

HUNTER



DANCE CENTER

# Studio Handbook Policies & Safety Procedures

## **Tuition Payments:**

- Tuition for all student program classes is based on the number of weekly classes taken by each child. Tuition is paid by the first class of each session. If you have opted for our payment plan, then half is due by the first class and the balance will be due mid-way through the session. Our summer session is typically a 6-week session running from July to August with a flat tuition fee.
  
- A signed registration must be filled out in its entirety at the beginning of each school year and each summer session to ensure our databases are up-to-date and each account holder is aware of his/her financial obligation.
  
- Payment options and discounts
  - o Student Registration will be \$25 for one child, and \$15 for each additional sibling when faculty processes tuition payment.
  - o Family Discounts are available to those households who have 2 or more children from the same family register at the same time. A 10% discount will be applied to all additional children's tuition of equal or lesser value than the first child.
  - o Scholarships are available. An application must be filled out and reviewed by Annie Arnoult, Director of Hunter Dance Center. Tuition discount is based on individual need.
  
- Tuition penalties for failure to pay for Tuition:
  - o You must leave a current Credit Card on file when signing up for our Payment Plan.
  - o Accounts more than 60 days delinquent may result in suspension of lessons. Accounts more than 90 days delinquent will be submitted to a collections agency.
  - o Returned checks are subject to a \$20 RETURNED CHECK FEE.
  - o Accounts must be current and all fees paid in full before students may receive costumes or participate in performances.

## **Withdrawals & Refunds:**

- Classes, during each session, are not considered class-to-class. A student is enrolled for the entire session once registered. A student may withdraw at any time with written notice. Withdrawals must

be done at the front desk, and not with the instructor. A withdrawal form, available at the front desk, must be completed and signed. Please be advised that students are unable to return to class for the duration of the session after a withdrawal has been made. **HDC has a NO REFUND POLICY.**

- No refunds will be given for absences, class cancellations (by the client/student), or withdrawals. Students may do make-up lessons within the enrolled session instead. (Refer to the Absences section below for policies on make-up lessons.)
- Hunter Dance Center reserves the right to terminate lessons to any student without notice; in such a case, a refund for unused lessons will be given.

## **Attendance & Make-ups**

- Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents/guardians to stress the importance of attending class and rehearsals. Repeated absence may result in a student being asked to withdraw from the class.
- If a student will knowingly miss class due to illness, a conflicting activity, or appointment, they should notify the front desk prior to class by calling 832-962-8982 or emailing [info@hunterdancecenter.com](mailto:info@hunterdancecenter.com).
- Class make-up is allowed in cases of illness, injury, or family emergency.
- Class must be made up within the same session.
- Students may make-up a missed class by attending any class of the same level or a level below.

## **Class Cancellations & Instructor Substitutes:**

- If Hunter Dance Center cancels dance classes due to events beyond its control (e.g., extreme weather, power outage), students in the cancelled classes will be allowed to make up the missed class in a class at the same level or below before the end of the session.
- Holiday closures are determined by Hunter Dance Center and will be posted on our website, in the lobby, and in our newsletters. In the event of weather emergencies that lead to the studio closing, notice will be made on the HDC website, Facebook page, and HDC Voicemail.
- Hunter Dance Center reserves the right to provide a substitute instructor in cases where the regularly scheduled teacher is unable to attend a lesson.
- HDC requires a minimum of six students enrolled in order to run a class. Tuition for classes that are cancelled due to low enrollment will be fully refunded.
- Please call us at 832-962-8982 or refer to our website ([www.hunterdancecenter.com](http://www.hunterdancecenter.com)) or Facebook page for confirmation of all closures.

## **Health, Wellness and Injury Policies:**

- All students and their parent/guardians must sign Hunter Dance Center's official liability release and photo release to be allowed to participate in Hunter Dance Center classes. Each release confirms that students are physically able to participate in the classes they are participating in and that they understand that all dance classes carry physical risk of injury.
- **Illness Policy:** If your child is ill, please do not bring them to HDC. Make-up classes are available in cases of illness, injury or emergency. If your child has had a fever, vomiting or diarrhea in the past 24 hours, please do not attend class. Hunter Dance Center supplies hand sanitizer for students and visitors. Teach your child to use it before and after class. Restrooms are located in the second hallway to your right for hand washing.

· Injury Policy: In the event of a minor injury (fall, scrape, strain, or sprain) the faculty will apply ice, elevate, and if necessary contact the parent or the emergency contact person(s). In the event of a medical emergency, HDC will call 911, and will attempt to reach the parent or the emergency contact person(s). To reduce injuries, our dance studios are equipped with state-of-the-art sprung floors.

- Safety Policy: HDC teachers and staff are trained in best practices for safety and spotting in their each particular dance technique class. Students must listen to, attend to, and practice all safety measures taught by the teacher in class. If a student does not listen to/and or practice safe movement procedures as taught by a teacher, the student will not be allowed to participate in the activity. If the student repeatedly refuses to listen and/or practice safe movement practices and/or puts themselves or another student at risk, the student will be removed from the class and their parent will be informed. There are no refunds for students who are removed from class because of a lack of safe dancing practices.

