



DANCE STUDIO

## **Policies and Guidelines 2023 - 2024**

### **Registration**

Registration fees are due at the time of enrollment and are non-refundable.

- \$30 per dancer/ \$10 discount for a second dancer/ \$20 discount for a third dancer (siblings/same family) – Fall/Spring classes

### **Tuition Fees**

45 minute class	\$65.00 per month
60 minute class	\$70.00 per month
75 minute class	\$80.00 per month
90 minute class	\$85.00 per month

\*Advanced and Adult classes may be different than the fees listed above. Please ask an OOT staff member for details.

Tuition is based on a 9-month annual dance year (September – May).

We will be closed:

Labor Day:	Monday September 6, 2023
Thanksgiving Week:	Monday November 22, 2023 - Friday November 26, 2023
Christmas Holidays:	Friday December 22, 2023 - Friday January 7, 2024
Spring Break:	Monday March 11, 2024 - Friday March 15, 2024

### **Tuition Guidelines**

- Tuition (cash/check/CC/Venmo) is due on, or before, the 1<sup>st</sup> class day of each month.
- A \$10 late fee will be applied if payment is not received by the 10<sup>th</sup> of each month. An additional \$10 will be applied if payment has not been received by the 20<sup>th</sup> of each month. If arrangements are made before the 1<sup>st</sup> of the month, this fee may be waived. A statement will be mailed to you after the 10<sup>th</sup> with the late fee attached. **Please notify me if you are not able to pay by the 10<sup>th</sup>.**
- A returned check fee of \$25 will be charged for any checks that are returned for non-sufficient funds.

Families eligible for discounts can receive either a family or a multiple class discount.

- Family discounts are given for 2 or more dancers.
- The family member with the most class hours will pay full class rate.
- Each additional family member will receive a \$10 discount from the class rate.
- Additional class will be discounted \$5.00 if multiple classes are being taken by one student.

### **Payment Options**

Tuition may be paid in person at the studio or mailed directly to ...

On Our Toes Dance Studio  
C/O Tammy Threadgill  
P. O. Box 1007  
Hearne, Texas 77859

Please make checks payable to On Our Toes Dance Studio.

### **Arrival**

Students should arrive on time, dressed and be ready to begin class at their designated class time. **Students arriving more than 10 minutes late may be asked to observe rather than participate.** This is due to the importance of warming up at the beginning of class. As tardiness causes distractions, please be considerate of fellow students and arrive on time. This policy will be strictly enforced.

### **Attendance**

Consistent attendance is important to each dancer's education and development. If class must be missed, please call or send an email ahead of time to let the instructor know of the absence. Any missed classes may be made up in a similar level class and always with the approval of the instructor. There are no credits or refunds given for missed classes.

### **Dance Attire**

Students are required to attend class in the appropriate attire as deemed by On Our Toes faculty (Please refer to sections below for specifics).

- Hair
  - Hair should be secured away from the face if short and in a ponytail for ALL classes. *No exceptions!*
- Jewelry
  - No excessive jewelry should be worn
  - Stud earrings only please
- All Combination Classes
  - Girls: Solid colored dance leotard, pink tights, black tap shoes, black jazz shoes and pink leather/canvas ballet shoes (no slippers) (ballet skirt, jazz pants or capris optional).
  - Boys: Solid colored muscle shirt preferable, T-shirt acceptable, shorts that can be moved in (please no jean shorts), black tap shoes, black jazz shoes and black leather ballet shoes.
- Ballet Classes
  - Girls: Solid black dance leotard, pink tights, dance skirt, pink leather/canvas ballet shoes (no slippers or tutus please for 5 years old and up).
  - Boys: Solid colored muscle shirt, fitted bottoms or black warm up pants cut off just below knee, black ballet shoes.
- Hip-Hop Classes
  - Girls: Leotard or fitted dance tops, tights, jazz or Capri pants, jazz shoes or sneakers. No crop tops.
  - Boys: Muscle or T-shirt, jazz or loose-fitting athletic pants, jazz shoes or sneakers.

