

The Roberts Conservatory of Dance  
2020 - 2021 Student / Parent Handbook  
1458 South Water St. Suite 3A  
Kent Ohio 44240  
330-673-0565

1. CLASS FEES

Each family is required to have a current credit card on file. All class fees are due by the 10<sup>th</sup> of each month. On the 11<sup>th</sup>, all fees not paid will have their card charged for their class fees.

Payment Accepted:

Cash, Check (checks made out to Roberts Dance), Visa, Mastercard and Discover

Payment can be dropped off in our locked mailbox outside the studio, sent in with your dancer to be paid in the office or you can call in payment during office hours.

We are a tuition based program. Each month will be the same monthly fees due regardless if we have a holiday break.

Please see our website for class fees.

2. RECITAL FEE / PROGRAM PATRONS

TBA at a later date due to COVID

3. SNOW DAYS

Sometimes the studio does cancel classes due to weather. Please do not assume that if your child's school cancels that the studio cancels. We will post our cancellation on channel 3 news - WKYC (not Fox 8). We will also send out a mass email, post to our Facebook page as well as our Instagram. In the event of a snow day, classes will be held on Zoom at their regularly scheduled times. Links will be emailed out to you.

4. DRESS CODE

Our studio dress code will be strictly enforced. If a student repeatedly comes to class not in dress code, we will be sending an email to the parent(s). Please see our website for dress code.

5. FACE MASKS

All students and staff will be required to wear a face mask until further notice the entire time they are in the studio. For Parent and Me – Adults will need to wear one but not their dancer. Parents that are assisting in their child's acro classes will need to wear a mask as well.

6. DROP OFF AND PICK UP

For all new students, one parent (no siblings) are allowed to come into the studio for the first few weeks as your dancer gets comfortable with their teachers and the facility. One parent is required to be present in the waiting area with all preschoolers in our preschool classes. No siblings please. All other dancers will need to be dropped off and picked up at the front doors. Please do not have your dancer meet you in the parking lot as this is a safety issue. All parents coming into the studio must be in a mask and go through our health check at the door.

7. ACRO CLASSES

For our few acro classes that are taking place – each student will have their own mat. One parent per child (no siblings) will be required to attend the class to help spot their child. Our instructor

will show you how to spot and correct the child but will not be able to use hands on during COVID. All mats will be cleaned in between classes.

#### 8. CELL PHONES

If your child has a cell phone it needs to remain in their dance bags and turned off. If a cell phone is seen or heard, the teacher will take the cell phone from the student and the parent will have to come in to get the phone from the teacher. Cell phones are one of the number one germ carriers and are a distraction to the class – no cell phones permitted in the dance rooms.

#### 9. HEALTH AND SAFETY

We are labeled with the Kent Health Department as a safer business due to our health safety practices that included an inspection with the Health Department. Here is what we are doing:

- Health checks at the front door for every person coming into the studio
- No touch temperatures taken for every person coming in the studio
- Masks for everyone in the building
- Maintaining distance between teachers and students
- All dance bags and belongings left in the waiting area outside of the dance rooms
- Hand sanitizing stations in each dance room and throughout our facility
- No Props will be used during classes
- Air purifiers in each dance room
- Dance floors sanitized every night when classes are over
- Bathroom cleaned every hour
- All doors remain open for no touch entry and air flow
- Teachers will be wiping down the studio with wipes in between classes
- All acro mats cleaned in between classes

#### 10. SICK

Any students exhibiting any symptoms of COVID or any other illness must stay home. If a member of your family is sick with symptoms of COVID please have your dancer stay home.

#### 11. RESPECT FOR TEACHERS AND STUDENTS

This is one of our most important rules. We expect all of our students to show respect towards their teachers and fellow students.

- a. Not talking when the teacher is talking - what is said to one applies to all
- b. Raising your hand to ask a question
- c. Being on time and dressed appropriately to class

#### 12. COMPLAINTS

If you have an issue that may arise with another student, the studio or a teacher, please speak to Carolyn right away so the matter can get resolved. You can email the studio, call, or talk to the office staff who will get the message right away to Carolyn We are a drama free facility. We do not tolerate bullying or any negative talk about students, teachers or other parents. [robertsdanceinfo@yahoo.com](mailto:robertsdanceinfo@yahoo.com)

#### 13. INJURY / MISSING ITEMS

The studio is not held responsible if a child is injured or a belonging is lost or stolen. If a child is injured, we will apply basic first aid and take other actions if need be.

#### 14. COSTUMES / RECITALS

We will not be holding a Holiday Recital in December this year due to COVID. We will have a week of Holiday Performances with information TBA. For the Performances, we will have all students purchase a holiday T-shirt that we will have printed to wear for their performance.

Recital in June is optional, we just ask that if your child is not participating in the year end recital, you notify us right away so we can let their teacher know.

RECREATIONAL COSTUME FEES - \$70.00 per costume (only one costume per class and due in December)

15. We will send out a dropbox link with all music so student's can practice at home.

16. Please join our Facebook page Roberts Dance for all up to date information! Please also check on our website for calendar of events, schedules, dress code, etc. [www.robertsdance.com](http://www.robertsdance.com)

15. By acknowledging that you have read this handbook, you are also giving us permission to use any pictures or videos taken at the studio or studio events of your child for advertising purposes. If there is an issue with this, you need to email us and let us know right away.

We will keep everyone updated with information regarding COVID and our policies. When we can re open our waiting rooms, we will let you know!