

*“To Inspire and Encourage Students to Discover Brilliance Within Themselves”*

***333 Main Ave E Twin Falls, ID 83301***

***208-572-5523*** ***ovationdanceid@gmail.com***

***STUDIO POLICIES***

The Waiver/Media/Liability form at the end of this packet **must** be signed and returned to the studio within **1 week** of distribution. If not signed and returned your student will not be allowed to participate in class and by the end of two weeks your student’s spot will be forfeited. Form Submissions are made through the DSP Parent Portal account under the Waivers Menu. Ovation Dance reserves the right to suspend or dismiss any student who does not follow the studio policies and whose attitude/conduct or parent’s attitude/conduct is unsatisfactory or disruptive. Our goal is to have a positive and friendly environment for all students.

***Attendances, Illness, or Injury***

1. If your child has any illness, injury or special needs, it is vital that you notify the teacher so that we can monitor a child specifically during class. In case of an emergency, it is crucial that parents make sure that the contact information we have on file is up to date and accurate.
2. Attendance is imperative for consistent progress. If a student is going to be absent from class due to unforeseen circumstances, email ovationdanceid@gmail.com or call 208-572-5523 and leave a message before class time.  If students know in advance that they will be absent from class (i.e. vacation, family emergency, school function) please let the Instructor know before the day of the class. If students are too ill to participate in class, they should remain at home and rest.  If they are injured and it’s possible, they should come to class and observe. This will keep them informed of class progress.
3. Each student is allowed to have 5 absences (5 weeks) per class each semester. The first semester runs August-December and the second semester runs January-May. The last two weeks of class and the Recital week are mandatory for all students. If a student exceeds the number of absences for the semester the student will not be allowed to perform in their dance(s) for the Recital. Exceptions are based on situations that are beyond the student’s control (severe illness, death in family, school graded functions, etc.)

***Registration, Tuition, & Fees***

1. Our classes are split up into two sessions. Fall Session runs August 26-December 7, 2019. Our Spring Session runs January 6–May 162020. After September 8th and January 19th, registrations will close, as we will have begun Recital preparations.
2. An Annual Registration Fee of $20.00 per student ($40 family) is due at registration. Invoices are sent out 10 days before the due date & Tuition is processed through Autopay (direct withdrawal from a debit/credit card or bank account). Tuition fees are automatically deducted on the 5th of the month. Payments received after the 12th of the month will automatically be charged a $15.00 late fee. Accounts must be kept current in order for students to continue participation in classes. \*Performance classes require a semester long enrollment with a 30-day written notice of cancellation. AutoPay will be canceled with receival of a cancelation notice. There are no refunds for tuition already paid.
3. For your convenience, tuition is calculated and divided evenly throughout the dance season (4 payments in the Fall and 5 payments in the Spring). The **Recital Fee** is included in tuition. Tuition is not pro-rated and remains the same each month regardless of the student's attendance, studio closures, or holidays. Students who have absences are encouraged to make up any classes they have missed. ***Tuition fees are non-refundable.***
4. Costumes and other fees will be processed on the due date through your Autopay account if payment is not made a head of time. There are absolutely NO REFUNDS on tuition, registration fees or costumes.
5. Payment plans are available, but a valid credit card or bank account linked to their DSP account is required to be on file. Payment plans can be arranged by emailing ovationdanceid@gmail.com.
6. We offer a 10% discount if tuition for the semester is paid in full within the 1st two weeks of semester classes. Also check out our website for more details on our Ovation Bucks Referral program!  (<http://www.ovationpac.com/ovation-bucks-referral-program.html>)
7. Classes with less than 5 students may be cancelled, combined, or rescheduled at Ovation Dance’s discretion. Classes are non-transferable and missed classed are not pro-rated or redeemable for cash. If for any reason you decide you would like to withdraw from a class, you must provide a notice to the director. Changing into a different group class can be done only through the joint authorization of the director.

***Recitals/Performances***

1. Ovation Dance hosts 2 Recital weekends during the dance year, one in December and one in May. The opportunity to perform in a Recital is an exciting, empowering and confidence-building part of the training process. Recitals are a wonderful way for students to Recital the results of their hard work and for family and friends to join in the pride of their achievement.
2. Information Packets on Dress Rehearsal and Recitals will be posted in the studio and emailed out approximately 2-3 weeks before the show. Participation in the Dress Rehearsal is ***mandatory****.* The Dress Rehearsal allows the students to become familiar with the theatre surroundings and feel comfortable with their performance, attire, and being onstage. When children miss the rehearsal, the result can be confusion for the remaining students and absence affects spacing and timing. If there is any reason why your child will not be able to perform at the Recital on the following dates, please let us know as soon as possible so we can make amendments to the class routines involving them.

