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www.shannonsschoolofdance.net

2019-2020 Dance Season ****General Policies****

This is your copy of rules, regulations and policy information that concerns the dance studio. All of these rules apply to 'Shannon's School of Dance'. Please read this carefully and keep it for your records as it contains information pertaining to the entire dance year.

Classes are put together by their age and ability level. I will do my best to accommodate your busy and hectic schedules and try to work around what I can. I will also work with people who are car-pooling. There must be four dancers in a group to be considered a class, unless other arrangements are made with me.

Dance is offered for all students ages 3 & up, including adult classes for BOYS and GIRLS.
To take jazz, ballet/lyrical MUST be taken.

* A Non-Refundable Registration fee is due at the time of registration. Your child is not registered until the registration fees, as well as dues paid from the last dance season, are paid.

Tuition remains the same whether it is a long (5 week) or short (3 week) month and regardless of absences, holidays and vacations.

There are **FOUR** payment options that can be picked to pay tuition for the dance season. Please pick one option and stick with that the whole year. Tuition is the same amount September through April.

OPTION 1 – pay MONTHLY in 8 month installments. Tuition must be paid the first week of the dance month, regardless of the number of classes that meet in that month or student absence. Any payment not received by the 15th of the month will be charged an additional \$10.00. Payments can be mailed in to the studio's address, drop off in mail slot or can be paid online.

OPTION 2 – Paying a full year payment. (8 months). This option receives a 10% discount.

OPTION 3 – Paying 2 payments (4 months each). This option receives a 4% discount.

OPTION 4 – Sign up for automated pay monthly.

- All fees are non-refundable. There are no refunds for missed classes. You are paying for a spot in the class, this means if you are absent you are still paying for it.
- Cash, Checks and Debit and Credit Cards are accepted at the studio, online at our website and the app. We use Paypal and Merchant Services. Please make checks payable to: *Shannon's School of Dance*
- There is a \$25.00 fee for all returned checks.
- Statements are not mailed out, except for delinquent accounts and then a service charge of \$5.00 is added. If you would like your bill sent via email, a \$1.00 charge will be added to the total.
- You should always receive a receipt of any payment that is made, especially when paying in cash.
- You have access to your account and can pay your balance online through our website or by the studio app on your iphone or android using your email address associated with your account.

COSTUMES: Costumes ordered for the recital depends on age level and classes taken. Costume prices are reasonable. The youngest levels will have one costume for regular dance classes (ballet, tap, jazz combo). Other classes taken such as Irish, Pointe' and The Hip-Hop will require an additional outfit per each style. Older dancers will have one main costume per style. A deposit of **\$25.00** per costume is due by November 15th. Costume balances due must be paid the first lesson after Christmas break. The costumes will be ordered by Shannon before Christmas break, this is to ensure prompt delivery for the recitals and pictures. Most costume companies take 10 - 12 weeks for delivery. Costume fees are then **NON-REFUNDABLE** as they are made-to-order.

* *Costume payments made after the due dates will incur a \$10.00 late fee.*

* *Costumes are not purchased for students if their tuition and/or costume deposits are delinquent.*

If you do not wish to participate in the Spring Recital you are obligated to inform us no later than December 5th. Failure to do so will obligate you to pay all required costume or cancellation fees and recital fees.

Costumes are handed out and tried on in class. This is to insure that all pieces to the costumes are there and that it will fit properly. If costumes need hemmed or taken in, is your responsibility to take care of this.

Shannon's School of Dance will not be held responsible for students without costumes at show time and the dancer will be not participate in the show.

Attendance: All regularly scheduled classes must be attended. Good attendance is imperative as absences and tardiness can hold back an entire class. Please make an effort to have your child at every class; an email, text or phone call is required if a student will be missing class.

Starting in middle October, each class will be working on a specific routine. If a student has several absences and falls behind in the routine, in order to remain in the recital, the student will need to schedule make-up lessons. Make-up lessons are \$20.00 per lesson.

General Policies and Procedures: After class is over, children need to be picked up within a timely fashion. All classes run back to back; teachers and assistants cannot see children outside of the classroom and/or building after the next class begins. Younger children should be cautioned not to wait outside, but to wait inside for their ride to arrive. The dance studio will not be held responsible for students arriving early or leaving late from dance classes. Younger children and siblings **MUST** be supervised when not in class.

Students are not to be left at the studio for excessive time periods before or after classes, unless given permission from teachers and/or assistants.

**The studio is not responsible for a child if they leave the premises for food or other reasons.*

**Please do not bring children into the classroom before class begins.*

**Friends of dancers are not allowed to wait in the waiting rooms or dance room before/during/after class unless given permission by Shannon or the teacher in charge without an adult present.*

Newsletters: The first of each month, newsletters will be sent via email if we have your email address and will be available on the dance studio's website. If you do not have access to a computer or rarely check your email, the newsletters will be available in front lobby. ***PLEASE READ THESE!*** This is the best form of communication we have for upcoming events, fee reminders and so forth. It is your responsibility to know what is going on!! We will also post any important information on the bulletin board in front lobby and the website.

