



2017-2018 School Policies

Registration: A registration form must be completed for each student. The (*non-refundable*) Registration Fee is \$30 per student. The registration fee and first tuition payment are both required at the time of registration. Registration assumes that you have read and accept the listed policies and requirements.

Class Placements: All SDSD Students are placed by skill level. All class placements will be made by the SDSD faculty. Previous students will find their class placements noted on the front of the enclosed school schedule. New students (*with previous training*) are required to participate in a placement class prior to registration to ensure the best and most appropriate placement.

Don't be concerned if your child is repeating a level. Dance instruction is not like an academic curriculum. We offer 11 levels of ballet, which covers approximately 15 years of ballet training. Our foremost concern is each and every dancer's progress; our primary goal is that each student be recognized for their efforts & achievements, and be placed in a class level that is challenging, yet not overwhelming. After several weeks, we will make adjustments as needed to assure all students are properly placed within our program.

SDSD Tuition Schedule / Payment Due Dates: The SDSD school year consists of 32 classes. For your convenience, we have divided your overall yearly tuition cost into an easy and convenient payment plan with 9 equal monthly installments. Tuition is due on (or before) the 1st of every month regardless of holidays, vacations, absences, studio closures and/or illness. There is no grace period. Tuition received after the 1st will incur a 10% late fee. No Exceptions. Statements are only mailed if your account is delinquent. Two (2) late payments within one (1) school year will result in the loss of family discounts for the remainder of the 2017-2018 school year. Tuition payments are non-refundable and not transferable. \$35 Returned Check Fee. Consider mailing your tuition payments to avoid a late fee.

<u>PMT</u>	<u>DUE on or before</u>	<u>PMT</u>	<u>DUE on or before</u>
#1	Due with Registration	#6	01/01/18
#2	09/01/17	#7	02/01/18
#3	10/01/17	#8	03/01/18
#4	11/01/17	#9	04/01/18
#5	12/01/17 + Recital Fees		*No payment due in May

Refunds/Early Withdrawal Policy: No refunds will be given for pre-paid tuition. In the unlikely event that a student needs to withdraw early, a Class Drop Form must be completed to close the account and thus, prevent further billing. A student's absenteeism does not affect tuition payments. Accounts will only be closed with a completed Class Drop Form and will go into effect from the date received.

Student Absence Policy/Make-Up Classes: Make-up classes are available only if the dancer is ill or if there is a family emergency. Make-up classes are not permitted for absences resulting from participation in other activities. (*ex: cheerleading, soccer, piano, birthday parties, scouting activities, etc.*) No Exceptions. If you will miss a class due to illness, you must call the day of your class to schedule a make-up class. All missed classes must be made-up within two (2) weeks. Limit of four (4) make-up classes per year.

Weather Closing Policy: In the event of inclement weather or poor road conditions, classes may be cancelled for the safety of our students and faculty. When Centerville City Schools are closed due to the weather, SDSD will also be closed. Please call the school to hear a current message as to class status. Students may obtain a make-up class pass for classes cancelled due to weather, which must be used within two (2) weeks of missed class date. SDSD does not credit, refund, or pro-rate tuition for classes cancelled due to poor weather.

Cancelled Classes: In the unusual circumstance a class is cancelled by the teacher or by the School, two make-up times will be offered for students. No refunds or credits will be given.

Attendance: Attendance will be monitored. Absenteeism will slow down your child's progress as well as the progress of the entire class. We are committed to developing your child's talents to their fullest potential; therefore, attendance is expected at each scheduled class. Part of a student's attendance is being on time. Dance students are expected to arrive 10-15 minutes prior to class to properly stretch and warm up so as to prevent any unnecessary injuries. If a student arrives more than 10 minutes after the start of the class, the instructor may have him/her sit, observe, and not participate. Recital participation requires consistent attendance.

→ **Students must be picked up immediately following class.** After two (2) instances of students being picked-up more than 15 minutes late, you will be billed \$1 per minute. Additionally, your student will not be permitted to participate in class until this fee is paid. Students are not permitted to exit the building unattended. For safety reasons, parents must come inside the school to pick up their children. Thank you for your cooperation.

Uniforms / Mandatory Dress Code:

Please note: The established uniform / dress codes (*both hair & attire*) will be strictly enforced. Students not meeting the specified attire and hair dress codes will be asked to sit and watch class until dress and hair codes have been met.

Uniforms create a structured, disciplined class environment, and have a positive effect on a student's attitude in class. Uniforms prevent students from wearing inappropriate clothing (baggy sweat-shirts, sweatpants, tank tops, shorts, etc) & also eliminate the unnecessary expense of trendy new apparel. Teachers need to see a student's body in order to help with proper body alignment. Uniforms also insure that students are wearing the proper shoes that will help develop a dancer's muscles correctly and prevent unnecessary injuries. All required items may be purchased locally or from various online dancewear companies.

Age appropriate styles and quality brands have been selected for your student's best comfort and longest wear. Quality dancewear and dance shoes make a substantial difference in a dancer's performance. Most professional and pre-professional organizations require uniforms. Uniforms reflect quality training & atmosphere, and helps to instill school pride. Please consult the Mandatory Dress Code List and note the manufacturer & style number before purchasing dancewear and shoes.

