



STUDIO POLICY

To All Parents and Students

We hope you realize that dance education will be a lot of hard work with a need for hours of practice, but we also emphasize enjoyment of dance and the chance to meet and work with many new friends. It is expected that the members of the company will uphold standards of good behavior, regular practice, and dedication to the group he or she participates in.

General Information

- A. You, the parents and students, may be assured that your classes are instructed and disciplined in a manner keenly associated with proper and correct dance education.
- B. It is our desire to provide you with excellent results and we demand understanding and cooperation between parents, students, and teachers.
- C. We will be happy to discuss progress with you at anytime.
- D. We expect respect and proper discipline at all times; we are not responsible for any injuries sustained while in class or on premises; We are not responsible for lost articles; We reserve the right to dismiss any student who upsets the harmony of the company.
- E. We intend to keep the decorum of all students and the company above reproach, and we expect all students to appear in class in clean dance clothes, clean bodies, and well groomed!
- F. Street shoes must be worn when entering the studio. Dance shoes only are to be worn on the dance floor!
- G. Students must have all clothes, shoes, and equipment labeled with names and ALL must have dance bags to safely store and transport dance apparel!

Registration

A non-refundable fee of \$25 per student is required yearly at the time of registration. Students are not fully registered until the registration fee is paid.

Summer Classes

- A. A non-refundable deposit of 50% is due at the time of registration. The remaining balance is due the first day of summer camp/class.
- B. Seven days notice is required for all cancellations. The deposit paid is non-refundable but may be used toward another class at Tanya's Dance Company.
- C. There is NO registration, recital, or costume fee due for summer camps/classes. These fees only apply to fall classes.

Tuition Policies

- A. All students must be fully registered before they will be accepted in class.
- B. Monthly tuition, which is a flat rate, is charged on the first day of each month. Tuition must be paid by automatic bank account, debit, or automatic credit card payment. Tuition will be debited from your account on

- the 1st day of each month from September–June. Dancers will not be registered until billing information is provided.
- C.** There are **NO** refunds, transfers, credits or deductions for missed classes or holidays; there will not be **ANY** exceptions to this rule, regardless of the reasons. Thirty days notice is required for **ALL** cancellations!
 - D.** Statements will **NOT** be sent; it is your responsibility to keep your tuition to date. We recommend keeping track of charges/balances on your Dance Portal.
 - E.** \$10.00 NSF charge on all NSF checks or credit cards that are declined. Problem accounts are automatically turned over to a local collection agency. Anyone 2 months in arrears will be dropped.
 - F.** Whenever there is a 5th lesson in the month you are not charged for it.
 - G.** You will automatically be charged for classes until you call to terminate. The thirty day notice is still in effect.
 - H.** All accounts must be paid in full by June 1st in order for the dancer to perform in recital.

Dress Requirements

****We consider it absolutely essential that the correct dancewear be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out and observe only. Repeated failure to wear required dancewear could result in termination of lessons.**

****Hair must be back! No excess jewelry! No Gum!**
Cell phones may **ONLY** be used before and after class!**

Footwear and Uniform:

Please keep in mind that all shoes and equipment must be fitted to use now – not to grow into. We recommend Capezio & Bloch Dance shoes. Apparel may be purchased through the studio and order forms are available for any merchandise you would like to purchase. Please make sure that you plan in advance when ordering. During the months of August – October, it is very common for merchandise to be on backorder from the company. Wait time can be a minimum of a month if not longer . . . so plan ahead!

Parent Tot:

Barefoot
Uniform: Short Unitard

Creative Movement:

Capezio Beginner Ballet Shoe (Ballet Pink)
Uniform: Capezio Long Sleeve Nylon Leotard (Ballet Pink)
Capezio Wrap Skirt (White or Ballet Pink)
Capezio Runproof Footed Tights (Ballet Pink)

Tumbling Tots:

Barefoot
Uniform: Short Unitard

Kinderdance:

Capezio Beginner Ballet Shoe (Ballet Pink) and Balera Tap Shoe (White Patent)
Uniform: Capezio Long Sleeve Nylon Leotard (Ballet Pink)
Capezio Wrap or Pull-On Skirt (White or Ballet Pink)
Capezio Runproof Footed Tights (Ballet Pink)

