

Shine Dance Studios 2018-2019 Policies

A Guide for Students and Parents

As a condition of enrollment at Shine Dance Studios, students and their parents or guardians agree to abide by all the policies set forth by Shine Dance Studios, its director, faculty, and staff. Shine Dance Studios reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Shine Dance Studios!!

This handbook will serve as your guide to Shine Dance Studios and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

Shine Dance Studios is committed to providing high-quality dance classes to enhance the overall development of a child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where a student develops technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Be sure to listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

Shine Dance Studios believes that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Class:

- Students should arrive 5-10 minutes early for class prepared with proper attire and hair. Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.
- Parents or students should inform the teacher if they will be missing class (es). Students may make up the class in another age appropriate and teacher approved class at any time during the year. No credits or refunds are given for missed classes. Full tuition is due even if a class is missed. A make-up form is at the front desk for students to sign in.
- Classes must have at least 5 students to remain open. Any class with less than 5 students in it by October 31st is subject to cancellation with alternate class suggested. The studio has the right to change or alter the class schedule at any time.
- The teacher has the right to suggest a change in class level or age group. The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.
- Corrections and behavior: Students are expected to behave in class. Students will be asked to not participate in class if they are disruptive. Since dance is about body positions; therefore there will be times that the teacher will make hands-on corrections.

- Attendance: Regularly attending class is important in the development of the student. If a student misses more than four classes before a recital they may not participate in the recital unless due to family emergency or severe illness. A doctor's note must be provided by the parent. All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. Missing class during the period of learning recital dances could result in frustration for the students and their teachers and classmates.
- Observation: Parents may observe from the lobby with the closed screen TV. We kindly ask that parents remain in the lobby and not enter the dance studio unless asked to. All parents and grandparents are welcomed to observe the class in the studio the week of October 15th-19th and February 11th-15th. Cameras and video cameras are permitted to capture your dancer in action only during those weeks. Please remain in the lobby at all other times of the year.
- Inclement Weather: Classes may be cancelled due to bad weather. Shine Dance Studios will follow the Three Village School District as well as follow road conditions. Many of our teachers travel from a distance and are not local and we must take in to account their safety too. Students may attend another age appropriate class for a make-up. There are no refunds or credit given due to weather. You may make up a class at any time of the year in another age-appropriate class.
- Bathroom: All students are encouraged to visit the bathroom BEFORE class begins. The teacher is not responsible for bringing your child to the bathroom. The child should be potty trained or in pull up diaper to avoid accidents on the floor.
- Shine Dance Studios is not responsible for your child before or after class. Please pick them up and drop them off in the lobby. Do not allow them to wait outside. Studio opens 15 minutes prior to the first class of the day, please do not drop off your child without supervision. If you are late for pick up, please call. For their safety, children under the age of 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 15 minutes after their class is completed. Again, no students may wait outside for pick up. Please child stay in the lobby until parent arrives.
- Toys and other distracting objects are not permitted in the studio. Students must remain in the classroom the entire length of class giving respect to the teacher and their peers. Parents are not permitted in the studio unless observation week or the teacher has invited them in.
- Please do not send your child to class sick. He/She may make up your class in another age and skill appropriate class.
- The studio has the right to ask any student or parent to leave the studio without refund. Unkind behavior is not accepted at Shine.

Dress Code: Our dress code is strictly enforced.

- Hair must be pulled back from face and neck. All ballet, preschool and combo classes should wear their hair in a bun or away from the face and neck; all other classes must have a ponytail.
- No gum or jewelry for safety reasons. No food or drink except water in the studio.
- All preschool classes should wear pink leotards and pink tights and pink canvas ballet slippers and black tap shoes. Any color skirt/tutu is permitted. Canvas slippers with NO ties are required. White tap shoes with NO ties are required. ALL SHOES MUST BE REVOLUTION BRAND.

- All kindergarten classes should wear purple leotards, pink tights and pink canvas slippers and Tan tap shoes. No leather ballet slippers are permitted. You will be asked to ONLY have CANVAS ballet slippers for all ballet classes. You must purchase your tan tap shoes with the studio to ensure the correct color of tan. ALL SHOES MUST BE REVOLUTION BRAND.
- Tap classes are required to either have tan or black shoes. Please check with your teacher before purchasing shoes. ALL SHOES MUST BE REVOLUTION BRAND.
- All levels ballet should wear a black leotard with pink tights and pink canvas ballet slippers. No skirts in ballet levels or technique classes. No t-shirts, tanks or shorts in ballet. All dancers are required to wear tights, bare legs are not appropriate for dance class. Hair must be in a bun for ballet.
- All hip hop students should wear hip hop sneakers with any black leotard and tan tights. Dance appropriate clothes are permitted to wear over leotard and tights such as booty shorts. No street clothes or jeans are allowed.
- Cheer/Pom dance must wear black leotard, tan tights and tan jazz shoes. NO street clothes. Jeans are not allowed.
- **Failure to wear proper attire and hair will result in not being able to participate with the class.**
- No street shoes permitted in studio. Do not wear your dance shoes outside.
- All shoes, leotards and accessories are available for sale at below retail price at the studio for your convenience. We HIGHLY suggest you purchase the items from the studio so you do not purchase the wrong shoe or color or type of shoe. Items ordered typically take 7-10 business days to arrive and need to be paid for before they are ordered.

