



# **Studio Policies, Student Code of Conduct, and Handbook**

**Deanna Patterson Cobb – Owner / Artistic Director  
Est. 1981**

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## About Our Studio

Patterson School of Dance is located in Lugoff, SC under the direction of award-winning choreographer, director, and performer, Deanna Patterson Cobb. We have been open and producing successful dancers in the same location since 1981. Our studio is equipped with properly sprung floors, mounted mirrors, and ballet barres to provide your dancer with top-notch training in a safe and healthy studio setting. Our sprung floors protect our dancers much better than wood laid directly on concrete. We have classes available for every individual dancer, ranging from beginners to advanced and for recreational dancers to the more serious performers. Become a member of the Patterson School of Dance today and watch us "Create the Magic"!

## Our Founder – Deanna Patterson Cobb

Patterson School of Dance has been in operation in Lugoff, South Carolina since 1981 under the direction of Deanna Patterson Cobb. Deanna Patterson Cobb has studied with Naomi Calvert at Calvert-Brodie Studios in Columbia, South Carolina, as well as with many other leading international master teachers. She is an award winning choreographer, director, and performer. She competed on the nationally televised show *Dance Fever* and also appeared as a guest performer alongside Adrian Zmed. Deanna has had leading roles in many off-Broadway productions and ballets, including *Oklahoma!*, *Gypsy*, *Madame Butterfly*, *The Nutcracker*, and *The Wizard of Oz*, among others. She has choreographed numerous productions for the Fine Arts Center of Kershaw County and has been a guest choreographer with the Carolina Ballet for the past ten years. She has choreographed and directed countless nationally acclaimed competitive dance teams at the Patterson School of Dance and has trained many dancers who are now employed professionals. Deanna enjoys giving back to the community and performing at charity functions across the nation and prides herself in training dancers who do the same. In the early years, she and her dancers coined the “moving stage” that the Patterson School of Dance is now recognized for and that awes crowds in the annual Christmas parades across the state of South Carolina. Deanna is praised for her endless creativity, talent, and charity that has graced the midlands for over thirty years. Deanna is the owner and artistic director of Patterson School of Dance in Lugoff, South Carolina and is the director of the Columbia Tap Company.

# Registration Process

## Classes

We begin taking dancers at age two and a half. We offer classes in tap, jazz, ballet, lyrical, hip hop, and tumbling.

### Availability for ages/skill level

- Ages 2-5:
  - o Ballet
  - o Tap
- Ages 5-8
  - o Ballet
  - o Tap
  - o Jazz
  - o Hip Hop
  - o Tumbling
- Ages 8 and older
  - o Ballet
  - o Tap
  - o Jazz
  - o Hip Hop
  - o Lyrical
  - o Tumbling

### Level Placements – Age and Skill

Students are placed into classes based on their age and skill level as directed by their instructors and the studio director. Instructors are trained and advised by the director to place students in a particular level. Any questions regarding a student's level placement should be directed to the student's instructor. "Bullying" an instructor into placing your child in a certain class will not be tolerated and may result in your removal from the studio.

## Style Descriptions

**Ballet** – Ballet is a rigorous style of dance that is the foundation of most forms of dance training. It is usually set, but not limited to, orchestrated music and is often the first dance style a child will experience as they begin their dance classes. Ballet shoes are usually worn until the dancer's feet have developed enough strength to progress into pointe shoes, which often happens around the age of 12 and *only after* the students have been given permission by their teacher. Ballet is an excellent teaching tool for all dancers as it is a complex mixture of technique, coordination and musicality.

**Tap** – Tap is best described as "musical feet". Tap is a form of dance where dancers use their feet as percussive instruments. Tap shoes are specially designed with percussive metal plates on the toe and heel, called taps. There are many different styles of tap dancing however the two most noted are Rhythm Tap and Broadway Tap. Rhythm Tap is more musically driven, where Broadway Tap is more dance and movement-oriented. We teach a combination of Broadway and Rhythm tap, focusing on the classical style and technique of tap dancing. Tap is great for fostering rhythm in dancers, as it turns their feet into a musical instrument.

