

**2019-2020 MARY LOIS SCHOOL OF DANCE RULES AND POLICIES**

*Read & initial highlighted*  

**DRESS CODE**

- Dancers should wear **black scoop-neck short or long sleeved leotard, pink footed tights, pink ballet shoes, and black tap shoes.** Younger girls should wear Mary Jane style tap shoes with single string bow. Students ages 6 and under must replace tap strings with tap ties (available at the front desk for \$3 or any dancewear store). Older girls should wear oxford style (lace up) tap shoes.
- For ballet class, hair must be neatly secured away from the face in a bun.
- Do not wear the following items to class: jewelry, hair ornaments, midriff out, tank or spaghetti strap leotards.
- Cover-ups are not worn during class. This attire does not allow the instructors to correct the student's posture and body position.
- The male tap class should wear black athletic pants, white t-shirt and black tap shoes.
- Jazz classes wear dance pants, leotard or fitted shirt, jazz shoes. Hip-Hop classes wear attire allowing full-range of movement and black hip-hop sneakers. **NO STREET SHOES ARE ALLOWED IN ANY DANCE CLASS.**
- Dancers must cover their dance attire with appropriate top and bottom before leaving the dance studio.
- **For all PERFORMANCES (Christmas, Black History, Recital, etc): hair in a bun, no earrings, no hair accessories, no panties.**

**CLASS CONDUCT**

- The art of dance is a discipline.
- All students are expected to be on their best behavior before, during and after dance sessions.
- Students are expected to be quiet and attentive when an instructor is speaking, demonstrating, explaining, or working with a student or group.
- Attention should be focused on the instructor unless otherwise stated.
- Disrespect and rudeness to instructors and peers will not be tolerated.
- There is to be no excessive talking, playing, or non-dancing activities during class.
- Please be responsible for personal hygiene: shower, bathe, deodorize and powder.
- Food, drinks, or gum chewing are not allowed in class.
- In the event a student is disruptive or behaving unruly, the parent will be notified and a parent/instructor conference may be requested.

**CLASS STRUCTURE**

- Preschool Ballet/Tap and Level I Ballet/Tap meet once a week for one hour and fifteen minutes for Ballet and Tap.
- Level II-V Ballet/Tap meet once a week, and include two 45 minute classes: Ballet and Tap.
- Jazz and Hip-Hop classes each meet once a week for 45 minutes.
- Boys Tap and Advanced Tap meet once a week for 45 minutes.
- Performing Company Members and Dance Ambassadors meet twice a week and have additional policies.

**ATTENDANCE**

- Class attendance is imperative. Technique is built from week to week; this is how we ensure a successful learning experience for your child.
- Arrive a few minutes before class to be prepared to take the dance floor when class begins.
- Parents are encouraged to leave their student and not observe a class in progress. It distracts the students and draws focus away from the instructor. It is best to remain unseen. You are more than welcome to wait in the waiting area.

**MAKE-UP CLASSES**

- **There will be no tuition reductions or refunds given for missed classes.** Make necessary arrangements to have your child at each class.
- Make-up classes are available at other class times for missed classes.
- Tuition is based on 4-week months. Holidays are balanced by the months that have 5 weeks therefore full tuition is due every month.

**CLASS ADVANCEMENT**

- Students are advanced to the next class by a collaborative decision from the staff.
- Each student is considered individually, based on multiple criteria such as: age, behavior, attendance, skill level, maturity, etc.

**PARENTAL DROP-OFF AND PICK-UP**

- Parents must sign in their child for each class. Roll sheets are located in the lobby.
- All students are to remain in the studio until the parent or guardian arrives.
- All parents or guardians responsible for each student must come inside and pick up their child.
- Caution your child to remain in the studio, away from the doors until you come inside for them.
- In the event that you are unable to pick up your child, please submit a written request stating the name and the relation of the person picking up your child.
- We want to assure your child's safety in every effort.

**FEES**

- A \$38 registration fee is due at the beginning of each school year.
- **TUITION** is due the first class of each month. **A \$5 late fee applies to tuition paid after the 7<sup>th</sup>.**
- The balance of the **RECITAL FEE** is due by **November 15<sup>th</sup>**. You may make installments any time prior to the deadlines. A recital fee not paid by the deadline will result in additional costume shipping charges.
- All students are required to participate in **FUNDRAISER** supporting Alivia Broadus Memorial Scholarship and student recital gifts.
- All fees are payable by cash, check, money order, or credit card.
- Failure to pay required fees might result in dismissal of your child from dance class.
- A \$35 fee will be charged for returned checks.
- All fees are non-refundable.

**WITHDRAWAL**

- Students are continually enrolled in classes from month to month unless prior written notice is given to the front desk.
- To **WITHDRAW**, **written** notice must be submitted to our office before the first class of the month, or that month's tuition will apply.
- All balances and payments must be current upon receiving written withdrawal notification from the parent or guardian.
- There will be no refund of any fees upon withdrawal.

Student's Name