

2008-2009 Studio Policies

1. **Attendance:** Attendance is taken at each class. Good Attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Classes will continue with choreography even if there are absences, so please make every effort to have your child at every class.
2. **NEW Parent Observation:** We promote a learning environment, and I have found that students learn and pay attention better when there are fewer distractions. Parents are welcome to wait in the lobby during their students' classes, we are going to start discouraging observation from the back of the classroom, as it causes distractions for the students. On the 1st class of each month the class will be open for observation the LAST 10 minutes of class. If for any reason visitors in the lobby become a distraction to the class the instructor has the right to ask the visitors to step outside or to quiet down. Siblings and other children are also a distraction to the class, please remind ALL Children in the Lobby to be respectful and use their inside voices, and DO NOT talk to those in class. Please enter and exit the studio quietly as classes are usually in session. *NEW this year...All students must wait in the Lobby before their class until their Teacher comes to get them. Students will not be allowed in the classroom until their instructor says it is OK. Students need to know that they are to listen and respect their instructors at all times, and that during class is not the time to socialize with parents, siblings, or other visitors.
3. **Snow/Bad Weather Day:** The studio will not necessarily close for snow days regardless if area schools are closed, since many times roads are clear and safe by 2:00pm. If in doubt call Jenny for a recording on whether class will be held or not, there will also be a note posted on the door of the studio if classes have to be cancelled. If you are too afraid to go out....declare your own "Bad Weather Day". Jenny's phone 587-8856 or 303-884-6903.
4. **Holidays:** Holidays will generally follow the Weld County School Schedules, No School = No Dance. Holiday dates will be posted and notes will be given to your children prior to holiday periods. WE DO NOT CLOSE FOR TEACHER WORKDAYS.
5. **Missed classes:** Tuition will remain the same regardless of any personal days taken. A credit **can** be given for any prolonged diagnosed illness, or a pre-arranged absence (i.e. family vacation). Jenny must be contacted prior to the absences in order to receive the credit. **IMPORTANT! - Most effective organizations expect full tuition payment up to the time they are NOTIFIED BY A PARENT if a child needs to quit. *Jenny is not obligated to give you a costume or a refund on your costume or tuition if you do not finish out the year.*** If a child needs to quit please notify Jenny ASAP, payment will be due up until the time notice is given.
6. **Class Dress Code:** We promote a learning environment. Dress code is as follows: Leotards, tights, jazz pants, and dance shoes. No jeans or cut-offs, or pajama pants. Hair must be pulled out of the face. Students will be given 1 warning and then, if they are not dressed to dance, he/she will sit and watch.
7. **Shoes and Dancewear:** We would like all of our students to have the same type of shoes. All Combo Classes will need black leather ballet shoes, and tap shoes. Pom/Baton Classes will need Black Ballet or Black Jazz shoes. Hip-Hop Classes will need black tennis shoes or Hip-Hop Shoes. All shoes can be ordered through Ms. Jenny. There will be a catalog located in the studio with which shoes are required for each class. If you choose to order out of the catalog, payment is due at the time the order is placed. If Ms. Jenny has not received payment the order will not be placed and there will be a delay on receiving your order. Dance apparel can also be ordered through Ms. Jenny.
8. **Recitals:** We have 2 recitals every year. One is held in December and one is held in May. We will have a Dress Rehearsal before each recital, and Dress Rehearsal is mandatory for all students. If a student misses Dress Rehearsal they might not be able to perform in the recital. Notes will be passed out with times and dates as the time gets closer. All students are expected to participate in the recital. If for any reason a student is not able to perform the instructor must be notified as soon as possible in order to fix formations.
9. **Costumes:** Each class will have a different costume, and ALL CLASSES will have a costume and participate in the recital. Costumes for all Combo Classes will be \$40 per student, and will be due by January 31st, 2009. Tumbling students will receive a performance costume as well, and the fee will be around \$20 (exact fee will be announced at a later date), and will be due by January 31st, 2009. All other Classes and Team Costume fees will be announced later, and the fee will be due by October 31st, 2008. I am very cost conscience when it comes to costumes, as well as "modest but in-style." Students will be measured in class to help the instructors order the correct sizes.

10. **Pom & Baton Classes:** Poms and a Baton will need to be ordered for each student enrolled in a Pom/Baton class. The cost for the Baton is \$17 and will be due at the time of registration (returning students will only need to re-order a baton if they have outgrown their current one). The cost of the Poms will be \$16 and will be due by January 31st, 2009.
11. **Tuition and Payment Information:**
- A. Tuition is due the first class of the month, a \$10 late fee will be due after the 15th. Statements will not be sent out on a monthly basis. It is your responsibility to pay tuition at the beginning of each month. A statement will be sent out on the 15th to all with a balance plus the late fee.
 - B. The Dance Season will go from August 18, 2008 - May 29, 2009. We will not be accepting any New Students past January 31, 2009 in order to ensure Costumes will arrive in time for the recital.
 - C. Tuition remains the same whether it is a long 5-week or a short 3-week month.
 - D. There will be a \$25 Returned Check Fee to any checks that are returned,
 - E. Jenny's Dance Dynamics will be accepting Credit Cards this year! ☺
 - F. Tuition can be placed in the black payment box located around the corner from the office. If you are paying with cash, please use an envelope and write your students name and class on it. If you are paying by check you do not need to place it in an envelope.
 - G. Any unpaid balance after 90 days will be sent to collections.
12. **Other Important Information**
- A. **NO GUM, FOOD, or DRINK in the studio. Water is acceptable. Please help keep our Studio beautiful.**
 - B. Students will not be allowed to leave the studio or roam the parking lot after class. Please be prompt in picking up your students.
 - C. **PARKING.....Please be careful when pulling in and out of the parking lot. Teachers parking is directly East of the building.** Some of the teachers arrive later in the evening, but are the last to leave and safety is important. Please leave those spots for our teachers.

WELCOME TO JENNY'S DANCE DYNAMICS, LLC!!

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I _____ being the parent/guardian of _____
 _____ student(s)

of Jenny's Dance Dynamics, LLC have read and understand the Studio Policies, and will adhere to them to the best of my ability and help my child(ren) adhere to them as well.

 signature of parent/guardian

 date

NEW

Throughout the year I will be communicating all Studio/Class information through Newsletters. In the past I have just handed the Newsletters out in class. Sometimes parents do not receive them because they get lost during the trip from the studio to home. This year you have the option of having all the information sent directly to you via email. Please indicate below which way you would like to receive all the important information.

(Jenny's Dance Dynamics will not share your email address with anyone outside of the DD staff)

Please continue to send the information home with my child.

Please email any information to me regarding my child's class. I agree that it is my responsibility to notify Jenny's Dance Dynamics of any email address change.

email address (please print clearly): _____