**Jazz** – Jazz combines all dance styles in a high energetic dance that is without conventional boundaries. It has been influenced by ballet, modern, tap, hip-hop, and many more styles. Jazz is most often accompanied by upbeat, currently popular songs. Jazz typically focuses on turning and leaping techniques. Jazz shoes typically have a leather split sole which offers the dancer's foot more freedom to bend and move.

**Lyrical** – The basis of lyrical dance is ballet merged with jazz and modern. It is dynamic while simultaneously subtle, and focuses on conveying feelings and emotions through movement. Set to popular songs that emphasize deeper feeling and emotion, such as grief, longing, love and despair. Lyrical shoes provide protection for the dancer while allowing them to feel the dance floor as much as possible. Though proper dance techniques are important, the true heart of lyrical is found in its expressive nature.

**Hip Hop** – Hip Hop is an edgy, raw and intense urban dance style also known as Street Dance. Hip Hop is mostly danced to rap, urban and not surprisingly, hip hop music. Hip Hop is a combination of popular street dances and interpretation of the music. Dance sneakers are normally worn by dancers.

**Tumbling** – Tumbling is a style of dance that combines classical dance technique with precision acrobatic elements. It is defined by its athletic character, its unique choreography, which seamlessly blends dance and acrobatics, and its use of acrobatics in a dance context.

## Dress Code

All dancers must follow the dress code for their class. Dancers who do not follow the dress code, including hair styles, without prior permission from the instructor will not be allowed to participate in class for the day. No baggy t-shirts, shorts, coverups, or dangling/distracting jewelry is allowed in class. Ladies may wear a dance skirt over their leotard. Gentlemen should wear form fitting tops and pants. Coverups must be worn outside of the studio.

**Ladies:** black leotard with tan tights for tap, jazz, lyrical, hip hop, and tumbling classes – black leotard with pink tights for ballet classes

**Gentlemen:** plain white t-shirt with black shorts or jazz pants

Ladies must arrive to class with hair tied back (bun preferred) and gentlemen should style their hair out of their face to minimize hair-induced distractions.

All dancers should arrive to class with the correct dancewear and shoes, as required by their instructors.

**Shoes:**

Tap (ladies) – beginner to intermediate level students should wear flat black patent leather tap shoes; intermediate level (with instructor’s permission) and above should wear tan heeled tap shoes (*not* the Mary-Jane style)

Tap (gentlemen) – all level students should wear black lace up oxford tap shoes



Ballet (ladies) – beginner to junior level students should wear flat pink ballet slippers; higher level students (with instructor’s permission) should wear pink pointe shoes

Ballet (gentlemen) – all level students should wear black ballet slippers



Jazz (ladies) – all level students should wear tan slip-on split sole jazz booties

Jazz (gentlemen) – all level students should wear black slip-on or lace up split sole jazz shoes



Lyrical (ladies) – all level students should wear tan pedini lyrical shoes

Lyrical (gentlemen) – all level students should wear black slip-on or lace up split sole jazz shoes



Hip Hop – all level students, both male and female, should wear black split sole dance sneakers



Tumbling – students do not wear shoes in tumbling classes

## Attendance

Dancers should arrive 15 minutes prior to the scheduled class and picked up promptly at the end of his/her class. Tardiness not only disrupts the class, but also prevents the student from getting the full benefit of instruction. If a student will be late or miss entirely, please contact our front office so we may notify the instructor. Students entering the studio are here to dance. Please do not leave children unattended. Parents should watch their students while they are not in class so they will not be disruptive to the other students who are in class.

## Class Observation

Parents may enter the classroom by *invitation only*. Classes run back to back, so it is very difficult for the instructor to talk with you during class time. Please contact the front desk to set up an appointment if you need to discuss any concerns. Parents are asked to wait in the studio lobby. Occasionally instructors may open the door for your enjoyment. All other times, we keep the door closed to keep the children's attention on the class and not on the distractions in the lobby.

