

Aspire Dance Studio, LLC STUDIO POLICIES 2016-2017

Thank you for choosing Aspire Dance Studio! Below you will find our studio policies that should be read prior to participating in your first class. The registration form will require a signature that confirms that you have read and agree to the following policies and agreements.

Please initial each section indicating agreement.

_____ **REGISTRATION**

A registration form must be completed prior to the first classes. This includes any trial classes being offered. The \$25.00 registration fee per individual dancer or \$40.00 per family will be assessed at the time of registration.

_____ **TUITION and PAYMENT POLICIES**

All tuition payments must be made through our auto-pay program (unless otherwise cleared by the Aspire staff). Tuition is due by the 28th of the month prior to the month you are paying for (i.e. February tuition is due January 28th). **A late fee of \$30 will be posted to the account on the 5th of every month for any unpaid tuition.** If an auto-pay card is declined, and tuition remains unpaid, the account will be charged an 18% late fee. If the balance is not paid in its entirety within 7 days from the card decline, the dancer may not attend their classes and Aspire Dance will remove them from their registered classes. **It is the responsibility of the client to inform Aspire Dance of any expired cards, changes in card numbers, lost or stolen cards, etc.** Aspire Dance will not relinquish the payment responsibility of the dancer's guardian's for any reason, nor will they authorize extended late payment plans. If an account remains unpaid for 30 days, the appropriate collections agency will be contacted. This authorization for automatic withdrawal shall remain in full force and effect until such time as Aspire Dance receives a Cancellation of Services notice. Upon receipt of this notice, automatic withdrawal will be discontinued 30 days from the date the form is approved by an Aspire Dance Studio Staff Member. **Aspire Dance Studio does not prorate tuition for missed classes.**

Aspire Dance has a 30-day Cancellation Policy. **In order to remove a student from a class, you must fill out a class cancellation form 30 days in advance.** If you wish to re-enroll after canceling, you must re-register and pay a new registration fee.

Our dance year is based on a 40-week schedule and tuition remains the same whether it is a long or short month. This includes months that a holiday break is scheduled and we strongly recommend dancers make-up any missed classes during a scheduled break. We do not refund tuition or make adjustments for missed classes. **Make-up classes are available and must be used within 30 days of an absence. Make-up classes cannot be used in a class that the student is currently registered in.** Make-up classes must be used in **other** classes that the student is not registered in. If a dancer needs to pull from classes for any particular month, their class slot is not guaranteed and the process of re-registration will begin upon re-registering for class. Aspire has a 30-day Cancellation Policy. **In order to remove a student from a class, you must fill out a cancellation form 30 days in advance.** If you wish to re-enroll after canceling, you must re-register and pay a new registration fee. There will be a \$25.00 service charge for all returned checks.

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•TUITION and PAYMENT POLICIES Cont.

Please give all other payments to the front desk. Please put the name of your dancer on your check and indicate what payment is for. **Every month tuition is due in the full amount. We do not pro-rate tuition unless you are a new student starting mid-month.**

It is not Aspire Dance Studio's responsibility to remind families when tuition is due, or when late fees will be posted to your account.

Aspire Dance Studio does not issue refunds of any kind.

_____ ATTENDANCE

It is very important that students attend all classes! This is especially imperative for the months that we are working on our Holiday Showcase and Recital Dances. If a dancer is inconsistent in class, they may be removed from a portion of the dance or be required to take private lessons. It is important that our weekly classes remain progressive and that the class as a whole is moving forward in their dance training. If a dancer needs to miss a class, we ask that Aspire Dance be notified by either calling into the front office or emailing the studio.

We strongly encourage students to make up any missed classes. **Make-up classes are available and must be used within 30 days of an absence. *Make-up classes cannot be used in a class that the student is currently registered in.*** Make-up classes must be used in **other** classes that the student is not registered in. *Make-up classes are only available to currently registered students—if a student drops from classes, makeup classes can no longer be used.*

Students need to arrive at Aspire Dance no more than 15 minutes after their class begins, and they must be picked up no later than 15 minutes after their class is finished. A \$20.00 fee will be charged to the dancers account if a dancer is picked up more than 30 minutes after their class has ended. Aspire Dance is not responsible for dancers that are left unattended at the studio. This does not include dancers that may be waiting for their sibling to be out of class.

_____ DISCONTINUED CLASSES:

Aspire Dance Studio reserves the right to discontinue a class for various reasons (ex: does not have high enough enrollment). This will not happen mid-month, but rather at the beginning of a new month. Therefore, no paid tuition will be lost. Students will be placed in another similar class if this occurs.

_____ CHOREOGRAPHY RIGHTS/USE:

We own all rights to all choreography taught in class and in rehearsals at Aspire Dance Studio. You must get permission from the teacher/choreographer to use or perform any choreography outside of the studio.

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CLASS DRESS CODE

STREET CLOTHES & SHOES ARE NOT APPROPRIATE FOR ANY CLASS.

Please make sure sneakers do not have sand in them.

CREATIVE MOVEMENT CLASS (ages 2-3): Appropriate dance attire required. Dancers must wear a black or pink leotard, and pink tights. They may also wear a ballet skirt or tutu if they choose. Pink ballet shoes must be worn. Hair must be pulled away from the face in a ponytail or bun.

BALLET/TAP COMBO CLASS (ages 3-5): Appropriate dance attire required. Dancers must wear a black or pink leotard, and pink tights. They may also wear a ballet skirt or tutu if they choose. Pink ballet shoes must be worn for ballet and black tap shoes with **elastic** on the tap shoes (for easy slip on/slip off functionality) are required. Hair must be pulled away from the face in a ponytail or bun.

