

# Artistry Dance Center- Studio Policies 2024-2025

In order to get the most out of each class, and to not disrupt the harmony of Artistry Dance Center, we would like your cooperation. The following are studio policies as well as rules of conduct to abide by as a parent, guardian, or student of ADC.



## UPDATES AND IMPORTANT POLICIES:

- **TWO DAY RECITAL:** This year (like last year!), our studio will be hosting 3 recitals spanning 2 days taking place on Saturday, May 17<sup>th</sup> at 11am and 4pm, and Sunday May 18<sup>th</sup> at 2pm.
- **DRESS REHEARSAL:** All students **must** attend dress rehearsal.
  - Dress Rehearsal is tentatively scheduled to be held at PMS on MONDAY through THURSDAY May 12<sup>th</sup> – 15<sup>th</sup>.
- **Class titles:** Class levels/titles change for many classes each year. This does NOT necessarily mean your dancer has moved “down” a level. In addition to this, dancers will not always move up a level like in school each year. Please see below for more information on class placement, and your pre-approved class letter.
- **Tuition:** Please see our Registration Letter and Tuition Sheet for more information on Tuition and late fees.
- **Lost and Found:** Please frequently check the lost and found. Items left past 90 days will be donated to charity.
- **Ballet Requirement:** Please take special note on our class list as to which classes require a Ballet class to enroll.
- **March Break:** March 10<sup>th</sup> – March 15<sup>th</sup>. This week will be used for make-up classes that were canceled September – March due to snow days, teacher absences, utility issues, major weather issues, etc. Note: Regular classes will not be held this week UNLESS there are make up classes to be held. This week is not included in your tuition.
- **Costumes and Recital Tickets:** Costumes will not go home until your account is paid in full.
- This year we will continue to use the online ticket system for our recital tickets.
- In the event your account is 30 days past due, you will need to fill out an alternate payment plan in order to pay the balance, on top of what fees may be upcoming. This will be followed up with our extended studio policies explaining further consequences for missed payments. **A late fee of \$20.00 will be applied when payments are not made on time.**
  - This includes the Costume Deposit, and Final Costume Balance (FCB), in which the fee will be applied by the 30<sup>th</sup>.

## ABSENT POLICY/MISSING A CLASS/ATTENDANCE

- Please **\*CALL\*** the studio directly when you or your child will be absent from class. The office staff will inform the teacher.
- **Calling the studio** is the quickest and least disruptive way to convey the message to our teachers, not texting or emailing.
- Regular attendance is necessary to maintain a steady progress in class.
- Please call the studio for an appropriate class you can use to make up missed classes. At the end of the year, attendance will be checked for all students, including classes made up, to see who is eligible for perfect attendance!
  - Please check in at the Desk to let them know you are making up a class and what day your usual class is on.
  - **NEW:** Perfect attendance will be showcased in the program this year, along with certificates handed out at dress rehearsal only to those that with perfect attendance in ALL their classes!
- No refunds or credits will be granted due to missed classes.
- Classes are made up at or below the level of your current class. All ballet classes must be made up with another ballet class.

## DRESS CODE:

- Our dress code policy should be adhered to in all classes. To find the proper way to dress for each class, check with the front desk, your email with all Fall Registration info, or on the back of our tuition sheet.
- **Please print your child's name or initials inside all shoes and clothing with a permanent marker.**
- We sell Revolution and Weissman shoes and dance wear at the studio, and they will be available for purchase at our registration dates, as well as throughout the year. Revolution ballet slippers are required for all our Preschool classes through the Beginner III Ballet level, and Jr. Modern/Ballet.
- During cold weather, only tight fitting knit sweaters, long sleeve t-neck shirts, or dance sweaters are acceptable.
- Bulky sweaters/sweatshirts/jackets will not be allowed during dance class, including Competition Team Jackets.

## BAD WEATHER & CANCELLATIONS:

Should the studio need to close due to inclement weather, a message will be left on the studio phone as well as posted on our Facebook page/website and emailed to you. If a message is not posted by 2pm that afternoon, you can assume classes will be running. A make-up class will be offered if classes are cancelled, to be held during March Break. If we must cancel a class any additional times after the first “snow day” etc., we will offer you another class during the week to come and make up the missed time if you so choose. This will not count against your dancer for perfect attendance or competition requirements.

