



Steppin' Out Dance Company

Policies and Procedures - 2018 - 2019

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Website: www.sodcdances.com | Facebook: Steppin' Out Dance Company | Instagram: [steppin_out_dance_co](https://www.instagram.com/steppin_out_dance_co)

These are the policies and procedures followed at Steppin' Out Dance Company (SODC). By staying familiar with SODC's policies and procedures, a positive dance experience can be had by dancers, families and staff. As our studio grows, the need to amend policies may occur however; any changes will be posted on the website and communicated to the dancers and families.

Enrollment:

- ✧ An enrollment fee is due for all new dancers signing up for classes. This is a one-time fee as long as the dancer continues to be actively enrolled in classes from one session to another. The enrollment fee is \$25.00 for one dancer, \$40.00 for two dancers or \$50.00 for three or more dancers in a family.
- ✧ **The enrollment fee is non-refundable.**
- ✧ It is the parent's responsibility to make sure that all class changes are made in the office - **not** with the teacher.

Tuition:

- ✧ **Tuition is due on the first lesson of each month.**
- ✧ Any payment outstanding at the end of the week of the 10th each month will automatically be charged a **\$20.00 late fee.**
- ✧ You are responsible to pay full tuition each month as long as your child is enrolled in classes. There will be no refund or make-up classes for missed lessons.
- ✧ **Tuition is not adjusted due to holidays or bad weather.** Tuition rates are based on year round classes (September - May) and then divide into monthly payments: equalizing the months with extra weeks and holidays. See Tuition and Fees for complete details of tuition and other fees.
- ✧ A returned check fee of \$30 will be added for all checks returned due to non-sufficient funds. If a returned check happens more than one time only cash will be accepted for that account.
- ✧ **Tuition fees are non-refundable!**
- ✧ Dancers will not participate in classes or performances when account is significantly delinquent.

Withdrawals:

- ✧ If no longer wanting to take classes, a **withdrawal form**, which may be found in the office, must be filled out and submitted to the office before the 1st of the month or the parent will be responsible for the full month tuition and all future tuition until the form is received by the office.
- ✧ Tuition is charged monthly. Failure to give written notice of withdrawal will result in a continuation of charges. You are responsible for all tuition and late fees until we have the withdrawal form on file in our office.
- ✧ **Withdrawals are not accepted by phone or by telling the teachers. A completed withdrawal form is required.**

Class Etiquette

Attendance:

- ✘ It is important that dancers arrive on time for the classes in which they are enrolled. Proper warm up of the muscles is necessary to prevent injury.
- ✘ Consistency is essential for a dancer to grow and progress in their dance skills.
- ✘ If you arrive early to class, please stay with your dancer until class begins. Vacant dance rooms are not for play. Please wait in the waiting room until class time.
- ✘ Dancers must be promptly picked up at the end of class.
- ✘ Please call the **studio** to inform us of any absence from class, **not the teacher's personal phone.**
- ✘ We do not offer makeup classes. Privates can be scheduled with the teacher if needed.

Dance Attire:

- ✘ Each dancer must have their hair pulled back out of their face.
- ✘ Each dancer should have a bag for their dance shoes and all shoes should have the dancers name in them.
- ✘ Do **not** wear jewelry to class.
- ✘ Baggy pants are unacceptable dance attire – except in hiphop classes.
- ✘ See the dance attire chart for needed dance attire for classes.
- ✘ In order to participate in any ballet class, a black leotard, pink tights, and ballet shoes **must be worn!** (this does not include the combo classes)

SODC reserves the right to cancel or modify any classes not maintaining required enrollment of 5 or more dancers.

Studio Etiquette

- ✘ **Please do NOT enter the dance rooms when there is a class going on.** You may enter if necessary to use the restroom only.
- ✘ If you need to speak to a teacher, leave a message for the teacher in the office and the teacher will get in touch with you. We ask you to leave a message to ensure that your needs are met and to ensure the quality of all classes. With classes scheduled back to back if a teacher stops to answer multiple questions it takes away teaching time for the dancers in the next class.
- ✘ Parents, friends, and relatives are not allowed in the dance rooms. This causes distractions and disrupts learning.
- ✘ No food or eating in the dance rooms.
- ✘ **Chewing gum is not allowed.**
- ✘ Please do not sit on the floors of the lobby areas. It prevents people from coming in and out as needed. Remember this is a business!
- ✘ Maintain a low voice level when in the lobby areas. We do not want the dancers in classes to be distracted.
- ✘ Please clean up after yourself! Leave the dance room, bathrooms, and lobby neater than when you arrived.