JAZZ/HIP HOP COMBO CLASS (ages 3-5): Appropriate dance attire required. Jazz shorts or pants, dance bra tops, leotards or fitted tanks for class. No loose clothing. Jazz shoes are required for jazz, and sneakers are required for hip hop. Slip-on jazz shoes are best (tan color is preferred), and sneakers that can easily be put on and taken off. The teachers would love to spend more time dancing and less time tying shoes. Hair must be pulled away from the face in a ponytail or bun.

BALLET (all classes ages 6-adult): Black leotard, pink tights, and pink canvas ballet shoes with the elastic appropriately sewn in. Tights may not have holes in them. Colored sports bras may **not** be worn underneath the leotard. Appropriate **ballet** cover-ups may only be worn in the beginning of class if approved by the ballet teacher. **Hair must be pulled into a clean and secure bun. Messy, loop-through buns or hair in a ponytail will not be acceptable.** No jewelry should be worn in ballet, with the exception of studded earrings. Gentlemen need to wear a black tank and black sport shorts that do not cover the knees, as well as black ballet shoes.

JAZZ (all classes ages 6-adult): Jazz shorts or pants, dance bra tops, leotards or fitted tanks for class. It is important that attire allows the instructor to see the body. No loose clothing. Leather split-soled jazz shoes are required (tan color preferred). Hair pulled back away from the face.

CONTEMPORARY/LYRICAL (all classes ages 6-adult): Jazz shorts or pants, dance bra tops, leotards or fitted tanks for class. It is important that attire allows the instructor to see the body. No loose clothing. Bare feet, foot undies, or half-shoes are preferred, leather split-soled jazz shoes are acceptable if needed (tan color preferred). Hair pulled back away from the face.

TAP (all classes ages 6-adult): Black lace-up tap shoes (no high heels). Sweat pants, jazz pants, and any appropriate dance clothing is acceptable. Hair pulled back away from the face.

HIP HOP (all classes ages 6-adult): *Clean* sneakers (no split-soled dance sneakers). Dance or athletic wear (no booty shorts or sports bras). Hair pulled back away from the face.

MODERN (all classes ages 6-adult): Jazz shorts or pants, dance bra tops, leotards or fitted tanks for class. It is important that attire allows the instructor to see the body. No loose clothing. Bare feet. Hair pulled back away from the face.

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_____ CLASS PRE-REQUISITES

-Jazz 3, Jazz 4, Lyrical/Contemporary 3 and Lyrical/Contemporary 4: all students enrolled in Jazz 3, Jazz 4, Lyrical/Contemporary 3 and Lyrical/Contemporary 4 must also be enrolled in at least 1 Ballet class.

-Pointe A and Pointe B: all students enrolled in Point A or Pointe B must also be enrolled in 2 Ballet classes.

_____ CODE OF CONDUCT

Dancers and parents must conduct themselves in a professional, respectful manner: both at Aspire Dance Studio and regarding Aspire Dance Studio at all times. Any inappropriate behavior demonstrated by a dancer or parent may lead to the student's dismissal from the studio with cause, as determined by Aspire Dance Studio.

Dancers and parents must agree to abide by the rules, regulations and privileges of participation outlined in these policies, as well as throughout the studio. Dancers and parents agree that while they participate at Aspire their conduct will be such that it presents no danger to other dancers, parents or staff, and does not interfere with the classes or the lobby at the studio, or disrupt the staff in performing their duties.

_____ MEDIA

Aspire Dance Studio may post photos and videos on behalf of the studio on various social media sites. Dancers may be in these photos or videos. By signing, you are releasing the use of these images for promotional purposes.

_____ EMAIL

Aspire Dance Studio conducts all its important communication through email. Please make sure to provide us your correct email address(es) on your registration form, and add aspiredancestudio@yahoo.com to your list of contacts to ensure that you receive our emails. Please update us immediately when an email address changes. **Please check and read your emails from us regularly, in order to keep up-to-date on important information from the studio!**

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_____ RECITAL INFORMATION

Our annual end of the year recitals will **tentatively** be held at the Thousand Oaks Civic Arts Plaza on Sunday, June 18 June 2017. There will be a mandatory dress rehearsal, tech rehearsal and picture days (dates TBA). Costumes for the recital are \$90 per class. The costume payment deadline is February 5, 2017, and after February 5, 2017 costumes will have an additional \$15 late processing fee per costume. **Once a costume is ordered it cannot be returned.** After the costume is received, any costume errors, problems, missing pieces etc, must be reported within 48 hours from the date your received the costume.

_____ INJURIES:

Aspire Dance Studio is not liable for any injuries.

_____ HOLIDAY CLOSINGS

Rosh Hashana:

Monday, October 3, 2016

Yom Kippur:

Wednesday, October 12, 2016

Halloween:

Monday, October 31, 2016

Veteran's Day:

Friday, November 11, 2016

Thanksgiving Break:

Monday, November 21, 2016 -

Sunday, November 27, 2016

Winter Break:

Saturday, December 17, 2016 -

Monday, January 2, 2017

Martin Luther King Jr. Day:

Monday, January 16, 2017

President's Day:

Monday, February 20, 2017

Spring Break:

Monday, April 10 - Monday, April 17, 2017

Memorial Day:

Friday, May 26 - Monday, May 29, 2017

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*(Sign below and give the signed portion to the front desk,
and keep the packet for your reference.)*

I have read and agree to the Aspire Dance Studio Policies.

Parent/Guardian Signature or Dancer signature (if over 18):

_____ **Date:** _____

Welcome to Aspire Dance Studio!