We hold an "Open House" week every year. Family and friends are invited to sit in the studio and observe the entire class to see the progress that has been made.

Our end of the year Showcases are held in May. These dates will be posted in the dance studio lobby.



## Payments

Patterson School of Dance accepts cash or check only. We *do not* accept debit or credit cards.

### Registration Fee

Registration Fee is non-refundable.

\$25 per student until October 31<sup>st</sup>

Nov. 1 – Jan. 31 *late registration* - \$50 per student

Feb. 1 – Mar. 1 *last call registration* - \$75 per student

All new registration closes on March 1<sup>st</sup>! At the time of registration, we require payment of the registration fee and the first month's tuition. Your registration fee reserves your dancer's space in his/her classes.

\*\*\* If you withdraw from classes for any period of time during the dance season, you must re-register and pay a new registration fee. The registration fee will correspond to the date that you re-register (i.e. if you initially register in August, then withdraw for the month of December and start back in January, you must pay the \$50 late registration fee to start classes again)

### Tuition

Tuition is due on the 1<sup>st</sup> of the month. A **\$10.00 late fee** will be charged on an account balance after the 10<sup>th</sup> of the month. Notices will not be sent unless the account is past due.

There are no refunds for unattended class; however, the student may make up the class within the month of the missed class. You are responsible for payment of the full month's tuition whether your dancer attends all classes or not. Discounts **will not** be given for missed classes. Your dancer is taking up a space in the class, and an instructor shows up each week to teach your dancer. If you intend to withdraw from classes, please notify the front desk. Otherwise, your account will be charged for the full month's tuition.

Our billing is based on a 9-month season; holidays are included in the schedule breakdown. Also, **recitals do not always mark the end of the season**. Recital dates are set based on the availability of the auditoriums.

#### **Rates:**

1 -45 minute class- \$45.00 per month

1 -30 minute class- \$35.00 per month

1 -30 minute private- \$100.00 per month

Additional Classes \$25.00 per class per month  
(Additional class discount applies to families)

\* Private lesson tuition must be paid in advance or you will not be taught \*

## Studio Closures

In the event of inclement weather, a natural disaster, a medical pandemic, or other unforeseen circumstance that leads to studio closure, tuition **will not** be refunded. The studio will, however, reschedule and make up the classes that were missed during the studio closure.

## Holidays

Holidays will generally follow area school schedules and include:

- Labor Day
- Thanksgiving
- Christmas
- Spring Break

Holidays are factored into the breakdown of the 9-month schedule. Missed classes during the holiday closures **will not** be rescheduled.

## Costume Deposits

Costume deposits are *non-refundable*.

\$75.00 *per costume*

Each class has its own separate costume. The costume deposit is the majority of the full cost of the costume. Sometimes the costume will cost more than the deposit.

Your costume **will not be ordered unless** a deposit has been paid! If your costume has to be ordered separately from the original costume order due to non-payment of a deposit, the full price of your costume will be doubled to compensate.

Costume balances are the responsibility of the parent/guardian/student, regardless if they are in the recital or not. Costumes **cannot** be canceled from the costume company once they are ordered. Please keep this in mind before you drop a class, or pay the costume deposit, which is your consent to order your child's costume.

Deposits are due no later than October 31<sup>st</sup>. **All accounts must be paid in full before costumes are released.**

## Recital Fee

Recital fee is ***non-refundable!***

\$30.00 per student

Your recital fee covers the cost of any props or extra items that your dancer requires and helps to cover auditorium rentals.

Due no later than May 1<sup>st</sup>

## Account Balance

All accounts must be paid in full by May 1<sup>st</sup>. If you are uncertain about your account, please contact the front desk. All accounts must be ***paid in full*** before costumes will be released. Payments will be credited to the oldest charges first if there is a balance due. No refunds are given for registration, tuition, or costume deposits.

Any account not paid by June 10<sup>th</sup> will be turned over to collections.