Holiday Spectacular: Date TBA (Typically the 2nd or 3rd weekend in December)

- Holiday Spectacular Fee: \$20 participation fee includes a Holiday Spectacular T-shirt and goodie bag given out at the show. This is automatically charged on October 6th. Costumes are \$90 per costume per class. Tights are included for your dancer.
- Holiday Costume Fees are automatically charged on October 20th. If you are NOT participating in the show, a written note must be provided to the front desk before Oct 13th.
- The Holiday Show dates TBA. Information will be given out by the beginning of October.
- The dress rehearsal is mandatory. If a student does not show up for the dress rehearsal without prior permission from studio director, they are removed from the show.
- Tickets go on sale in mid-November. All ticket sales are final ordered online, with no refunds.
- There are multiple shows. Your child's class is chosen to be in ONE show. We CANNOT guarantee that siblings will be in the same show. You may need to attend MORE than ONE show if you have siblings or your child is in MULTIPLE classes

June Recital: Date TBA (Typically the 1st or 2nd weekend in June)

- June Recital Fee: \$30 includes your end of year trophy, Showcase T-shirt and Goody Bag. This is automatically charged on January 19th. If you are not participating in the June Showcase a written note must be provided to the front desk by January 12th.
- Costume Fees are \$90 per costume per class. Tights are included for your dancer. Your costume fees will be automatically charged on February 16th.
- Daddy/Daughter Dance is open to all participating recital students. Dads and dancers are required to attend 3 rehearsals starting in May to June.
- Once a costume has been ordered there are no refunds or exchanges. A costume is not ordered for a student who has not paid for one.

- Individual Pictures are taken at the studio. Group photos are taken at the dress rehearsal.
- The dress rehearsal is mandatory. If a student does not show up for the dress rehearsal, they are removed from the show unless prior agreement with studio director.
- June recital date is announced in the winter. Tickets go on sale in May. All ticket sales are online are final, with no refunds.
- There are multiple shows. Your child's class is chosen to be in ONE show. We CANNOT guarantee that siblings will be in the same show. You may need to attend MORE than ONE show if you have siblings or your child is in MULTIPLE classes.

Tuition:

- Tuition is based on 30 classes per year payable on a monthly basis.
- Registration fee and the first month of participation and the last monthly payment are due at registration.
- Registration fee is \$30 for first child and \$50 per family.
- Auto-pay on a credit or debit card is required for all dance students and will be charged by the 1st of the month. Payments received after the 8th of the month will be charged a \$20 late fee, no exceptions.
- Full year payments will receive a 10% discount and is only valid until Sept. 22nd.
- Tuition is due by the 1st of the month. Payments received after the 8th of the month will have a \$20 late fee no exceptions. Auto-pay is required for the ten month payment choice. Full payments are due by the child's first dance class in September. All students on ten month payment choice must leave a valid credit card on file. Both your first and last monthly payment of tuition is due at the time of registration. There are no tuition refunds for dropping out early unless in severe illness or injury. A doctor's note must be provided. All tuition is non-refundable once paid unless in severe illness or injury. All tuition is non-transferrable.
- A drop class form must be filled out at the front desk to drop a class.
- A cancel account form must be filled out at the front desk to cancel your account from being charged. Emails and phone calls are not accepted. A form must be filled out.
- Auto-pay is charged on the 1st of each month from October to May. If the student attends any class during that month, the tuition will be charged. Refunds are not given for tuition already charged.
- Credit or discounts are not given to missed classes due to family vacations or snow days. Make ups are available and must be signed in with the date missed and make-up date.

Other General Policies

- Parent and students should not enter the office space of the school.
- Use of the school telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- Please do not dispose of dirty diapers inside the school. Large dumpsters outside the studio are better suited for such disposal.
- Students should not be using cell phones or computers during class time. (This means no emailing, Internet use, or text messaging.)

- Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers or the director must go through the Shine Dance Studios office.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

Student and Parent Use of Social Media

- Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Shine Dance Studios students and parents with guidelines to eliminate any confusion concerning the use of social media.
 - You DO NOT have permission to reveal any information that compromises Shine Dance Studios. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Shine Dance Studios.
 - Students and parents should neither claim nor imply that they are speaking on behalf of Shine Dance Studios.
 - Never post anything that could compromise the self-esteem of students who attend Shine Dance Studios.
 - If you post videos of class or rehearsals, don't post any choreography in its entirety; Shine Dance Studios owns the copyright to all choreography taught at the school.
 - Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
 - Ensure that your social networking conduct is consistent with all of the policies contained in this handbook. Shine Dance Studios reserves the right to protect the owner and employees of social media bullying. We reserve the right to use lawyers and police upon knowledge of any slander, inappropriate reviews or cyber bullying.

Termination of Enrollment

- In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:
 - Disruptive or dangerous behavior by students or their parents
 - Abuse of other children, staff, or property
 - Inability of Shine Dance Studios to meet the child's or parent's needs

We thank you for choosing Shine Dance Studios for your child's dance education. We truly hope that you and your child have a wonderful and memorable year of dance.