



## **POLICIES and PROCEDURES**

Revised July 2017

### **ARRIVAL**

First tuition payments and registration fees are due by Registration Saturday, the first class of the second week or after student has been placed in a class that is the best fit.

For the sake of safety we ask our students to enter through the service road behind Belle Meade Post Office, Mapco and Sportsman's Grille to our parking lot.

Please use the traffic light at Heady or Page Road depending on the direction you are coming and going. We realize the traffic arrangement in this area is confusing.

See directions on our website.

ALL students, all ages, should always wear a cover-up to and from class. It's a professional matter.

DO NOT wear dance shoes outside, as it will damage the shoes and can bring hazardous materials onto our dance floor, such as gravel, oil, germs, etc.

For the same reason do not wear street shoes on to the dance floor.

Students should have a light, healthy snack or light meal before class and bring a water bottle with them.

Only beverages with lids are permitted in the studio.

Only water bottles are allowed in the classroom.

Arrive a few minutes early.

Students should always use the restroom before class begins.

Beginning the class together is important and the first exercises are built on throughout the class.

Dancers under 8 years of age must be supervised by an adult until class time.

Dancers ages 3 & 4 must have a parent remain present in the lobby while they are in class.

Dancers ages 5 & up may be left at the studio during their class time without a parent waiting.

Students should remain in the lobby or dressing room until invited into the dance space by the teacher.

Students ARE NOT permitted to wait outside the building for rides or for classes under any circumstances.

The ballet barres are designed and installed only to assist students with balance and stretching and may not be used by siblings or visitors.

Swinging or hanging on them will not be allowed under any circumstances.

Our students are given strict warnings about the use of the barres by their teachers, so please extend that to siblings who may enter the room for observation days, etc.

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### **ABSENCES and LATE ARRIVALS**

If a student is late and has missed warm up, it will be at the teacher's discretion as to whether or not it is safe for them to participate in the class.

We want our classes to be fun but they are continually progressing.

Absences are to be limited to family emergencies and illness. Being "too tired" is not a reason to miss class. Your child may come and watch, unless of course you think they are contagious, and could infect others.

Dance studios are not set up to refund money for classes that are missed, and yet we want our students to receive all the instruction paid for.

Absences should be *made up* in a similar class.

PLEASE ASK which ones are best.

We will make every effort to suggest an alternative, even for those who find nothing else comparable on the schedule.

If your child decides to withdraw from a class - we ask for an email with a one month notice.

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**CLASSROOM POLICIES/OBSERVATION**

Only students and the teacher are allowed in the classroom during class time.

Parents should be very discreet about watching during class. (*See below for Marci's notes on observation.*)

It is preferable for families to drop off students older than 5.

You are welcome to wait in the lobby, but admittedly, it can get quite cramped inside for restless siblings due to our small space.

For safety reasons, children are not allowed in the studio space between classes.

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*A Letter From Ms. Marci on Class Observation*

*Dear Families and Friends,*

*We appreciate your interest in the dancers. However this is our special time together. Parents, friends and siblings must stay quietly in the waiting area, or outside the building.*

*The students are here to learn new skills. We work through awkwardness and confusion by trial and error. We think it's safe to say that few of us want to feel as though we are on display while trying to learn something new.*

*Our goal is to create a safe place for the dancers to express themselves, make mistakes, and develop an easy receptivity to corrections.*

*There will be a public performance opportunity at the end of the school year which we encourage and recommend all the students take part in.*

*The dancers look forward to having an audience and will work harder to prepare for sharing with you if it is perceived as a special event, such as our SPRING CONCERT (NOT "recital.") This motivation is tremendous. Encourage students to perform special "private dance concerts" at home when they can choose what they are comfortable and confident enough to share.*

*Thank you for your trust and for understanding our process.*

*Warmly,  
Marci Murphree & Staff*

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**PICK-UP**

Children may be instructed to watch for you to pull into a parking space before going outside but will not be allowed to go down the stairs until you arrive.

Be sure to give your child specific instructions as the teacher may be attending to other students.

We've been asked not to block the driveway by the chiropractor's office on Mondays, Wednesdays, and Fridays.

Students under 18 should not leave the building with other students who drive unless the driver's name is included on the signed registration waiver.

*Signed registration forms are to be turned in at the beginning of each semester.*

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**INCLEMENT WEATHER / CLASS CANCELLATIONS**

We do not always go by Metro Schools' cancellation policy, but no chances will be taken with regard to ice or flooding.

Each teacher will determine if their class will meet.

We report closings on Channel 5 Snow watch but we try to wait as long as possible to make a call so please keep an eye out and feel free to call Marci or your teacher. Marci's cell 615-516-7745 or Marci's home 615-952-2968.

Given it is not a sudden occurrence, you may also receive a cancellation email and find the info on our website or our Facebook page.

If severe thunderstorms should occur while your dancers are at the studio, an adult will monitor the news on their smart phone and listen for the Hillwood tornado siren.

If advised, we will take students downstairs, underground for safety.

Providing us with the best phone numbers to reach you is critical in case of these and other emergencies that may result in cancellation.

***Make sure we have an updated signed registration form for our records.***

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**PLACEMENT in CLASSES**

Students will be placed in a class that best serves all students.

Factors other than age and previous dance training are taken into consideration.

An assessment of each child's physical, social, and attention attributes, as well as specific skills required at each level will be determined before or during the first two weeks of attendance.

