

## **2022 - 2023 Studio Policies and Guidelines**

### **Shenandoah Academy of Dance**

### **Studio Policies and Parent Agreement 2022 - 2023 Season of Dance!**

**Welcome to the Shenandoah Academy of Dance!** Since 1999, I have worked hard to provide the best classical ballet instruction to area students. It has also been my strong desire to adjunct that training with modern dance and other classical disciplines to round out the classical training and to afford other opportunities for all of my students. At this time, the studio is surviving. Adjunct classes other than our PBT program have to take a back seat for now. I will hope to bring in new teachers to cover any classes that can be added at a later date. Right now, the focus will remain classical ballet and PBT programming. It is my sincere desire to provide my students with a high quality facility, outstanding instruction and challenging dance programs all within a nurturing and professional environment. My dedicated teachers have a genuine desire to encourage students of all ages to develop the discipline and skills that will lead to a healthier and happier future. This can be achieved through the power of dance!

**Academy parking and drop-off policy:** Because our building has only its own curbside parking and allowed access to the parking lot across the street, it is even more essential to walk your children in to the building and walk into the lobby to pick your child up. ONLY students over the age of 10 years are allowed to enter the building without parental escort. No exceptions. To ensure the safety of my students, this will be strictly enforced at all times. I appreciate your support and cooperation, as this policy is in place to ensure all of my students' safety. \_\_\_\_\_  
**(Intl)**

**E-mail Communication:** In an ongoing effort to keep administrative costs down, the main form of communication between the studio and its families will be through e-mail. Please provide your current e-mail address on the last page. I ask that you PLEASE check your e-mail on a regular basis to keep informed on updated studio information. It would also be prudent to add the studio address: mfloyd@shenandoahacademyofdance.com to your contact list to ensure receipt of emails to your inbox instead of trash/spam folders. Please do not forget to update your email and mailing addresses with me should they change at any time. \_\_\_\_\_  
**(Intl)**

**Parent's Responsibility:** It is the responsibility of the Shenandoah Academy of Dance to notify all students of any schedule changes, cancellations or otherwise. It is the responsibility of the PARENT to notify Shenandoah Academy of Dance of any illness, vacation, financial problems, change in schedule or any other factors interfering with the established and hereby agreed upon Shenandoah Academy of Dance policies. Important Note: Each student must be covered by their family's insurance policy. If an injury occurs, it is understood that the student's own policy is your only source of coverage/reimbursement. \_\_\_\_\_  
**(Intl)**

**TUITION:** Tuition is paid on a monthly basis, due on the 1st of the month and past due after the 5th. A \$10.00 late fee will be automatically assessed for tuition received after the 10th. All tuition is based on four weeks per month; therefore, there will be no extra charge for the "fifth

week" lessons as these "free" lessons are used to offset the days when the studio is closed (see below.) If paying by check, please make checks payable to the Shenandoah Academy of Dance (not the Shenandoah Ballet). For your convenience, the Academy accepts online tuition payments either month by month or through an automatic payment option. At this time, a convenience fee is not charged by the Academy. Most studios do to offset the high costs associated with credit card processing. The Shenandoah Academy of Dance sends an automatic email courtesy reminder on the 15th of the month if tuition is not paid. Any check returned to the studio for insufficient funds will be charged a \$35.00 service fee – no exceptions.

\_\_\_\_\_ (Intl)

**Refunds / Registration Fees:** At this time, no annual registration fees are charged by the Academy. Tuition is not refundable for any reason. Make up times are available for all students but should not be used to replace the student's regular level and class. Students are placed in levels for a reason. \_\_\_\_\_ (Intl)

**Pre-Scheduled Studio Holidays & Tuition:** The Shenandoah Academy of Dance has pre-scheduled holidays: Labor Day, Thanksgiving break, Christmas break and Memorial Day. Tuition is not pro-rated for holidays, family vacations, illnesses or classes missed for other activities. If a class needs to be cancelled for any reason, you will be notified via email, Instagram, Facebook and the studio's website: [www.shenandoahacademyofdance.com](http://www.shenandoahacademyofdance.com)  
**IMPORTANT:** As stated above, tuition is based on four weeks per month; therefore, there will be no extra charge for the "fifth week" lessons as these "free" lessons are used to offset the days when the studio is closed or the shorter months. \_\_\_\_\_ (Intl)

