

High Steppin' Dance Academy
Studio Policies and Dress Code 2019-2020

General Studio Policies:

1. Students must have proper dance attire in each class. Hair must be tied back securely and no jewelry is allowed. Students will be asked to leave the class if not dressed appropriately. (Please Refer to Dress Code for suitable attire for each class)
2. No student is to leave the classroom without permission. If a parent needs to speak with a student, a message can be relayed through the office only.
3. A Ten minute grace period will be accepted for latecomers. However, due to safety (lack of warm-up) and class disturbance, no one may join a class in progress after that time.
4. No gum is permitted in the studio.
5. Only water bottles are permitted in the studios during class. Other food and drinks are restricted to the kitchen area only. There is a refrigerator in the kitchen for your child's use. Please clean up after yourselves.
6. There is no fast food allowed to be brought into the studio. We are promoting a healthy Environment.
7. Cell phones are not permitted in the dance rooms or in class. We will provide a safe area for all students cell phones. They are to be dropped off at the beginning of class and they can be taken back at the end of your class day.
8. Please do not interrupt a class in progress. Parents are not permitted in the studios during classes.
- 9.. If a problem should arise with your child please talk to the Studio Director or the Secretary on hand. Please do not approach other teachers. The Studio Director will handle all problems

INITIAL: _____

Missed Classes:

Everybody misses classes for one reason or another but it is important that you attend your regularly scheduled class. If you miss a class we can offer you an alternative that week if available. There are no refunds for missed classes. From January onward each class will be working on a specific routine and therefore it will be difficult to participate in make-up classes. The work that you are doing in your own class is very important and your attendance is essential. Absenteeism from March onward may result in the student's limited participation in a Recital number.

INITIAL: _____

Class Cancellations:

The studio reserves the right to combine or cancel classes in the event of low attendance. The studio reserves the right to cancel classes due to inclement weather or other emergencies and no makeup classes will be issued. Please make sure you are subscribed to our text message notifications.

INITIAL: _____

How to Enroll in Text Message Notifications:

1. In your text message application, compose a new text message
2. Text @HSDATEXT to the number 81010 then hit send

3. You will receive a message from them welcoming you
4. Please type your full name and hit send
5. If you have any questions please ask Amanda (highsteppindanceacademyRI@gmail.com)

*You may also sign up with this link on your computer or phone's internet browser;
<https://remind.com/join/hdancea>

INITIAL: _____

Studio Information and Communication:

*It is very important that email addresses and telephone numbers for each parent is accurate and up to date to ensure that we are communicating with you in the most effective way possible.

1. All communication sent from HSDA is sent via email. A text alert will follow promoting you to check your email. Texts are limited and are not our number one form of communication.
2. Additionally, some communication will filter through our studio Facebook and Instagram pages. However, ALL important information will be sent to the email(s) provided.
3. All billing and invoicing is done through our online system called Jackrabbit. Payments are not currently allowed on this portal. All parents and guardians should take a chance to log in and review the system;
<https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=531201>
4. In the event of extremely important information, we will also send home a hard copy. As a reminder, ALL communication from High Steppin' will be sent to the email address(es) provided.

INITIAL: _____

There are 4 payment options at High Steppin' Dance Academy....

1. Post-Dated checks covering your yearly tuition can be submitted upon Registration. Checks can be dated for the 1st of each month.
2. Payments made monthly by the 1st of the month by cash, credit, or check. Payments received after the 7th, 14th and 28th of the month are subject to a \$10 late fee.
3. Monthly credit card authorization kept on file for tuition and any other charges with cardholder's consent.
4. Save 10% by paying for your tuition in full by September 30, 2019.

INITIAL: _____

Payment Policies:

1. Upon Registration there is a \$25.00 non-refundable Registration Fee per student along with your first month's tuition payment.
2. All families must choose an appropriate payment plan upon Registration. Tuition is due on the 1st of the month. Monthly tuition will incur a \$10 Late fee(s) if it is not paid by the 7th, 14th and 28th of the month. Monthly Tuition is your yearly tuition broken down into monthly payments. Monthly tuition must be paid by the last day of the month or a child will not be allowed to continue with their weekly classes if you are not up to date on payments. NO EXCEPTIONS WILL BE MADE.
3. High Steppin' Dance Academy accepts cash payments, checks, Visa, MasterCard, and Discover.
4. Tuition remains the same for each month, regardless of absences, and studio closures. Make-up classes are

available.

5. Multiple class and family discounts will be applied as necessary.

***6. For students wishing to discontinue classes, you must notify the office ONE WEEK prior to the end of the month. Once you are billed for tuition on the first of the month, you are responsible for that month's payment. All unused checks will be returned upon notification.**

7. All cashed checks and payments made are non-refundable.

8. There is a \$25 charge for any returned checks from the bank and also includes stopped payments.

9. Competition and convention fee payments are cash or check only. Any fees made with credit card will be subject to our processing fee.

10. All financial obligations and balances must be PAID IN FULL in order to perform in any upcoming performances or to re-enroll for the next season.

INITIAL: _____

Christmas Spectacular, Recital & Costume Policies:

1. High Steppin' Dance Academy performs a Christmas Spectacular; date and location are to be determined for December 2019, and our annual year end Recital is at Rhode Island College, Roberts Hall Auditorium in the last week of June 2020. The exact date will be determined.

