

# Dance With Joy Studio

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## Studio Rules & Policies

### **Tuition**

- + Fall/Spring tuition is payable in nine installments for the 36 week session, with each installment due on the 15<sup>th</sup> of each month. Summer Sessions must be paid in full by the first day of class.
- + Auto-draft is the required method of payment for the monthly installments. Payment in full can be paid by cash or check. Checks should be made to *Dance With Joy Studio*.
- + Returned checks & Declined Credit Cards will result in a \$35 insufficient funds fee being added to your balance. If you notice your check has been declined, **contact us immediately!!** Returned checks must be picked up with CASH within 7 days.
- + Cash is only accepted if you are paying in full. If you would like to make a partial payment in cash, they will be accepted, but only if the remaining balances are paid by check or credit on the same day.

### **Attendance**

- + Students should arrive 5-10 minutes before class to allow time to use the bathroom, change shoes, remove jewelry, and pull hair back.
- + All students must be READY TO DANCE at the start of each class. Late students may be asked to sit and observe class.
- + A minimum tardiness and absence level is required to participate in performances and events.
- + Students who miss classes, and are behind in class, are responsible for scheduling a private make-up lesson to help them catch up.
- + Private makeup lessons are offered at a discounted rate.
- + If there is another class on the schedule that is equal to what you are enrolled in, it may be used as a makeup class. These are offered when possible and handled on an individual basis. Not all classes will have multiple scheduled times. Ask Ms. Jessica what class is available for your child to use as a makeup.
- + Private Lessons require 24 hours cancellation notice to be rescheduled for makeup.
- + Please give us a courtesy call if you will be absent. Attendance is vital to encourage a structured learning process.

### **Inclement Weather**

- + If Russellville School District closes for inclement weather the studio will be closed that day.
- + If class is cancelled by the instructor for any personal reasons, we will provide a makeup class.

## **Holidays**

- ✚ The studio is closed for Thanksgiving, Christmas & Spring Break.
- ✚ The studio is not closed for teacher's meetings, exams, President's birthdays, or other school holidays.

## **Uniforms**

- ✚ Each class has a designated uniform that must be purchased for each student when you enroll in the class. If you enroll in multiple classes, you must purchase the uniform for each class that you sign up for.
- ✚ Uniforms are for wearing to class and for performances. We definitely put them to good use!
- ✚ Dancewear and shoes can be ordered at any time throughout the year if you need to purchase additional items. Usually we can do this and get you FREE Shipping!
- ✚ Students are allowed to wear dancewear in class that is not included in their uniform package. We offer additional dancewear items at the studio for those who want to add some variation to their dancewear collection.

## **Performances**

- ✚ Students missing more than 4 classes after January will not be allowed to perform in any spring shows unless they have scheduled makeup lessons.
- ✚ Dress Rehearsals are mandatory. No Exceptions. If you miss dress rehearsal, you do not perform.
- ✚ There are various events and shows throughout the year that we are asked to participate in and provide performers for. We will notify you of dates and times as soon as they are available.
- ✚ Performing is an opportunity. Your studio owner and instructors put in countless hours to make these opportunities happen. Volunteers are always needed and appreciated. When we ask for volunteers it's because we need them! Please try to help out in any way you can, every little bit counts.
- ✚ The dancewear package that you order when you signed up for dance class is your "uniform" that is used for all performances. You cannot purchase these items from another establishment or store; they must come from DWJ studio. This is to ensure that everyone has the correct items in the correct color.

## **Picture Day!**

- ✚ All students are expected to show up for class pictures even if you don't intend on purchasing any photo packages.
- ✚ Individual pictures will be offered, but are optional.
- ✚ All students should be dressed in their uniform when they arrive on picture day.
- ✚ Hair and makeup should be styled when you arrive.

## **Studio Rules**

- ✚ **FOR YOUR SAFETY DO NOT TOUCH OR LEAN ON THE MIRRORS. It is dangerous when pressure is applied to the mirrors; they are heavy and they could break and fall on you. The mirrors are not glued to the wall! Look with your eyes only!**
- ✚ No running inside the studio. Children who are not students should not be allowed to wander around the room.
- ✚ Students should wait quietly in the waiting area until the instructor invites them out to the dance floor. Books and magazines are provided for the children to look at while waiting.
- ✚ Remove outside shoes before walking across the dance floor. This keeps our dance space free of dirt and debris.
- ✚ Please do not enter while class is in session.
- ✚ Classes are closed to viewing. An open class for parents is offered at various times throughout the semester.
- ✚ All students should go to the restroom before class.
- ✚ No food or drinks are permitted on the dance floor. If you send a bottle of water, it must be able to be tightly closed and kept in the student's cubby.
- ✚ Dance shoes are to be worn inside only. Each student should have a bag to keep their belongings in. When they arrive, they should change shoes and place all belongings and street shoes in a cubby.
- ✚ No Chewing Gum Allowed!
- ✚ Student who follow rules and are well behaved during class are rewarded with an item out of the treasure box.
- ✚ Disruptive students will be placed in time out. If your child is having a difficult time following directions/rules, the instructor will discuss it with you privately.
- ✚ If you need to discuss anything with the instructor or studio owner, please call/text/message us to set up a time. There is not time to do this in between classes.
- ✚ The Crow Mountain Studio Location also contains a private residence. Please respect the property. Fruit trees, berry bushes, and flowers should not be picked.

