

## 2011-12 Studio Information & Policies

The policies of The Movement Box Dance Studio were designed to promote an organized, professional studio and to create a positive learning environment for YOUR child. By following these policies you will help create the best dance experience possible. The Instructors at The Movement Box Dance Studio are professionals and take dance very seriously. By following these policies you will help your child to excel at the fine art of dance.

### Practice Wear

**If a student is not dressed appropriately they will be asked to sit and watch class. Student's hair must be tied back and secure for class. No T-shirts, gum, or jewelry! If you have questions about attire, ASK BEFORE YOU PURCHASE!!**

**Creative Movement, Pre-Ballet & Tap, Ballet/Tap/Jazz:** Any color leotard and tights (skirt optional but must be attached to leo.) Pink ballet shoes are required. Combos will also need black tap shoes.

**Hip Hop Bop:** Comfortable active wear. Clean (no outside worn) sneakers or jazz shoes.

**Ballet & Pointe:** Pink tights, any color leotard, however black is preferred! Black skirt optional, absolutely no other dancewear/t-shirts/tank tops/etc. Note- Ballet is a disciplined and structured form of dance. The appropriate attire will allow the instructor to accurately correct a dancer's placement. **Shoes:** Pink professional quality ballet shoes. We request that dancers DO NOT wear low quality ballet shoes because they hinder your child's ability to have correct foot placement

**Tap Classes:** Black tap shoes. Any color leotard and tights or jazz pants.

**Jazz Classes:** Jazz shoes (color to be determined by teacher). Any color leotard and tights. Jazz pants or skirt optional. No baggy clothing/no STREET wear.

**Hip Hop Classes:** Black dance sneakers (THESE ARE FOR CLASS ONLY!). Fitted tops with jazz/yoga pants.

**Modern:** Bare feet (on a rare occasion we will require socks). Any color leotard. Fitted dance pants.

**Boys:** Athletic wear, dancewear, and appropriate dance shoes. Dance belts suggested.

**Adult Classes/Hip Hop Aerobics:** Clothes that are comfortable and you can move in!

### **Class Schedules**

All schedules are tentative. We may add/ delete class days/times dependent on enrollment. We make every effort to offer flexible options in our scheduling. Should a class be cancelled due to insufficient enrollment The Movement Box will do our best to place students in appropriate alternate classes. Enrollment in a class is first come, first served with paid tuition/registration fee. A class must have a minimum of 4 students to be offered; otherwise it will be considered a semi-private lesson.

### **Snow or Bad Weather**

Please call the studio after 3:00 p.m. for a recording on whether classes will be held or not. The Movement Box reserves the right to cancel classes at our discretion; we do not always follow the school schedule with regards to closings. We will not put any child in danger due to weather. Any classes that are missed or cancelled can be made-up by attending another class close to the same level. There are no refunds for classes cancelled due to weather. You may also check [www.news10now.com/www.9wsyr.com](http://www.news10now.com/www.9wsyr.com) and our Facebook page for postings of our closings.

### **Breaks/Dates**

Classes begin Monday September 12, 2011. The studio will be closed for the following Holidays: October 31, Thanksgiving (Nov. 23-27), Holiday Break (Dec. 23-Jan 1), Winter Break (Feb. 20-25), Spring Break (Apr. 7-13) and Memorial Day. We remain open for all other holidays.

### **Attendance and Tardiness**

Classes start at the scheduled time. Promptness is expected. Students coming in late cause too much distraction, delay, and will not be properly warmed-up for 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. Attendance during the last month before the recital is especially imperative for recital preparation. Recital dates are posted; please address your schedules accordingly. Please make every effort to attend every class. Missed classes may not be deducted from tuition payments. If for any reason your child cannot attend class, they are encouraged to attend a make-up class within the month.

### **Dropping off and picking up dancers**

Parents are welcome to drop their child off for dance class. Parents may want to stay for young children in combo classes. Please be on time to pick up your child after class. Please pick up after yourselves and your children, while waiting in the lobby.

### **Discipline**

When a child's behavior is disruptive to the rest of the class the following actions will take place. 1. Child may be asked to sit and watch class. 2. Parent may be contacted to join us in the studio to watch class. 3. Dancer may be moved to a different class. 4. Younger children will not receive a sticker for the day.

### **Private Lessons**

Private and Semi-private lessons will be scheduled through the instructors. Lessons are available on a weekly or bi-weekly schedule. Instructors MUST receive 24 hour notice for cancellation of a private lesson. If adequate notice is not received, you will be billed for the missed lesson.

### **Communicating with Instructors**

We work very hard to keep you informed by posters, email, and by updating our Website. However, it is your responsibility to keep up to date by reading e-mails, checking the information board, and Website. We **STRONGLY** encourage you to provide us with your email address. If you have a question about the dance studio please do not ask instructors during or in-between classes. The instructors have a very tight schedule and are not able to meet with parents inbetween class because it can use up valuable class time. If you need to talk personally to an instructor please schedule an appointment so that the instructors can give you their full attention.

### **Lobby Area**

We have viewing windows in the lobby so that parents may watch class occasionally. Viewing windows will be open periodically for parent viewing. Please be careful of conversation topics because there are many "little ears" around. Please do not talk about adult topics, other dancers or parents, or instructors. This is not appropriate. If you have a problem regarding the instructors, other students, or parents, please see the directors to discuss it. By talking about it in the lobby you are undermining the instructor's authority or hurting the feelings of other dancers and their parents. Please help us to promote the most positive environment and make everyone feel welcome. The back dressing room is NOT designated as a parent waiting area or play area for siblings. Please use the front lobby.