**For public appearances all dancers should comply with required costumes to be announced prior to the event.**

### **Personal Property**

- Each student should label his/her shoes and anything else that is brought to the studio so that it can be easily found and returned should it be left accidentally. On Our Toes is NOT responsible for lost items, but will maintain a lost and found box should the student misplace personal items.
- Please keep dance bags in the appropriate places. Do not block the walkway with your things!

### **Guest Observation**

Parents, siblings and guests may not enter the studio while a class is in session. Please observe dancers using the observation window.

**\*PLEASE DO NOT LEAVE SMALL CHILDREN UNATTENDED IN THE LOBBY AREA.**

### **Drop-Off / Pick-Up**

The safety of our students is extremely important to us. Please walk young students into the lobby rather than dropping them off in the parking lot. Picking students up in the lobby is also preferred. No student will be allowed to wait outside prior to or following a class. We appreciate your cooperation with this matter.

### **Food / Drinks**

Drink and food are allowed in the studio viewing room only!

**No food or drinks allowed in the dressing room area.**

**\*PLEASE THROW ALL TRASH AWAY IN THE TRASH CANS AND CLEAN UP ANY CRUMBS OR SPILLS BEFORE LEAVING!**

## Parent – Teacher Communication

The development and happiness of every dancer is important to us and we enjoy sharing student progress with parents. However, due to time constraints, this type of communication should occur outside of the studio. Any questions, comments or concerns should be addressed by phone or email. I will contact you as soon as possible.

## Dressing Room Policies

A dressing room area is provided for students to change clothing. Please keep your belongings together. Parents, please remain outside of the dressing room unless your child needs help getting dressed as space is limited and it can get very crowded.

**Men and boys are not allowed in the dressing room at any time. Boys can use the restroom to change clothing.**

## Studio Behavior Policies

- Students are expected to act appropriately during class with positive attitudes, respect for their peers, teachers and studio environment.
- Students are expected to listen to their teacher and/or assistant and ask questions during the appropriate times.
- We expect all students to be respectful of the teachers and assistants and to refrain from talking during the class time. All students are here to learn to dance as well as have a good time in doing so. On Our Toes will strive to provide a professional learning environment for each student. We want to be sure that you, as a paying parent/student, are getting what you pay for. Our goal is to provide classes that begin and end on time, with no wasted time in the classroom with things that do not pertain to dance.
- Although we do not foresee any discipline problems, the following guidelines are in place
  - If a student demonstrates rude or disruptive behavior during a class they will receive
    - First time: Warning
    - Second Time: Time-Out (usually a few minutes)
    - Third Time: Dismissal from class (follow-up with parent)
- We do love to reward happy dancing and sincere effort! We give students a treat at the end of class in the form of a lollipop, sticker or small candy. If you have any objection to this, please let us know ahead of time, as well as letting your child know!

## Cancellations

You may withdraw from any or all classes at any time by giving written notice to the office no later than the 20<sup>th</sup> of the month.

## Refunds

All registration fees, costume fees and recital fees are non-refundable.

## Recital Costumes

Recital costume deposits of \$25 per costume will be due with **NOVEMBER 2023** tuition. Costume deposits and costume fees are non-refundable. Remaining costume balances will be due with **FEBRUARY 2024** tuition.

## Recital Performance Fees

Recital Dates: Rehearsal May 18, 2024  
Recital May 19, 2024

A \$100.00 per child performance fee is charged for our annual dance recital, which will be held at the end of the year.

- Recital fee is due with **April 2024** tuition.
- The recital fee includes a recital t-shirt.
- Additional recital t-shirts will be available for purchase for approximately \$20.

**PLEASE SIGN AND RETURN TO ON OUR TOES DANCE STUDIO WITH THE REGISTRATION FORM AND AFTER YOU HAVE REVIEWED THE POLICIES AND GUIDELINES MATERIAL.**

I \_\_\_\_\_, agree to comply with the On Our Toes Dance Studio  
(Print name of student)  
policies and guidelines of 2023-24. I have read and understand the specifics on: Tuition, refunds, cancellations, studio behavior policy, dance attire and all fees that pertain to On Our Toes Dance Studio. I understand that if I withdraw from classes, I will notify On Our Toes Dance Studio in writing.

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(Signature of student or parent/legal guardian if under 18)

(Date)