

STUDENT/PARENT HANDBOOK & WAIVER

We know you have several options when choosing to invest in your child's dance education. We appreciate the opportunity to give your child a quality dance foundation that promotes a respect and understanding for the art of dance. We are dedicated to helping each child develop into the best dancer they can and want to be. From the future professional dancer to the recreational student, we give equal attention to all our dancers. We believe that hard work produces achievement. This is a lesson that will instill a discipline in each student that will aid him/her in facing all aspects of life. We seek excellence from all our students appropriate to their age level and interest. None of this can be accomplished without a cooperative and supportive effort from the students, their parents, our teachers and staff.

*Our policies have been developed carefully to alleviate any possible confusion concerning our approach to your child's dance training at **MISS BECKY'S BALLET, TAP & JAZZ**. These policies are based on many years of dance instruction and past experiences. After you have read through all our policies, please do not hesitate to contact our office if you have any questions.*

REGISTRATION:

- Registration is completed online through our website, or you may fill out a form in person at the studio, and is required for all students attending classes through **MISS BECKY'S BALLET, TAP & JAZZ**
- Children are required to register for classes they plan to regularly attend and may only attend make up classes on a drop-in basis with prior office approval. Enrollment in a class or classes requires full payment of a non-refundable registration fee of \$25 and the first month's tuition.
- Registration fees are non-refundable and non-transferable.
- Receipt of the **MISS BECKY'S BALLET, TAP & JAZZ** Student & Parent Handbook must be signed (included in Registration Form)

ENROLLMENT:

Enrollment is considered active indefinitely unless written notice of withdrawal is received 30 days in advance of the current month they are attending.

MAKEUP CLASSES:

- If a student misses a regularly scheduled class, they are invited to attend any class that is their same level during the week. Classes may be made up for illness, injury, travel, or valid reason, (family emergency) that a dancer must miss a regularly scheduled class.
- Classes must be made up within 30 days of the missed class and within the current season the class was missed. Enrollment must be current; therefore, no makeup classes are allowed after a dancer has dropped nor after a season has ended. Makeup classes do not carry over into a new season.
- We do allow for anticipatory make-ups, meaning if students know that they will be absent in the near future, they can make-up the class before the absence. Only when scheduled through email or by calling our office at (562) 637-3715

- Makeup classes should be scheduled in advance by emailing request to *missbeckysdance@gmail.com*, to ensure availability and avoid any inconvenience.
- No reductions or refunds are given for missed classes not made up.

TUITION:

- Tuition is paid monthly while a dancer is enrolled at **MISS BECKY'S BALLET TAP & JAZZ**. Tuition is paid monthly to hold a student's place in a class or classes and must be paid regardless of the student's attendance each month. See policy for "**Makeup Classes**" above.
- No refunds or reduction in tuition will be given for missed classes due to vacations, illness, holidays, etc. Some months will have five weeks of class while others have two or three weeks of class; however, monthly tuition will remain the same. Tuition has been determined for the entire studio year and divided into equal monthly payments.
- Tuition is due on the first of each month and considered past due if not in the office by the 10th of the month. A \$15 late fee per family will be charged to all late accounts on the 11th of each month. If a student has attended a partial month or even one week of class, without payment, that month's tuition, plus the late fee will remain an outstanding balance on the student's account. If a student does not return, or the parent has not given us notice, their outstanding balance must be paid, in order for a student to re-enroll. If tuition becomes two months delinquent students are subject to removal from classes. Once tuition has been processed, no refunds of any kind will be given.

PAYMENTS:

- Monthly tuition and incidental charges are payable by Paypal, or Zelle.
- Acceptable forms of draft payment are cash, and check.
- MISS BECKY'S BALLET, TAP & JAZZ reserves the right to apply any unpaid tuition or past due fees to the credit card on file.