## Merchandise Orders

All merchandise orders must be paid for before your merchandise can be ordered! You are responsible for payment of your orders. Personalized orders cannot be returned or resold! Please keep this in mind before you place an order.

## Late Fees

A \$10 late fee will be added for **unpaid tuition** to your account after the 10<sup>th</sup> of the month.

A \$10 late fee will be added for **unpaid costume deposits** to your account ***each month*** after October 31<sup>st</sup> until your deposits are paid.

Late fees are ***non-refundable.***

# Code of Conduct

*Dancers and dance families must adhere to the Patterson School of Dance Code of Conduct. Please review the Code of Conduct with your dancer periodically throughout the season.*

## Attendance

Dancers should arrive 15 minutes prior to the scheduled class and picked up promptly at the end of his/her class. Tardiness not only disrupts the class, but also prevents the student from getting the full benefit of instruction. If a student will be late or miss entirely, please contact our front office so we may notify the instructor. Students entering the studio are here to dance. Please do not leave children unattended. Parents should watch their students while they are not in class so they will not be disruptive to the other students who are in class.

## Classroom Etiquette

### Preparedness

Students should arrive at the studio ready to dance. All students should arrive dressed in the correct dancewear for their class with their hair pulled back out of their face (*see the dress code*). Dancers who are not prepared for class may be asked to sit out for the day.

### Restricted Items

Please do not allow your dancer to bring non-dance related items into the classroom in their dance bags. This includes, but is not limited to, toys, food, soft drinks/juice, dress up clothes, makeup, dolls, stickers, books, tablets, video games, and cell phones. Dancers may have a bottle of water. Distracting items will be taken from the student until the end of class.

### Cell Phone Policy

Cell phones must be silenced and put away in dance bags until the end of class. Cell phone usage and ringing will not be tolerated during class. Cell phone usage during class will result in your dancer's dismissal from class for the day.

Video and/or audio recording of classes is not allowed.

## Student Behavior

Students are expected to follow classroom instructions. Dance is an exciting, energetic, physical activity. However, misbehavior, running, leaving the classroom without permission, refusal to participate, excessive crying/tantrums, or violence towards other students or instructors will not be tolerated and will result in your dancer's dismissal from class.

Dance is a discipline. Your dancer will be disciplined for misbehavior during class, either with a verbal warning, a time out period, or with the dancer's removal from class. Dancers will be made to apologize to their classmates if the misbehavior is directed towards another dancer. We promote kindness and positivity in our studio and do not want any dancer to feel isolated in the classroom.

Chewing gum is not allowed in the classroom. Please make sure your dancer disposes of any chewing gum before coming to class.

Students are expected to try their best during class. Laziness and refusal to try is counterproductive to students' growth as a dancer. Instructors will push your dancer's limits and help them master their technique properly.

## Post-Class Behavior

After each class, and before leaving the studio, dancers should acknowledge and thank their instructor in the traditional manner.

Dancers must clean up after themselves during classes and rehearsals. Instructors will make a note of all dancers who leave their trash behind in the studio.

## Lobby Etiquette

### Behavior

Students and parents/families waiting in the lobby are expected to respect the studio and the learning process. Running, banging on doors, screaming, loud conversations, or otherwise causing mayhem in the lobby will not be tolerated and you will be asked to sit in your car. This is very distracting and disrespectful to both the instructors and the students in the classroom.

### Parent Interruption

Parents must refrain from opening the studio doors to pull your dancer out of class. This is very distracting and disrespectful to the instructor and other dancers in the class. Learning, choreographing and rehearsing requires the full attention of all

dancers and instructors in the room, and slamming doors are counterproductive to our creative process.

If your dancer must leave class early, please *ask one of our staff members* to enter the classroom and tell the instructor for you.

## Teacher Conferences

Teacher conferences must be scheduled beforehand for the *end of the dance day*. Classes run back to back, so it is very difficult for the instructor to talk with you during class time. Please contact the front desk to set up an appointment if you need to discuss any concerns.

Direct all questions, comments, or concerns to the front desk or to the studio's email or telephone. Please *refrain from contacting your instructors personally* via cell phone or social media.

