



# *Studio 49 Student Handbook*



# Mission Statement & Code of Ethics

We the dancers, faculty and staff of Studio 49 are a vibrant community of people who have a high regard for each other, the art of dance, and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavors to study and perform as an expression of our love of dance, we show respect to the parents, our peers, the staff and faculty of Studio 49 and all of the wider dance community, including our competition. We consider it a privilege to participate in a worldwide community for the performing art of dance exemplifying the values of integrity, character, leadership, responsibility and professionalism.

- **INTEGRITY:** To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on.
- **LEADERSHIP:** To guide, direct and influence people in achieving their highest goals and ideals. By setting an example through one's actions and speech. To inspire and serve the people of your class, team, or community through full participation in all dance related activities.
- **RESPONSIBILITY:** To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition. To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate.
- **CHARACTER:** To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity. To avoid gossip, criticism, or denigrating comments for any member of the dance community, parent, or peers.
- **PROFESSIONALISM:** To respect the dance profession and uphold our values and standards of conduct. To support and encourage one another. To voice opinions and initiate change that will elevate the dance community. To recognize oneself as a role model at all times. To love the study and performance of dance as a universal art form.



# Studio 49 Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in the dress code policy.
2. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the parents will be notified if not on the premises. Please keep your contact information up to date with the front desk if your phone number has changed.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify Julie if a student is to observe class prior to the class.
8. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time.

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Studio 49 will be a pleasure for all concerned.



# Studio 49

## Dress Code

It's important for students abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose-fitting pants (except for hip-hop) or blue jeans (they are not dance attire).
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

Dress code for all Ballet classes:

- Solid color leotard and pink tights (advanced may wear black)
- Ballet shoes
- Hair in a proper ballet bun



## Payment Instructions

You **WILL NOT** be receiving a monthly bill/statement from our office for your monthly tuition. All payments are due on the first of each calendar month. If at any time you would like a printed statement of your account you may request one. Please note your payments as you make them throughout the year. **Monthly statements will be given for overdue balances only.**

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

1. Student(s) First & Last Name. (Very important!!)
2. State what you are paying for:
  - Monthly Tuition (State the month)
  - Style/Day/Time of class
  - Dance Supplies (Shoes, Leotard etc.)
  - Costume
  - Tickets

For example:

Julie Smith – Sept Ballet Tue 4:00  
Julie Smith - Costume  
Julie/Amanda Smith - March/Costume Balance

*Thank you for your anticipated cooperation!*



# Tuition and Payment Information

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month.** There is no late fee assessed until after the 15th of the month. Any account unpaid after the fifteenth of the month will have a late charge of \$25 added to the total monthly tuition. Payments may be made at the office. If you make a payment late, please include your late fee or you will be billed. Thank you for your co-operation.

Returned check fee is \$25.00

Any student with an overdue balance of more than 45 days will not be allowed into class until payment in full is received.

If you change your class style, add or delete a class or have any questions concerning the monthly charge, please inform someone in the office.

Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you.