.

#### Mini Hoppers:

Any type of athletic pants or shorts and t-shirts or tank tops may be worn. Clean black tennis shoes are required (must only be used for dance class).

#### BALLET:

Girls: Leotards in appropriate class colors (listed below) with ballet pink tights and pink ballet slippers. Canvas slippers are recommended. HAIR MUST BE WORN IN A TIGHT BALLET BUN! Students with short hair must make sure that their hair stays securely out of their face with a headband or clips. Warm-Up items such as ballet sweaters and leg warmers may be worn for a portion of the warm up at the teacher's discretion. No skirts.

\* Ballet 1: Light Pink

\* Ballet 2: Light Blue

\* Ballet 3: Violet

\* Ballet 4: Burgundy

\* Ballet 5: Black

Boys: White t-shirt and black dance tights or form fitting black jazz pants with black ballet slippers.

#### JAZZ:

All Jazz students must wear black jazz pants, capris, or shorts and black jazz shoes. Any color leotard may be worn. Form fitted tanks and shirts may also be worn at the teacher's discretion. Hair must be fastened back in a secure ponytail, braid, or bun.

#### HIP HOP:

All Hip Hop students may wear any color athletic pants or shorts. Form fitted tanks and shirts are permitted. Solid black tennis shoes or dance sneakers are required (must only be used for dance class). Hair must be secured off the face.

#### TAP:

Black tap shoes are required, Oxford style recommended. All tap students may wear any color athletic pants or shorts. Form fitted tanks and shirts may be worn. Long hair must be fastened back in a secure ponytail or bun.

#### MODERN:

Any color leotard and any color jazz or yoga pants, capris, or shorts may be worn. Form fitted tanks and shirts may be worn at the teacher's discretion. Footless or transition tights are optional. No shoes required. Hair must be fastened back secure in a ponytail or a bun.

### **DANCER ETIQUETTE**

- Be on time! If you are more than 15 minutes late for class, you may be asked to sit out and observe class.
- Absolutely no gum chewing during class time.
- Only water is allowed in the dance studios. Please, no juice, pop, or anything with sugar in it as this can damage the dance floors.
- No jewelry or watches should be worn.
- Bathroom breaks should be taken before class begins.
- Never touch the barres or sit down in class unless you are told to do so.
- Never touch the mirrors.
- Show respect for your instructors, fellow students, and the facility at all times.

### **DISCIPLINE**

All instructors use a "3 Strikes" policy in class. If any student receives 3 warnings during a class period, they will be asked to sit out and observe for a short period of time or the rest of class. If behavior continues or worsens, a parent may be contacted. In the case of continual or extreme misbehavior, the student may be dismissed from the Superior School of Dance for the rest of the season. In this case, no refund will be given.

Reasons for discipline include, but are not limited to, behavior that is disrespectful or harmful toward staff, another student and/or adult, to studio property, consistent tardiness to class, stealing, etc.

### **LOST and FOUND**

Please take the time to put your name in all of your belongings. (Inside BOTH shoes, on jackets, on water bottles, etc.) Students need to be responsible for their property. The lost and found will be emptied monthly to prevent it from taking over the cubby room. Please check it regularly.

### **VOLUNTEERING**

Parents are crucial to the success of the studio and our shows. All parents are encouraged to volunteer in some way during the year. We have several sewing, construction, and backstage projects that need you! We can also use your scavenging or computer skills. Please let us know your area of expertise!