## Restricted Items

No food or drink is allowed in the lobby of the studio. Dancers are allowed to have bottled water.

Do not allow your children to bring a lot of toys to the studio. Do not allow your children to spread their toys out around the lobby. Children are not allowed to bang their toys on studio furniture or doors and cause a distraction to the classrooms.

Tablets and video games should be silenced or have headphones connected while in use in the studio. Please take all toys, games, and tablets from your dancer at least 5 minutes before their scheduled class time to prevent tantrums while entering the classroom.

Patterson School of Dance is **not** responsible for any damaged, lost, or stolen items.

## Staff Interaction

Please treat all staff and instructors with respect. Our staff has you and your dancer's best interest at heart. Bad mouthing or otherwise disrespecting staff in the lobby will be addressed. Yelling, cursing, physical touching, or otherwise disrespecting instructors or staff will result in you and your dancer's dismissal from the studio. Any questions, comments, or concerns should be addressed with your instructor during a teacher conference or with the front desk in a calm and respectful manner.

## Performance and Other Opportunities

### Solos in the Recital

Solos in the end of the year Showcase are given to students who take **private lessons all season long**. In order to have a solo in the Showcase, you must have been in a private lesson since October at the latest. Private lessons ***will not*** be given after Christmas just so you can have a solo in the show.

You may take individual private lessons for extra help as the instructor's schedule allows. Private lessons for extra help must be booked through the front desk with the instructor's permission and input. Individual private lessons are \$25 per lesson.

### Community Performances

Periodically throughout the year, the Patterson Dancers are asked to perform at community events. Dancers are asked to perform based on the type of event (age, distance, etc.) and the type of dance needed (seasonal, entertainment, etc.).

If your dancer is asked to perform, and you want to perform, your dancer must attend ***all rehearsals*** prior to the performance. If you do not attend rehearsal, you cannot perform. This is for the safety of your dancer and his/her classmates.

### *The Nutcracker*

The Patterson Dancers are often featured as the "Wooden Soldiers" in the Carolina Ballet's annual production of *The Nutcracker*. *The Nutcracker* is performed over Thanksgiving week at the historic Township Auditorium in Columbia, SC. This is an ***invitation only*** opportunity. Invitations are given to students in the junior level and above based on ability and performance in class.

This is a professional ballet and not everyone gets this opportunity. This is a very fun and exciting week, but it is also a very serious time. Attendance at performances and stage rehearsals is mandatory, attendance at regular studio rehearsals is very important. Transportation to rehearsals and shows in Columbia is not provided and will be the responsibility of parents/students. There is no fee to participate and costumes will be furnished by PSOD and brought to the auditorium and back to our studio by the instructors, but your dancer will be responsible for keeping up with their costume throughout the course of the show.

Misbehavior and continuous missed rehearsals will not be tolerated and will result in your dismissal from the ballet.

## Christmas Parades

Every year, the Patterson School of Dance performs in a series of Christmas Parades around the midlands on their annual “Christmas Parade Tour”. Roles on the Christmas Parade float are awarded through an **audition** process. The minimum age for dancers on the float varies from year to year based on the theme of the float.

Attendance at all parade rehearsals is **mandatory**. Parade rehearsals are held on Saturday mornings during the months of October and November.

Please remember that the parade float and the dance have been created with you in mind. That means that if you are not present for a parade, there will be a gap on the float where your spot is and there will be an empty space in the dance. ***Committing to having a featured role on the parade float means that you are required to perform in every parade.***

## Showcase Finale

The end of the year Showcase finale positions are awarded through an **audition process**. The minimum age for dancers in the finale varies from year to year based on the theme of the finale.

Attendance at all finale rehearsals is **mandatory**. Finale rehearsals are held on Saturday mornings during the months of March, April, and May. Unexcused absences will result in your removal from the dance, even if you have bought the costume. **No exceptions!**

Finale rehearsals are closed. Friends and family members are not allowed to “hangout” at the studio during rehearsals. Videoing rehearsals is NOT allowed.

