

**Adair Dance Academy Rules, Regulations, and Handbook**  
**2017-2018**

**Please read THOROUGHLY!**

**ANNUAL REGISTRATION FEES:**

This payment is required upon completion of the yearly registration form. A registration form is not considered a complete enrollment until the registration fee is paid in full and reserves the students spot. This fee covers administration costs, insurance, recital fees, and any other unexpected extras that may be acquired throughout the year. This one time registration fee is **non-refundable**. This fee is \$50.

**MONTHLY TUITION**

Tuition will remain the same whether it is a long or short month and regardless of absences. Monthly tuition is payable on or before the 10th of each month. ***A late fee of \$10.00 will be automatically charged to your account if payment is not received before the 10<sup>th</sup> of each month.*** Students who fall more than two months behind on tuition payments will not be allowed to participate in class until the past due account balance is paid in full. All registration, tuition, and costume fees are non-refundable. Tuition will be charged a total of nine (9) months. For example, if dance starts in August but doesn't finish until May, only 9 months will be required to be paid for because August will not be a full month. If dance does not start until September but isn't completed until June, only 9 months will be charged because June will not be an entire month. All balances must be paid and up-to-date in order to participate in scheduled events which includes but is not limited to the recital. Cash, check, or card payments are accepted. All returned checks will constitute a \$30 return fee.

Options to pay include online through your parent portal, check, cash, or card. There is a locked tuition box located outside the bathroom door that children/parents can use to submit payment.

**WITHDRAWALS AND REFUNDS**

Notice of withdrawal is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done with the instructor of the class and must be done prior to the 20<sup>th</sup> of the month in order to discontinue fees for the following month. To withdraw from classes, a parent or the adult student must inform the office staff in person and a withdrawal form provided by the studio must be completed and turned into Adair Dance Academy. Withdrawals will not be accepted after March 1<sup>st</sup> due to recital placement/choreography. Please note that all costumes are ordered on or before December 1<sup>st</sup> and that fee will not be refunded if withdraw happens after costumes are ordered.

## DANCE CLASS ATTIRE

All students are required to wear proper dance attire (*leotards and tights preferred*). Dancers are better able to correctly acquire dance knowledge if their bodies are in correct placement. Wearing baggie clothes will prevent the dancer from reaching their full capability. AT NO TIME can a student wear jeans or t-shirts to class. Each student's safety is very important to everyone at Adair Dance Academy. ***Students should have their hair up and secured away from their face unless otherwise specified.*** NO unsecured jewelry during class i.e. bracelets, dangling earrings, necklaces, etc. NO jewelry allowed if tumbling or stunts are being executed in the class. For safety purposes, **ABSOLUTELY NO GUM.**

Adair Dance Academy will have proper dance attire available to students in our supply store. Adair Dance Academy's dress code is designed for uniformity and efficiency. Instructors need to be able to see and adjust the lines of the body. Anyone not wearing appropriate attire will be unable to participate in class but may sit and observe.

**ABSOLUTELY NO STREET SHOES** will be allowed on the dance floor. A dance bag should accompany a student each week to class that includes proper dance shoes/attire for the class they are attending. Hooks will be available inside the studio for placement of bags during class. PLEASE BE SURE to label all belongings. The studio is not responsible for lost/stolen items.

The following is a recommendation for the most beneficial attire:

**CREATIVE MOVEMENT/BEGINNING BALLET:** Leotard, tights and ballet shoes (pink canvas for girls and black canvas for boys). A ballet skirt may be worn over tights.

**TAP/BALLET/JAZZ CLASSES:** Leotard and tights accompanied by a ballet skirt, jazz pant, or shorts OR booty shorts and a tight fitting tank top. Pink canvas ballet shoes for girls, black canvas ballet shoes for boys. Suntan jazz gore boot and Black tap shoes.

**POINTE:** Leotard, tights and point shoes. Absolutely NO t-shirts allowed in class. A ballet skirt may be worn over tights. If you do not currently own a pair of point shoes, please consult with Stef before ordering so each shoe is fitted properly to the dancer's foot.

**HIP HOP:** Leotard or tank top (t-shirt for boys), comfy pants/capris/dance cargos/shorts and black hip hop sneakers.

**TUMBLING:** Leotard or biketard, FOOTLESS TIGHTS, and no shoes. Fitted shorts may be worn over the leotard as long as they are not baggy.

**CONTEMPORARY/MODERN/LYRICAL:** Leotard, tights, booty shorts, or tank tops are all acceptable. Please wear something that you feel comfortable in expressing yourself through movement. Shoes are not required until closer to recital.

For any classes not mentioned, please contact the studio.

*Although a dancer's overall success is not based on attire, it is greatly beneficial, especially in early years, to have proper body placement throughout the learning process. If a dancer is covered with baggie clothes, it becomes a detriment to the dancer's success. If recommendations are needed for proper purchases, please contact the studio.*

#### **ATTENDANCE:**

Attendance is taken at the beginning of each class and recognition may be given at recital for outstanding attendance. It is imperative to the entirety of the class that attendance is regular. If a student misses more than 5 classes after January 1<sup>st</sup>, it will be required to pay for and take private lessons to get caught up on missed choreography or forfeit your right to perform in the recital. If your lack of attendance directly affects your performance or the overall performance of the class, you will be required to forfeit your right to perform in the recital with no refund issued. Each student's attendance is of extreme importance to the entirety of the class. Please make it a point to do your best to be at all classes within a month prior to recital.

