

Dance Evolutions

Crawl.....Walk.....Dance!!!

Policies and Procedures

The following information is provided to give you a better understanding of our policies and procedures. Your signature on the registration form indicates your understanding and acceptance of these policies. We will continue to grow with your positive input and suggestions and please know that they are always welcome.

1. **DRESS CODE**- Students must adhere to dress code, and will be given a warning. If second offense occurs student will be sent out from class, and parents will be notified immediately.
 - A. **All students are required to adhere to the dress code. There are NO exceptions.**
 - B. Leotards of any color **MUST** be worn for every class.
 - C. Tights are **REQUIRED** for sanitary reasons. We recommend footed tights with shoes to prevent hot itchy feet. (Footless or stirrups are o.k. for modern and lyrical.)
 - D. All Hair **MUST** be pulled back and secured off the face. Hair **MUST** be in bun for **all** classes except Hip Hop. If a child has another class after Hip Hop they must wear their hair in a bun as not to be tardy for their next class.
 - E. **Shoes appropriate to class are REQUIRED:**
 - Ballet – (First steps-Beginner Ballet) Leather full soled Ballet shoes, (Intermediate-Advanced Ballet) canvas ballet shoes, any colored leotard, and pink tights
 - Tap- (Levels; First Steps and blue level) **Leos** or **BLOCH** brand **Tan** Mary Jane's with buckles (no laces) (Levels; 2- 6) Tap (**Black SoDanca Hard Toe** lace up tap shoes) any color leotard and tights
 - Jazz- **SoDanca** or **BLOCH** brand Tan slip on jazz shoes (no laces), any color leotard and tights
 - Hip Hop- Black Hip Hop sneakers, leotard, and tights no exceptions. You may wear clothes on top, **No Leo and tights....NO CLASS!!**
 - Lyrical, Modern, - no shoes or slip on lyrical shoes, any color leotard and tights. **NO LEO and TIGHTS...NO CLASS**
2. **ETIQUETTE**
 - A. Students are expected to maintain low voices in waiting areas and restrooms and **NO** talking in class except inquiries to the teacher. A teacher may remove a student or ask them to sit the remainder of class for misbehavior after 2 warnings.
 - B. Students may not eat or chew gum in class. **NO FOOD** or **DRINKS** allowed in the studios!!! Students may bring water in non breakable, sealed bottles into class.
 - C. Students- do not bring valuables to the studio. Dance Evolutions is not responsible or liable for any lost or stolen items.
 - D. Students should **NEVER** wear dance shoes outside the studio and should only wear dance clothing outside the studio with some type of cover up.
 - E. Students **WILL NOT** be allowed to wait outside the studio to be picked up. A parent **MUST** come inside to pick up their child, or call up for them to come down.
 - F. ***** Students will be given a warning by their teacher or director for improper hair, dress, or attitude. After first warning child will be sent out of class and a phone call to the parents will be made.*****

- G. Students **must** be supervised at all times. Please do not allow young children in the bathrooms alone. Please be courteous if you have a young child and don't allow them to run in the hallways. Volumes must be kept low to minimize distraction to the children in class and the parents watching outside of class.
- H. Dance bags must be either brought into the studio with your child or stored on the shelves provided, NOT in the middle of the hallways.

3. ATTENDANCE & MAKE UP CLASS

- A. Students are expected to take all the classes in which they are enrolled.
- B. **If you are absent or know you will be absent, it is your responsibility to call the school and report the absence.**
- C. Any classes missed, may be made up in the same level or lower level. All classes must be made up by the end of the school year. **No refunds or credits are given for missed classes.**
- D. Tardy students may only be admitted at the consent of the instructor. Students later than **15 minutes** from the start time of the class may be asked to sit and observe the remainder of class. For safety reasons, the first fifteen minutes of class are the most important for proper warm up.

3. **NOTICE OF WITHDRAWAL** You are responsible for payment of all classes your student(s) are enrolled in until we are notified in writing. * Missed lessons cannot be used in place of payment. No adjustment or credit will be given for missed classes.*If your child is absent more than two consecutive times without correspondence, he/she may lose their spot in that particular class.

4. **TEMPORARY DROP-OUTS** We are responsible to give continued training to all the children who attend class. We cannot hold back the entire class for a student that drops out temporarily. The student will be placed in an appropriate class upon return. If the student would like to return to the original class (providing there is still room in the class), private lessons may be required.

5. **DROP/CHANGE CLASSES** A \$ 5.00 service charge fee will be automatically applied to your account if the student(s) decide to drop or change a class after initial enrollment. This fee will be waived ONLY if the drop or change comes at the request of an instructor or director.

