

# Policies

## **Release Forms:**

Release forms will be given to each student upon registration. Students who are under 18 must have one parent sign the release form on their behalf. Students who are over 18 must sign the release form. The release form must be returned to the front desk before the student is permitted to take class.

## **Dress Code:**

Dancers should be dressed appropriately for class. Students hair must be secured and off of the face. All shoes should fit properly. No necklaces, bracelets, large earrings, etc. are permitted.

## **Broadway Babies**

Pink or black leotard, pink full-footed tights, and pink ballet shoes. Students are permitted to wear leotards with an attached ballet skirt. Students may also wear removable ballet skirts and ballet sweaters. Please tuck in the ballet shoe strings (clip the strings if necessary).

## **Combo Dance I and II (3-4yr and 5-6yr)**

Pink or black leotard, pink full-footed tights, pink ballet shoes and black tap shoes. Students are permitted to wear leotards with an attached ballet skirt. Students may also wear removable ballet skirts and ballet sweaters. All tap shoes must have elastic ties. You may purchase elastic buckles or sew an elastic band to replace the strings. Please tuck in the ballet shoe strings (clip the strings if necessary).

## **Ballet Jazz I/II/III**

Hair must be in a secured bun. If hair is too short, hair should be pulled back in a pony tail or half up/half down. Black leotard, pink full-footed tights, pink ballet shoes and tan jazz shoes. Skirts and cover-ups are not permitted in ballet. Students are permitted to wear black jazz pants/black dance shorts over their leotard/tights for the jazz portion of the class. Please tuck in the ballet shoe strings (clip the strings if necessary). Students may wear leather or canvas shoes. "Split-toe" ballet/jazz shoes and "slip-on" jazz shoes are preferred, although they are not required.

## **Ballet IV/V/VI/Pointe**

Black leotard, pink full-footed tights, and pink ballet shoes. Please have Pointe shoes fitted properly at a dance supply store. The ballet teacher must check the fit of the Pointe shoe before the student is permitted to wear them for class. All students **MUST** wear a bun for class. Students are not permitted to wear ballet skirts or cover-ups.. Please tuck in the ballet shoe strings (clip the strings if necessary). Students may wear leather or canvas shoes. "Split-toe" ballet shoes are preferred, although they are not required.

## **Jazz IV/V/VI**

Leotard, convertible tights, jazz pants/dance shorts, and tan jazz shoes. "Split-toe/slip-on" jazz shoes are preferred, although they are not required. Hair **MUST** be worn in a bun or pony tail. No baggy cover-ups are permitted.

## **Hip Hop**

Tank/ leotard, any color dance pants/shorts, and black hip hop shoes/dance sneakers.

## **7-9yr and 9-12yr Combo Dance**

Black leotard, pink full-footed tights, pink ballet shoes tan jazz shoes, and black tap shoes. Students are

permitted to wear Mary Jane or oxford-style tap shoes. Students may wear leather or canvas ballet/jazz shoes. "Split-toe/slip-on" jazz shoes are preferred, although they are not required. Please tuck in the ballet shoe strings (clip the strings if necessary).

### **Lyrical**

Leotard, convertible tights, jazz pants/dance shorts, and "toe undies." "Toe undies" are an elastic band with fabric that covers the ball of the foot.

### **Tap I**

Tank/ leotard, any color dance pants or shorts, and black tap shoes (Mary Jane or oxford). No baggy cover-ups are permitted. Hair **MUST** be worn in a bun or pony tail.

### **Tap II/III**

Tank/ leotard, any color dance pants or shorts, and black oxford tap shoes. **NO SPLIT SOLE OR JAZZ SNEAKER!** No baggy cover-ups are permitted. Hair **MUST** be worn in a bun or pony tail.

### **Dance Company**

Leotard, tights, jazz pants/dance shorts. Students may wear leather or canvas shoes. All students will need pink ballet and tan jazz shoes. Select students may need tap, Pointe, "toe-undies," hip hop shoes/dance sneakers, and tan jazz shoes. Hair **MUST** be worn in a bun or pony tail. No baggy cover-ups are permitted.

