

2011-2012 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. **Tuition will remain the same even if a student misses class.** If a student misses 3 consecutive classes, without notification from a parent/guardian, they will lose their spot in the class. Tuition will be due up to the time the office is notified by a parent/guardian if a student needs to quit. If no notification is given at least 1 month tuition will be due, and any accruing late fees. Instructors put so much time and effort into preparing dances and routines for recitals, that students **MUST** be at ALL classes the month prior to the recital.
2. **Parent Observation:** We promote a learning environment, and we 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 entire 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. 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 the Studio for a recording on whether class will be held, there will also be a note posted on the door of the studio if classes have to be cancelled. We will also post the information on the website (www.jennysdancedynamics.com & on Facebook) if you are too afraid to go out....declare your own "Bad Weather Day". The Studio phone 587-8856.
4. **Holidays:** Holidays will generally follow the Weld County School Schedules, No School = No Dance. Holiday dates will be posted and an email notification will be sent out 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. ***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 the office ASAP, payment will be due up until the time notice is given. If you lose your spot due to absences, you will still be charged tuition for that month and any late fees that may accrue.
6. **Class Dress Code:** We promote a learning environment. Dress code for all dance classes is as follows: Leotards, tights, jazz pants, and dance shoes. ***No jeans or cut-offs, or pajama pants or sweat pants.*** **Hair must be pulled out of the face.** Ballet 1, 2, 3, and 4, students must wear pink tights and black leotards. **All students must wear the appropriate shoes to every class.** The dress code for tumbling is a leotard/unitard and bare feet. Please do not send your student in shorts and a t-shirt; it is NOT safe to spot your student in that attire. Your student will not be able to participate if not dressed appropriately. Students will be given 1 warning and then, if they are not dressed to dance/tumble, he/she will be asked to sit and watch. You would not send you child to swimming lessons without a swimming suit, so please do not send them to dance/tumbling without their dance/tumbling shoes & clothes.
7. **Shoes and Dancewear:** We would like all of our students to have the same type of shoes. All shoes can be ordered through the studio. Below is a list of what each class will need for shoes. If you choose to have your shoes ordered payment is due at the time the order is placed. There is a 2.9% tax on all shoes & apparel. If the studio 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 the Studio. All classes listed are the Recreational Classes (for the competitive classes please see an instructor)

A-1, A-2, A-3, B-1, B-2, C	BLACK Ballet shoes & Black Tap shoes
Jr. Drill	Black Jazz Shoes & Black Tap shoes
Hip-Hop (Jr., Int., Adv.)	Black Dance Sneakers or Black Tennis Shoes
Lyrical 1 & 2	Bare feet or nude Lyrical Shoes
Tumbling	Bare feet
Ballet 1, 2, 3, 4	Pink Ballet Shoes
Pom	Black Jazz Shoes
Baton	Black Jazz Shoes
Jazz 1 & 2	Black Jazz Shoes

8. **Recitals & Recital Fees:** We will be having 1 Dance Recital & 1 Tumbling Super Show, to be held in the spring. The Dance Recital is tentatively scheduled for May 4th & 5th, 2012. 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. Information will be available with times and dates as the recital gets closer. All students are encouraged to participate in the recital. If for any reason a student is not able or going to participate in the recital the office and the instructor must be notified immediately. Each student will have a \$28 Recital fee. You may pay this in one installment by March 31st, or it will be \$7/month averaged into tuition from January-April. With this fee you will receive 2 tickets to our Annual Spring Recital. (If in Tumbling only, the fee is \$16 or \$4/month averaged into tuition from January-April, no tickets are required).

9. **Costumes:** Each class will have a different costume, and ALL CLASSES will have a costume and participate in the recital. We are very cost conscience when it comes to costumes, as well as "modest but in-style." All costume fees are due by December 31st. You may choose to pay fees in one installment by December 31st, or you may have it averaged into your payments from September-December. Students will be measured in class during the month of December to help the instructors order the correct sizes. **If you choose to quit mid-season you will forfeit your costume fee, and Jenny's Dance Dynamics is not obligated to give you the costume.**

Costume Fees are as follows:

Tumbling class \$32 (or \$8/month September-December)

Pom class \$72 (or \$18/month September-December)

Baton class \$72 (or \$18/month September-December)

All other Dance classes \$56 (or \$14/month September-December)

(All costumes MUST be ordered by December 31st. If you have not paid for your costume by then we will assume you are not participating in our recital. You may still attend class, but will not be in the performance)
The costume fee does not include tights or shoes.

10. **Baton Classes:** A Baton will need to be ordered for each student enrolled in a Baton class. The cost for the Baton is \$18.50 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).

11. **Tuition and Payment Information:** Also see Tuition Rates and Payment Form

- A. Tuition is due the first class of the month (September-April); a \$25 late fee will be due after the 15th. A reminder statement will be emailed out on the 1st of each month. A statement will be sent out on the 15th to all with a balance plus the late fee. Tuition is paid a month in advance.
- B. The Dance Season will go from August 22, 2011 - May 25, 2012.
- 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 accepts VISA, MASTERCARD, & DISCOVER
- F. Tuition can be placed in the black payment box located by the front door. 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.
- H. Any student that has an account with a balance at Recital time will not be able to perform in the recital or receive their costume.
- I. If an account is past due more than 60 days, the student(s) will be asked not to participate in class until payment has been made.

12. **Other Important Information**

- A. **NO GUM, FOOD, or DRINK on the Dance Floor. Water is acceptable. Please help keep our Studio beautiful.**
- B. **Absolutely NO FOOD is allowed on the Dance Floor. If Students bring snacks, they must eat them in the Lobby and throw away all trash. If students abuse this privilege Food will no longer be allowed in the Studio at all.**
- C. Students will not be allowed to leave the studio or roam the parking lot after class. Please be prompt in picking up your students.
- D. Jenny's Dance Dynamics communicates by email. Please make sure you are receiving emails from the studio.
- E. Please review all of the policies with your student(s)

WELCOME TO JENNY'S DANCE DYNAMICS!!

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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

All correspondence will be sent out by EMAIL. This is the most effective way of communicating with the families of the studio. If you change your EMAIL address it is your responsibility to notify Jenny's Dance Dynamics. Please supply the EMAIL address you would like all of the Newsletters and other information to be sent.

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

I agree that it is my responsibility to notify Jenny's Dance Dynamics of any email address change.

Email address (please print clearly):
