ADC Studio Policies 2026-2027

In order to get the most out of each class, and to not disrupt the harmony of Artistry Dance Center, we need your help and cooperation regarding our policies and procedures. The following form also includes rules of conduct to abide by as a parent, guardian, or student of ADC. By signing our waiver to take classes at the studio, you are acknowledging that you have read, understood, and will abide by the guidelines listed in this form, and that you have read and understood the terms listed in the Registration Letter as well. Thank you for your help in keeping the environment of our studio a kind, respectful, and safe place to be!

TUITION AND FEES UPDATE:

As costs continue to rise (costumes, music, staffing, insurance, tech, and more), we're making a few changes this season to help keep things sustainable while still giving our dancers top-notch training, great experiences, and personal support.

- **Costume Deposits** of $70 per costume per class will be due by November 15th.
    - Costumes generally cost between $90-$110 including accessories, and new tights (if needed.) You will be notified as to the final amount, and it will be applied to your account by March 15th, 2027. **This will be due by April 1st.**
- **Recital Tickets:** Tickets will again be distributed through Dance Recital Ticketing, and will be $20 per ticket not including the small service fee the company charges.
- **Tuition:** Tuition has also adjusted, as it does each year, and can be found on the back of our Dress Code Form, and Tuition Sheet.

OTHER UPDATES & GENERAL POLICIES/PROCEDURES:

- ***DRESS REHEARSAL:*** All students ***must*** attend dress rehearsal. Please mark this week down in your calendar.
    - This is scheduled for Thursday and Friday May 27th-28th as well as Tuesday through Friday June 1st-June 4th.
- **Lost and Found:** Please frequently check the lost and found. Items left past 90 days will be donated to charity.
- **Ballet Requirement:** Please take special note on our class list as to which classes require a Ballet class to enroll.
- **March Break:** March 7th – March 13th. This week will be used for make-up classes that were canceled September – March due to snow days, teacher absences, utility issues, major weather issues, etc. This week is not included in your tuition.
    - Regular classes ***will not be held*** this week **UNLESS** they need to be made-up.
- **Costumes:** Costumes will not go home until your account is paid *in full*. Please make it a priority to attend Costume Pick-Up Day on Sunday, April 18th, 2027.
- *In the event your account is 30 days past due*, you will need to fill out an alternate *payment plan form* in order to pay the balance, on top of what fees may be upcoming. This will be followed up with our extended studio policies explaining further consequences for missed payments. ***A late fee of $20.00 will be applied when payments are not made on time on the 10th of that month.***
    - This includes the Costume Deposit, and Final Costume Balance (FCB), in which the fee will be applied by the 30th.

ABSENT POLICY/MISSING A CLASS/ATTENDANCE:

- For each class your dancer attends, all year long, please check in at the front desk for accurate attendance.
- Please ***EMAIL AND CALL*** the studio when you or your child will be absent from class. The office staff will inform the teacher.
    - Please do not text Kelsey if your dancer will be missing class.
- Regular on-time attendance, especially participating in the first 5 minutes/warm up of class, is very important! Please arrive early.
- If you miss a class, please contact the studio for a different age/level appropriate class you can use to make it up.
- Please check in at the Desk to let them know that you are making up a class and what day your usual class is on.
- Perfect attendance will be showcased in the program two ways- for dancers who have perfect attendance in at least 1 class, and those who received perfect attendance in ALL classes!
- Classes are made up at or below the level of your current class. All ballet classes must be made up with another ballet class.

BAD WEATHER & CANCELLATIONS:

Should the studio need to close due to inclement weather, a message will be emailed to those enrolled in the classes on that day, as well as posted on our Facebook/instagram. If a message is not sent by 2pm that afternoon, you can assume classes will be running. A make-up class will be offered the first time a class is cancelled to be held during March Break. If we must cancel a class any additional times after the first "cancellation day," a make up class will not be offered, and you may choose to contact the studio for an appropriate make up class during the week. These additional cancelled classes will not count against your dancer for perfect attendance or competition requirements regardless if you choose to make it up or not.

If a class needs to be cancelled, generally, we try to both email AND text families with the information. Please do not rely on our texting communication, and always *check your email before leaving the house!* If you planned on coming to a class you do not normally attend, always call or email ahead in case the class had to be cancelled (in which, you wouldn't have received the message.)

DRESS CODE:

- The form indicating our dress code policy should be adhered to, and can also be found on the backside of the tuition form.
- **Please print your child's name or initials inside all shoes and clothing with a permanent marker.**
- We sell Revolution and Weissman shoes/dancewear (sold only to dance studios) at ADC, and they will be available for purchase throughout the year. Revolution ballet slippers are required for many of our Ballet classes.
- During cold weather, only tight fitting knit sweaters, long sleeve fitted shirts, or dance sweaters are acceptable.
- Bulky sweaters/sweatshirts/jackets will not be allowed during dance class, including Competition Team Jackets.

WITHDRAWING FROM A CLASS:

You must notify us by Email: artistrydancecenter@gmail.com if you will be withdrawing from class(es). At that time, you are financially responsible for the remaining balance on your account minus any potential refund based on the date of receipt of withdrawal notification (not when the student started missing classes).