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| ***Ovation Dance Recital #1***Saturday May 16th *@ 12:00pm* (Noon)Dress Rehearsal- Friday May 15thTimes: TBA | ***Ovation Dance Recital #2***Saturday May 16th *@ 3:00pm*Dress Rehearsal- Friday May 15thTimes: TBA |

***Student /Instructor Interaction***

1. Please be advised that the study of dance involves physical contact.  Instructors will often need to make hands-on contact to adjust students’ alignment and to demonstrate proper motion. Students should keep the faculty informed of any recent illness, injury, or other condition that may interfere with their classwork.
2. If you need to speak with your teacher regarding your dancer, please make an appointment.  Our Instructors have very full schedules while they are teaching at the studio, so unexpected conversations can be difficult to accommodate.  We will be happy to give you our undivided attention via email or personal meeting at a time that is scheduled specifically for you.Private lessons with Ovation Dance Instructors are by appointment only. Contact one of our Instructors for more details.
3. The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes.  In the unlikely event that a substitute cannot be arranged, any cancelled classes will be made up. Ovation Dance reserves the right to change Instructors at any time during the season.  Refunds or credits will not be given due to a change in class Instructor.

***Dress Code***

1. Students should be prepared properly for class with the correct shoes, dress, and appropriate hair. Dress code is for the student’s safety and helps us to give your student the best instruction possible. Students will need to have the required shoes for their class by the **3rd class.** Please be sure to label all shoes and dance wear items with your student’s name.
2. This year the dress code will be strictly enforced.  Failure to abide by the dress code the 1st time will result in a warning. Failure to obey the 2nd time you will be asked to leave class and not return until you have the appropriate attire. Failure to obey the 3rd time will result in a conference with you, your teacher and a parent.
3. Locally, shoes and tights can be purchased at *Julie's Dancewear Boutique*, 2333 Addison Ave E, Twin Falls, ID 83301. Or you can go online to discountdance.com (Use our studio code **42532**) or order from Amazon.

**Jazz/Modern/Tap**

* Girls: Form-fitting dance attire, i.e., black jazz pants/leggings, spandex shorts (appropriate length please), leotard, form-fitting tank tops, form-fitting t-shirts, etc. No Baggy clothing.
* Boys: Form fitted tanks/shirts, athletic fitted bottoms, men’s dance shorts or dance pants or men’s ballet tights (preferred). No Baggy clothing.
* Hair pulled back and up off of neck.
* Shoes: Jazz shoes ( tan for girls, black for boys); Black hard-sole tap shoes with tap toe box.

**Pre-Dance/Tumbling**

* Any kind of dance wear, i.e., athletic, form-fitting apparel, leotards, tights, tutus, skirts.
* Hair pulled back and up off of neck.
* Shoes: Ballet Shoes (pink for girls, black for boys);

**Combo 1- 3**

* Any kind of dance wear, i.e., athletic, form-fitting apparel, leotards, tights, tutus, skirts.
* Hair pulled back and up off of neck.
* Shoes: Ballet Shoes (pink for girls, black for boys); Black, No Lace, Tap Shoes

**Pre-Ballet**

* Girls: Leotard, Dance shorts & skirts.
* Boys: Form fitted tanks/shirts, athletic fitted bottoms, men’s dance shorts or dance pants or men’s ballet tights (preferred). No Baggy clothing.
* Hair pulled back and up off of neck.
* Shoes: Canvas Ballet Shoes (pink for girls, black for boys)

**Ballet 1-2**

* Girls: Leotards/Biketard & tights. Fitted athletic shorts/leggings are optional to wear.
* Boys: Form fitted tanks/shirts, athletic fitted bottoms, men’s dance shorts or dance pants or men’s ballet tights (preferred). No Baggy clothing.
* Hair pulled back and up off of neck.
* Shoes: Canvas Ballet Shoes (pink for girls, black for boys)

**Hip Hop**

* Dance-appropriate attire (i.e., comfortable and breathable, easy to move in, no jeans).
* Shoes: Clean non-marking Sneakers (Black Preferred)

**Acrobatics**

* Girls: Leotard/Biketard. Fitted athletic shorts/leggings are optional to wear. Form-fitting tops may be worn over Leotard/biketard.
* Hair pulled back and up off of neck.

***Costumes***

1. Students will purchase one costume for each class they are enrolled in. Accessories are included in this fee. Costumes will not be ordered until paid in full.  **Costumes are custom ordered and are non-refundable.** Fall semester costumes consist of Studio Dancewear with an accessory. Our Spring Semester costumes consist of more traditional and elaborate costumes. Although costumes are paid in full when ordered, they will not be sent home until all tuition and any other outstanding fees are paid.

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| Costume Fee Amount | Fall Semester-$50 per costume Due Date: Sept 20thSpring Semester-$70 per costume Due Date: Jan 31st |

***Safety/Classroom/Building Etiquette***

1. With the safety of our families a number one priority, Ovation Dance is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

