



**Maria's School of Dance  
and Performing Arts**

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**STUDIO POLICIES AND INFORMATION**

**Mission:** To provide progressive training and performance opportunities to our students in a safe, fun and professional environment where students have the ability to reach their fullest potential.

We offer a variety of classes including tap, jazz, ballet, pointe, lyrical, hip hop, contemporary, modern and musical theatre. Our dedicated instructors and staff work hard to ensure that your dance experience is positive, enlightening and fulfilling.

## **INSURANCE**

Maria's School of Dance does not carry medical insurance for its students. It is required that all students be covered by their own family insurance policies. If injury occurs, it is understood that the student's own policy shall be the only source of reimbursement.

## **REGISTRATION FEES**

Registration fees are to be paid with each dancer's registration. A dancer will not be considered "registered" nor will the dancer participate in class(es) until the registration fee is paid.

## **CLASS TUITION**

Tuition will be calculated for 10 equal payments depending on the number of classes each student/family registers for. Regardless of absences, the monthly payment is expected to be paid in full by the first of each month. For current tuition rates, please review "Tuition Rate Chart". There will be a \$10.00 per month late fee, which will automatically be assessed on the 11<sup>th</sup> of each month. Studio personnel will attempt to collect tuition if it becomes more than one month past due. Failure to pay can result in a child being prohibited to attend class. If there is any balance due by the time of dress rehearsal, students will not be allowed to perform in the recital. If a student drops from a class, the studio MUST be informed in writing, or you will continue to be billed. You will be billed for the entire month of the last class attended, whether he/she attended only one or four classes in that month. If tuition is still unpaid, the entire amount will be assigned to a collection agency.

## **MORE WAYS TO SAVE MONEY**

- Refer a new student (never previously danced with Maria's School of Dance) that registers for fall classes and waive your registration fee (or credit it to your account). One registration fee will be waived per new student registered. The new student must inform MSD of the referral.
- 10% DISCOUNT on tuition for the entire year if all classes per family are paid in full on or before July 31st. If a class is added after that date it will be charged at the full rate, less any multiple class discount. 10% discount applies to accounts paid in full by cash or check.
- Parents of registered dancers may attend adult classes at half price. (No other discounts apply)

## **PAYMENT**

MSD accepts cash, checks, Visa, Mastercard and Discover.

## **RETURNED/NSF CHECKS**

There will be a \$25.00 returned check fee, regardless of the reason. This will cover our bank costs. Studio personnel will attempt to recover all checks returned non-sufficient funds. However, if payment is not received, returned checks will be posted at the studio and turned over to the prosecuting attorney for collection.

## **CLASS SIZE**

Pointe Ballet classes are required to wear Perma Soft Seamed Convertible tights, color: ballet pink.

All ballet classes - hair must be in a tight bun, and out of the dancer's face.

Boys Ballet - see instructor at first class.

Jazz pants may be worn to Jazz and Hip Hop over their leotards.

Girls in tap classes may not wear pants longer than capri length.

Boys in tap classes shorts or short length pants.

Pajamas are not acceptable for any class.

## **REQUIRED SHOES**

**BALLET:** Pre Ballet, Beginning Ballet & Ballet A: Pink ballet slippers, Primary II and up: Pink split sole ballet slippers. Boys: black ballet, split sole Primary II and up.

**TAP:** Tan tap shoes for all beginning through level C classes. Level D and higher will be determined by instructors.

Adults: Any black tap shoe

Boys: Black tap shoes.

**All Other Class Disciplines** - Shoes will be determined by instructor.

## **COSTUME FEES**

Approximate costume costs will run anywhere between \$50.00 and \$100.00 each, not including tights. MSD will attempt to keep the costs down. A \$50.00 non-refundable deposit (per class) will be due the first week in October. All costume balances will be due in full by the first week of December. If a costume balance is unpaid beginning December 31, there will be a \$10.00 late fee applied to their costume balance. An additional \$10.00 late fee will be applied on the 30th of each following month until the balance is paid in full. If a child drops a class prior to recital, the costume costs cannot be refunded. Costume companies make costumes to order, and do not guarantee refunds. We will let the student know when the costume has arrived, so that they may pick it up. **EXCHANGES:** Please complete the costume size chart included in the October newsletter, and be aware of the costume size being ordered. All appropriate size charts will be included in the costume book. It is recommended that parents/students review the chart and measurements prior to the costume being ordered. If a particular size is desired, the parent/student must put it in writing and turn it into the desk. Alterations to all costumes are the responsibility of the student. **MSD CANNOT GUARANTEE THAT AN EXCHANGE WILL ARRIVE IN TIME FOR RECITAL.** Every effort will be made to see that it is received, however, exchanges are based upon the costume company, shipping company etc. If a parent/student chooses to exchange a costume, they will be charged an exchange fee of \$25.00. This will cover manufacturer restocking fees and shipping costs. Costumes will not be delivered to students with a past due balance of any kind. Tuition and costumes fees must be current in order to receive a costume. Recital tights **MUST** be purchased through MSD. Tights cannot be returned or exchanged. Hair will be worn in a bun for all performances. Advanced level classes may be required to purchase jewelry for their performance. If jewelry is required, it will be purchased through Maria's School of Dance. Information will be distributed during class.

