

# Jane Mannion's School of Dance

## Studio Policies

### Registration

There is a \$25 registration fee (\$75 for competition team members) that is required with the registration form to reserve the class space. Registration is not considered complete and class space is not reserved until the fee is paid.

### Tuition

Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account the first of each month from September to June or charged to your credit card the first of each month. The month of September is non-refundable. Payment must be made by preauthorized automatic monthly payment. All charges will appear on your bank statement or credit card statement as being from Jane Mannion's School of Dance. Only regular monthly fees may be paid by auto-debit or credit card. Incidental fees such as competition, costume, misc., recital tickets, etc. may be paid by check, cash, credit card or bank account debit. Only incidental fees or overdue payments will receive a mailed statement. Late payments (after the 10th of the month) will include a late fee of 15% (maximum of \$20). Tuition remains the same whether it is a long (5-week) or short (3-week) month and regardless of absences.

- All fees must be paid in full before any student is allowed to participate in the recital.
- Withdrawal from the program must be made in writing or tuition will still be due. Tuition is NOT REFUNDABLE or credited for any reason. NO EXCEPTIONS.

### Non Sufficient Fund Payments

- I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transactions plus a \$20 NSF fee.

### Attendance

- Regular attendance is vital to student progress and group choreography. Attendance is necessary if a child wishes to show a marked degree of improvement and to allow teachers to do the best job possible. Absences and tardiness can hold back an entire class and the studio can not jeopardize its responsibilities to the rest of the class for one student.
- Make-up classes are not offered due to classroom space and times (see competition handbook for competition team attendance policies), so please make every effort to attend each class.
- The school reserves the right to have students who come late to class sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than four classes without written notices, the school reserves the right to terminate lessons. Students missing more than four classes after January will not be allowed to participate in the year-end recital, festivals or competitions.

### **Substitution**

The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

### **Dress Code**

Students follow a dress code that reflects professionalism and discipline allowing teachers to see body lines and make appropriate corrections. All attire will be approved by the instructor. No t-shirts or tank tops may be worn over leotards to any class. Competition team please refer to competition handbook for more detail on dress code and shoes.

- We recommend black leotards and tights but it is not mandatory for non-competition classes.
- All recommended dance shoes are from the Capezio Brand. (Specific styles and colors will be posted on the bulletin board and web site.
- All students' hair must be tied back and secured for class.
- No jewelry may be worn during class (earrings, watches, etc.)
- Used dance shoes for sale will be posted on the bulletin board in the front lobby.
- Please do not bring the shoes to the studio- fill out a card listing your name, phone number, size and type of shoe, and the amount you are asking.
- It is very important that all dance shoes, bags, etc are labeled with the student's name. Jane Mannion's School of Dance is NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

### **Classroom Etiquette**

Dance training is built on standards that reflect respect and professionalism. These standards include listening to your teacher, applying your corrections, and wearing the required dress code. We expect our dancers to arrive on time, ready for dance, and to display courtesy to their parents, teachers, and classmates. Any misconduct unbecoming to students, guests, or teachers may result in suspension from class.

- A good attitude is very important in any learning environment. It is also considered in class progress on an individual basis.
- No gum chewing is allowed during class.
- Classes will start promptly at the time specified. If you are late, please come in and put your shoes on as quietly as possible and join the class in session.

### **Inclement Weather Policy**

In the event of inclement weather, a message will be left on the studio voice mail after 2:00pm, regarding the status of classes. Please note the studio does not always follow school closings as roads are often cleared by the time classes begin. There will be no makeup classes per routine policy, but classes made be made up at the discretion of the teacher.

### **Holidays**

Jane Mannion's School of Dance will be closed for Christmas and Easter holidays. Classes will be held on all other holidays, unless you are otherwise notified by an instructor. If there is an early school dismissal for a reason other than inclement weather, classes will be held as usual.

### **Class Observation**

Classroom viewing is available at all times on the tv monitors in the main lobby. We ask that you observe quietly, that cell phones and pagers be turned off, and that siblings are monitored and quiet during observation.

### **Insurance**

Jane Mannion's School of Dance does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your source of reimbursement. A release of liability waiver must be signed before your child can dance at the studio.

### **Recital**

Each year the season is ended with a fully-staged, professional dance recital. We encourage but do not require participation. Each class will be entitled to one routine in the recital, except for the competition team in which more routines are permitted (see competition handbook). Private lessons are entitled to a solo in the recital (limit of 2 solos per person). The recital will be held in late May or early June, exact dates will be released by the end of October.

### **Miscellaneous**

- Home practice is needed by each student to progress. We encourage parents to support this as it will help the teachers move each class and student at a faster rate, as well as promote progress.
- Make it a weekly basis of asking your child if the teacher gave out any notices, etc. Many times such notices are left in dance bags and parents never see them.
- Please inform your instructor of any injuries, allergies, or special needs that may require extra attention.
- Please be prompt in picking up your child at the end of class time. We also suggest that someone accompany little ones at the beginning as well as at the end of class time. Students are not to be left at the school for excessive time before or after class.



### **Photo Release**

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name. Pertinent identifying information (last names, street addresses, etc.) will not be released in any publication or web site without prior approval.

Please remember Jane Mannion's School of Dance is here to serve you with your child's dance education. Please call us any time with any questions, complaints, or suggestions. We look forward to the coming year with excitement as we watch your child grow and develop in the area of dance.