

# **Aspire Dance Studio, LLC STUDIO POLICIES 2018-2019**

*Thank you for choosing Aspire Dance Studio!* Below you will find our studio policies. We 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 class. The \$30.00 registration fee per individual dancer or \$45.00 per family will be assessed at the time of registration. This registration fee is collected only once during the 2018-2019 dance season.

## \_\_\_\_\_ **TUITION and PAYMENT POLICIES**

All tuition payments may be made through our auto-pay program, online, or in person at the studio. 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. There will be a \$25.00 service charge for all returned checks.

**Aspire Dance Studio does not pro-rate tuition for missed classes. Aspire Dance Studio does not issue refunds of any kind.**

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.

**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, LLC STUDIO POLICIES 2018-2019**

## **\_\_\_\_\_ ATTENDANCE**

**2018-2019 classes begin Tuesday, September 4 and run through Friday, June 14.**

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 June 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.** Aspire Dance is not responsible for dancers that are left unattended at the studio.

## **\_\_\_\_\_ 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 post, use, or perform any choreography outside of the studio.

## **\_\_\_\_\_ CLASS PRE-REQUISITES**

•Jazz 3/4, Lyrical/Contemporary 3/4, Contemporary Ballet 2/3:  
***All students must also be enrolled in at least 1 ballet class.***

•Pre-Pointe/Pointe:  
***All students must also be enrolled in 2 ballet classes.***

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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 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 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 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. Leggings or dance shorts, dance bra tops, leotards or fitted tanks for class. No loose clothing. Tan slip-on jazz shoes are required for jazz, and sneakers are required for hip hop. Hair must be pulled away from the face in a ponytail or bun.

BALLET (all classes ages 6-adult): Leotard, pink tights, and pink canvas ballet shoes with the elastic appropriately sewn in. 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 & MUSICAL THEATER (all classes ages 6-adult): Leggings, booty shorts, or jazz 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. Tan slip-on jazz shoes are required. Hair pulled back away from the face.

CONTEMPORARY/LYRICAL (all classes ages 6-adult): Leggings, booty shorts, or jazz 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, half-shoes, or tan slip-on jazz shoes are acceptable if needed. Hair pulled back away from the face.

TAP (all classes ages 6-adult): Black lace-up tap shoes (no high heels). Sweat pants, leggings, booty shorts, jazz pants, or 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. Hair pulled back away from the face.

MODERN & STRETCH AND STRENGTH (all classes ages 6-adult): Leggings, booty shorts, or jazz 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.

# **Aspire Dance Studio, LLC STUDIO POLICIES 2018-2019**

## **\_\_\_\_\_ CODE OF CONDUCT**

Dancers and parents are asked to conduct themselves in a professional, positive, and 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.

### **DANCER CONDUCT**

Dancers are expected to bring a positive attitude to each dance class, rehearsal, and performance. They are expected to conduct themselves in an appropriate and responsible manner. They are expected to be respectful, friendly, and positive towards all their fellow dancers, teachers, and other parents. Negative attitudes towards themselves, their classmates, their teachers, and other parents will not be tolerated.

### **PARENTAL CONDUCT, INVOLVEMENT AND PARTICIPATION**

Parents are expected to treat all dancers, teachers, and other parents with respect and positive attitudes at Aspire. Parents are also responsible for making sure that the dancer is always prepared and on time for classes, rehearsals, and performances. We look forward to creating a successful dance year with you!

## **\_\_\_\_\_ 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](mailto: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!**

## **\_\_\_\_\_ CLASS LEVELING**

Aspire Dance Studio teachers and staff will determine the appropriate class level for each dancer. Dancers may not switch class levels mid- dance year, unless suggested by and approved by the teacher.

## **\_\_\_\_\_ INJURIES:**

*Aspire Dance Studio is not liable for any injuries.*

# **Aspire Dance Studio, LLC STUDIO POLICIES 2018-2019**

## **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.

## **RECITAL INFORMATION**

Our annual end of the year recital will be held at the Thousand Oaks Civic Arts Plaza on Saturday, June 15, 2019. The mandatory dress rehearsal is on Thursday, June 13, 2019. Picture day dates are TBD. Costumes for the recital are \$90 per class. The costume payment deadline is February 5, 2019, and after February 5, 2019 costumes will have an additional \$15 late processing fee per costume. Once a costume is ordered it cannot be returned. **Recital costume fees are non-refundable.** After the costume is received, any costume errors, problems, missing pieces etc, must be reported within 48 hours from the date you received the costume.

We ask that students consistently attend their classes during recital time in order to be prepared to be their best on stage! If a dancer is inconsistent in class, they may be removed from a portion of the dance or be required to take private lessons. If a dancer needs to miss a class, we ask that Aspire Dance Studio be notified by either calling into the front office or emailing the studio.

## **HOLIDAY CLOSINGS**

**Yom Kippur:** Wednesday, September 19, 2018

**Halloween:** Wednesday, October 31, 2018

**Veteran's Day:** Monday, November 12, 2018

**Thanksgiving Break:** Monday, November 19, 2018 - Sunday, November 25, 2018

**Winter Break:** Friday, December 21, 2018 - Sunday, January 6, 2019

**Martin Luther King Jr. Day:** Monday, January 21, 2019

**President's Day:** Monday, February 18, 2019

**Spring Break:** Monday, April 15, 2019 - Monday, April 22, 2019

**Memorial Day Weekend:** Friday, May 24 - Monday, May 27, 2019

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

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

**Date:** \_\_\_\_\_

***Welcome to Aspire Dance Studio!***