

Dance Steps Studio, Inc.

Tecumseh Studio Rules and Policies
2021-2022 Dance Year

Studio Policies

- The full 32-week dance year is separated into four sessions for payment purposes. Tuition is due as described below. You may either mail your payment to: Dance Steps Studio, 740 Woodland Dr. E, Saline, MI 48176; make an online payment via your parent portal, or place it in the "payment box" on the inside wall of the dance studio lobby.

Tuition Payment Schedule

Tuition for Session I	Paid in full by Tuesday, August 31st, 2021
Tuition for Session II and Recital Costume Fees	Paid in full by Monday, October 25th
Tuition for Session III	Paid in full by Monday, January 3rd
Tuition for Session IV	Paid in full by Monday, February 21st

- Placement in class will be confirmed once full payment is received for each session. If payment is not received with 10 days of the scheduled due date (see above table), **a late fee of \$10.00** will be charged, bi-weekly until the account balance is paid in full. Unpaid accounts that are 30 days past due will be administratively dropped from Dance Steps Studio, Inc.
- Payments by check returned NSF will be charged a \$25.00 NSF fee. Accounts with returned checks must then be paid in cash or by credit card. Checks will not be accepted.
- Any student with a delinquent unpaid balance will not be allowed to participate in dance class(es) or perform in recitals or competitions until full cash payment has been received. Costumes will not be ordered until they are paid in full.
- The studio manager or business office must be notified either by phone or email of any withdrawals. There will be **no refunds of tuition** two weeks after the start of Session I should a student withdraw before the end of the session.
- Tuition costs will remain the same regardless of classes missed. Missed classes may be made up at the Tecumseh or Saline studios. Make up classes must be arranged with the studio manager.

Dress Code

PreDance (Ballet/Tap, Ballet/Jazz)	Solid color leotard, pink footed tights, pink leather ballet shoes. Hair is to be secured off the face and in a ballet bun. Dancers will change in to black tap shoes or black jazz shoes halfway through class.
Ballet/PrePointe/Pointe	Solid color leotard (Levels 4-7 to wear black leotard), pink footed/convertible tights, pink leather ballet shoes (Levels 4-7 to wear split sole). Short dance skirt is optional. Pink pointe shoes must be approved by the instructor prior to attaching ribbon and elastic. No shirts or shorts allowed. Hair is to be secured off the face and in a ballet bun.

Jazz/Musical Theater	Solid color leotard, pink or light suntan footed/convertible tights, black jazz shoes, black dance shorts are optional. <u>No shirts, regular shorts or sweatpants allowed. Hair is to be secured off the face and neck.</u>
Tap	Solid color leotard, pink or light suntan footed/convertible tights, black tap shoes (Mary Jane with buckle or oxford style, no split sole). Black dance shorts are optional. <u>No shirts, regular shorts or sweatpants allowed. Hair is to be secured off the face and neck.</u>
Lyrical/Contemporary	Solid color leotard, light suntan footed/convertible tights and tan jazz shoes (Level 1, only). Light suntan convertible tights and tan half-sole slipper (Levels 2-6). Dance shorts are optional. <u>No shirts, regular shorts or sweatpants allowed. Hair is to be secured off the face and neck.</u>
Hip Hop	Close-fitting t-shirt/tank top, close-fitting jazz or yoga pant, black hip hop shoes or black sneakers (not to be worn outside). <u>Hair is to be secured off the face and neck.</u>
Modern	Solid color leotard, light suntan convertible or footless tights, bare feet. <u>No shirts, regular shorts or sweatpants allowed. Hair is to be secured off the face and neck.</u>

Studio Rules

- The dress code will be strictly enforced. Dancers not properly dressed/proper hair will not be allowed to participate in class and must observe class.
- Hair shall be up in a ballet bun or secured neatly above the neck. All bangs and side hair shall be in a barrette or pinned back away from the face. No large headbands.
- Students should make sure that they use the restroom, if necessary, before entering the dance studio.
- No jewelry shall be worn in the classroom. Please leave jewelry and valuables at home.
- In case of inclement weather, check for class cancellation via the website (www.dancestepsstudio.com) after 2:00pm for cancellation information. Snow cancellations will be rescheduled only if time permits.
- Students should arrive no sooner than five (5) minutes before class time and must be picked up **immediately** following class dismissal. At the end of the night, instructors will not be staying at the building to make sure that all students are picked up after class.
- Students must place all of their belongings on the hooks or cubbies in the student changing area. Label all clothing and dance bags. Initial all dance shoes on the ***inside*** of the dancer's shoes.
- **NO FOOD, DRINK OR GUM** will be allowed in the waiting area or the dance studio. **WATER ONLY.**
- The studio door will remain closed at all times. Late students must ask permission from the instructor to enter the classroom. Parents that stay during class(es) will remain in the waiting room/lobby for the duration of the dance class and not interrupt the class in session. Students must have permission to leave the dance studio.

- Etiquette requires that there be **NO talking in dance class and NO running on the premises either by students, their siblings or spectators. Rough play or excessive noise in the lobby area and/or student room will not be tolerated.** Any person(s) distracting the dance class(es) will be asked to leave the premises.
- Dancers will respect property/facilities and not hang on, or use the ballet barres unless otherwise instructed to do so. Dancers shall stay a safe distance from the mirrors.
- Observers may watch class from the lobby viewing windows and are not allowed in the dance studio during class without permission from the instructor.
- The instructor for a class and size of the dance class will be left to the sole discretion of the studio manager and/or owner. Dancers will be placed in a dance class according to their ability, only ~ not physical size, school grade or age. The final decision of class placement will be made by the instructor, studio manager and owner. Decisions are made based on the syllabi for each level.
- Dance Steps Studio, Inc. reserves the right to cancel or reschedule a class if the class consists of fewer than six (6) students.
- Dance Steps Studio, Inc. and Jerry Helmer will not be held liable in case of injury on the premises or due to dance instruction.

The above dress codes and rules apply to **all students in all classes**, and will be strictly enforced. Any student violating these above mentioned rules will receive a verbal warning for their first offense and a suspension from class for a second offense. A third offense will result in administratively being dropped from the studio.

Please Note: If a parent or student feels uncomfortable with a situation in the classroom or waiting area, please feel free to contact the studio manager and/or owner. It is our intention to provide a positive learning experience for the students. Your support and cooperation is greatly appreciated.

Laurie Stoianowski - Owner/Director

Kristen Meadows - Manager

Studio Location
123 S. Ottawa St.
Tecumseh, MI 4928

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