* www.shannonsschoolofdance.net is the official website for the dance studio. On our website you can find an array of information about the dance studio, upcoming events, and the dancers. You can also become a fan of Facebook or Twitter for quick updates and daily reminders! You can pay your bill online and check your account balance. If you have an iPhone or Android, you can download the studio app.

* If the Albia school district close early, or cancel evening activities due to bad weather, the studio will be CLOSED; in this case, you will receive an automated call. We do not close for conference days, teacher workdays or other misc. closings *Holidays will *generally* follow the Albia school calendar. www.albia.k12.ia.us

Classes will not be held on the following dates (holidays and other):

SEPTEMBER: Labor Day: Monday, September 2nd.

OCTOBER: Trick-or-Treat Night ~ will be determined closer to the date.

NOVEMBER- Thanksgiving Break –Wednesday, November 27th – Thursday, November 28th

DECEMBER- Winter Break – Monday, December 23rd & classes will resume on Monday, January 6th, 2020

*****There will still be classes during Spring Break (Monday, April 23rd) due to recital being so close.***

- Children need to be potty trained to attend class and to perform in the recital.
- Any child that is disruptive in class will be asked to sit down and not participate in class for a few minutes. If the disruptive behavior continues, parents/guardians will be notified.
- To withdraw from dance class, the parent/guardian inform studio in person and pay all remaining balances that are due.
- Please be sure to clean up after yourselves in the waiting rooms.
- There is no smoking or drinking permitted inside or in front of the studio.
- No pets will be allowed in the studio; including waiting areas and dance rooms.
- Please inform Shannon or the assistant of any changes your contact information.

RECITAL: There will be a Recital in the spring held at a bigger venue in a neighboring town. The costumes that we order are for this recital which is tentatively set for April 24th & April 25th at The Bridge View Center in

Ottumwa. There will also be a rehearsal date set before the recital that is *absolutely required* for all students to attend. The schedule for this rehearsal will be set up closer to the recital date as well as the date for pictures. The pictures will be taken during class times at the dance studio. There will not be classes held during this scheduled time due to a huge set up with many backdrops and props & teachers are assisting with pictures as well.

Everyone is welcome to attend the recital. There will be an admission fee at the recital for anyone that did not pay the recital fee.

DANCE APPAREL: All dancers must wear appropriate attire for dance class; this to help students with a positive body image and to allow the teacher to correct body alignment and technique. There is no exception. (If your dancer is coming directly after a sports practice – plan ahead!) **GIRLS:** T-shirts will not be allowed even with them tied tight in the back and sleeves rolled up. Camisole tops, tank tops and leotards and tight fitting shirts are appropriate with shorts, tights and dance pants (any fun color is accepted). Hip Hop dancers can wear athletic wear (tight fitting athletic shirts & shorts.)

NO BAGGY CLOTHES or JEANS! ~ Classical Ballet & Pointe' Classes will not be allowed to dance in class without the proper attire (ex. Leotards & hair up).

ADULTS & BOYS: please wear comfortable fitting clothes or workout wear.

SHOES: The list of shoes needed and the prices will be posted all year around and discussed at registration and will depend on class placement. Dance requires proper shoes and a correct size is very important. Getting shoes too big can cause injury and discomfort to your dancer. ***Pointe' shoes will need to be bought and tried on with a professional at a dance shoe store (Shannon has list of available stores); used pointe' shoes CANNOT be worn by another student. Every dancer has different feet; to reduce the risk of injury these shoes MUST be properly fitted.*

- All shoes and apparel can be ordered through Shannon. Certain classes require a certain type of shoe, color and style and there will be dates set in August for everyone to come in to order shoes. Please label students names on all shoes. This avoids confusion of lost items, especially at recital time.
- A Bag is necessary and required for shoes and accessories.
- A LOST & FOUND box will be located in studio. Please look here for missing clothing and shoes, etc.

PARENT WATCH WEEK: There will be Parents Watch Week in December. Video and cameras are allowed. Brothers and sisters are welcome to visit also and if grandparents or other out-of-town relatives who are unable to make wish to observe at another time, please call ahead to make arrangements.

Student Helpers and Student Teachers: Many older students assist Shannon in the care and instruction of all dancers. These dedicated dancers perform many tasks to insure that the instructor can devote their time to direct instruction. Helper duties may include: bathroom assistance, getting tissues, lining up children, helping with shoes, stretching out at the beginning of class, pulling hair back and providing encouragement, as well as helping at the desk. At different times, helpers may become student teachers to help give fresh ideas to routines and for younger dancers to have positive role models as well as teaching the class under Shannon's guidance. The students that will normally be helping with the classes are listed on the website. You will find the list of student helpers/teachers on our website.

Assistant Teacher(s): We will have a list of our teachers posted soon.

Competition: Miss Grace Peelen is the Competition Teacher/Instructor. Competition classes are currently in progress for the year. If you or your dancer is interested in dance for next year, please let us know so we can keep you informed!

Injuries: Parents, legal guardians of minors, students and adults waive the right to any legal action for injury sustained on school property resulting from normal dance or any other activity conducted by the students and/or parents and guardians before, during or after class time. Everyone must sign the liability form to be able to participate with Shannon's School of Dance in lessons and with performances.

****Shannon's School of Dance reserves the right to refuse service to anyone.****