## Competition Teams

Some years, the Patterson School of Dance will sponsor competition teams that travel to dance competitions around the southeast. Spots on competition teams are awarded through an **audition process**.

Dancers on the competition team are **required** to pay for a team warmup suit, competition costumes, competition fees, and the monthly competition class tuition. *In addition to the competition class, your dancer must also be enrolled in regular tap, jazz, and ballet technique classes.* Any additional expenses not listed (travel, makeup, shoes, tights, etc.) are a personal responsibility of the parents.

***Class attendance is mandatory.*** Private lessons cannot replace the importance of team rehearsals. If a dancer has a lot of absences and does not have an acceptable knowledge of the routine, the dancer will not be able to compete in the next



upcoming competition. The competition fee is *non-refundable* if the dancer is not able to perform. *Dancers cannot miss the practice before a competition or performance. Doing so will result in his/her inability to compete or perform.*

*Attendance at all competitions/performances and award ceremonies is mandatory!* Competition fees will not be credited or refunded if a dancer is unable to attend an event. We do understand that there are family emergencies that do come up, so please inform us as soon as you know. If your dancer is sick the day of an event, please contact us on our cell phones as soon as possible.

## Teaching Assistants

Teaching assistants are student apprentices who shadow our instructors in beginner to sub-junior level classes and assist with every day classroom tasks. Being an assistant helps the dancer refine their own skills while learning how to help younger students gain technique and confidence in the classroom.

Teaching Assistant positions are offered to advanced junior and senior level dancers who exhibit impressive skill and dedication in the classroom. Assistants commit to attend the lower level classes of their choosing each week.

## Insurance

Patterson School of Dance does not carry medical insurance for their students. It is required that all dance students be covered by their own family insurance and if injury occurs it is understood that the student's own policy is your only source of reimbursement.

## Other Services

### Free Class Vouchers

Students are allowed one (1) free class voucher when trying out a new class. This is valid for both registered and non-registered students. Free class vouchers are available at the desk.

All students must fill out a registration packet before they will be allowed to participate in a class.

## Pageant Talent – Non-Registered Student

Choreography fee - **\$300**

\* Your choreography fee covers your choreography, one (1) copy of your music, and your initial consultation where choreography is set

Additional lessons - **\$50 per 30-minute lesson**

Additional copies of music - **\$5 per copy** (1<sup>st</sup> copy included with choreography fee)

## Pageant Talent – Registered Student

Choreography fee - **\$0**

\* As a registered student with the Patterson School of Dance, your choreography fee is complimentary. You will get your choreography, one (1) copy of your music, and your initial consultation for free

Additional lessons - **\$50 per 30-minute lesson**

Additional copies of music - **\$5 per copy** (1<sup>st</sup> copy included with choreography fee)

Pageant talent lessons must be scheduled beforehand at the front desk with the instructor who will be teaching your talent. Choreography fee must be ***paid in advance*** of the initial consultation. Lessons must be ***paid for in advance*** or you will not be taught.

## Weddings

We can help with first dances, bridal party group dances, father/daughter, mother/son, and bride/flower girl dances!

Choreography fee - **\$300**

\* Your choreography fee covers your choreography, one (1) copy of your music, and your initial consultation where choreography is set

Additional lessons - **\$50 per 30-minute lesson**

Additional copies of music - **\$5 per copy** (1st copy included with choreography fee)

## Studio Rental

Our dance rooms can be rented for rehearsal space. To rent, you must be eighteen (18) years or older. Any dancer younger than 18 must be accompanied by a parent or teacher. A member of the Patterson School of Dance staff must be present in the lobby during your rental time. Rooms can only be rented when the room is not in use by the Patterson School of Dance. Rooms can be booked through the front desk with the permission of the studio director.

Room rental - **\$30 per hour**

All pageant, wedding, and rental contracts can be obtained through the front desk. Please make sure you have your paperwork filled out and returned to the front desk before your initial consultation or rental day.