Especially in the case of younger students, parents are asked to refrain from observing or “peeking” as this might frighten younger dancers or disturb others who are easily distracted by an “audience”. We have a number of CCTV cameras within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area. All of our teachers and staff members have undergone official checks allowing them to work with children.
2. Street parking is accessible and available in the area. It is a student’s/parent’s responsibility to abide by all local parking regulations and fees.
3. Class will start promptly at the designated time. Parents may bring children to their classes no earlier than 15 minutes prior to their class time.  If there is a class in session on the floor, we ask you to please wait with your children in the student waiting area until their teacher invites them into the studio. If you arrive later than 10 minutes past the start time of class, it is up to your Instructors’ discretion as to whether or not you will be allowed to join the class on the floor or be required to observe. Latecomers can be a distraction to the other dancers and proper warm-up is important to prevent injury.
4. No street shoes are permitted on the dance floor as dirt, rainwater, grime, gum, and winter salt can cause the wood flooring to erode.
5. Please make sure all dancers have used the restroom before coming into class as to prevent any unneeded interruptions during class time.
6. No Cell phones allowed on the dance floor. All phones must be silenced and stored away in our student waiting area. Ovation Dance is not responsible for left or lost items.
7. We want to ensure that all children are safe at our studio and when we are busy teaching on the floor, we cannot baby-sit your children who are not currently on the floor with us. Ovation Dance cannot take any responsibility for children who are not on the floor in their class.
8. We expect students to be well behaved and respectful at all times to fellow classmates, Ovation Dance staff, their teacher, our facility & visitors.  Instructors will speak to parents regarding any discipline or behavioral problems.
9. **No food, gum or drinks (besides water) will be allowed on the dance floor**. Dancers & visitors are expected to pick up after themselves & keep all studio areas neat and clean.
10. Ovation Dance reserves the right to suspend or dismiss any student who does not follow the studio policies and whose attitude/conduct or parent’s attitude/conduct is unsatisfactory or disruptive. Our goal is to have a positive and friendly environment for all students.Any inappropriate or slanderous remarks about Ovation Dance or its staff members on any social media site will be cause for immediate dismissal from the studio without refund.  If you have a concern you must make an appointment with the studio director or you are welcome to send an appropriate email to discuss the issue.

***Communication, Media, Miscellaneous***

1. As you have probably noticed, we are BIG on communication here at Ovation Dance. For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don’t forget to add our email address ovationdanceid@gmail.com to your contacts so we don’t end up in the dreaded Spam folder! It is the responsibility of the parents or adult students to inform Ovation of any contact information changes.
2. Private videotaping of group classes is strictly prohibited. This is for the safety of all students. Videotaping of practice choreography, private lessons or in some circumstances for parents of children may be allowed.  Approval must be obtained from Ovation Dance staff prior to any videotaping.
3. All dances (including solos, duets, and trios) choreographed by Ovation Dance and its Instructors are the property of this studio and are not to be performed without consent from the Director and/or Instructor. Students may perform routines for school talent shows and extra events with prior written permission.
4. A dancer's picture may be taken during class by the Director or a designated staff for the sole purpose of publicity to be used on but are not limited to our studio website, social media pages, promo flyers, posters, etc. Dancers not wishing to have their photos taken must submit a letter indicating revocation of consent at the time of registration.

***Holidays/Cancellation/ Inclement Weather/Emergency Procedures***

The studio observes the following holidays:

Labor Day-Sept 2

Thanksgiving Break- Nov 23-28

Winter Holiday- Dec 8-Jan 6

President’s Day- February 17th

Spring Break- March 23-28

1. Should there be any cancellation or changes to your regularly scheduled class time, we will do everything possible to notify you via phone and email contact information that you have provided to us.  **If Twin Falls School District Schools are closed due to inclement weather, the studio MAY OR MAY NOT be closed.**  Please check our website, Facebook and your email for class cancellation information.
2. Parents are not permitted to pick up their children during an emergency evacuation (whether it is a drill or real emergency). Parents are free to accompany their children to the evacuation area; however, will not be permitted to take their child until Instructors and/or an Ovation Dance staff member has accounted for all students in their class.



Parent/Legal Guardian - Must Complete: Waiver/Media/Liability:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print your name) have chosen to have my child(ren), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print student name), participate in dance instruction given by Ovation Dance (OD). I acknowledge that I understand the nature of the activities my child will be participating in and the possibility that despite precautions, accidents and/or physical injury may occur. I/we agree to release and hold harmless Ovation Dance including its Instructors, and staff members from any cause of action, claims, or demands now and in the future. I/we will not hold Ovation Dance liable for any personal injury or any personal property damage or loss, which may occur on the premises before, during or after classes or which may occur at any Ovation Dance sponsored event outside the studio.

Furthermore, I/we agree to read and follow the class, costume and facility policies and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Ovation Dance. The policies can be found on our site at www.ovationpac.com under the Dance Newsletters tab.

I understand that Ovation Dance is not responsible for my child or other children under my supervision who are left unsupervised in the common areas and areas surrounding the dance studio and that Ovation Dance will only be supervising my child when he or she is participating in scheduled dance activities, programs or instruction.

I authorize and agree that Ovation Dance may take and use photographs, videos or likenesses of myself or my child as needed for its record keeping, advertising, social media and/or public relations projects and that I have no rights to the same and will not be compensated for the same.

My signature is proof of my intention to execute a complete and unconditional waiver and release of all liability pursuant to the terms herein, and agreement as to all terms and conditions contained above.  I am of legal age and competent to sign this affirmation.

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**Parent/Guardian Signature Date**