



Studio Policies

2017/2018 Season

**PLEASE READ THIS ENTIRE DOCUMENT.
THEN SIGN AND RETURN THE SIGNATURE PAGE TO ENSURE YOUR REGISTRATION.**

Communication

- Email is the most efficient method for NDC to communicate information. Please check your email regularly. If you do not have email, please regularly check for posted notices in the studio and/or on the web site.
- Any concern or issue should be addressed to the front office. Anything other than a minor concern may require a scheduled appointment. Please do not try to discuss major issues with your child's teacher during or in-between classes.
- Please keep all communication polite and respectful. Highly emotional interaction does not tend to evoke solutions or productive communication. Threatening, hostile or disrespectful behavior toward a staff member will not be tolerated.
- Please do not interrupt classes or open classroom doors during class time. The dance studio is a classroom and should be respected as such. If you do have an urgent need you may speak with someone in the front office.

Safety & Supervision

- Parents are required to supervise young children and siblings. Running and excessive noise in waiting areas is not allowed. Please remember that dance students are in a learning environment. Please keep interaction at an appropriate volume. Please maintain a respectful atmosphere for teachers and students who are in class.
- Children 10 and under may not be left unsupervised at the studio when not in class.
- **When picking up or dropping off children 10 and under, please escort them into and out of the building.**
- **All students must wear appropriate cover-up clothing when entering and exiting the building.**

Class Cancellations

- Closures of surrounding school districts will be taken into consideration when deciding on cancelling classes due to weather. An email notification will be given by 8:00 AM for morning classes and by 12:00 for afternoon and evening classes.
- Classes cancelled by Northridge staff due to weather or teacher illness should be made up in another class of the student's level. Any class cancelled more than 2 times during a semester will be rescheduled by Northridge staff.
- Classes with fewer than 4 students may be cancelled or combined with another class.

General Attendance (*Student company members should see additional company attendance policy*)

- Please email the studio to let us know if you will be late to a class or absent.
- Classes missed due to student illness may be made up in any other class of their level or lower. No refunds will be issued for missed classes.
- Good attendance is vital to a quality dance education. Too many absences may affect a student's participation in performances and consideration for advancement.

Permanent Withdrawal From a Class

Please notify the office, by email or in writing, **by the 25th of the month, PRIOR to the 1st of the month in which you wish to no longer attend classes**, of your intent to permanently withdrawal from a class. **If notification is not given by the 25th of the previous month, you will still be responsible for the entire following month's tuition.**

Class Placement

Placement is based on a student's ability and experience. All decisions are made by professionals with the student's best interests in mind. In general, classes for students ages 7 and under are based on age. All other class placement is based on a student's skill, technique and maturity.

Private Lessons

- Private lessons are to be scheduled with the individual teacher. Payment should be made in advance or on the day of the lesson. A parent or guardian must be on the premises during a private lesson for any student 17 years old or younger.
- Parents will, however, be expected to wait outside of the classroom for the duration of the private lesson.

Classroom Etiquette

Dance is an art form that deeply intertwines respect, decorum and etiquette in with its technical and aesthetic concepts. Much like team sports and martial arts, dance cannot be taught correctly or effectively if its intrinsic etiquette is not taught and required in tandem with its steps and technique. Therefore, students will be given instruction in etiquette in each class, along with their dance movement instruction.

- **Please be punctual and arrive to class on time.** If an emergency causes you to be late, please receive the instructor's permission before entering the classroom. You may be asked to explain why you are late. It is up to the teacher to decide whether or not you will be allowed to participate in class when tardy. Often times it would be unsafe to allow you to join class if you are more than 15 minutes late, as you will miss much of the warm-up exercises.
- **Please stay for the duration of class,** unless you have received up-front permission/notified the teacher up front of your need to leave early.
- **PLEASE BE ADVISED:** In an effort to provide full-length classes and quality instruction to each student, while allowing students passing time from one class to another, classes may run 5-10 minutes late from time to time. Please plan accordingly.
- Please be respectful and quiet. No talking allowed unless permitted by the instructor for the purposes of various team exercises. You may socialize outside of class time.
- No yawning.
- No eye rolling.
- No phones allowed in the classroom.
- No gum, candy or food in the classroom. Water bottles are accepted and encouraged. Stay hydrated!
- No laying down on the floor during class unless you have been given a break or it is part of the choreography.
- Please notify your instructor of any injuries or illnesses.
- Please do your best, stay attentive and give 100%.
- Please be courteous to, and supportive of, your classmates
- Please accept corrections from instructors for your benefit and progress. "Thank you," is an appropriate response to a correction.
- Please raise your hand to ask a question or to leave to use the restroom.
- Please do not argue with your instructor.
- Please do not suggest choreography to an instructor unless asked to do so.
- Please do what is asked of you in each classroom, without comparing one teacher's instruction to another's. You will need to learn to respect and glean from varying styles of teaching.
- Please clap and thank your instructors at the end of each class.
- Please do not video-tape or post any portions of the class unless granted permission by the choreographer/instructor.
- Please keep your hands to yourself during class.
- Hair should be worn neatly pulled back and out of face. Students must wear their hair in a bun for Ballet classes.
- Please bring all appropriate shoes.
- Please adhere to the studio dress code.

