

# Evolve Dance Company, LLC

## Studio Policies 2021-2022

### **Arrival/Dismissal and Lobby Rules**

The Lobby is open to dancers only. Parents will not be permitted in the lobby during class times. I ask that you please drop your dancer off at the front door and wait in your cars until class has concluded. A staff member will be at the front door sanitizing hands on the way in and ushering dancers to their assigned room. If a dancer under the age of 5 needs assistance, 1 parent may escort them into their assigned room and must immediately leave the lobby. Dancers are not permitted to arrive earlier than 5 minutes before class. Classes will be dismissed in a staggered fashion to prevent congestion in the lobby. Dancers will have their hands sanitized on the way out. We found over the last year following this, made our classes flow well, students adjusted to classes easier and it cut down on lobby distractions and congestion. We will be moving forward with this for our upcoming season. Facial masks are welcome but will no longer be mandatory. Please follow CDC guidelines and any local health orders. Staff members will not be asking about vaccination status and parents are not permitted to ask staff members.

### **Student Illness**

Students are not permitted to attend class if they have a fever of 100.4 degrees F or greater within the last 24 hours. Please notify the studio if your dancer is sick. If dancers have had any covid-19 exposures, they will not be permitted to come to the studio until cleared by a professional. If immediate family members are experiencing illness or have had any covid-19 exposures, please refrain from sending your dancer.

### **Registration Fees**

Registration fees are \$30.00 per family, per year and are nonrefundable. This fee is payable upon registration to hold your child's spot in the class.

### **Tuition**

Tuition must be paid by CHECK, CASH or ONLINE through the portal due on the 1st week of the month from August through May. Per the Student Agreement, Tuition will not be prorated, refunded or credited for missed classes or snow days. The tuition rate is expressed as a monthly payment, and is based on 10 monthly payments and a class schedule of 37 weeks of lessons, plus rehearsals and recital. The monthly tuition installment remains the same regardless of the number of classes in a month.

### **All Checks are to be made out to: Evolve Dance Company, LLC**

10% discount for tuition being paid in full for the year by September 1<sup>st</sup>, 2020

### **Costume Fees**

Winter Show- \$35.00 per dancer due by Nov. 1st.

Spring Show-Recreational costume fees are \$65.00 each inclusive of tights and head pieces, \$130.00 for combo classes, due by December 1st.

Costume fees are Nonrefundable.

### **Late Fees, Checks Returned**

Tuition that has not been paid by the 10th of the month will be given a late fee of \$10.00. Additionally, all returned checks or PayPal transaction will be subjected to a \$30.00 fee which will be added to the student's balance on the web portal.

Students will not be permitted to dance if accounts are not current.

### **Class Withdrawal**

If a student must withdraw from classes, please notify the Studio in writing immediately and withdraw using the online portal. Withdrawal will be effective as of the following month (for example, withdrawal on December 15 is effective January 1). If a student withdraws prior to April 1, no tuition is due for any unused full calendar months (for example, if a student withdraws December 15, then withdrawal is effective January 1, and no tuition is due for January through May). But if a student withdraws on or after April 1, then tuition is due through the end of the season. If a student withdraws from some (but not all) classes prior to April 1, then tuition will be due for the remaining months based on the tuition scale for the remaining classes.

### **Extreme Weather Cancellations**

All weather cancellations will be determined by 2:30 pm on the day of class. We will attempt to notify of any cancellations through local TV, website, and our Facebook account. If Lucas County is under a level 2 or greater snow emergency, classes will be cancelled.

### **Observation**

Parents and guests will occasionally be invited into the dance studio to view what the children have been working on, which will normally happen the last 5-10 minutes of the class. NO ONE other than students and staff may enter classrooms during class without prior approval of the Director.

## **Care of the Students**

Evolve Dance Company is not responsible for providing before or after class care for students. When one class ends, another starts; staff are not responsible for watching the students once the class is dismissed. **For safety reasons, students are NOT permitted to wait outside for rides.**

## **Class Cancellations**

Evolve Dance Company has the right to combine, change times, and provide substitute or replace, and cancel or combine any classes with 5 or fewer students. All decisions are made by the Director.

## **Recital Performance**

Students will only be able to perform in the Winter/Spring recital if account balances are current.

## **Attendance**

Attendance is highly recommended to stay up to date with the class. Attendance is mandatory for the four weeks prior to spring show. Exceptions will be made for school related functions. No **REFUNDS** for missed classes or early departures. Students can make up their missed class with a comparable class.

## **Parent Questions or Concerns**

Please feel free to call or email the studio director at any time with any questions or concerns at [erica@evolvedanceco.com](mailto:erica@evolvedanceco.com). All concerns will be validated and together resolution will take place. All emails and calls will be returned as soon as possible. We ask that you please contact us with any issues that you may have before concerns escalate.

## **Studio News**

All studio news will be posted on the website user portal. Our main goal is to strive to keep you up to date with any studio news and events. Please make sure to check the portal often. Emails will also be sent out on a regular basis.

## **Class Placement**

Students will be placed in a class that is most suited for that student in reference to that student's skill and past training. We want to make the learning environment conducive for each child.

## **Harassment and Bullying Policy**

Evolve Dance Company's mission is to create, promote and maintain a positive and rewarding environment where dancers are treated with respect, encouragement, kindness, and dignity. Race, gender, or sexual discrimination, harassment, bullying, or any other form of disruptive/unwelcomed behaviors will not be tolerated. Such unwelcomed behaviors violate Evolve Dance Company's mission, interfering with our students' abilities to grow through the performing arts of dance in a safe, non-intimidating environment.

Examples of harassment and bullying not tolerated at Evolve

- Physical and emotional violence, threats, or damage to a dancer's property.
- Verbal abuse, taunting, slurs, name calling, use of profanity or any other form of insults with the intention to ridicule, humiliate, insult or intimidation of an individual dancer or group of dancers
- Ongoing jokes which include insulting references directed at a dancer's religious choice, family background or living situation, race, sexual orientation, gender, attire, physical or cognitive disabilities or any comment which is vulgar or obscene in nature
- Spreading gossip or rumors about any student or staff of Evolve Dance Company
- Taking pictures of any Evolve Dance Company student, staff or parent without permission and/or disseminating of a photo for the purpose of embarrassment
- Harassment and bullying also includes any message, phone call, or post which is transmitted using forms of technology (phones, computer, I-pad ) or any other electronic format. This includes transmission via email, text and all social media forums or websites.

Evolve will address all reports of harassment and bullying. Parents and or guardians will be notified immediately. Evolve Dance Company reserves the right to take corrective action up to and including being dismissed from Evolve.