## **STUDENT BEHAVIOR**

All students are to conduct themselves properly before, during and after classes. Each student is expected to conduct themselves in an acceptable manner at all studio functions, recitals etc. Any student that fails to follow class, teacher and studio expectations may not be allowed to attend classes. Any student using profane language, displaying inappropriate behavior, disrespecting studio personnel or volunteers may be immediately dismissed from the studio permanently and without refund.

## **PRACTICE WEAR**

**Boys:** Shorts or sweats. **NO JEANS.** Ballet for boys, black pants/shorts and white shirt. (The tighter fitting the better, so that students posture can be observed and corrected if necessary.)

**Girls:** Leotards and tights **ARE REQUIRED** for all dance classes. All ballet classes Primary II and higher are required to wear black leotards (any style) and Pink ballet tights.

Ballet classes from Pre-Ballet to Primary IV may wear ballet skirts - (instructor approval).

In order to guarantee that a class will run, MSD requires a minimum of 5 students per class\*. Musical Theatre classes will have a minimum of 7 students. If these minimums are not met, it is possible that the class will be combined with one of equal ability or be closed. MSD will make every effort to make sure everyone has an appropriate placement. All classes have a maximum class size, which will vary from class to class depending on the instructor, age and the type of class. A waiting list will be kept for full classes. Students will be notified when spots become available based upon a first come first serve basis.

## **MONTHLY NEWSLETTERS**

Each month a newsletter will be made available with upcoming events, schedule changes, new information, and other important information. All students and parents must be sure to obtain one each month and read it carefully. It will also be available on the web site, [www.mariasschoolofdance.com](http://www.mariasschoolofdance.com). It is the dancers and parents responsibility to acquire a copy of each newsletter, and make sure they read and understand all of the information. MSD will email all newsletters to each family when they are available, as well as have printed copies at the studio.

## **PARKING/ENTRANCE**

Parking is available on the side streets and in the village parking lot behind the studio. Use the Grand St. or parking lot entrance. Please inform the receptionist if the entrance is icy! The studio will be open at least 20 minutes before the first class of the day.

## **UNSUPERVISED STUDENTS**

If a student comes from school, a friend's, etc., or stays at the studio between classes, parents **MUST** make expectations clear with their child. Feel free to let MSD staff know that your child does or does not have your permission to leave between classes. However, if a child decides to go against his or her parents expectations and chooses to leave or go someplace off limits, MSD cannot be held responsible. It is impossible to monitor all activity in and out of the doors. Please park only in designated areas. Do not block our doorway or access to neighboring business's when dropping off or picking up your child.

## **DROPPING OFF/PICKING UP STUDENTS**

MSD feels that it would be safest if a parent or guardian enters the studio when dropping off or picking up a student from a class. MSD cannot be responsible for students that are dropped off and never make it to class. This also makes it easier for parents to acquire current newsletters and announcements.

## **WAITING ROOM**

The waiting room can become very crowded and noisy at times. Please keep the noise level to an acceptable limit, as it becomes distracting to instructors in the dance rooms. Please keep walkways clear if your child is playing on the floor. If you have an issue concerning the studio you wish to discuss, please direct your comments to studio personnel, rather than parents, so that we may answer all of your questions and concerns. **PARENTS ARE TO SUPERVISE THEIR OWN CHILDREN, DO NOT LEAVE THEM UNATTENDED IN THE**

WAITING ROOM FOR ANY REASON. ALL STUDENTS, PARENTS, ETC., ARE REQUIRED TO CLEAN UP AFTER YOURSELVES AND YOUR CHILDREN.

