



2011-2012 Policies & Procedures

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Welcome to Urbana Dance. We would like to thank you for choosing our studio for your child's dance education. Our dance programs serve beginning thru advanced students starting at age two and a half thru adult. These policies and procedures were created to give our parents and students a clear understanding of our mutual commitments and responsibilities to Urbana Dance Studio. Parents are responsible for being aware of all dates, schedule changes, holiday schedule and recital information. We communicate by bulletin board, emails and website; hardcopies are occasionally sent home with the students. You will also be able to check our website for important dates and messages. By completing the registration form you are adhering and agreeing to all the terms set forth in this document.

Registration Policies

The Dance Year

Our dance year will run from September 6, 2011 thru June 4, 2012 this year (a 35-week session). Classes convene once a week for 30-minutes, 45-minutes, 1 hour or 1 hour 15 minutes, depending on the class you choose. We do **not** follow Frederick County Public Schools closings. However, the studio will observe some closings along with some special events. Please refer to the studio calendar for studio closings and special events.

Snow days will be made up at the discretion of the Director.

2011-2012 STUDIO CALENDAR

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| September 6, 2011 | First day of classes |
| September 29, 2011 | Studio closed in observance of Rosh Hashanah |
| October 10-14, 2011 | Bring a Friend Week |
| October 24-29, 2011 | Dress in your Favorite Halloween Costume |
| November 1, 2011 | Recital Costume Deposit Due (\$40) |
| November 21-26, 2011 | Studio Closed for Thanksgiving Break |
| December 21-January 1, 2012 | Studio Closed for Winter Break |
| January 2, 2012 | Studio Open for Classes |
| January 2, 2012 | Recital Costume Balance Due (\$35) |
| January 16 & 17, 2012 | Studio Closed in observance of Martin Luther King's birthday |
| April 3-9, 2012 | Studio Closed for Spring Break |
| May 28, 2012 | Studio Closed in observance of Memorial Day |
| June 4, 2012 | Last Day of Classes |
| June 7 & 8, 2012 | Tentative Recital Rehearsal Dates |
| June 9 & 10, 2012 | Tentative Recital Dates |

Registration

A non-refundable registration fee of \$15 individual/\$25 family is required at time of registration plus first and last month installment payments to reserve class space. The registration fee is waived for returning students who danced with us the prior year only. All students must fill out a registration form completely (front & back). Students may enroll until November 30 unless otherwise stated or permission by the Director is given. Tuition will be prorated for late enrollment.

Tuition and Fees

This dance year session is based on a 35-week program and a yearly cost; however, we break the yearly cost down into 10 monthly installments. Payment installments are due on the 1st of the month, beginning October thru May (September and June are paid at time of registration). Recital costumes are \$75. A \$40 recital costume deposit is due on November 1. The balance of \$35 is due on or before January 1.

Payment must be made thru our online auto payment with Visa or Mastercard. A debit card can be used as long as it is a Visa or Mastercard. Automatic withdrawals from your debit/credit card will begin on October 1. If you wish to pay by cash or check, payments

need to be made before the 1st of each month, before the auto payments are processed. Once submitted and registered in system, tuition payment is *non-refundable and non-transferable*.

The costs for classes can be found on the class brochure.

You have the option to pay the full year's tuition at registration or first and last month (Sept/Jun) installments plus 8 equal payment installments at the beginning of each month (October thru May).

Withdrawals & Refunds

There is a two month minimum on all classes. One month's notice from the first of the month is required to withdraw from any class. Withdrawals must be done in person at the school's office and not with the teacher. A withdrawal form must be completed and signed by both the parent and a representative from the studio for tuition charges to stop. Notifying a teacher and/or just stop coming to class does not qualify as a withdrawal. If we are not notified of your child's withdrawal, you will be responsible for tuition that accrues until a withdrawal form is completed.

No refunds will be issued. After the two-month minimum has been met, a studio credit will be issued and may be carried for up to 1 year from the date of issue. No refunds for tuition, attire or costumes will be given. Urbana Dance reserves the right to terminate lessons to any student without notice. This is the only case in which a refund for unused lessons will be issued.