General Studio Etiquette

- Respectful, kind and focused behavior is critical to a productive and enjoyable atmosphere in the dance studio. All students and parents are expected to behave respectfully to our experienced and professional teachers, as well as to fellow students and parents. The teacher in the classroom has the right to dismiss any student who is disrespectful or behaving in a disruptive manner. Should this happen, a refund will not be issued.
- Noise in the waiting areas should be kept to a minimum. Students are engaged in an educational activity and should not be distracted by peripheral noise.
- Only authorized students and personnel are allowed into the studios when a class is not in session. Please do not enter studios without an invitation by the teacher or permission from the office.
- Please store your dance gear neatly. Walkways should remain clear to allow easy access to community areas, such as the microwave, bathrooms and classrooms.
- Water bottles are encouraged in the classrooms. Food, and beverages other than water, are not allowed in the classrooms, but are allowed in the waiting areas of the studio. Please clean up after yourself in all areas of the building.

Dress Code

Students are required to wear classroom attire appropriate to the style of dance class being taken. Each teacher may have specific standards for their classes. However, general guidelines are:

- **Ballet (ages 8 & up):** Black leotard. Pink tights. Small Ballet skirts or black dance shorts may be worn over tights and leotards. Underwear should not be worn under girls' tights and leotards. Hair in secure bun and kept neatly off of face.
Boys may wear black tights or black pants and a black or white fitted t-shirt. Hair should be kept out of face.
- **Jazz/Modern/Contemporary/Tap/Musical Theater (ages 8 & up):** Black leotard. Black or tan tights. Solid black leggings or black dance shorts may also be worn. Hair must be up and should be kept securely and neatly off of face.
Boys may wear black tights or black pants and a black or white fitted t-shirt. Hair should be kept out of face.
- **Hip Hop:** Loose fitting street clothes or solid leggings and t-shirts/ tank tops may be worn. No spanks or short shorts.
- **FOD Classes (Ages 3-5):** Comfortable athletic clothing allowing for movement. Clothes should not be excessively baggy. No school clothes or street clothes.
- **Intro Classes (Ages 6 & 7):** Solid color leotard with pink, tan or black tights. Solid color leggings, small dance skirts and dance shorts may also be worn. No loose or baggy clothes. Hair up neatly and securely off of face.
- **Company Rehearsals:** Solid color leotard with pink, tan or black tights. Solid color leggings or dance shorts may also be worn. No loose or baggy clothing. Tight camisole tops may be worn over leotards. Hair up neatly and securely off of face.
- **ALL CLASSES: NO BARE LEGS. NO SOCKS** in place of bare feet or appropriate shoes. Please keep dance leotards and shorts at an appropriate size and length. **NO bare abdominals or excessive skin.** All students should wear appropriate undergarments created for athletic activity and dance
- **ALL STUDENTS should wear appropriate undergarments**
 - **Girls:** No bra-lettes or lace undergarments. Black or white sports bras only. Underwear should not be worn under girls' tights and leotards.
 - **Boys:** Dance belts should be worn under class attire.
 - Warm-ups may be worn over class attire during the first few minutes of class but must be removed for the majority of the class. Students are encouraged to bring leg warmers, sweats and dance sweaters for warm-ups during the colder months of the year.
 - Hair should always be neatly and securely off of face.
 - For safety reasons, **no jewelry is allowed in class.** Students may wear small post or stud earrings.
- **Shoes**
 - **Ballet (Intro & Levels 1-4):** Pink Ballet shoes (girls); Black Ballet shoes (boys)
 - **Jazz (Intro & Levels 1-4):** Tan jazz shoes (girls); Black jazz shoes (boys)
 - **Modern/Contemporary (Ages 8 & up):** Bare feet, dance pawz or foot undeez. **NO SOCKS** may be worn IN PLACE of proper shoes.
 - **Tap (Intro & Levels 1-4):** Black tap shoes (jazz tap shoes, not character tap shoes)
 - **Musical Theater 1/Intro (ages 6-11):** Tan jazz shoes (girls); Black jazz shoes (boys)
 - **Musical Theater 2 & 3 (Ages 12 & up):** Black T-strap character shoes (girls); Black jazz shoes (boys)
 - **FOD Classes:** Bare feet
 - **NO SOCKS MAY BE WORN IN PLACE OF BARE FEET OR IN PLACE OF PROPER DANCE SHOES**

NDC Studio Policies Signature Page

Please review these policies with your student. Please sign, detach and return the acknowledgment below.
NDC reserves the right to revise these policies at any time and will notify you when changes are made.

I, _____, (PARENT NAME), have fully read the attached NDC Studio Policies. I agree to adhere to the studio guidelines outlined therein.

Parent Signature

Date

I, _____, (STUDENT NAME), have fully read the attached NDC Studio Policies. I agree to adhere to the studio guidelines outlined therein.

Student Signature

Date