### **DANCE FLOORS**

Dance floors are very expensive and time consuming to clean. DO NOT walk on dance floors with street shoes. DO NOT WEAR DANCE SHOES OUTSIDE. Aside from ruining the taps, leather, or rubber soles, the dirt they pick up ruins the dance floors. Taps on tap shoes accumulate dirt and finish from the dance floor. Scraping the black buildup off the taps will help us to keep the floors cleaner, longer.

### **CLASS OBSERVATION**

Parents are not allowed in the classrooms. We have installed closed circuit cameras or observation windows. Parents may observe the entire class from the lobby. Parents may videotape a class, please contact the instructor.

### **SNOW OR BAD WEATHER**

The studio will not necessarily close for snow days, regardless of area school closures (many times roads are clear and safe by class time.). If in doubt, call the studio. If classes are canceled, we will post our cancellations on our website [www.mariasschoolofdance.com](http://www.mariasschoolofdance.com) and on Facebook, please like/follow Maria's Dance. MSD will tweet all closures as well. Follow us at MSD309 for immediate updates. It is the responsibility of parents and students to find out if classes are canceled. Please make sure children know what to do after school (bus, friends house, etc.) if classes are canceled. Make-up classes will be scheduled for canceled classes if there are three or more cancellations due to weather or if canceled by an instructor. These will be held on weekends. Students and parents will be given at least 10 days notice of all make-ups. If the student cannot attend a make up, the instructor will suggest alternate classes that may be attended.

### **CLASS PLACEMENT**

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some dancers who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with dancers who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. Once classes begin, it will be up to the teacher to move students to the appropriate skill level, based on their performance in a class. If a child needs to be moved, the teacher will notify the student/parent and suggestions will be made. If a parent feels a move is necessary, that request must be made in writing or email to Maria. She will discuss the requested change with the instructor(s) and then determine if a change is appropriate. **All students that are placed in two levels of the same dance discipline will perform with the lower level class. If a student wish-**

**es to perform with the higher level class they must notify the instructor. The instructor will make that decision no later than November 1st.** Continued participation and good attendance will be required throughout the dance year.

### **SECOND CLASS/TECHNIQUE POLICY**

Dancers are allowed to attend a second class in any genre that they are currently registered for at no charge. In order to participate in a second class, there must be room in that class, as well as instructor approval. Please note - those dancers will not be allowed to perform in recital. This is an opportunity for dancers to work solely on technique and offered as an opportunity for those dancers who wish to improve their technique, not as a performance opportunity.

### **REQUIRED BALLET CLASSES**

All contemporary & modern students, all students in Lyrical Level 1 and up, all students registered in advanced level classes, with the exception of Hip Hop and Musical Theatre will be required to attend a ballet class at Maria's School of Dance as well. **NO EXCEPTIONS.**

### **ATTENDANCE**

Good attendance is imperative! Absences and tardiness can hold back an entire class and the studio cannot jeopardize its responsibility to the rest of the class for one student. Please make every effort to attend every class. If a student will not be attending a class, please inform the receptionist and he or she will let the instructor know.

### **HOLIDAYS**

Holiday closings are listed in the studio's annual calendar and will be announced each month in the newsletter. We realize many of our students attend different school districts, it is very important that the newsletters are read thoroughly and the bulletin board in the lobby entrance is checked weekly.

### **RECITAL**

The Annual Rehearsal and Recital will tentatively be held at Fowlerville Performing Arts Center (pending contract approval). Rehearsal is scheduled for mid to late June depending on Fowlerville Schools last day of classes. MSD will announce the confirmed dates as soon as possible. **REHEARSAL IS MANDATORY, UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO PARTICIPATE IN RECITAL IF THEY DO NOT ATTEND DRESS REHEARSAL.** Mandatory Dress Rehearsal will be held during the last week of recital classes. All dancers are required to participate. Rehearsals will run on their regular class day, rehearsal times will be posted by May 15th There will be **FOUR** recital performances, Thursday & Friday evening at 6:00 p.m., Saturday afternoon at 1:00 p.m. and 6:00 p.m. At the recital **CLASSES WILL PERFORM IN ONE, TWO, THREE OR FOUR SHOWS.** The schedule will indicate in which performance (s) each class will participate. If students are registering for more than one class they must be aware of which show they will be in. If any family members are scheduled to be in different dances in different shows, it is the **PARENTS RESPONSIBILITY** to purchase tickets for all shows. Maria's School of Dance will assume the family is aware of this upon registration.