It is REQUIRED that all students attend all rehearsals leading up to recital. We will have a tech rehearsal and a dress rehearsal prior to recital, both of which require attendance. ***Should a student miss any rehearsals, they will not be allowed to perform in recital.***

#### **STUDENT CODE OF CONDUCT:**

Adair Dance Academy expects dancers to be at class on time and prepared in proper dance attire including shoes. Any use of drugs, alcohol, or other paraphernalia is strictly prohibited. Any misconduct based on these rules can/will result in expulsion from the class and potentially the facility. Adair Dance Academy promotes that all dancers treat each other with respect, support, and encouragement. Instructors reserve the right to dismiss any dancers from class whose attitudes are unsatisfactory. A student's success will be heavily weighed on a healthy mind and a healthy body. Adair Dance Academy will continue to promote positive attitudes and encourage students to explore their creative sides.

#### **HEALTH ISSUES**

If a student has any health issues that the staff should be made aware of, please fill out the health form provided for you at the studio. ALL STAFF will be properly notified. If a child had contracted the flu, a fever, a cold, head lice, or any other spreadable illness or disease, please respect other dancers and the staff at the studio and keep your child home. If this is the case, a phone call, email, or text stating a reason why the dancer will not be attending is greatly appreciated. The absence will not create any penalization for the student if ill however, please plan accordingly for the absence policy that is in place after January 1<sup>st</sup>.

## **CLASS OBSERVATION**

Designated observation times for parents, grandparents, and friends will occur twice throughout the year; once in the fall and once in the spring. If there is a need for an unscheduled observation, please contact the child's instructor in advance and ask for approval. Adair Dance Academy understands parents want to follow their children's progress however, if this becomes a distraction, this privilege will be taken away. Please view our website to see when the observation weeks are [www.adair-dance.com](http://www.adair-dance.com). The annual calendar is located under the "important dates" tab.

## **SNOW OR INCLEMENT WEATHER**

When the Adair-Casey/Guthrie Center Community School District has cancelled classes or dismisses classes early due to bad weather, the studio will typically also cancel classes for that evening. If the studio's classes are cancelled, there will be a notice emailed to everyone on our email list. Please immediately check the website for notification – [www.adair-dance.com](http://www.adair-dance.com) as well as ADA's Facebook page. If you are unsure, please call 641-740-0161. If classes are cancelled due to inclement weather, the class will be rescheduled only if deemed necessary by the instructor. If ADA staff feels that class can be held despite the cancellation of school, we will notify everyone of such.

## **HOLIDAYS**

Holidays will generally follow school schedules however, an annual calendar will be posted on our website and emailed that will outline the yearly schedule. A minimum of a Thanksgiving break, a Christmas break, a Spring break/Easter break will all be implemented.

## **RECITAL**

The recital will be held at the end of each dance year. Dates of the annual event will be released several months prior to the date accompanied by a completed rehearsal schedule. It is a parents' responsibility to make sure conflicts that could interrupt the rehearsal and performance dates are scheduled around recital time.

## **RECITAL COSTUMES**

Adair Dance Academy will do its best to maintain a reasonable cost for recital costumes. Costume prices may vary from class to class and from year to year. All dancers will be required to purchase the appropriate costume(s) for recital. Costume pricing and payment information will be posted and distributed in September/October. First costume payment will be due in October with the remainder to

be paid in full with November tuition. ALL COSTUME PAYMENTS must be paid in full by November 10<sup>th</sup> so that your child's costume can be ordered in a timely manner. ***If costume payments are not received, your child's costume will not be ordered compromising their ability to perform in recital due to inefficient production timelines on behalf of the costume companies.***

#### **CARE OF STUDENTS/WAITING ROOM POLICIES**

The studio is not responsible for providing before or after class care for students. Students are not to arrive at the studio more than ***ten minutes*** prior to class and should be picked up within ten minutes after the completion of class. While waiting for class to begin or while waiting to be picked up, students are expected to **be respectful of the property of ADA**. If disrespectful actions occur, students will be disciplined as necessary. This has become a problem in the past few year and will not continue to be tolerated.

#### **INJURY**

Parents, legal guardians or minors, students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during or after dance class.

#### **WATER**

Please have dancers bring a properly labeled bottle of water to dance with them. It is important to a dancer's success to remain hydrated throughout class. ***NO FOOD OR BEVERAGE (outside of water) will be allowed IN the dance studio (this includes no Gatorade or juice).*** Please feel free to bring snacks and utilize our waiting room/kitchenette area. Food will simply not be allowed in the actual dance studio areas.

#### **RESTROOM BREAKS**

Constant interruptions for bathroom breaks tend to decrease the quality of the class in session. **Please make sure that your child uses the restroom PRIOR to class** to ensure full use of our time while class is in session.