Kinder Hip Hop:

White low-top sneaker

Uniform: Boot Leg Jazz Pant, Capri, or Dance Short (Black)

Capezio Convertible Tights (Suntan, Black, or Ballet Pink)

Choice of Leotard or Fitted Sports Top

Jazz (All Levels):

Capezio Stretch Insert Jazz Boot (Black)

Uniform: Boot Leg Jazz Pant, Capri, or Dance Short (Black)

Capezio Convertible Tights (Suntan, Black, or Ballet Pink)

Choice of Leotard or Fitted Sports Top

Tap (All Levels):

Bloch Respect Tap Shoe (Black)

Uniform: Boot Leg Jazz Pant, Capri or Dance Short (Black)

Capezio Convertible Tights (Suntan, Ballet Pink or Black)

Choice of Leotard or Fitted Sports Top

Ballet:

Capezio Leather Split-Sole Ballet Shoe (Ballet Pink)

Uniform: Black Leotard

Capezio Convertible Tights (Ballet Pink)

Lyrical:

Capezio "Foot Undeez" (Nude – must be worn for ALL performances. Prints may only be worn for class)

Uniform: Black Leotard

Capezio Convertible Tights (Suntan, Ballet Pink or Black)

Black Dance Short

Hip Hop:

Bloch Dance Sneaker (Black)

Uniform: Boot Leg Jazz Pant, Capri or Dance Short (Black)

Capezio Convertible Tights (Suntan, Ballet Pink or Black)

Choice of Leotard or Fitted Sports Top

Acro/Tumbling:

Barefoot

Uniform: Black Leotard and Black Dance Short or Short Unitard

Cheer:

White NIKE Sideline Cheer

Uniform: Fitted Sports Top

Black Dance Short

Musical Theater:

Shoes: TBD

Uniform: Boot Leg Jazz Pant, Capri or Dance Short (Black)

Capezio Convertible Tights (Suntan, Ballet Pink or Black)

Choice of Leotard or Fitted Sports Top

Strength & Conditioning:

Shoes: TBD

Uniform: Comfortable Clothing, Sweat Towel

Notebook for exercise ideas and handouts

Class Placement

Placement can only be made with the age and ability of the individual student in mind and advancement is not by classes as a whole. If a student shows progress, they will be transferred to a more appropriate class. Teachers reserve the right to move students to their appropriate level. We cannot be concerned about rides with neighbors or conflicts with other activities.

A minimum of 6 students is needed for a class – 5 students or less will have a shorter class period.

Attendance and Tardiness

Those students missing opening warm-ups and stretches may only observe their class. We have tried to organize a complete warm-up program to prevent any injury. We simply cannot be responsible for those who arrive 15-20 minutes late and want to just dance!

- Students who do not participate in class (whether it is excused or not) will be counted absent.
- Irregular attendance will result in dismissal.
- We request that if you are going to be absent from class for a parent to please call.
- Students who are a part of a competition/performance team must be present for 85% of the classes in order to compete/perform with the team. (This includes Ballet and/or Tumbling if applicable.)
- If a student is not able to participate in class due to an injury or sickness, the instructor must have a doctor's note or a parent must phone the studio and let us know their dancer will be sitting out. The student will need to observe the class and not be doing other activities at that time (i.e. reading, using cell phone, doing homework, etc.).
- If a child misses a class, it is your responsibility to schedule a private lesson or get with another student who will teach them the choreography they missed.
- If a student knows in advance that they will be absent, it is THEIR responsibility to inform all of their instructors. (It is NOT the job of one instructor to relay the message to all the teachers.)

Perfect Attendance

We recognize students at the end of the year Awards Ceremony who has had perfect attendance over the course of the year. Only students who are PRESENT and PARTICIPATE in 100% of their classes will get the Perfect Attendance Award. Students are excused for missing class for the Missoula Children's Theatre, Nutcracker, Skating, Broadway Shows, etc., but students will not receive the 'perfect attendance' award.