WITHDRAWALS:

- Students are continually enrolled in classes from month to month unless written notice is received to *missbeckysdance@gmail.com* by the 20th of the month. If a withdrawal notice is received after the 20th of the month, the next month's tuition is still required.
- The withdrawal will be effective at the end of the paid month, and students may continue with classes during the paid month.
- Instructors are not permitted to withdraw dancers, and the office cannot accept verbal withdrawals.
- All balances and payments should be paid in full upon withdrawal.
- A student who drops and wishes to return to MISS BECKY'S BALLET TAP & JAZZ within the same studio year will be responsible for the registration fee of \$25.
- There are no refunds or credits issued for drops received after the 20th of the month, or tuition charges have occurred. There is no pro-rating for withdrawals.
- If a family has prepaid tuition for the season and must drop, a credit will be placed on the account for future use.

UNPAID BALANCES:

All balances owed are subject to a \$15 late fee applied on the 11th day after the due date. Any unpaid balances for tuition fees, goods or services may result in suspension of enrollment if unpaid for 25 days or more. The financially responsible party shall be obligated to pay any cost incurred by MISS BECKY'S BALLET TAP & JAZZ for collection.

FREEZE POLICY:

In the case of serious injury or illness and a dancer must miss 3 or more weeks of classes, a student's family may request a freeze of his or her tuition for a minimum of 1 month and a maximum of 3 months. Families must provide a doctor's note at the time of requesting a freeze, submitted via email to MISS BECKY'S BALLET, TAP & JAZZ. The cost to freeze an account is \$15 per month.

CLASS CHANGES:

Students must notify the office by email at missbeckysdance@gmail.com regarding any schedule changes.

Due to recital planning, we kindly request no class changes occur after March 1st (during our Spring/Summer Recital season) and September 1st (during our Winter Recital season), or prior to costume ordering.

CLASS PLACEMENT:

In the best interest of the dancer and level of the class, it is best to place students in age and level appropriate classes. Dancers must exhibit proper technique and vocabulary in lower level classes before advancing into higher level more advanced classes. If dancers are not in the appropriate level, the instructor may request the student move into a different class. If dancers feel they are ready to move into another level, it is best practice to discuss with the instructor which class is best suited, or what skills are needed to move into the next level class.

PRIVATE LESSONS:

Private lessons help advance dancer's skills and give dancers one on one attention. This is beneficial when trying to reach a specific dance goal, prepare for an event, or help a dancer get to the next level of class. Private lessons are **\$60/hour**. Private lessons are paid directly to the instructor and will include rental fees for use of MISS BECKY'S BALLET, TAP & JAZZ studios.

PERFORMANCES / RECITALS:

- Attendance is **REQUIRED** for rehearsals in order to participate in the recital. Please plan accordingly.
- Recitals are optional for students; however, participation is encouraged and is a great way for families to see what dancers have learned throughout the year. *Please have your student attend non-performance classes. Contact our office for more information about opting out of Recitals.*
- There are two fees involved with the recital; (1) Recital Costume Fee, (2) Recital Participation Fee/ Recital Tickets.

- Costume Fees cover the costume and any accessories or props needed, shipping and processing, as well as the time for our staff to order, receive, organize and pass out the items.
- Recital Participation Fees/ Recital Tickets cover the office for their time in planning the event, the cost of vendors, decorations, flooring, lighting, the staff at rehearsal and show day, as well as any costs incurred for use of the facility and stage crews.
- All fees relating to recitals are non-refundable. If a dancer is unable to attend a recital, after paying recital fees, the dancer may still pick up the costume. Or we can attempt to hold on to the costume in case another dancer wants to purchase it. In that case, once we receive payment from the parent who is wanting to purchase it, a refund will be issued via Zelle or Paypal following receiving said payment. Any costumes not picked up by the end of the following summer season are forfeited to **MISS BECKY'S BALLET, TAP & JAZZ**.

RECITAL PARENT / STUDENT CODE OF CONDUCT:

At **MISS BECKY'S BALLET, TAP & JAZZ** we work diligently to provide our students, parents, and dance families, with a fun, professional and memorable dance recital. Keeping with our high standards, we also strive to create an environment at our events that is safe, fun, and comfortable for our dancers, and guests alike. It is the responsibility of our instructors, volunteers, students, parents or legal guardians, to help support us in promoting that positive environment. Below is a Code of Conduct for Students and Parents, that should be adhered to at all times, in order to ensure that our events run smoothly, efficiently, and also provide entertainment and fun for all involved.