7. **CLASS OBSERVATION** Parents are not allowed to sit in during classes. They may view the classes through our big beautiful observation windows. This allows the student to learn without distraction.

8. HOLIDAYS & EVENTS

- A.** Specific Dates will be posted and e-mails will be sent prior to holiday breaks and upcoming events. Our School year begins September 2nd and ends in June.
- B.** Parents and students agree to take responsibility upon them to look and ask DANCE EVOLUTIONS personnel for the most current times, schedules, teachers, dates and events. Parents agree to ask their children for any DANCE EVOLUTIONS notes or handouts.

9. RETURNED CHECKS A \$25 service charge fee will automatically be applied to your account for checks returned to us by the bank. Returned checks **cannot** be re-deposited. After 2 returned checks you may only pay tuition by credit card or cash.

10. ADVERTISING & PROMOTION Photos, videos, film, or audio recordings taken during DANCE EVOLUTIONS participating events, become the property of DANCE EVOLUTIONS, and DANCE EVOLUTIONS reserves the right to use those items for marketing and publicity purposes. Your signature on the registration form indicates your understanding and acceptance of this policy.

11. DANCE EVOLUTIONS Provides services with out discrimination of race, sex, origin or color but at its sole discretions may refuse service to an individual under Florida State and federal laws.

12. INSURANCE Dance Evolutions does not carry medical insurance for students. It is required that all dance students be covered by their own families insurance policies, and if injuries occur it is understood that the students own policy is the only source of reimbursement. Students and parents understand that the risk of injury from activities involved in this program is significant, and will not hold DANCE EVOLUTIONS Staff, officers, other participants, owners, and leasers of the premises liable with respect to any injury, disability, death, or loss or damage to person, or property, weather arising from negligence of the student or otherwise, to the fullest extent permitted by law. Your signing of the registration form indicates your understanding and acceptance of this policy.

13. REGISTRATION FEE The REGISTRATION FEE is \$35 non refundable for the first student and \$30 non refundable for each additional child. This fee is per school session. 2nd year returning students pay \$17.50, returning 3rd year no registration fee will apply. Reduction rates in registration fees only apply if there is a break in membership of no more than 2 months.

14. PAYMENTS Enrollment and the tuition fee are for the ENTIRE SCHOOL SESSION from the date of registration until the date of the recital unless otherwise requested and agreed upon in writing by the director of DANCE EVOLUTIONS. Payments are due on the 28th of every month. **A \$20.00 late fee will be added after the 1st of each calendar month.** Please sign up for auto pay(you will be billed on the 1st), mail your payment, or drop off payment(s) when your child comes to class **before or on the 1st.** We do not send bills. Statements are sent out only when your account is past due. You are responsible for payment of all classes in which your student(s) are enrolled (even if absent from class) until Dance Evolutions receives written notice of withdrawal. Children will not be allowed to dance until tuition is paid. **You are paying for approximately 40 weeks of instruction, broken down into monthly installments. You also have the option of a discounted rate for semester tuition.**

15. MINIMUM CLASS SIZE is 6 active students consistently. Any fewer students may result in a schedule change.

16. End of the Year Production- Our end of the year production will be **June 15 and 16th.** Please mark your calendars now. Rehearsals will be June 12th and 13th. **Your child must be able to perform in all shows and rehearsals or the child will NOT be able to perform in our production.** It is not fair to their peers to rearrange the whole number for absences. We will not be taking any new students after February. There is a costume fee of \$65.00 per class. Costumes have to be ordered during the Thanksgiving holiday to ensure on time delivery. Everyone is having recitals at this time, and costume orders get backed up. Costumes must be paid for in full by the Saturday before Thanksgiving break or they will not be ordered. Your child **must** have shoes and tights selected for each class by the studio director which will be given out after Christmas each year. You will be given a recital packet after winter break, which explains hair, make up, tights and shoes, rehearsal and show dates and times, ticket, picture, and video information. Children are required to be at tech and dress rehearsals to perform in the show, unless permission has been given by the director. Attendance is crucial to have the quality productions that we provide. You are responsible for your own costumes, alterations, shoes, tights, hair and makeup. If your child does not adhere to the policies and procedures given in the production packets, Dance Evolutions reserves the right to withhold your child from performing. Dance Evolutions is committed to offering you the most professional experience in dance performance. Our staff is professional and caring with your children, and we ask the same respect from you. We only have your child's best interests at heart, and want to make sure you get the most out of your experience with us. Thank you for giving us the opportunity to work with your families. We look forward to another fantastic year at Dance Evolutions! Our End of the year production will be **Broadway Bound!**