**Classes / Dance Disciplines:** The Shenandoah Academy of Dance is proud to offer a wide range of ballet technique classes including Toddlers through Adults, pre-pointe and pointe as well as Progressing Ballet Technique. Students are placed in classes according to their technical abilities, not necessarily their age. All student placement is based on instructor/director approval. Class size is generally limited to between 9-12 students, although some classes are smaller and some larger. Should a class not contain a suitable enough number of students, it is subject to cancellation or adjustment in schedule. \_\_\_\_\_ (Intl)

**Adding / Dropping Classes:** The Shenandoah Academy of Dance respectfully asks that if you are withdrawing yourself or your student, that you please notify the director IN WRITING four weeks prior to the withdraw date. Please note that text messages are not an acceptable form of notice of withdrawal. If no written notice is given, tuition will be charged in full and will be due and payable until such notice is received by the Director. Note that tuition is charged for the month during which written withdrawal notice is received. \_\_\_\_\_ (Intl)

**Absences:** There are no refunds or adjustments made for missed classes. Tuition is based on enrollment, not attendance. As a courtesy, make-up lessons are available to students for two full months following the month in which the classes were missed, as long as tuition is paid for the current month. Note that make up classes cannot be carried over into the next semester, especially summer. Make-up periods may be extended (at the Director's discretion) for unusual

circumstances. We ask that parents please notify the director if your child will be missing class so we can inform their Instructor. \_\_\_\_\_ (Intl)

**Student & Parent Code of Conduct:** Students are expected to act respectfully to their instructors (including student assistants) and their fellow students at all times while on studio premises. At no time during class are students allowed to physically touch another student unless expressly instructed by their teacher (partner work.) At no time are students allowed to touch or go through another student's belongings. No foul language is allowed at any time. Cell phones are NOT allowed to be used inside the studio classroom by either student or parent. Lack of respect, by students or parents, in or out of the classroom will not be tolerated. Students who disrupt class will be asked to sit out of class and a parent will be notified of the student's conduct. Parents must also agree to fully supervise the children who are not in class while waiting for their other child (children) to finish class. Should a parent desire to discuss their children's progress, an appointment should be set up with the instructor and / or director of the studio. \_\_\_\_\_ (Intl)

**Class Observation:** The Shenandoah Academy of Dance respectfully asks that only students and instructors are allowed inside the studio areas if the door to the lobby is closed. If you need to excuse your child early, the student must inform the instructor prior to class and respectfully dismiss themselves from class. Not only is it distracting to the students and instructors to have a parent inside the studio (especially for the younger ages) it also maintains the professional integrity of our studio. If the studio door is open, please feel free to watch class. However, I ask that this observation time be treated with integrity and respect for the instructor, students / rehearsal director in session. It is not a time to communicate with your student or answer your cell phone calls. Tardiness: Students who are more than 10 minutes late for class will only be allowed in at the discretion of the Instructor. Students who are tardy on a chronic basis may be changed to another class that is at a more convenient time. \_\_\_\_\_ (Intl)

**Substitute Teachers:** Qualified substitute teachers are used when the Shenandoah Academy of Dance instructors are ill, on vacation or have other professional commitments. Substitute teachers are mainly instructors already studying / working at the Shenandoah Academy of Dance. No outside instructors are asked to substitute unless they are teaching master classes or intensive workshops. Please note that parents and students are NOT notified in advance that a substitute teacher will be instructing a class. Students are expected to come to class on a consistent basis even though their instructor is not present. Assistant teachers are occasionally utilized to teach classes, but they are always older students who have trained at the Shenandoah Academy of Dance for many years and who are proficient at handling classes by themselves. \_\_\_\_\_ (Intl)

Dancers who are at the intermediate level on up should have their hair in a bun for class. We are always doing a turning step of some nature and spotting of the head is much easier to teach and execute with a bun instead of just a ponytail. \_\_\_\_\_ (Intl)