In a small private studio such as Second Story, typically the majority of a class advances together.

We want to make sure all students feel supported, encouraged and challenged.

If a student is struggling, we can discuss other classes that might better suit them.

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**PERFORMANCE EXPERIENCE and OPPORTUNITIES**

Dance is a performing art, and Second Story wants students to experience the motivation and excitement of a realistic rehearsal and performance. Our Spring Program is a professionally executed stage production at a professional theater, creatively costumed with integrity. The goal of this program is to create a positive artistic experience that can be enjoyed by all. It is a special time for Second Story students and parents to come together as a community and share with friends and family the joy, creativity and courage of our students.

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## **DANCE CLASS ETIQUETTE**

Be on time and ready for class by 5 minutes before class time (dressed, hair fixed appropriately, have used the restroom, etc.)

Water is the only beverage allowed in the dance space.

No gum or candy in class. Any food must be kept in the student dressing room.

Students should never bring their cell phone into the dance space during class. Even between classes, students should not place or receive personal calls other than to parents.

Students should abide by dress code. *See Dress Code section below.*

Students should be attentive and respectful of everyone by not talking while the teacher is speaking. But they should feel free to ask questions when they need to.

Students should be aware of body language while in dance class. Staying focused and receptive are part of the "practice" to become a dancer.

*Your best is all anyone can ask of you, or that you can ask of yourself.  
We are all here to learn and improve together!*

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## **ATTIRE / DRESS CODE - General Dress Guidelines for all Classes**

- All students must wear a cover-up over leotards and tights to and from class.
- Dancers must wear street shoes when entering and exiting the building.
- No dance shoes are to be worn in the parking lot. They pick up dirt, oil, and gum that transfers to our dance floor where we roll around.  
The suede on Ballet shoes becomes slick and causes the dancers to have less traction.  
Taps are damaged by wearing on rough surfaces.
- NO STREET SHOES ALLOWED ON THE DANCE FLOOR for the same reasons.
- As a precaution, No students will be allowed to dance in tights with feet unless they have on shoes.
- ALL STUDENT'S HAIR must be away from their faces, in a bun, ponytail or braids, depending on what class they are taking.  
For BALLET hair may NOT swing around into face. Please have hair accessories to hold it in a bun or braid. No loose pieces. NO exceptions. Otherwise it is impossible to learn basics such as spotting and it is also dangerous to lose peripheral vision when moving about with others.  
*We cannot teach students to spot if they cannot follow this direction. We will not create a scene or take class time away from others in regard to this, but we cannot take training students to turns seriously if they don't.*
- NO METAL HOOKS should be showing on bras in class or performance. Wear undergarments that do not look like undergarments. Inexpensive ones are readily available at every department store including Dollar General and WalMart.
- Form fitting and stretchy clothing ONLY. No jeans.

### Intro to Creative Dance, Creative Ballet and Pre-Ballet Classes

- Solid color leotard
- Footless tights
- Short dance skirt OR form fitting and stretchy shorts

- Pink ballet shoes
- Hair in bun

#### ALL Ballet Classes

- Solid color leotard
- Footless or convertible tights
- A short, sheer dance skirt only or no skirt
- Properly fitting pink leather or canvas ballet shoes (No slippers designed to look like ballet shoes)
- NO baggy t-shirts or t-shirts with advertisements.
- No wild print leggings in ballet class.
- Hair must be secured in bun or braids unless it is very short. Headbands or bobby pins to keep bangs out of face.

#### Tap Classes

- Black, Mary Jane style, character shoes OR Oxford Style tap shoes
- PLEASE CHECK FOR LOOSE SCREWS BEFORE EACH CLASS because they will destroy the floor.
- Solid leotard for girls / t-shirt for boys
- Form fitting and stretchy clothing ONLY for girls / loose athletic pants or shorts for boys
- Hair out of face and off shoulders.
- Short skirts or shorts okay but not necessary

#### Modern Dance Classes

- Bare feet, but a pair of "foot mittens" or "dance paws" or cotton socks are also nice to have for practicing turns
- Footless tights
- Solid Leotards
- Form fitting and stretchy clothing ONLY
- Hair secured.

#### Jazz & Musical Theater Classes

- Footless tights
- Solid Leotards
- Form fitting and stretchy clothing ONLY
- Hair in bun or bun braids

#### Hip Hop Classes

- Loose Fitting Sweatpants or stretchy capris that cover down to at least below the knees. This is important for moves like knee-spins and floor slides to protect the skin.
- Only Form Fitting shirts that cover the stomach and lower back. Baggy shirts can be worn as long as layered with a tight tank top, sports bra, camisole or leotard underneath. We go upside down in hip hop class and if a fitted shirt is not worn, undergarments can become exposed easily.
- Dance Sneakers or High Top Dance Sneakers (Pastry is a good brand and can be found online at [www.discountdance.com](http://www.discountdance.com))
- NO short-shorts.
- NO bra tops. Crop tops are okay but must provide decent coverage.
- NO bare feet. Sneakers or jazz shoes should be worn for this class to protect the feet and knees.

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#### **TRADE IN TRUNK**

We have a TRADE IN TRUNK for gently used dance shoes.  
 Students may trade an outgrown pair for another or donate \$5.00 for a pair.  
 Some higher quality adult shoes are consigned for more than \$5.00, price as marked.