

Spartan Dance Center 2014 - 2015 Studio Policies

Our goal is to provide an efficient, safe, and healthy environment for all of our students. We ask that the following policies listed below be followed in order to ensure that this is possible.

SDC Junior Spartans Children's Dance Education Program

- 1.) No student will be allowed to participate in class until a parent or guardian has signed a registration form.
- 2.) Please be prompt in dropping off or picking up your dancer. Dancers that arrive more than 10 min late will/may not be allowed to participate
- 3.) For the safety of our students, and your children we ask that dancers under the age of 10 remain in the building until you or other responsible adult comes to pick them up.
- 4.) Excessive talking or other misbehavior will not be tolerated and may result in the student being asked to observe class instead of participating. All students must respect the structure and teaching style of their instructor.
- 5.) In the lobby, we ask that younger siblings be supervised to assure that classes are not interrupted, and no children are left unattended in our lobby or outside the studio.
- 6.) If a student misses class for any reason, no refunds are awarded, however a make-up class may be taken.
- 7.) Spartan Dance Center is not responsible for the loss of items left at the studio. Items not picked up by the end of each month will be donated to Goodwill.
- 8.) Weather Policy: Spartan Dance Center follows the policy of East Lansing School District. However if the roads are safe by noon afternoon classes will be held. We will let you know via e-mail and facebook.
- 9.) No street shoes, gum or food in class.
- 10.) Student must be wearing proper dance attire for each class. Hair must be pulled up or in buns for ballet. NO EXCEPTIONS!

REGISTRATION & TUITION

Our system will automatically debit your dancer's tuition from your account each month. If you would like to pick a specific day of the month your tuition is withdrawn, see the front desk. There is a \$25.00 fee for declined cards. Should an account become more than 30 calendar days late, services will be deactivated. Tuition is based on a 9-month dance year and is broken down into 9 monthly payments (September to May). The monthly fee remains the same regardless of the number of classes in any given month. Most months have 4 classes, sometimes there will be 5. There are no refunds given for missed classes. All absences can be made up. If student needs to withdraw from the class before the contract is over there is a form that must be filled out at the front desk and there is a \$60.00 contract cancellation fee per class. Spartan Dance Center reserves the right to cancel or change classes, days and times.

ABSENCES & TARDIES

When you enroll your child in a class, you are paying us to hold a place in class for your child; therefore each student is expected to attend the entire 9 month dance season. Regular attendance to class is MANDATORY. If your child is excessively absent for any reason, they may not be allowed to participate in our performance. Excessive is defined as missing more than 5 classes in our 9-month dance season. Attendance in the months of February, March & April is important in order for proper preparation for our April performance, therefore every effort should be made to avoid missing a class. Students should avoid missing consecutive dance classes. Teachers will not slow the pace of their class to accommodate a student who does not attend class regularly. Students who are over 10 years old are responsible for learning new choreography that was taught during an absence. Private instruction may be available at an additional cost; please speak with your child's instructor to make these arrangements. Every year, the dancer who attends class regularly performs the best and excels at a steady pace. One absent dancer not only hurts the progress of the individual, it also inhibits the progress of the entire class. Students should arrive at least 5 minutes before class so they will be ready to begin. Entering class after it has begun is disruptive to the teacher and other students, so if your child is tardy, please advise them to enter class quickly and quietly. ONLY DANCERS & STAFF should be in the classrooms during class. If you must contact your child while class is in progress, please talk to our staff located at the front desk

RECITAL & COSTUMES INFORMATION

Per family there is a \$50.00 production fee (includes 2 tickets for the show) along with a costumes per number that must be purchased in order for your dancer to participate in the show. A non-refundable costume deposit of \$30.00 will be due for each class your dancer is in. These deposits are due by September 30th 2014, with remaining balance due by December 1st 2014. I know this may sound early but to ensure costume delivery we have to order in advance, especially since our recital is earlier in the year than most studios. Costumes range in price between \$60.00 to \$100.00.

STUDENT PLACEMENT

Our staff is extremely careful and concerned when choosing the correct level class for each student. It is very important to remember that all students are individuals with very different talents, skills and ability levels; they will not progress at the same rate. In maintaining a high quality of dance education, it is therefore sometimes impossible to keep the same students together in class year after year. The most important thing is that the student should be comfortable in her learning environment, not inhibited. We are a technique driven studio, and all of our classes are challenging. Please do not become a competitive parent and want your child in a certain class because you think it is more advanced or a harder class. *Class placement is solely at the discretion of the directors.* We cannot stress enough that since every child is different they do not all show the same progress rate. The teacher judgment must be respected first and foremost. It is normal for every parent to view their child as the best dancer in the class, but remember the teacher is looking at your child through trained, expert eyes.

DRESS CODE

Proper dress allows for the most productive and successful classes. Hair needs to be tied back securely during class. Ponytail holders will always be available at the front desk for \$0.25. A neat appearance helps your child feel like a dancer, and realize that dance class time is special. Loose hair is distracting to both dancer and teacher. Please place an extra ponytail holder in your dancer's bag. If a dancer's hair is too short, please have them use a head band. Faculty is not responsible for fixing your child's hair. Please NO jewelry.

Ballet / Lyrical / Combo/ CM: Pink Ballet Slippers, Black or pink leotard are preferred and ballet tights, Skirts are optional (NO jazz pants)

Jazz: Leotard and tights or shorts, Tan Jazz shoes

Acrobatics: Leotard and short.

Tap: Black Tap shoes, Leotard and tights or shorts

Hip Hop/B-Boy: Jazz pants and top, Dance sneakers (**NO Street Shoes**)

If have questions we can be reached at 517-999-5415 or by emailing tiffany@spartandancecenter.com or info@spartandancecenter.com