2. Each child will have 1 Recital dance and costume per class that they participate in. If your child is in a combination class, there will be a routine and costume for each style.

3. Costume fees are NOT included in your monthly tuition.

4. Christmas Spectacular costumes will be made or ordered in November, and must be paid in full on receipt.

5. There is a \$25 deposit fee per costume for our end of year recital that is due in January 2019. This deposit is non-refundable. Final costume balances are due on April 1st. There will be an additional \$10 fee per costume if balance is past due. No costumes will be sent home unless payments are made in full.

6. Once a costume is billed to your account, you are responsible for the payment of that costume.

7. Parents must purchase tickets for both the Christmas Spectacular and the year-end Recital. Ticket prices are not included in your tuition.

8. All financial obligations and balances must be PAID IN FULL in order to perform in any upcoming performances or to re-enroll for the next season.

INITIAL: _____

Studio Dress Code:

****We have a dress code in place to help students with a positive body image and to allow the teacher to correct alignment and technique. There are no exceptions.**

****All attire and shoes can be purchased at LaBrie Dance, Competitors Closet or similar dancewear store.**

****Note that all required tights and shoes for a class will be part of their Recital costume in June, so we encourage everyone to purchase the correct shoes and attire.**

Pee-Wee/ Tiny Tots

- **Bodysuit/dance shorts, dance skirt or leotard**
- **Footless tights**
- **Pink ballet slippers**
- **Black patent leather tap shoes (with lace tie)**

All Ballet Classes

- **Black tank bodysuit**
- **Pink ballet tights**
- **Pink split sole ballet shoes**
- **Hair must be in a bun**

All Jazz and Musical Theatre Classes

- **Black tank bodysuit or sports bras**
- **Suntan stirrup tights**
- **Black dance shorts may be worn**
- **Suntan slip on Jazz boots**

All Lyrical and Contemporary Classes

- **Black tank bodysuit or sports bras**
- **Suntan stirrup tights**
- **Black dance shorts may be worn**
- **Eclipse leather, tan turning shoe**

Tap Classes

Girls:

- **Black tank bodysuit or sports bras**
- **Suntan stirrup tights**
- **Black dance shorts may be worn**
- **Black tap shoes (lace up/ slip on, not patent leather)**

Boys:

- **Black Tank Top/ fitted t-shirt**
- **Black Sweatpants/ shorts**
- **Black Tap shoes (lace up/ slip on, not patent leather)**

Hip Hop Classes

- **Plain loose fitting pants, NO JEANS or tear-aways**
- **Solid color tank top or T-shirt**
- **Clean indoor sneakers/ combat boots**

Acro Classes

Girls

- **Black tank bodysuit or sports bras**
- **Black dance shorts may be worn**
- **Black Leggings**
- **Bare feet**

Boys

- **Black Tank top**
- **Black shorts**
- **Black sweatpants**
- **Bare feet**



High Steppin' Dance Academy

Registration Form 2019-2020

Returning Student

Year Joined HSDA: _____

New Student

Years of previous experience: _____

Students Name: _____

Date of Birth: _____

Age as of Sept. 1, 2019: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Parent/Guardian Information:

Mom: _____

Dad: _____

Mom Phone: _____

Dad Phone: _____

Emergency Contact: _____

Telephone Number: _____

Main Contact Email: _____

Secondary Email: _____

Any Medical Conditions or Allergies we should be made aware of:

Payment Plan

Total Monthly Fee: 10 Months X \$ _____ per month = \$ _____ + \$25 Registration Fee

10 Post Dated Checks given for monthly tuition

Will be paying cash, check or credit card on the 1st of the month. Non-payment will be subject to late fee.

I will be authorizing High Steppin' Dance Academy to charge my credit card on file for monthly tuition, and any other charges with my consent.

Year's tuition paid in full

Per our policies, all families must fill out the credit card information form on reverse to have on file.

1. Upon registering my child at High Steppin' I have read and agreed to adhere by the 2019-2020 Studio Policies & Dress Code, including all policies regarding my chosen payment plan.

2. I hereby release High Steppin' and its staff of any liability regarding injuries in class or on the High Steppin' property. High Steppin' is not responsible for lost/damaged items left on premises.

3. I give my permission to High Steppin' to have exclusive use of any pictures/videos taken of my child while participating in classes or studio events.

Parent/Guardian Signature: _____

Today's Date _____



High Steppin' Dance Academy
Credit Card Information and Authorization

Name on Card: _____

- Visa
- MasterCard
- Discover

Card Number: _____

Billing Address: _____

Verification Code: _____ Expiration Date: _____ / _____

**I hereby understand that High Steppin' Dance Academy will keep my credit card number on file for charges to be paid with my consent.*

**High Steppin' Dance Academy will charge monthly tuition fees to my card if it is my selected method of payment.*

**If I have chosen another monthly payment method I hereby understand that this card will be charged in the case of unpaid tuition, returned checks from the bank, overdue charges on my account and any applicable fees associated with its use.*

**I understand that my card number and information will remain confidential and not be released to any secondary parties.*

____ I authorize High Steppin' Dance Academy to charge my card monthly for tuition associated with its studio.

Initial: _____

____ My card is on file for future consent, or for any overdue charges remaining on my account as per High Steppin' Dance Academy policies.

Initial: _____

Cardholder's Signature: _____ Date: _____