### **Tentative Recital Dates/Times**

The annual recital is scheduled for May 17, 18, & 19<sup>th</sup> at Clary Middle School. **The dress rehearsal is mandatory for anyone wanting to perform in the recital.** (Dancers who do not attend the dress rehearsal WILL NOT be allowed to perform in the recital.) Recital tickets will be available for purchase one month before the recital.

### **Recital Costumes COSTUME FEE IS DUE NOV. 7-11**

Recital costumes will range from \$45 to \$85 per costume. Combo classes will only need to purchase one costume. Please know we work hard to find good quality costumes at reasonable prices. If a dancer is in more than one class he or she will need to purchase additional costumes. The Recital/Costume deposit is due November 3-6 so that costumes can be ordered on time. You may pay extra during tuition payments and it will be put into your costume account. Once costumes are ordered there are no refunds. Any alterations needed are the parent's responsibility. All tuition accounts must be up to date to order/receive costumes.

### **Recital Photos**

Recital photographs will be taken in April on an assigned picture day. If there is a problem with your picture order please contact the photographer directly, not The Movement Box.

### **Videotaping during Recital and Dress Rehearsal**

Videotaping during our recital or rehearsal is not allowed. The recital will be taped using professional equipment, and DVD copies will be available at reasonable prices. Still pictures are permitted: however, no "flash" pictures are allowed during performances. There is a great deal of editing involved for our DVD's. Please allow 6 weeks or more for the delivery of the DVDs. If there is a problem with your video order please contact the videographer directly, not The Movement Box.

### **The Movement Box Dance Studio Company and Competition Teams**

The Movement Box offers a variety of options for a unique dance experience.

**COMPANY:** No audition is necessary to become a Company Member, however there is a mandatory placement class to be held in late August for anyone wishing to join our company level. Dance expectation at this level is more than once a week, with an emphasis on creating disciplined, technical dancers. At least one ballet class is required for all company members (advanced levels: 2-3 classes). A minimum of two dance styles are required. Company members are required to take appropriate technique levels solely for company members. All company routines will be taught in a separate time slot from technique classes. Attendance is expected at ALL classes/rehearsals/performances. Company level is designed to foster dance in a more disciplined and performance based manner. Families and students will be expected to make a strong commitment to their dance education. Students who miss more than 3 days in a given month without attending appropriate make-up classes may be dismissed from the company level.

**COMPETITION:** All students interested in competing must attend the parent, student, teacher informational meeting that is held in late September. At this meeting all of the policies for our competition team, competition dates, financial obligations, and various other topics are discussed. **Competition team is by audition only.** Auditions are held in early October. Competition dancers must take at least 1-2 ballet classes at the company level. Competition dancers are held to the same high standards of our company members, with additional emphasis on technique and performance.

Competition dancers are expected to attend all scheduled rehearsals and classes. If the dancer misses classes, or rehearsals the two weeks before a competition they will not be allowed to compete. All competition dancers are expected to wear a black leotard and tan tights for the two weeks prior to competition.

All competition teams and groups are determined by the faculty. We may move students dependent on ability and technical skills. Placement in competition groups, and ability to compete solo, duo, and trio entries are at the sole discretion of the directors. Age is not the sole factor in determining placement in any of our technique classes, company classes, or competition team.

#### **Booster Club**

The Movement Box does have a booster club for all families looking to help defer dance costs and contribute to the studio at large. If interested please fill out a booster club card at the front desk.

#### **Trophies and Medals**

All dancers who complete their responsibilities and perform in the recital will receive a trophy or medal. There are special trophies/medals for each year. Dancers who have been with The Movement Box for 5/10/15 years will also receive special recognition. The Movement Box awards three scholarships at the end of the dance year to be used in the following dance year.

#### **Late fees and Returned Checks**

There is a \$10 late fee for ALL late tuition payments. This will added to each invoice every month until the account is paid in full. If total bill is not paid by date set, the dancer will have to sit out of class. All fees must be paid in full before the recital or the student will not be able to participate. Invoices are sent electronically via e-mail once a month. If you desire a printed statement of your account, or invoice please let us know. There are no refunds for missed classes or cancelled classes. You are encouraged to attend one of many make-up classes. There is a \$15 fee for ALL returned checks.

#### **Tuition/Registration**

The registration fee for new families is \$15. The registration fee for returning families is \$10. Tuition is based on a 35 week dance year. Payments are broken up into 9 monthly payments for your convenience. Tuition is due on the 15<sup>th</sup> of each month. Tuition is non-refundable and is paid to save your child's place in class. If your child has decided to stop attending class you must provide us with written notification. If we are not contacted, we will continue to bill you for saving your child's place in class.

#### **Discounts**

There is a 10% discount if you pay the entire year in full by September 12. There is a 5% discount off of the tuition of each student from the same family. Year in full and sibling discounts cannot be combined. There is a 10% discount off of the tuition for Moms and Dads of enrolled students who register to take our adult classes. Parents with multiple children registered will receive 50% off of adult classes. Current students that provide successful referrals to The Movement Box will receive a \$10.00 credit per referral on their account.