



We would like to take a moment to welcome you to our dance family here at The Studio. Our team is thrilled to see many familiar faces return to The Studio and just as excited to see some new faces join our community. We have created this handbook to outline guidelines and procedures for parents and students, and also address what you can expect from us. This handbook will hopefully answer many of your questions before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. No question is too big or too small, we promise!

QUICK REFERENCE STUDIO INFORMATION

**Address: 6928 Hillside Road, Independence Ohio
Phone Number: (216) 901-1914**

Email: thestudio6928@gmail.com

**Website: www.thestudio6928.com
Director: Rebecca Justice**

Studio Mission

Through our instruction, we empower children to move through life with confidence, grace and strength. Dancing with joy leaves a positive footprint on this earth, and it is our joy to serve the children in this community and inspire a lifelong passion for dance.

We believe challenge builds character. Our expert instructors support young dancers as they work to achieve new levels of skills and learn to constructively understand and use criticism. We are committed to excellence, and our dancers regularly place in regional competitions!

Our 6 Core Values:

Accomplishment, Confidence, Fun, Health, Kindness, Integrity and Passion

Registration

Before lacing up those dance shoes, it's important that all students and/or parents – whether returning or new – sign up via our online dance portal, Dance Studio Pro, so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studio), and liability waiver. You are able to create a parent portal, where you can register your dancer, pay tuition and more!

Our Early bird registration offer is available through August 1th 2022. Early bird registration waives the \$15 registration fee as well as guarantees a place in your chosen class.

Our seasonal registration fee is **\$15 per student** and must be paid in full prior to the commencement of classes. Payment can be made via Credit Card, Cash or Check. Failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact Rebecca if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

Placement

Students will be placed in classes based on skill level, not necessarily age. Advanced & Pro classes will have required skills for placement. Dancers must proficiently execute 80% of the required skills to be placed in these classes. If the requirements are not met, dancers may be asked to move to a different level or be required to take additional classes in order to reach their goals. Instructors will evaluate students during the first weeks of fall class as well as Open House.

Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the recital routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our The Studio as soon as you can so instructors can make appropriate adjustments for class. Please report absences in your Parent Portal or by sending an email to, thestudio6928@gmail.com

Unfortunately, we are unable to accommodate make-up sessions for students who miss classes, but will make every effort to schedule a catch-up class in the unlikely event that The Studio needs to cancel a lesson.

Code of Conduct

To ensure the smooth, safe running of The Studio and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please let us know. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a The Studio staff member. All parents must wait outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact The Studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. **Please plan your student drop off or pick up no more than 10 minutes before or after class.**

If you have a serious question or concern, please contact The Studio Director via email. If there is a problem, a direct line of communication is the best way to resolve any issues. Parents & students should not contact The Studio teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Director first. Personal meetings with The Studio Director can happily be arranged.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately, and dismissal may be considered at the discretion of the Director.. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from The Studio.

The Studio takes no responsibility for any stolen or misplaced property on The Studio premises and we encourage our families to avoid bringing valuable items into The Studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

The Studio management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of The Studio and may not be reproduced or sold by any students, parents or staff without permission of the Director.

Parent Release Form for Photography and Videography

I, the undersigned, give permission for The Studio to use video footage and / or photographs of my child, _____. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child’s image to be used in print, video, and digital media. I agree that these images may be used by The Studio for a variety of purposes and that these images may be used without further notification.

Parent/Guardian signature _____ Date _____

Health Information and Medical Release/Waiver Form

I have enrolled in a program of strenuous physical activity including but not limited to ballet, tap, jazz. I recognize that I may injure myself and that potentially severe injuries, including permanent paralysis or death, may occur as in any activity involving motion. I understand that it is the intent of the studio to provide for the safety of me and in consideration for allowing me to use the facility. I hereby affirm that I am in good physical condition to participate in the exercise programs for which I have enrolled; or have obtained medical clearance prior to enrolling with the studio.

For myself, my heirs and assigns hereby forever release The Studio, its officers, its employees and teachers from all liabilities for any and all damages and injuries suffered by me while under the instruction, supervision or control of The Studio. I agree to individually provide for the possible future medical expenses which may be incurred as a result of any injury sustained while training or performing for The Studio. This acknowledgment of risk and waiver of liability, having been read thoroughly and understood completely, is signed voluntarily as to its content and intent.

I hereby give my permission to trained medical professionals to administer emergency medical treatment should sickness or accident occur.

Assumption of Risk Covid-19: I/we understand and agree to all the new protocols administered by The Studio. I/we understand if my child is sick they will not come to class. I/we understand I am willingly and voluntarily allowing my child to participate in an activity where they are around other people, thus increasing their risk of contraction. I/we understand the risk associated with allowing my child to participate in dance classes regarding Covid-19. However, while I/we understand The Studio and its employees will do whatever it can to prevent the spread of the disease, The Studio and its employees cannot be held responsible should any child, parent, or guardian contract Covid-19 while utilizing The Studio's services and premises. I hereby release and discharge The Studio and any of its owners, directors, officers, and employees from any liability whatsoever which may arise as a result of the student participating in events sponsored by The Studio.