· Allergy Policy: In order to keep our severely allergic children safe, we request that students and families refrain from bringing nut food products and pets into HDC's facility. Please do not eat in the dressing rooms or studios; instead, eat in the provided "break room."

## **Communication:**

- Hunter Dance Center strives to keep parents and students well-informed with emails, lobby flyers, phone calls, personalized hand-outs, social media, and website postings/documents.
- It is the parent/guardian's responsibility to inform HDC of any changes in address, phone, and email and to maintain their subscription to our Constant Contact mailing list.
- HDC's administrative staff is available during regular class times and extended hours for assistance. Please call, email or stop by the studio with any questions or concerns.

## **Lobby Areas and Hallways:**

- Food and drink are prohibited in all areas of our facility except the lobby and "break room". (Water is permitted.)
- Please be considerate of classes in session and keep noise at a minimum.
- Parents are asked to supervise their children at all times.
- All electronic devices must be kept at zero volume or be used with headphones/earbuds so as not to disturb others.
- No outside voices, running or horseplay in any of the facility's hallways and lobbies.
- Personal items should be stored in the cubbies in the main lobby or in the dressing rooms. Hunter Dance Center is not responsible for lost, damaged, or stolen items. Items that have been left behind in studios or lobbies will be put into "lost & found". Periodically, throughout the school year, all unclaimed items will be donated to charity. Signs will be posted in the lobby area at that time.
- Be sure to properly dispose of your trash and recycling, including water bottles.
- We have observation windows for Studio 2,3 and 4 and an observation portal for Studio 1. Please be considerate of everyone trying to look through. The blinds in these windows may be closed at the discretion of the teacher. Please do not open the window blinds yourself.

- Please do not block hallways with chairs. The hallways must be kept open and passable for fire exits.

### **Recital Performances:**

- Hunter Dance Center holds an informal observation day inside the studio at the current time slot of your dance class during the last week of the Fall Session.
- We also hold a Recital the first weekend in June. Participation in the Recital is expected of Spring students. The last 10-12 weeks of Spring Session includes much time and effort spent on learning and rehearsing performance skills through the development of a recital piece to be performed at MATCH on Friday, Saturday, and/or Sunday the first weekend of June.
- Recital Performance information will be emailed to students as well as posted on our website and in the lobby at the beginning of our Spring Session.
- Attending classes and rehearsals is crucial for performance participation. If a student has an excess of two absences in the last 10 weeks of Spring Session, they will not be able to participate in recital. No refunds will be given for recital session in this instance.

### **Observation Days:**

- Parents/guardians and visitors are invited into the studio to watch their student's class during scheduled Observation Days only. Observation week is scheduled for the last week of the Fall Session and reminders will be posted on our website, in the lobby, and via email.

### **Arrival and Departure:**

- We suggest that students arrive 10 minutes early to prepare for class.
- Students will be asked to observe class if they arrive more than 10 minutes late. This is a safety precaution to avoid student injury.
- Students should wait quietly for their class to begin. If the studio door is open, students may go into the classroom to stretch and prepare. Students should not open studio doors themselves.
- Students should use the restroom and get water before class, not during class. (Adults, please help with this process/task.)
- All dancers must wear clothing over their dance attire as they come and go into the studio. Dance shoes should not be worn outside the dance center.
- Students should wait inside the building to be picked up by their parent/guardian.
- A parent/guardian should accompany any student under 6 years of age into the building for drop-off and pick-up.
- Parents for Tippy Toes and PreBallet Students should remain on the premises for the duration of the 45 minute class.
- To ensure the safety of your children, parents for level 1 classes and above please arrive 5 minutes prior to the end of class. PreBallet and Tippy Toes parents please see previous bullet point.
- Students are not to be left unaccompanied at HDC for an excessive time before and after lessons.
- Students should not leave the building by themselves unless given permission by their parents.
- HDC will not be responsible for students allowed, by their parents, to leave the building unaccompanied.

- Please remind your children to always remain in groups or with an adult if they are departing the studio premises.

### **Class Etiquette:**

- Wait for instructor's permission to enter the studio.
- Receive permission from instructor before leaving class.
- No hanging on ballet barres.
- No food, drink, chewing gum, or electronics allowed in class.
- Follow Hair Policy and Dress Code at all times.
- Keep a positive attitude.
- Students are encouraged to ask questions of their instructor as long as they raise their hand and the question is relevant to the class work.
- No talking, running or horseplay during class. Students are expected to treat each other, instructors, and staff with the utmost respect, using appropriate language and good manners in every aspect of Hunter Dance Center. Students who do not adhere to this request may be asked to sit out of class.
- Have fun!

