

# Wilton Dance Studio Policies, Participants Responsibilities and Tuition

We have created the following list of guidelines and policies to help ensure a safe, informative and healthy dance experience. Adherence to these guidelines is expected. Please read all Policies and Participants Responsibilities and acknowledge prior to acceptance of registration.

## **Wilton Dance Studio Policies –**

1. Placement. If your child has not taken classes at WDS and you feel that they would be in a level II class or higher, you will need to call for an appointment for a placement class. Students may be moved to a different level class during the year at the discretion of the instructor and the director.
2. Studio Holidays: Please be aware of regularly scheduled studio closings. Schedules are available on this website and at the office.
3. Dress Codes: See class descriptions for specific requirements. Attire & footwear may purchased at the dance studio during our Open House/Dance Boutique days: September 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> from 12:00 – 6:00 pm.
4. Observation. Both studios have observation windows.
5. Parents and guests may observe classes inside the studios during specified weeks throughout the year.
6. Inclement weather. Please listen for Wilton School closings, delayed openings or early dismissals. We follow the Wilton schedule with regard to emergency closings.
7. Parents needing to speak to the staff should call the office or leave a note addressed to the teacher in the black box on the wall outside the office door rather than hold instructors between classes.
8. Performances are a privilege and as such minimum attendance policies are in place. Participants will need to purchase a costume (\$75 - \$95 range) and audience members will need to purchase tickets to help defray the many costs involved with producing these events.
9. Classes may be cancelled or combined based on enrollment.
10. All dancers and their parents and/or legal guardians are expected to observe all Policies and Participants Responsibilities. The Artist Director reserves the right to withdraw the dancer and/or dancer's family from the class and/or studio without refund for non-compliance.

## **Registration, Tuition, Costumes and Discounts**

1. Registration is handled on a first-come, first serve basis. Payment may be made by either check payable to Wilton Dance Studio, Inc.; cash, or credit card. There is an annual \$25.00 per family registration fee.
2. Tuition fees are for one academic year September to June.
3. Creative Movement & Pre-Ballet are offered by terms. Two terms: 9/11/10-1/22/11 & 1/23/11-6/5/11. Students attending both sessions are guaranteed the opportunity to dance in the spring performance. Students registering for the spring term only may be offered the chance to dance on a case-by-case basis to be determined by director and costume availability.
4. Tuition is due by first class in September. Payment plans are available. See registration form for details.
5. Additional anticipated costs: Required dance attire & proper footwear. Costume fees: Per class to be billed in December and are payable immediately. To insure timely delivery of costumes WDS must prepay for all costumes when ordered. Most costume fees are in the \$75 - \$95 range. (Occasionally older ballet students individual role costumes may cost more.) Tickets for performances.
6. Family Discount - Parents with more than one child enrolled in the program may take 5% off the combined tuition total. (Excluded from further discounts are Ballet IIIb, IV, V, VI and Nutcracker participation fees as these programs have a built in incentive.)
7. Volume Discounts - A 5% discount is offered for children taking three classes per week. A 10% discount is offered for children taking four or more classes per week. (Ballet IIIb, IV, V, VI and Nutcracker are excluded from any further discounts.)
8. Returned checks will incur a \$25.00 fee.

## **Withdrawal**

1. Refunds. Students will be entitled to a full refund (less a \$25.00 processing fee) after the first class so long as the office is notified in writing within 24 hours of the class. A 75% refund of tuition will be issued for students dropping after the 2nd or 3rd class. No refunds will be issued after the fourth class, no matter what the reason. All changes or dropping of classes must be received in writing to the office.

## **General Building Etiquette:**

1. Parking: Be kind to our neighbors. Do not park in spaces that face the building (in front of the Bank, Wine shop and the Dry Cleaners). Parents please remind caregivers who are driving your child about this policy.
2. Common areas (elevator, hallways and bathrooms) are shared spaces with other businesses. Please use these areas in a quiet and respectful manner.