PARENT / STUDENT CODE OF CONDUCT AT DANCE RECITALS

I understand and accept responsibility in my child's participation in all dance recitals at any venue, while enrolled at **MISS BECKY'S BALLET, TAP & JAZZ**, that I will adhere to the highest standard of respect, regard, and responsibility. I will not use inappropriate language, bring alcohol, drugs or vapes into any venue, where **MISS BECKY'S BALLET, TAP & JAZZ** is conducting a dance recital. In addition, I will follow all rules and guidelines, as set forth in the Recital Handbook, provided by **MISS BECKY'S BALLET, TAP & JAZZ**, either through the website, or by email digital copy. I will follow all instructions of the Backstage managers, and those that supervise volunteers. I am aware that, if I have not volunteered to work in the dressing room or backstage, that I will not be permitted to stay in the dressing room after I have changed my child's costume. **MISS BECKY'S BALLET, TAP & JAZZ reserves the right to request that a parent or family exit the premises, if said parent, family members, or friends are in violation of any major rules or regulations.**

I also understand that in signing, purchasing costumes, tickets, as well as the intention to participate, that I am agreeing to all of the above.

Student Name _____

Guardian Signature _____

Date _____

HOLIDAYS:

Please remember there is no pro-rating for holidays; however, a parent may request a make-up and we will attempt to accommodate the request.

WEATHER:

In the case of bad weather and **MISS BECKY'S BALLET, TAP & JAZZ** must close, delay or close early, an email will be sent to all students, as well as notices posted on social media. **MISS BECKY'S BALLET, TAP & JAZZ** does not use a specific school district as a guideline, as many times the weather is clear by the time our evening classes begin. Our management team will carefully monitor the weather to make the best decision for our students and staff.

INTERRUPTION OF SERVICES:

In the case of unforeseen events, and in-person classes are not able to take place, a remote learning option will be available and regular tuition rates will continue. In case of a temporary interruption of service, **MISS BECKY'S BALLET, TAP & JAZZ** reserves the right to freeze tuition and add the lost time once classes resume or transfer all students to a remote learning environment to limit the interruption. In the event that an act of God, a natural disaster, pandemic, or national emergency causes more than a temporary interruption in services offered, tuition will be suspended until such time that services can resume.

LOST AND FOUND:

Lost and found items are kept under the desk in the lobby. Ask a staff member to check this area if you lose an item. We cannot be held responsible for lost or stolen items. We only hold lost items for 3 months. Please check with us immediately, if you think that you left something at the studio.

DRESS CODE:

It is important that dancers dress appropriately for each class they are taking. Please review our class descriptions and attire requirements, available online or at the front desk. Dance shoes should only be worn in the studio and not outside. Please refer to our website for a more detailed Dress Code.

- Sneakers or outside shoes worn in the studio, should be clean and free of dirt, mud, pebbles, etc. and should **NEVER** be worn when stepping onto the **Marley dance floor**.
- Please put the dancer's last name on all items brought into the studio, including on all dance shoes.
- **MISS BECKY'S BALLET TAP & JAZZ** is not responsible for lost or stolen items.

COMMUNICATION:

A current email address is required for all families registered at **MISS BECKY'S BALLET TAP & JAZZ**. This is solely for the purpose of receiving notices including receipts, bad weather class cancellations, and upcoming events. Your name and email address will not

be sold or given out to anyone without your consent. Any parent wishing to discuss any questions or concerns with the directors or teachers will be asked to make an appointment other than during class time. It is sometimes impossible to talk to parents before, during, or after some classes, as we need to keep on a tight schedule, and want to give parents our full attention.

PARENT / VISITOR CONDUCT:

It is important that all our families feel welcome, comfortable and safe at **MISS BECKY'S BALLET, TAP & JAZZ** at all times. Parents should not enter a classroom during class time for any reason unless invited in by the instructor. Please also do not open the door to the studio or yell through the doors to discipline your child while the child is in class. Please wait for the instructor to let you know if we need your assistance. Siblings and visitors are not allowed to play in open studios at any time. If you have a concern, please ask for a meeting with studio management to discuss in private. Foul language, inappropriate behavior, or negative conduct of any kind is not acceptable in the **MISS BECKY'S BALLET, TAP & JAZZ** culture. Any parent or visitor displaying such conduct will be asked to leave the studio immediately.