## **Studio Exclusivity Policy**

- ✚ DWJ Company Dancers are competitive dancers representing DWJ. They are not allowed to take lessons from other studios or individuals not employed by DWJ. \*\*See Company Handbook
- ✚ DWJ does not offer teacher training at this time.
- ✚ Studio Owners & Instructors not employed by DWJ are not allowed to enroll in classes.
- ✚ Students who are currently enrolled in a dance or acrobatics program at another studio may not enroll in classes at DWJ Studio.

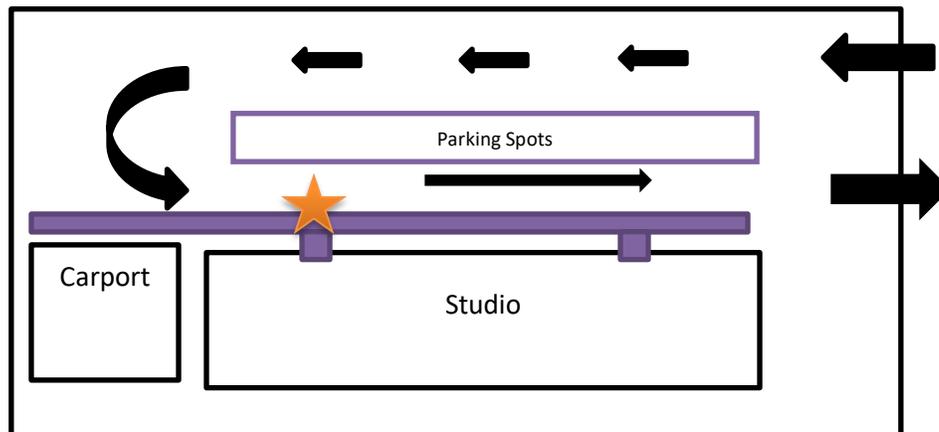
Studio Owners, Directors, Instructors, & Students from other studios are not eligible to enroll in classes at DWJ Studio while simultaneously enrolled at another dance studio. We are a recreational and competitive dance school. This rule is set into place to protect the curriculum and choreography from our studio and the other studios.

## **Pick Up – Drop Off Procedures**

- ✚ Drop off and Pick up time can be chaotic if everyone does not follow the rules. Please read carefully. If someone other than yourself will be picking up or dropping off, it is your responsibility to inform them of the correct procedure, just as you would for school.
- ✚ These rules are for the safety of our students, the safety of your vehicles, and to make the transitioning between classes as quick and easy as possible.
- ✚ PLEASE BE PROMPT IN PICKING UP YOUR CHILD. Students should be picked up no later than 5 minutes after their class has ended. All students are required to remain inside the building, while waiting to be picked up by the parents. DWJ does not allow loitering at any time. Children should be accompanied by an adult at all times on the premises inside and outside. If your child's class is the last class of the evening and the instructor has to wait for you to pick up your child, you will be charged \$5 per 15 minutes to pay for the instructor's time.

## **Crow Mountain Location**

- ✚ Students who are in a CARSEAT or age 4 and under should be walked into the studio at drop off. Parents of these children should also come in after class has ended to pick them up. Please park on the far side of the parking lot and walk in.
- ✚ ALL OTHER STUDENTS should be using the drop off line.
- ✚ Enter in the driveway that is on the far side of the studio, circle around to line up, and pull forward to where your passenger door is facing the studio. Children should be dropped off & picked up at the studio door (orange star).
- ✚ Do not pull around other cars! This is for the safety of the children.



## **South Arkansas Location**

- ✚ Students should be walked into the studio when being dropped off and picked up.
- ✚ Parents who feel their child is old enough may allow them to enter the building on their own. These students will also be allowed to exit on their own without supervision after class is over.
- ✚ Parents should stay in the waiting area. Do not walk across the foam or wooden floors.
- ✚ When parking please park only in the gravel area to avoid your car getting stuck.