**Pickup after Classes End:** The Shenandoah Academy of Dance and its instructors respectfully

ask that you as the parent / guardian pick your child (children) up at the end of their class. We also have families and would like to be home as soon as our classes end. If you are late to pick your child up and another class is in session, your child will be asked to wait inside the studio teaching area so that they are not alone in the lobby. The director wishes to enforce this rule so that instructors who are still teaching can see your child is safe. Knowing that situations do arise, please notify the director immediately when situations occur that may prevent you from picking your child up timely. \_\_\_\_\_ (Intl)

**Use of Photography:** It is understood that the Shenandoah Academy of Dance reserves the right to use any photography and / or videotaping of student's performances for purposes of advertising, publicizing and promoting of the studio. All ownership (including copyright) as well as all other rights, title and interest in and to these photographs / video shall belong exclusively to the Shenandoah Academy of Dance. Class Cancellation / Combined Classes: It is the Shenandoah Academy of Dance's policy that in the event that a teacher is out sick, classes may be combined with another class taking place at the same time if suitable substitute cannot be obtained. Again, if a class needs to be canceled, make-up classes will be offered. \_\_\_\_\_ (Intl)

**Dress Code:** Please refer to the dress code that is outlined on the Shenandoah Academy of Dance website. Please do not send your student to any dance class (including modern and tap classes) in street clothes (no exceptions). Please also make sure to understand that ballet classes require ballet slippers. If your child is frequently "forgetting" their ballet slippers from the age of 7 and up, they will be asked to sit out of class when this occurs. This is becoming a consistent problem and I am encouraging students over the age of 7 to become more responsible for their own dance supplies. It is my hope that you will enforce this at home. Sweatshirts, jackets, pants or other clothing items with pockets are no longer allowed in class. Students are not using their arms while learning an exercise because often times their hands are in their pockets. NO GUM CHEWING ALLOWED DURING CLASS! Girls who can put their hair in a ponytail must do so prior to class. Buns are required at a certain level to facilitate teaching and learning of certain concepts. \_\_\_\_\_ (Intl)

**Tuition Agreement:** I will be responsible for tuition payments until notification of withdrawal. I understand that a 30-day written notice must be given to Shenandoah Academy of Dance in the form of a letter to the Artistic Director if a class or classes are dropped or if not continuing with the regular studio year (August – May). Failure to do so will result in ongoing charges that are due and payable to the Academy as scheduled. Monthly tuition payments are due on the 1st of the month and before the 5th of the month. After the 10th of the month a \$10.00 late fee will be applied to all past due accounts. I agree to a \$35.00 returned check fee. I understand there will be no deductions for classes not attended. Make-up classes can be arranged through the Artistic Director. I also understand that tuition balances that exceed one month's tuition will cause my student to not be allowed to perform with the Shenandoah Ballet.

**I have read and agree to the 2022 - 2023 Tuition Policies.**

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**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_

**Photography / Video Release:**

I give permission for photographs and / or videos of my child in dance classes, rehearsals, events and performances to be used in promotional material for Shenandoah Academy of Dance and the Shenandoah Ballet. Such photographs and / or videos could appear on the Academy / Ballet company's websites, social media and print (newspaper releases, flyers, etc.) for promotional purposes only.

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**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_

I wish for my child / children to not be visible on any of the above media

**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_**Release from Liability:**

I, the undersigned adult student or parent / guardian of \_\_\_\_\_, a minor, recognizing that classes involving physical activity may result in personal injury, do hereby release, discharge, and agree to hold harmless and safe from any and all liabilities the Shenandoah Academy of Dance, the Shenandoah Ballet, its officers, agents, employees and independent contractors from any and all claims, demands, rights, actions and clauses of actions arising out of the activities of said business, specifically including, dance and related classes, rehearsals, events and performances, on account of or in any way arising out of any and all known and unknown personal injuries and property damage, including consequential damages, which I may now or hereinafter have as the parent / guardian of this said minor on his/her own behalf.