SDSD Lobby / Waiting Area:

- No Food or Beverages permitted in the Lobby, Hallway and Dressing Room. (*with the exception of water bottles*)
- Parents & siblings must remain in the Lobby while at the studio.
- Please feed your children (*students & siblings*) prior to class.
- When necessary, students may eat and do homework in the Dancer's Lounge at the rear of the building.

Parking Lot Etiquette: For safety reasons, students will not be permitted to exit the building unattended. Parents must come inside the school to pick-up their children. ***For the safety of our students, please do not park your vehicle in the fire lane, or directly in front of our entrance.*** Please park your vehicle in a marked parking space when coming inside to pick up your child.

Parking Lot Dress Code: All Students are required to wear street clothes over their dance attire when entering or exiting the school. Imbedded rocks, pebbles, sand and dirt are very hard on our professional marley dance floors. Please do not allow your child to wear his/her dance shoes outside on the pavement.

2018 Recital / Dress Rehearsals & Performances: The 2018 Recital Dress Rehearsals & Performances will be held at Bellbrook HS on Fri, June 1st & Sat, June 2nd. Exact times TBA. The \$40 Recital Fee (*per student*) is due on or before Dec. 1, 2017, and should be included in the Dec. 1, 2017 tuition payment. There will be an additional \$10 fee for those students registering to for the Recital after the Dec. 1, 2017 deadline.

Creative Mvmt, Pre-Ballet, & Pre-Tap Classes (approx. ages 3-6): Creative Mvmt & Pre Classes will purchase & keep their costumes. A \$55 (*per class*) Pre-Paid Costume Fee must be received no later than Dec. 1, 2017 to insure timely ordering and delivery. You will be required to provide a new pair of tights & appropriate shoes.

Beginning - Advanced Classes (approx. ages 7-18): SDSD will continue to provide costumes, oftentimes using the mandatory dress code as the base. You will be required to provide a new tights & appropriate shoes. In addition to the \$40 Recital Fee, these students will also pay a \$10 (*per class*) Costume Maintenance Fee.

~ MANDATORY DRESS CODE ~

Creative Movement, Pre-Ballet, Pre-Ballet 2

- Pink Bloch Short Sleeved Leotard (Style #CL5462)
- Pink Footed/Convertible Tights (*nylon, solid color, non-shiny*)
- Pink Capezio or Bloch Ballet Slippers
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Ballet: Levels 1-4

- Black Capezio Tank Leotard (Style #CC202C/CC202)
- Pink Footed/Convertible Tights (*nylon, solid-color, non-shiny*)
- Pink Capezio or Bloch (*split-soled*) Ballet Slippers
- HAIR: High Bun (*with hairnet*)

Ballet/Pointe: Levels 5-8

- Black Mirella Spaghetti-Strapped Leotard (Style #210) Or Motionwear #2524
- Pink Footed Tights (*nylon, solid-color, non-shiny*)
- Pink Capezio or Bloch (*split-soled*) Ballet Slippers
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Modern: All Levels

- Black Capezio Tank Leotard (Style #CC202C/CC202) or
- Black Mirella Spaghetti-Strapped Leotard (Style #210) Or Motionwear #2524
- Balera MT3485 Black Longer Nylon Shorts
- Black Footless Tights (*nylon, solid-color, non-shiny*)
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Tap: Pre-Tap, Levels 1-2

- Black Capezio Tank Leotard (Style #CC202C/CC202)
- Balera MT3485 Black Longer Nylon Shorts
- Beige Footed Tights (*nylon, solid-color, non-shiny*)
- Black Flat (*tie, buckle or oxford-style*) Tap Shoes
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Tap: Levels 3-4

- Black Capezio Tank Leotard (Style #CC202C/CC202)
- Black Mirella Spaghetti-Strapped Leotard (Style #210) Or Motionwear #2524
- Balera MT3485 Black Longer Nylon Shorts
- Black Footed/Convertible Tights (*nylon, solid-color, non-shiny*)
- Black Flat Leo (*split-soled*) Oxford Tap Shoes
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Jazz: All Levels

- Levels 1-2: Blk Capezio Tank Leotard (Style #CC202C)
- Levels 3-5: Blk Mirella Spaghetti-Strap Leotard (Style #210) Or Motionwear #2524
- Balera MT3485 Black Longer Nylon Shorts
- Black Footed/Convertible Tights (*nylon, solid-color, non-shiny*)
- Black Capezio or Bloch (*split-soled*) Jazz Shoes
- HAIR: High Bun (*with bobby/hair pins & hairnet*)

Hip Hop: Loose fitting clothes & Jazz Sneakers

Adults: Comfortable clothing of choice

BOYS:

- White Tee-Shirt, Black Biker Shorts, Jazz Pants, or Tights
- Black or White (*split-soled*) Ballet Slippers
- Black (*split-soled*) Tap Oxfords

Got Dance? Apparel & Active Gear (937) 438-1111
2210 Andrew Road, Kettering, OH 45440 www.gotdance-gothair.com

Steppin' Up Dancewear (513) 234-0416
128 E. Main Street, Mason, OH 45040 www.steppinupdancewear.com

Diana's Dance and Fitness Wear (513) 792-0970
8658 Blue Ash Road, Cincinnati, OH 45242 www.dianasdancewear.com