*Please check your email before leaving the house!*

## DISCIPLINE POLICY

- If a student’s behavior is distracting or inappropriate, the student will receive a verbal warning.
- After three warnings, the student will not be allowed to participate in the remainder of the class and will be asked to sit and watch. The parent will be notified. Good listeners make good dancers, and also make class enjoyable for all!

**WITHDRAWING FROM A CLASS:**

- You must notify us by phone: (860) 963-7073 **and** e-mail: [artistrydancecenter@gmail.com](mailto:artistrydancecenter@gmail.com) if you will be withdrawing from classes to have it in writing. At that time, you are financially responsible for the remaining balance on your account minus any potential refund based on the date of receipt of withdrawal notification, not when the student started missing classes.

**APPROPRIATE BEHAVIOR:**

Do not enter the studio unless a teacher is present. All students are to respect dance props and equipment which are only for use by a teacher during class time. Students as well as parents/guardians are to follow the appropriate rules and guidelines listed below.

**RULES FOR STUDENTS & PARENTS/GUARDIANS:****Dancers:**

- Stay inside the waiting room until your ride comes to pick you up.
- Make sure your hair is properly restrained and you are dressed appropriately for class.
- Do not chew gum in class, or bring food/non-water drinks into the studio.
- Use the restroom before class begins.

**Parents:**

- Please bring your dancer to class on time as the warm-up is the most important part of each class. Being late is also disruptive to the flow of the class.
- Drive slowly into the parking.
- Label all shoes and clothing to avoid mix-ups.
- Encourage, but not force, practice at home.
- Keep siblings safe & under control in the waiting room and do not allow them to bang on the 2-way mirror or run.

**Parents must go over these rules  
with their child. Thank you!**

- Respect your classmates, celebrate each others' successes, and encourage each other to push through challenging steps.
- Do not wear dangly jewelry while dancing.
- Keep cell phones on silent during class.
- Do not wear street shoes into the studio.

- Please do not compare your dancer to other dancers.
- Avoid gossip in the waiting room which can lead to spreading misinformation.
- Speak directly with Kelsey with any concerns you may have.
- Pay tuition and account balances on time to avoid a late fee.
- Do not leave your child unattended, or unprepared for class in the waiting room.
- Do not allow dancers to wear their dance shoes outside.

**APPROPRIATE BEHAVIOR CONTINUED:**

Artistry Dance Center believes that all dancers have a right to a safe and healthy dance environment. As such, our faculty strives to promote mutual respect, kindness, and acceptance. ADC will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Conflicts that may arise outside the studio may be beyond our control, but students will NOT bring these conflicts into the studio and create an uncomfortable, and/or unsafe environment for both the student(s) in question, and the class as a whole.

ADC expects students and/or staff to immediately report incidents of bullying to the director. Staff who witness such acts may take immediate steps to intervene when safe to do so. At the beginning of the year, teachers will discuss class respect towards dancers' peers, the instructor, the studio, and the culture of the art of dance at an age-appropriate level. Students/families who are in violation of this policy will be subject to disciplinary action up to and including removal from the class/studio.

When signing off on our registration form, you are stating that you and your dancer have read and understand our studio policies, and the consequences for misdemeanors. We want our students and families to feel welcome, safe, and included and we thank you for honoring our values as a studio!

**CLASS LEVELS AND PLACEMENT:**

At Artistry Dance Center, students are placed in classes based on a variety of factors such as coordination, concentration, maturity in accepting/applying corrections, and technique. This is to create cohesiveness within the classroom and to make sure students are in a level that both challenges and supports both them, and their peer's growth as dancers. The class titles may differ from year to year in order to maintain a certain sequence, and/or match other class levels that those dances are in for that specific year. It is important to understand that our program differs from that of school grade levels, and students may find themselves "moving up or down" levels. This does not necessarily mean a student is being held back, that they have not improved, or that they are skipping levels. It also does not mean that a teacher is teaching the exact same curriculum to a whole class whose "title" may be the same as a previous year. Dancers should always focus on being the best they can be in the class they are placed in, regardless of what the class is called.

Thank you for choosing Artistry Dance Center for your child's dance education. We value your patronage!