Recital Policies and Procedures

Recital:

- ✧ We will showcase our dancers' work in our end of the year recital. This show will allow the students an opportunity to perform in a stage production. The recital will be a celebration of a year's worth of hard work. Participation in recital is not required but is encouraged.
- ✧ **All accounts balances must be cleared and up to date for dancers to participate in recital. This includes all tuition and fees. Any pictures, DVDs, flowers, t-shirts or costumes ordered may be held as collateral until all tuition and fees are paid.**

Recital Tickets:

- ✧ **Tickets must be purchased to attend the recital.** You may pre-purchase tickets in May.
- ✧ Pre-purchased tickets will be \$3.00 each. Tickets purchased the day of recital will be \$5.00. Children under 2 years are free.
- ✧ **Tickets are non-refundable!**
- ✧ Each family receives two complimentary tickets that you will sign for and pick up in the office.

Costumes:

- ✧ All costume money for the recital must be paid **in full** by November 26th.
- ✧ There will be a **\$20.00 late fee** applied to each costume not paid for by **Dec. 13th**.
- ✧ Deposits can be made on your costumes beginning in September.
- ✧ If we do not have full payment for your costume, we will **NOT** order your child's costume(s).
- ✧ Costumes will need to be purchased for **each dance** in which the dancer will be performing – Combination classes will need 2 costumes.
- ✧ Costume fees are as follows:

Child sizes: (CS – CL / size 4 – 10)	\$70.00 each costume
Adult sizes: (CXL – AL / child size 12 – adult size 12)	\$75.00 each costume
Adult sizes: (AXL – A2XL – adult size 14 and up)	\$80.00 each costume
- ✧ We will offer a Mixed Bags fundraiser at the end of September and a Poinsettia fundraiser in November to help pay for costumes. Participation is voluntary.
- ✧ If enrolling after December, SODC reserves the right after checking on costume arrival time to deny participation at recital.
- ✧ **Costume fees are non-refundable.**
- ✧ **Costumes will be held on accounts past due until all fees are paid and account is current.**

Recital Program:

- ✧ Information for recital program ads will be sent home in April with the sizes and costs for ads and due date.
- ✧ Programs can be preordered for \$3.00 beginning in April and will be available for purchase at recital for \$5.00.

Dance Pictures:

- ✧ Group and individual pictures will be taken on a Saturday, April 7 for those participating in recital. We will have assigned picture times for you closer to picture day.
- ✧ Payments for pictures are made to the photographer at the time pictures are taken.
- ✧ **We reserve the right to withhold any pictures and/or videos for any account past due.**

Miscellaneous Studio Policies and Procedures

- ✧ SODC accepts cash, check, or credit card payments. If paying by check, please make it payable to Steppin' Out Dance Company. Please label your payment with your dancer's full name. Credit cards are accepted with an additional \$3.00 per \$100.00 convenience fee.
- ✧ Private lessons are scheduled on the calendar on the wall in the office. **Failure to give 24 hour notice of cancellation of a private you will still be charged for the scheduled time.** See Tuition/Fee Schedule for amounts.
- ✧ Dance Notes is a newsletter printed with events, reminders of payments due, holidays, etc. to help you stay on track with what the studio is doing and to help avoid miscommunication. Please pick this up in the front office or back lobby areas and check these often so you can stay informed. Dance Notes will be on the website for your convenience as well. The Monthly Dance Notes will be available in both waiting rooms.
- ✧ **Should MISD close due to weather, we will also be closed.** Check the SODC website, Facebook page, and Instagram if uncertain.
- ✧ **We do not close for school staff development days or Fair Day.** We will be closed on the following days:

Labor Day	Monday, September 3 rd
Halloween	Wednesday, October 31 st
Thanksgiving	Monday, November 19 th – Saturday, November 24 th
Christmas	December 23 rd – January 6 th
Spring Break	March 11 th – 15 th
Memorial Day	Monday, May 27 th
- ✧ **Your account will be placed into collection status if you fail to pay on your account in a timely manner. You will be responsible for all attorney's fees, court costs, agency commissions, and other assessments incurred by Steppin' Out Dance Company to collect your unpaid account balance.**
- ✧ ***Competitive Company members – If it is a Nationals year, you are required to continue dancing with your team through the National Finals. National fees may be applied to your account if you are unavailable to attend in order to cover the cost of your spot on the team.***

Current updates and weekly announcements
such as closings, delays, early closings, new classes, events, etc
can be found through the SODC social media accounts and website:

Website: www.sodcdances.com | Facebook page: [Steppin' Out Dance Company](#) | Instagram: [steppin_out_dance_co](#)

Steppin' Out Dance Company L.L.C. reserves the right to terminate enrollment, without refund, for violation of policies herein.