### **Dress Code & Hair Policy:**

- A dancer's attire greatly determines the attitude toward their class work. Therefore, we require that the dress code is followed at all times. Instructors may not allow class participation by a student who regularly neglects this requirement.
- We require that all dancers wear cover-ups when coming to and going from the building. If t-shirts are worn as a cover-up, they should be worn with pants, shorts, or a skirt.
- All female students should wear pink tights and pink ballet shoes in all ballet classes. Please do not wear tights with holes or bad runs and be certain the elastic is properly sewn on all shoes. Underwear is not permitted underneath tights. This is a health hazard to the student.
- Leotards should be plain and solid in color, following the dress code for the appropriate class – without prints or designs. See our Dress Code Below for appropriate leotard color.
- Watches, bracelets, necklaces, and dangly earrings may not be worn during class. This includes rope bracelets, fabric bracelets, etc.
- A limited number of shoes have been donated to the studio. Students are welcome to borrow these shoes as needed. Please return all borrowed shoes when done.
- All ballet students must wear their hair secured neatly in a ballet bun. All jazz, modern, hip hop, tap and Aerial dance students must wear their hair secured away from their face and off their neck. Students who do not have their hair appropriately secured will not be allowed to participate.
- Please inquire at the front desk or visit our website for detailed instructions on how to style your hair.

# STUDENT PROGRAM DRESS CODE

## SCHOOL YEAR PROGRAM

### BOYS

- ALL CLASSES:
  - Plain white t-shirt and black dance pants, stretchy/athletic pants, or leggings. Please note, shorts are no longer dress code.
  - White socks and black shoes for Ballet, Jazz, or Tap.
  - Clean *light-sole* sneakers for Hip Hop.
  - Bare feet for Modern, Circus and Aerial.
  - *If hair is long, it must be secured tightly away from face in a pony tail.*
  - NO WATCHES, BRACELETS, CHAINS, or JEWELRY OF ANY KIND. Please understand this is a safety issue and will be strictly enforced.

### GIRLS

- BALLET:
  - Leotard\* is worn with pale pink *footed* tights and pink leather or canvas ballet slippers.
  - *No attached skirts or footless tights permitted.*
  - *HAIR Must be in a bun for Ballet I and above (see link to directions for bun, if you need help.)*
  
- MODERN, JAZZ, AERIAL, ACRO, HIP HOP:
  - Black full-length unitard, or black leotard and black footless tights or capri leggings. No shorts permitted. Light soled sneakers must be worn for Hip Hop. Black jazz shoes must be worn for Jazz.
  - *If you have a ballet class immediately preceding your modern, you do not need to change for modern. Please wear your ballet dress code leotard and pink convertible (footed) tights for ballet and then roll up your tights for bare feet for modern.*
  - Note: For Hip Hop, girls may choose to wear a plain white t-shirt and plain black athletic pants, instead of the black unitard/leotard dress code listed above.
  - Hair must be cleanly and tightly secured off the face and neck in a ponytail, braid, or bun for longer hair and tight headband for shorter hair.

- Halter leotards, bare midriffs, embellishments and attached skirts are not permitted in any class.
- NO JEWELRY, WATCHES, BRACELETS, CHAINS, EARRINGS, OR RINGS OF ANY KIND. Please understand this is a safety issue and will be strictly enforced.

We recommend the following leotard brands: Eurotard, Capezio, Motionwear, Mirella, Body Wrappers.

\* BALLET LEOTARD COLORS (No skirts please!)

- Tippy Toes: Pale pink (tank or cap sleeve) 123
- Pre-Ballet : Light Blue (tank or cap sleeve) 123
- Ballet Basics: Hunter Green 12 (tank or cap sleeve)
- Ballet 1: Royal Blue 123 (tank or cap sleeve)
- Ballet 2: Navy Blue 24 (tank or cap sleeve)
- Ballet 3: Motionwear Bright Red Camisole
- Ballet 4: Navy Mirella Child's Scoop Front Camisole, Style No: M201C
- Ballet 5: Burgandy Capezio Adjustable Strap Camisole
- Teen Ballet: Black camisole 2

Brands: 1 Eurotard, 2 Capezio, 3 Motionwear, 4 Mirella, 5 Body Wrappers

## SUMMER CAMPS

- Storybook Dance Theater Camps:
  - GIRLS: Solid color leotard, pink convertible tights, pink ballet shoes.\*
  - BOYS: White t-shirt and black jazz/athletic/dance pants OR black athletic shorts just above the knee. White socks and black ballet shoes.\*\**Ballet shoes are recommended but not required for storybook dance theater camps.*
- Aerial and Hip Hop Camps:
  - GIRLS: Solid color dance top (no midriffs allowed) or leotard, stretchy athletic/dance pants, Clean *light-sole* sneakers for Hip Hop. Bare feet for Circus and Aerial.
  - BOYS: White t-shirt and black jazz pants or stretchy/athletic dance pants or black athletic shorts just above the knee. Clean *light-sole* sneakers for Hip Hop. Bare feet for Aerial.
- Ballet Camp:
  - GIRLS: Solid color tank or spaghetti strap leotard, pink convertible tights, pink ballet shoes.

- BOYS: White t-shirt and black jazz/dance pants OR tights. White socks and black ballet shoes.
- ODP Pre-Professional Intensive
  - GIRLS: Solid color leotard, pink convertible tights, pink ballet shoes and black jazz shoes.
  - BOYS: Solid color t-shirt and black jazz/athletic/dance pants OR black tights. Black ballet shoes and black jazz shoes.