## **Classroom and Waiting Room Etiquette:**

1. No one is allowed in either studio without a teacher present. This is for the student's safety.
2. No food or drink. Water only.
3. No chewing gum anywhere in the facility.
4. No running or horseplay anywhere in the building, or any dance studio related event.
5. No street shoes on the dance floors. Do not wear dance shoes outside. They are "indoor shoes" only.
6. SIBLINGS MUST BE WATCHED AT ALL TIMES. Do not leave anyone unattended in the waiting or changing rooms.
7. Early drop off or late pick up. Special arrangements may be made for students requiring special drop-off or pick up times by contacting the office. Otherwise students are expected to arrive 10 minutes prior to class start time, and be picked up within 10 minutes of class end time.
8. Pick up toys and books before leaving waiting area.
9. Respect for the facility and faculty. Anyone found climbing/hanging on the barres, and/or abusing the studios, waiting room, changing areas or common areas of the building; or in any way being disrespectful towards another student, teacher or parent, shall be asked to leave the class and risks being expelled without refund of tuition.

## **Attendance:**

1. Regular and Timely Attendance. Dancers entering a class more than 10 minutes late will be asked to observe the class. Dancers missing three or more classes after February 1st may risk their eligibility for participation in the year end performance. Additionally, dancers who fall behind in class work may be asked to move to a more appropriate lower level.
2. Call when absent and when making up classes.
3. Arrive on time and prepared for classes. Please allow a few minutes for your child to adjust from their previous activity to the dance studio. Older dancers should arrive early enough to allow themselves to warm up their muscles prior to class start.
4. Missed classes and snow days should be made up by taking another class currently in the schedule. Make-up classes are to be up in the same or a lower level class. Make-ups do not have to be made up in the same style of dance if one is not available, experimentation in other dance styles is encouraged. Contact the office when making up a class.

## **Participants Responsibilities**

The following rules and regulations have been developed to help each dancer become aware of what is expected so that everyone may enter each class feeling prepared and ready to learn.

1. Proper Class Attire. A dress code helps to make dance class feel special, which it is! A dress code also makes it possible for the teachers to see clearly the student's line and placement. Please purchase items from our studio store or from a reputable dance store as "off brands" often do not fit well causing discomfort, becoming a source of distraction and frustration. Additionally, a cover-up should be worn when entering and leaving the studio, or studio related event, no matter what the season or weather. Never wear dance shoes outside. Check each class description for dress code requirements.
2. Hair. For Ballet class hair must be in a secure bun: bobby pins and/or hair pins and a hair net. (No "scrunchie" buns.) All loose hair must be pinned away from the face and neck. Younger ballet students may "cheat" by securing hair with a pony-tail holder and securing the hair with a hair clip that has an attached hair sack or snood. All other classes: hair is to be secured off face. If hair is loose and free flowing it easily becomes a distraction, taking away from the child's ability to participate in the class unencumbered. Other styles of dance require a pony tail or at a minimum pulled away from face.
3. No Jewelry. Including dangle or large earrings, necklaces of any kind, bracelets, braided wrist and anklebands and watches.
4. Proper Classroom Etiquette. Teachers and assistants shall be addressed appropriately inside and outside of the classroom. Dancers are expected to be courteous to everyone involved with the studio, including each other. Dancers shall not talk or distract other dancers or otherwise behave in a way that detracts from the learning experience on the whole. This includes waiting patiently while it is another dancer's turn.
5. Respect for Teachers, Fellow Dancers and the Art Form. Both inside the classroom and outside of class, proper respect for the director, staff, studio, curriculum, fellow students and facility is EXPECTED of all students, parents and siblings, on and off-site. When participating in a studio event, performance, out-of-town excursion, or when wearing studio logo, general deportment and proper behavior is as important as your ability to dance!
6. Daily Practice. It is important to stretch and practice at home. Only then will progress be achieved.
7. Good Nutritional Habits. Proper nutrition is essential to building and maintaining a healthy and strong body. Eat lots of vegetables, fruit and proteins. This does not mean "go on a diet"! It does mean limit "junk foods" and soda. Drink lots of water daily. Dancers sweat a lot and can easily become dehydrated.
8. Adequate Rest. Growing bodies need lots of sleep!
9. Hygiene. Please be sure all dancewear is laundered regularly. Deodorant should be a consideration for all students age 7 and up for dance class. Please; NO PERFUME prior to class as this may aggravate allergies of other students.
10. MOST IMPORTANT: After reading all of the above...LEARN, GROW AND HAVE FUN!