Recital Costume Payment

Most classes will participate in the end-of-year recital (10-week session classes and technique classes will not participate in recital). Students will purchase a recital costume for each class they attend. The cost of the costume is **\$75 per class** and is non-refundable. There could be additional charges for accessories, i.e., rhinestones, tights, hats, gloves, shoes, etc. **A recital costume deposit of \$40 is due November 1, 2011. The balance (\$35) will be due on January 2, 2012.** We will automatically charge the credit card you have on file with us for the both the deposit on November 1 and the balance on January 2. If you prefer to pay by cash or check for the costume deposit or balance, you must do so before the due dates.

If a student decides not to participate in recital, you must give written notice to the front desk by **October 31**, that your child is not participating in the year end recital; otherwise, you will be charged for the recital costume.

Class Policies

Attendance

All dancers are expected to attend their scheduled classes. Lateness to class may result in having to sit out of class. Repeated lateness may result in termination of lessons. If you are going to be absent from class, please let the teacher of the class know of your absence. No more than three unexcused classes can be missed during the Fall session (September thru January 31). Students missing more than three unexcused classes after January 31 will forfeit participation in the year-end recital. There are no refunds or credits for missed classes. Absences resulting from illness, injury, school programs or vacation are excused absences but must be made up if possible. Please contact the Director to find out what classes to take for a make-up class.

Dress Code Requirements

Students must be prepared for class with appropriate dress attire and shoes. Failure to wear the required dance apparel could result in student being asked to sit out of class. Repeated failure to wear the required dance attire could result in termination of lessons.

Dress Code Requirements

Creative Dance: Black leotard, pink tights, and pink ballet shoes. Hair must be pulled back and secured.

Pre-Dance and Elementary Combo Classes: Any style black and/or maroon leotard (skirts must be detachable), pink tights, pink ballet shoes (leather) and black tap shoes (MaryJane type of shoe with buckle). Hair must be pulled back and secured.

Ballet, Pre-Point and Pointe: Black or Maroon leotard (skirts must be detachable), pink tights, pink ballet shoes (leather). Hair must be worn in a tight bun (no bangs). No holes and/or runs allowed in the tights and tights must be worn in the shoe for a nice, crisp and clean appearance. Absolutely no jewelry.

Jazz, Contemporary, and Tap: Black jazz pants, capris and/or biker pants over a black or maroon leotard. Nude and/or ballet pink tights. Appropriate shoes per class: Jazz - Paws or black or tan jazz shoes, Contemporary – Paws, Tap – Leo's Unisex Split Sole Jazz Tap Shoe (#5058). Each teacher will dictate which shoes you should wear. Please contact the studio if you did not receive direction on the appropriate shoe.

Hip Hop/Pop and Lock/Breakdancing: Wear moveable, comfortable clothing. Example: Capri pants or sweat pants with a t-shirt or tank top. Flat soled sneakers are required for the classroom, but not your street shoe. (Recital shoe: black and white Converse sneaker). Knee pads required. Hair to be pulled away from face. No jewelry and no jeans.

Boys: Black Jazz pants, white or black t-shirt, and appropriate shoes – for ballet, black ballet shoes.

Tumbling: Biker shorts and leotard or form fitting shirt. No loose clothing. Hair must be pulled back. Bare feet.

Poms: Wear moveable, comfortable clothing. Tan jazz shoes. Hair must be pulled back.

Special notes:

- (1) Basic ballet shoes must be leathered shoes with only one elastic strap across the arch of the foot. Pre-Teens/Teens can wear split sole ballet shoes.
- (2) Leotards are to be worn with NO undergarments. Students should buy regulation leotards with build-in-shelf lining.
- (3) Hair must be pulled back and secured out of the dancer's face. Gather hair at the center of the crown and secure with bobby pins; ponytails, bangs, and decorative braiding, beading, and hair pieces are not permitted.
- (4) Students are not allowed to wear jeans or street shoes to any class. Jewelry must be removed before entering class.
- (5) Students who come to class out of dress code will not be permitted to take class.

