

# Policies & Procedures 2011-2012

## **Class Procedures:**

Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle (ballet). Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries.

## **Attire: (UNIFORMS ARE STIPULATED FOR ALL IDTA CLASSES)**

**Ballet:** For any dancers taking ballet or a ballet combo class. You must wear the appropriate leotard for your class level, pink tights and pink ballet shoes. Hair must be worn in a bun, with hair lack off face pinned blackout of your face \*All these items are sold at the studio. See the front desk for assistance\*

**Contemporary:** Students must wear leotards and black leggings .

**Hip Hop:** For hip hop, all dancers must have tennis shoes. Loose, Comfortable clothing is recommended.

\*\* For all other dance classes, we recommend that dancers wear comfortable clothes or dancewear that will allow them to move, but is not too baggy that the instructor cannot see proper body movement. Bare feet is acceptable in class, but dancers may wear jazz shoes, and footundeez if they prefer.

## **Observance:**

Parents can view through the viewing windows briefly and are not to sit inside the classroom, unless given the approval from an instructor. Instructors will invite the parents in at the very end of class every once in a while to give the parents a quick show. This is up to the instructor's discretion.

## **Before/After Class:**

Please be advice to drop off your child five (5) minutes before the class will start and to pick them up on time. If you need to drop off your child earlier than that, please notify the front desk ahead of time. Teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the lobby for their rides and to inform the office or front desk if their ride is late.

**Students are not permitted to wait outside for rides.**

## **Absences:**

If there is an opportunity for you to make-up missed classes that fit the dancer's age and skill level, you are welcome to do so; however the opportunity to make up a class is not guaranteed. Missed classes are not refundable. There are no refunds if you drop a class(es) in the middle of the term, choose other activities over dance class, or simply skip class. We request the parent to call or email the studio to inform the teacher and staff of any absences, illness, or problem with a student. If your child has a contagious illness or injured please keep them out of class until they are recovered and can participate fully without risk or relapse or re-injury. In the case of serious injury, that would require students to miss a month or more for their class, tuition might be waived. (This is determined by the Ballare Staff on a case-by-case Basis).

## **Class Cancellation:**

Ballare reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class with 6 or less students. These decisions will be made by the upper staff.

## **Dropping/Adding Classes:**

If a student would like to add a class after they are already enrolled, they are welcome to do a free trial class but they must inform the instructor that they are trying the class. After the free trial, if student would like to add the class to their schedule they **MUST** inform the administration. Any extra tuition associated with the class will be due upon the addition of the class to their schedule, but will be prorated if it is in the middle of the term. Please make sure to come in and fill out a Drop/Add Form.

**Injuries:** If your child is injured, please make sure you fill out an injury form at reception. This ensures that all staff members are aware of your child's injury in order to prevent further injury or aggravation.

**Valuables:** No valuables are to be left in the dressing room as the school will not be held responsible for any losses incurred on the premises.

## **Behavior**

Children are expected to wait quietly in the dressing room for their classes and to refrain from running around the school as this may disturb other classes an also cause injury to others. They should wait for their parents or guardian in the dressing room and not venture outside of the premises.

## **Refunds:**

Ballare is unable to give refunds for classes that have been prepaid for the term except under exceptional circumstances, for example illness or injury that prevents the student from dancing. Any other unusual circumstances will be considered individually and at the discretion of the school. We are also unable to make refunds on costumes unless they are considered faulty.

**\*Ballare has a zero-tolerance rule for any prejudices or acts of discrimination of any kind. Ballare reserves the right to change its policies and procedures as needed at any time. Changes will be communicated to all students and parents as they occur.\***