**I have read and agree to the 2021 – 2022 Release from Liability.**

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**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_**Consent for Emergency Medical Treatment:**

In cases of emergency, the Shenandoah Academy of Dance is authorized to arrange for medical services for the student and I consent to appropriate medical and surgical service recommended by licensed medical professionals. I accept full responsibility for all costs of said medical care and any emergency treatments. The Shenandoah Academy of Dance will not be responsible for the cost of any medical care or emergency treatments. I hereby waive all claims whatsoever in connection with such medical treatments. I agree that Shenandoah Academy of Dance including its instructors will not be held liable for and agree to hold Shenandoah Academy of Dance including its instructors harmless from any and all liabilities, losses, damages or expenses related to the student's participation in any activities at Shenandoah Academy of Dance.

**I have read and agree to the 2021 – 2022 Consent for Emergency Treatment.**

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**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_

I have read the above waiver and sign it voluntarily. I agree to adhere to these policies to ensure the safety of my children and the integrity and professional atmosphere of the Shenandoah

Academy of Dance. I, \_\_\_\_\_ (Parent's/Guardian's Name), hereby represent to the Shenandoah Academy of Dance that my child \_\_\_\_\_ is of sound health and has no history of a medical or physical condition which could in any shape, manner or form place my child at risk because of said condition. I acknowledge that I have been informed by the Shenandoah Academy of Dance of the nature of the instruction my child will receive and that such instruction involves physical exercise, exertion and stress, which could result in injury and /or disability.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_ Address  
of Parent/Guardian: \_\_\_\_\_ Signature of

Parent: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

Any medical conditions or allergies we should be aware of? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain:

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### **New policy additions Adapted for the 2021—2022 Season**

#### **Stealing / Lying and other serious student misconduct:**

Stealing on any Shenandoah Academy of Dance or Shenandoah Ballet venue (including but not limited to: the studio or any performance venue), is grounds for dismissal. I am in the position of not just teaching ballet steps for my students. It is also my job to instill in my students a sense of community and belonging as well as integrity, ethics and strong moral fortitude. I will NOT tolerate stealing. \_\_\_\_\_ (Intl)

Lying and other verbally disparaging remarks about other students, teachers or any other Shenandoah Academy of Dance / Shenandoah Ballet volunteers, staff or patrons is also not to be tolerated. This includes social media. There is to be no cursing or other foul language used in my studios or any other venue that the Shenandoah Academy of Dance or Shenandoah Ballet occupies. I am promoting a healthy, safe and nurturing environment for all young (and young-at-heart) students to enjoy and thrive in. Word travels fast in a small studio so please make sure that your students understand that only respectful behaviors will be allowed. \_\_\_\_\_ (Intl)

**Teachers' Responsibilities in the Classroom:** If there are problems in the studio that relate to other students, please bring them to me not the teacher. Teachers are paid to teach class and having discussions with teachers prior to class prevents them from doing so. This not only disrupts their focus, it also disrupts the students' focus, prevents teachers from starting class on time which affects other parents' paid tuition. It is absolutely necessary to bring any issues to my

attention via email if I am teaching or starting class. Please let my teachers do what they are there to do ... teach class. **Again, mfloyd@shenandoahacademyofdance.com** \_\_\_\_\_ (Intl)

**Illness Policy:**

I have always observed an illness policy that states that if your child is sick, keep them home. We will still have cases of strep throat, flu, stomach viruses .. pink eye and lice ... Please keep it at home. Also remember that we will still have allergies and the common cold.

1. Body aches and chills
2. Fever
3. Diarrhea, vomiting
4. Cough
5. Sore throat
6. Any combination of those or if you just know you ain't right.

**Hand washing and Hand Sanitizing / Barre** and other frequently touched surfaces: Obviously this has been discussed at length at home. Students will be instructed to wash hands, sanitize hands, keep their hands away from their faces and each other. Barres and other touched surfaces will be cleaned after each use and at the end of the night. This is not a new habit as I do this during flu season but, of course, it is a much more sensitive situation.

**I have read and agree to the 2022 – 2023 Illness Policy:**

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**Signed: Parent / Legal Guardian / Adult Student Payor Date:** \_\_\_\_\_