Class Code of Conduct

Students and parents will conduct themselves in an appropriate manner while at Urbana Dance Studio. Students will be held responsible for being **RESPECTFUL** at all times.

General Studio Policies

Student Drop Off/Pick Up

Please drop off and pick up your students at the door if your child is 12 and under. We do not allow our students to wait in the parking lot. If you are going to be late, please make the teacher or front attendant aware at the beginning of class. The studio is not responsible for before and after class care of students. Students are encouraged to stay in class or in the lobby until parent arrival.

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on dance school property, or any community dance performances resulting from normal dance activity conducted by the student, before, during and after class time. Students who have injuries must present a doctor's note for an excused absence. A doctor's note must be presented in order for students to join back to class.

Music

Urbana Dance will make every effort to ensure that music played during class time does not contain lyrics about explicit sex, drugs, violence, etc. However, we cannot control how individuals may interpret different lyrics and will not be held accountable.

Photo Release

The school is hereby granted permission to take photographs and video of the students to be used in promotional material for the studio. Permission is also granted for Urbana Dance to copyright such photographs in its name.

Class Observation

Parents will not be allowed to sit in classes and watch as it is distracting to the students. We have observation windows in each class room. Parents are welcome to observe class through an observation window; however, prolonged observation is discouraged.

Waiting Area

We have a small waiting area; however, parents are welcome to wait in the lobby area for their child. We encourage you to drop your child off and come back to pick them up. Parents are not allowed in the classroom during class unless the teacher requests that parents come in and watch. The shopping center provides a tremendous opportunity for parents to occupy themselves while waiting for their students.

Food and Drink

Food, drinks, or gum will NOT be permitted in the classrooms. Only water can be brought inside the studio and must be in a plastic container with a cap or lid. Student is responsible for cleaning up his/her trash.

Restrooms

Encourage your child to use the restroom before class to minimize "potty" breaks during class. Restrooms are not be used to change for class. Please feel free to use the changing area at the end of the hallway. Do not throw away dirty diapers in the bathrooms.

Cancellations/Snow Policy

All scheduled Urbana Dance closings are listed on the Studio Calendar. **Urbana Dance Studio will not follow Frederick County MD Public Schools (FCPS) inclement weather cancellations.** We will make a decision approximately 2-hours before classes begin for the day if we will be open. We will:

- Post all closings on our website 2-hours prior to classes starting
- Send an email
- Record a message on the studio answering machine

Make-up classes will be at the discretion of the Director. We will notify you if a makeup class is necessary.

Teacher Conferences/Questions

If you wish to leave a note for the director or instructors, their mailboxes are located at the front desk. They will be happy to assist or address any concerns that you may have. Please do not delay teachers before, during, between or after their classes.

Terms & Conditions

Urbana Dance reserves the right to change days and/or times of classes as necessary. In the event that three or less students report to class, class may be shortened 10-15 minutes at the discretion of the teacher. If a class has less than three students registered, we reserve the right to move them to a comparable class or otherwise terminate the class.

Discipline Policy

Disrespect to the teacher, fellow students, office staff, or parents will not be tolerated. If students are behaving in an unstudent-like way, disciplinary action may be required. We will take the following steps in these cases:

- Step 1: Instructor will talk with student about behavior and student may be asked to sit out of the class.
- Step 2: Parents will be contacted and informed of student's behavior and will be asked to pickup student,
- Step 3: The director will be notified and the student may be suspended from class for one week
- Step 4: The student will be expelled from all classes for the remainder of the year.

Depending on the severity of the infraction, Urbana Dance Studio reserves the right to accelerate the disciplinary process and expel the student without intermediary steps. Should a student be removed from class, no credit or refund will be given.

Concerns/Questions

Please call the studio at 301.874.4367, e-mail us at urbanadance@urbanadance.com or leave a note in the tuition box. Please do not discuss your concerns or questions before or after class. Please do not call the Director at home or on her cell phone unless it is an emergency.