Class Observation

We know that many of you like to see the progress your child is making, so if you would like to observe your child's class, you may watch your child for the duration of the dance lesson from the observation room. The observation room lets parents see the lesson without being visible to the children. While using the observation room, ALL children must be supervised! If the noise level of the observation room is too high and it is a distraction to the students, parents and/or children using the observation room may be asked to leave.

Withdrawal and Refunds

There is a **two-month** minimum for all lessons. One-month's notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone or e-mail. Withdrawal must be done at the studio office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult must:

1. Inform the school administration in person, and
2. Complete and sign a withdrawal form provided by the studio office

All automatic bank debiting or credit card charges will stop after the one-month notice period. Tanya's Dance Co. reserves the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given.

***Please note:** If a student decides to drop **AFTER** costumes have been ordered, withdrawal will not be complete until all costumes have been paid in full. We cannot cancel or return any orders - this is 'costume company' policy!

Unexpected Interruption of Classes

If the studio must cancel classes due to events beyond our control such as power outages, the missed lessons will be rescheduled. No refunds for lessons missed due to these reasons will be given.

Substitutions

The studio 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 rescheduled.

Holidays

The studio also observes holidays observed by our public school system. Dates will be noted in the monthly newsletters.

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| -Labor Day | -Thanksgiving | -Winter Break | -Spring Break |
| -Halloween | -MEA | -Presidents Day | -Memorial Day |

Parent's Responsibility to be Aware of Dates and Events

It is the responsibility of the parent or adult student to be aware of all studio activities, such as recitals, extra classes, and dates the studio is open or closed. The studio will post notices on the studio bulletin board as well as send out updates through e-mail. It is the parent's responsibility to regularly check these resources to ensure they are informed. It is the responsibility of the parents or adult student to inform the studio of any address, e-mail or telephone number changes.

Care of Students

The studio is not responsible for providing before and after class care for students. Students are not to be left at the studio for excessive time before or after class. Please be mindful of staff as they cannot always wait for rides to come!

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release

The studio is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements and other promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

Performances and Studio Activities

There will be a Recital scheduled for June. The recital demonstrates the techniques involved in presenting a truly professional show. Recitals aim to develop the students' poise, confidence, and pride, and also increase his or her knowledge and appreciation of the arts. Therefore, our main goal – the chief purpose is the pleasure, education, and motivation of the students. (A recital fee of \$25 will be charged and deducted on June 1st to all participating in recital. This fee is non-refundable.) Tickets for the Recital go on sale in May. Information to purchase these will be sent home one week prior to ticket sales. Tickets for the Full Dress Rehearsal are available for purchase at the door the night of rehearsal.

Occasionally, students are afforded the opportunity to participate in extra shows for civic affairs, and notices will be sent home if they do come up. Competition teams have first priority for extra performances.

For all performances and studio activities, hairstyle will be specified. EVERYONE must wear makeup – makeup must be worn heavier than usual. All costumes are to be clean and pressed. All shoes are to be polished. Always bring a lot of extra bobby pins, safety pins and hairspray. Dancers must be present at their required rehearsals in order to participate in the recital. If they are not in attendance for their rehearsals, they will not be permitted to perform at recital.

Costumes

The recital requires the use of professionally made costumes that are chosen by the instructor and director. Please budget approximately \$80 per costume for your child. For each class a student is registered for that requires a costume, accounts will be charged \$20 per month/ costume from October through January, and the remainder of the balance charged in February. This fee will be charged to your auto-debit or auto-credit card. Costumes will be shown and ordered in December. Once costumes are ordered, there are NO refunds (this is costume company policy!)

Students registering after the December costume showing will be charged a single-order and shipping fee of \$25.00 in addition to the price of the costume. This means your child's costume will be ordered separately with no guarantee of it arriving on time for pictures or the recital. As noted above under 'Withdrawals,' all costumes must be paid in full once they are ordered; if your child decides to withdrawal from class, any costumes ordered must be paid in full before withdrawal is complete.

Competition Teams

Students that are in second grade and above are invited to be on a competition team. This entails taking a specific class that focuses on details. Being on a competition team requires talent, commitment (both from parents and students), and team spirit. It requires regular practice outside of class. Please contact the office for more information on competition team requirements.