APPROPRIATE BEHAVIOR:

Please do not allow your child to enter the studio space unless a teacher is present in the room, or without permission from a teacher or staff member. All students are to respect dance props and equipment which are only for use by a teacher during class time. Students as well as parents/guardians are expected to follow the appropriate rules and guidelines listed below. ***Parents must go over these rules with their child.***

DISCIPLINE POLICY:

Each teacher may develop their own code of conduct in class regarding any disciplinary actions that may need to be taken. If a student's behavior is distracting or inappropriate, the student will receive a verbal warning. Generally, after three warnings, the student will not be allowed to participate in the remainder of the class and will be asked to sit and watch with notification to the parent. Please remind your dancer that good listeners make good dancers, and also make class enjoyable for all!

RULES FOR STUDENTS & PARENTS/GUARDIAN:

Parents/Guardians

- Please bring your dancer to class on time as the warm-up is the most important part of each class. Being late is also disruptive to the flow of the class.
- Label all shoes and clothing to avoid mix-ups.
- Encourage, but not force, practice at home.
- Keep siblings safe & under control in the lobby.
- Please do not compare your dancer to other dancers.
- Avoid gossip in the lobby and speak directly to Kelsey with any concerns you may have.
- Do not leave your young children unattended, or unprepared for class in the lobby.
- Do not allow dancers to wear their dance shoes outside.

Dancers:

- Older dancers waiting for rides, must wait in the lobby.
- Make sure your hair is properly restrained and you are dressed appropriately for class.
- Do not chew gum in class, or bring food/non-water drinks into the studios.
- Use the restroom before class begins.
- Respect your classmates, celebrate each others' successes, and encourage each other to push through challenging steps.
- Do not wear dangly jewelry while dancing.
- Keep cell phones on silent, in the lobby, during class.
- Do not wear street shoes into the studio

APPROPRIATE BEHAVIOR CONTINUED:

Artistry Dance Center believes that all dancers have a right to a safe and healthy dance environment. As such, our faculty strives to promote mutual respect, kindness, and acceptance. ADC will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Conflicts that may arise outside the studio may be beyond our control, but students will NOT bring these conflicts into the studio and create an uncomfortable, and/or unsafe environment for the student(s) in question, and the class as a whole.

ADC expects students and staff to immediately report incidents of bullying to the director. Staff who witness such acts may take immediate steps to intervene when safe and appropriate to do so during and out of class time. At the beginning of the year, teachers will discuss with the students class respect towards their peers, the instructor, the studio, and the culture of the art of dance at an age-appropriate level. Students/families who are in violation of this policy will be subject to disciplinary action up to and including removal from the class/studio. When signing off on our registration form, you are stating that you and your dancer have read and understand our studio policies, and the potential consequences for misdemeanors. We want our students and families to feel welcome, safe, and included and we thank you for honoring our values as a studio!

Studio Policies Continued

Other Tuition Info:

- Please make all checks payable to **"KMR Studios, LLC."** Thank you!
- In the event your account is 30 days past due, you will need to fill out a payment plan form in order to pay the balance, including late fees and upcoming fees. This will be followed up with our extended studio policies explaining further consequences for missed payments. A late fee of $20.00 will apply when payments are not made on time. (This includes Costume Deposit and Final Costume Balance (FCB) in which that fee would be applied by the 30th).
- Tuition payments can be made by check, cash, money order, or credit card. We accept Visa, Mastercard, Discover, and American Express. Tuition adjustments will be made if your dancer has a change in class hours. The schedule is subject to change.
- A $30.00 service fee will be added to your account for each returned check.
- There's a ***15% discount*** in the Fall for each additional dancer enrolling from the same family, titled "sibling discount."
- Billing statements will only be provided to those whose accounts are past due, or if requested

CLASS TITLES & PLACEMENT PHILOSOPHY:

★ Students are placed in classes based on a variety of factors such as but not limited to…
  - Specific techniques within the genre of dance, age, coordination, concentration, work ethic and classroom behavior, maturity in accepting and applying corrections, retention of choreography and concepts, "mind to body" connections, musicality and timing, movement clarity/intention/engagement, group dynamics and peer relationships, and of course, overall technique.

★ Our goal is to create cohesiveness within each class and ensure dancers are in an environment that is developmentally appropriate, and both challenges and supports their individual growth, as well as the growth of their peers.

★ **It is important to understand that our program does not operate like school grade levels.** Dance training and class advancement is not a linear progression. Students may find themselves in a class with the same or a different title, and with the same or different peers than the year before.
  - This ***does not mean a dancer is being held back***, has not improved, or is repeating the same material the entire course of the year. Likewise, being placed in a differently named class does not automatically mean a dancer is skipping levels or being pushed too fast.
  - Every year, our teachers assess the overall developmental and technical level of each group, and ***adjust the curriculum to advance their training*** regardless of the class name.
  - Additionally, even if a portion of a theory/technique/sequence of steps is being "re-taught," the style & manner in which it is taught will be different and will therefore still be beneficial to the education of the dancer.

★ Class titles may also change from year to year in order to maintain a logical sequence, to reflect how many classes we are offering in that genre, or to align with other class levels students are in.
  - ***Titles are assigned after placements are made,*** based on the unique makeup of each group and what will best support the students' journeys.

★ We ask that dancers and families focus on what's happening **in** the class, and not just what the class is called. Every student is continually learning, growing, and being pushed to new levels.

★ Trust the process! We are deeply invested in each dancer's progress and committed to helping them reach their full potential. We want what's best for your child, and we absolutely love to watch them grow and develop into the amazing people they are!

Thank you for choosing Artistry Dance Center for your child's dance education!

Kelsey Rioux | Owner/Director