Parent/Guardian signature _____ Date _____

Communication

By now, you have probably noticed that we are BIG on communication here at The Studio. It is our promise to respond to all inquiries within 24-hours and we will never leave a question unanswered. Our friendly staff can be contacted on (216)901-1914 between 4:30-8:30 or by email, thestudio6928@gmail.com (our preference). Direct communication between instructors & students should be avoided. Students may communicate through email or Remind.

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, thestudio6928@gmail.com, to your contacts so we don't end up in the dreaded Spam folder! If you are a returning studio member, please take a minute to check your Portal to make sure we have updated contact information. You can also use your Parent Portal to report absences.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS text and/or telephone all families. This is just one of the many reasons it's imperative that we have updated contact information.

Please join our studio Remind by texting @studio6928 to 81010. Important updates and announcements will be made on this platform as well.

Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you, so you can plan other commitments. Below we have listed some of our most important "Save the Dates". More information (including times, costumes, requirements, etc.) will be communicated via emails or Remind as we get closer.. If it is necessary to change or adjust any of these important dates, we will inform you as soon as we can. Please check our website for The Studio's Google Calendar.

The Studio Important Dates 2022-2023

8/18 & 8/20 - Open House

9/6- Fall Classes start

9/26-10/1 - Bring a Friend Week

10/10 - Recital Packet Distribution

10/24 - Recital Participation and Costume Deposits Due

11/18- 2nd Costume Payments Due

11/24-11/27- Thanksgiving Break (NO CLASS)

12/19 - Costume Balances Due

12/22-1/2 - Winter Break (No Classes)

4/7 - 4/15 - Spring Break

Safety

With the safety of our families a number one priority, The Studio 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.

All of our teachers and staff members have undergone official background checks allowing them to work with children. Our staff members have all been trained in first aid. Also, please make sure your contact information is updated within the system. We use those phone numbers in case of an emergency!

Information and protocols regarding Covid-19 are constantly evolving and changing. We are committed to staying informed of the most recent safety guidelines and any rise in cases of community spread. The health of our dancers, staff and their families is a top priority.

Privacy

When you purchase or hire a product or service with The Studio, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you, information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone (216) 901-1914.

Uniform

At The Studio, we believe that adhering to our dress code gives students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and studio pride

Please ensure all parts of your child's clothing are clearly labeled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform requirements are as follows:

Ballet- Ballet students must have full sole / split sole pink which can be purchased from a local dance clothing store. You will also need pink ballet tights and a black leotard. Skirts are optional. Hair must be pulled away from the face in a bun, secured with bobby pins and a hair net.

Jazz and Tap- Students require tan slip on jazz shoes and/or black tap shoes. For their uniform, students may wear any combination of shirts, crop tops, shorts or pants as long as they are black. Hair must be pulled away from the face in a ponytail, braid or bun.

Hip Hop- Students require black slip on jazz shoes along with any combination of shirts, crop tops, shorts or pants, as long as they are black. Hair must be pulled away from the face in a ponytail, braid or bun.

Lyrical/Contemporary- Students can wear bare feet or pirouette shoes for this class. Dancers must wear black booty shorts and a black tank top. Hair must be pulled away from the face in a ponytail, braid or bun.

Fee Structure

Please find below the fee structure for 2022-2023. Feel free to contact our office staff if you have any fee-related queries.

<u>Description</u>	<u>Price Per Month</u>
30 Minute Class	\$55
45 Minute Class	\$57
One Hour Class	\$59
Unlimited (one dancer)	\$275
Unlimited (2 dancers in the same household)	\$300
Unlimited (3 dancers in the same household)	\$325

We offer the following options for fee payment:

Online (Through Dance Studio Pro) – This is our most popular and simple payment method, in which you may choose to pay your fees via PayPal. We accept Visa, MasterCard, Discover and American Express. Convenience fees are assessed.

In Studio Payment - You are able to pay your fees in person, using cash or check or credit card. Please note: if using a credit card in person, a 3.5% processing fee will be added.

We are also a proud service provider for the OHIO ACE program. We can issue invoices or receive payment directly from the state.

If you wish to withdraw from classes at The Studio it is a requirement that you notify the studio in writing, 30 days in advance. Tuition is non-refundable after the first class of the month.

Refunds will not be issued for missed classes due to weather cancellation or public holiday – where possible, we will try to arrange make-up lessons for classes cancelled by The Studio or will offer an alternative class. If the studio cancels 3 or more classes due to extreme weather, a makeup class will be scheduled.

Referral Program

We believe that word of mouth is the best compliment we can receive. If you refer a friend or family member to enroll for our 2022-2023 dance year, you will receive a \$20 tuition credit for every referral who enrolls. (referral must maintain a 3 month enrollment)

Social Media

The Studio's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions. Please follow us on Instagram: Thestudio6928, Twitter: Thestudio6928 and Facebook: The Studio

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with The Studio's code of conduct as outlined earlier in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards The Studio staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online. Proper credit MUST be given to the choreographer when posting online.
- While affiliated with our studio, (for example, images of your child in uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to The Studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the owner directly.

Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for the 2022-2023 season! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to working together to nurture this generation of skilled, confident, genuine and unique performers. This year's teaching staff includes Rebecca Justice, Julie Schullo, Maria Kostyack & Nicole Dolansky! We are available by phone, email or person to discuss any problems, concerns or questions! We can't wait to kick off this year!