

Policies and Procedures:

Punctuality is a must. For safety purposes and out of respect for other students and teachers, we ask that all dancers are prepared 5 minutes prior to their scheduled class time. If your dancer will be late, please inform the studio with an estimated arrival time.

Dress Code

- ❖ **Ballet:** (Ages 7+) Black leotard, black undergarments pink tights and pink ballet shoes. Hair must be secured in a bun.
- ❖ **Jazz:** Leotard, tights, & tan jazz shoes. Form-fitting shorts may be worn over leotard. Hair secured up and away from face.
- ❖ **Musical Theatre:** Leotard, tights, & tan jazz shoes. Form-fitting shorts may be worn over leotard. Hair secured up and away from face
- ❖ **Lyrical:** Leotard, tights, & half ballet tan shoes. Form-fitting shorts may be worn over leotard. Hair secured up and away from face
- ❖ **Tap:** Comfortable clothing & black tap shoes. (Ages 5-6 Mary Jane style tap shoes. Tie taps will only be allowed without shoelaces and a secure closure)(Ages 7 & up Black lace up tap shoes). Pants may be worn but must be shorter than ankle length. Hair must be secured and off of the face. Socks or tights must be worn.
- ❖ **Hip Hop:** Athletic clothing. (Ages 7-9 Tan jazz shoes) (Ages 10-12 White clean athletic shoes, no outdoor sneakers). Hair secured out of the dancers face.

Lobby: Our lobby is for the comfort of our students, parents and families. We ask that this area be a quiet place for dancers to study and wait for class time. Some toys and children's videos will be available, upon request, for quiet play. There should be no running in our hallway area. Food and drink may be allowed but we ask that all garbage be picked up and thrown away. Family pets are not allowed in our building.

Classroom Etiquette:

- ❖ No talking while instructor is teaching.
- ❖ Focus on your class during class time.
- ❖ No food or gum allowed in our dance studios.
- ❖ Water will be the only accepted form of drink within our dance studio rooms.
- ❖ Please use the restroom before class to ensure that class time is used for dance time.
- ❖ Students not abiding by our guidelines may be asked to leave class if disruptions continue.
- ❖ We will not tolerate violence, foul language, gossip or disparaging remarks about other students, staff or other studios in our facility or at other studio related events.

Make-up classes and Absences: We understand that all families will have conflicts in their schedules. Please email or call Momentum to inform us of your dancer's absence. More than four missed classes may result in dismissal from our Showcase recital. There are NO refunds for missed classes.

Holidays / Vacations: In order to provide continual training for all dancers, we will be closed for dance instruction minimally throughout the year. We regret not being able to observe all holidays or school vacation breaks.

Class Cancellation due to Weather: Classes may be cancelled due to weather. Momentum School of Dance will follow closure for our neighboring school districts.

Child Pick-up and Drop-off: All dancers will be asked to stay inside the lobby until their ride has arrived. We will not allow any loitering in our parking lot. Children are not allowed to be dropped off earlier than 10 minutes before their class time and must be picked up no later than 15 minutes after their last class. Dancers will also not be allowed to arrive and/or leave with only dance attire on.

Account Charges: All students will be emailed their billing statement at the end of each month. Payment is due by the first of each month. Accounts will be past due on the 5th of each month and will be subject to a 10% late fee on all fees owed. Payments may be made by check (with your child's name in the memo line) or by credit card at the studio or online through your parent portal on our website. A \$35 fee will be applied on all returned checks. Students with outstanding account balances will not be able to bring home costumes and order recital tickets until their account is paid in full.

Rehearsals & Recital Showcases: Momentum School of Dance offers two recital

Showcases per year. Instructors will assume that all students will participate in each recital unless notified, in writing, by the 2nd month of the session. All students are required to participate in our rehearsal prior to the showcase in order to perform in our show. Recital Showcases average around 2 hours in length.

Drug and Alcohol Policy: We do not allow use of any controlled substances, alcohol or smoking on our premises. We also reserve the right to refuse class to any student if this policy is abused.

Injuries and Health Issues We strive to provide a healthy working environment for all of our students and staff. If your dancer is ill, we ask that you keep them home from dance class. If serious illness or injury occurs, Momentum School of Dance will need a doctor's approval in order to allow the dancer back into their dance classes. For the safety of your dancer, Momentum School of Dance reserves the right to assess and determine if a dancer is fit to dance and/or perform.