### **Attendance/ Make-up:**

Regular class attendance is crucial for a dancer's development. Students (over 18) and/or parents (if child is under 18) must call if the student is going to be absent from class. **If you do not call, you will be unable to make-up the class.** If a student misses one of their regularly scheduled classes, they may be able to schedule a make-up lesson with the front desk. This lesson must be completed within a month of the absence. **There are no refunds granted for missed classes.** All make-ups must be pre-scheduled.

### **Recital:**

Regular class attendance is crucial the last two months before the recital. If a student misses a class, they must schedule a private lesson with the instructor. If a student misses more than two classes, they will be asked to withdraw from performing in the recital. There are no refunds for costumes, tuition, tickets, DVD, etc. All students participating in the recital must attend their dress rehearsal time. If a student is unable to attend, he or she is unable to participate in the recital. No refunds for tickets, costumes, or tuition will be permitted.

Every student participating in the recital is required to purchase a recital costume. Costume prices, accessories, and shoes are at the discretion of the dance faculty. If a student does not plan to participate in the recital, the costume waiver form must be submitted prior to the ordering of the costume.

During the recital, videotaping and flash photography are strictly prohibited.

Tickets for the June 4 recital will go on sale in May. Each family will receive a set of 4 tickets for the discounted rate of \$40 (\$10 per ticket). You are not required to purchase all four tickets. You may purchase additional tickets at \$12/ticket.

### **Tuition:**

Tuition is due at the beginning of the semester by the student's second class. A non-refundable registration fee of \$20 is due at the beginning of the semester. If you choose to participate in the payment plan, the first payment (60% of tuition) is due by the second class and the remaining tuition (40% of tuition) is due by

November 1, 2010. Checks are made out to Broadway Bound Dance Academy. Cash and credit cards are NOT accepted. There is a \$5.00 fee for late payments and a \$10.00 fee for returned checks. Payments are considered late by the third class of the session.

**Private Lessons:**

Private dance instruction is available to all students for a fee of \$40 per hour or \$25 per half hour. Payment is due at the time of the lesson. Cancellations must be made 24 hours in advance to the lesson. If not, the fee for the lesson will be charged.

**Withdrawal Policy:**

If a student does not plan to continue into the second session, the withdrawal form must be submitted by December 20, 2011. If a withdrawal form is not submitted, the student is liable for the total tuition and recital costume fees.

**Conduct:**

Students, parents, and teachers will be required to behave in an appropriate manner. Teachers will be expected to follow specific steps to resolve problems. The steps are as follows: 1. Students will be asked politely to stop their inappropriate behavior. 2. If the behavior continues, the student will be corrected again and a verbal warning will be given, stating that if their behavior does not stop they will be asked to leave class for a few minutes. 3. If the behavior continues, they will be asked to sit with the receptionist for a few minutes. 4. If the student returns to class and the behavior continues, the student will be asked to leave and the teacher will contact their parents. 5. If the student's behavior continues during the second class, a parent/ teacher conference will be scheduled to discuss further actions.

All students and teachers are required to be ON TIME for class. Students and teachers must be dressed and warmed-up before the scheduled class time.

Parents must sign in when dropping off their child. Please leave your name, child's name, and cell phone number on the sign-in sheet at the front desk. If you plan to stay for the entire class time, you do not have to sign-in.

**Dressing Room/ Restroom:**

Students are permitted to use the dressing room to change clothes before and after class. Students are not permitted to "hang out" or "horse play" in the dressing/ restroom area. Parents are liable for any damages done in or to the dressing room or restroom by their child.

**Weather:**

In case of bad weather, please call the studio or go to the Broadway Bound Dance Academy Face Book page. An updated message will be left on the machine and on-line. Cancelled classes, due to weather, are not rescheduled. Please do not drop off your child, if the weather looks questionable. Please talk with the instructor to see if the class may be canceled.

**Additional Policies:**

No one is permitted to operate the stereo system without personal consent from the instructor. No one is permitted behind the front desk or in the office without the personal consent of the teacher. No one is permitted to lean on the mirrors or hang on the ballet barres. No one is permitted to "play" on the piano. No food, gum, drinks, or street shoes are permitted in the dance rooms.

*As owner and artistic director of Broadway Bound Dance Academy, I reserve the right to make adjustments or changes to the studio policies and schedules as I deem necessary.*

*Thank you,*

*Emilie LaRosa*