STUDIO ETIQUETTE:

In the Studios -

- Dancers should wait in the lobby or hallway until the teacher arrives and opens the studio for class time. The studios are not a playground for dancers; therefore, do not allow your dancers to run freely in the studio, lobby or hallways. We are not responsible for injuries, and items broken by dancers are the responsibility of the dancer to pay the cost of repairs.
- There is no gum allowed, and there is no food or drink allowed in the studios. Only closed top water bottles are permitted inside the studios.
- In order for dancers to reach their full potential and attain their dance goals, consistent attendance is expected. Dancers should make every effort to minimize absences the month prior to recital.
- Dancers should arrive a few minutes early to prepare for class and to ensure they are in the class on time.
- Although we understand traffic and other unforeseen circumstances may prevent a dancer from arriving on time occasionally, dancers that are consistently late to a class may be asked to move to another class to prevent future disruptions to a class.
- Please get permission in advance from the instructor/choreographer before recording or posting videos of choreography to social media.

In the lobby/lounge areas -

- Since we want everyone's time spent at the studio to be as pleasant as possible, we ask that noise be kept to a minimum in the lobby areas. Please also be aware loud noise from these areas can be heard in the studios and is disruptive to our students and instructors.
- Please dispose of all trash and try to keep the studios, lobby, restrooms, and parent lounge clean for all families to enjoy.
- We love our dancers and their families; however, please be aware that **MISS BECKY'S BALLET, TAP & JAZZ** cannot be held responsible for unattended students or siblings left in the lobby areas. Please do not drop off young dancers more than 10 minutes before class without a parent or guardian to watch them. We also ask that you do not leave dancers under the age of 8 with an hour or more between classes. If you are late, you assume full responsibility for your child's welfare.
- Small children should be supervised and within arm's reach of their parents at all times, if not taking a dance class.
- Parents of dancers in Baby Ballerina Academy, and Tiny Toes & Taps classes should wait in the lobby to assist with water breaks and restroom emergencies. To minimize distractions, please keep doorways clear. Dancers should also use the restroom prior to class so they are not leaving in the middle of class for restroom breaks.

THANK YOU FOR TRUSTING MISS BECKY'S BALLET, TAP & JAZZ WITH YOUR DANCE TRAINING!

Student & Parent Handbook – Signature Page

I, the undersigned, do hereby hold harmless, MISS BECKY'S BALLET, TAP & JAZZ or anyone associated with MISS BECKY'S BALLET TAP & JAZZ for any injuries received by the student listed below. I also realize that I am fully responsible for the student prior to and immediately after his/her class. I hereby grant permission for any faculty member of MISS BECKY'S BALLET, TAP & JAZZ to take whatever steps they deem necessary to obtain emergency medical care for the student listed above.

In consideration of your acceptance of the enrollment, I, intending to be legally bound, do hereby waive, release and forever discharge all rights and claims against MISS BECKY'S BALLET TAP & JAZZ and/or any involved personnel for damages or injury sustained by me or my child in classes or on studio premises before or after class, or at any other outside studio activities, including recitals, workshops, performances or visits to surrounding businesses.

I authorize MISS BECKY'S BALLET TAP & JAZZ to use photos and videos taken of my child while at dance or dance functions, for marketing and promotional material.

I understand that any dancer enrolled in classes at MISS BECKY'S BALLET, TAP & JAZZ is enrolled for each season continuously month to month unless written notice is received by email by the 20th of the month. After the 20th, the next month's tuition will still apply.

I agree to pay all tuition and fees at the beginning of each month and do not expect any refunds for classes missed due to absences, bad weather or holidays. In addition, I understand late fees are applied for any unpaid tuition or fees not received by the required due date or 10th of the month, in which the tuition is due.

I agree to abide by the MISS BECKY'S BALLET TAP & JAZZ rules and regulations and any amendments and/or modifications thereto which may be made from time to time by MISS BECKY'S BALLET, TAP & JAZZ sole discretion.

Student Name

Guardian Signature _____

Date _____