

Robin's School of Dance

Studio Policies and Procedures

Parent Handbook

Welcome to the Robin's School of Dance & Fitness (RSD) family! We are happy to have you become a part of our program. Please review our studio policies and procedures. It is our belief that every class prepares students for their onstage experience and courtesy, cleanliness, and orderliness are essential for a studio and year-end performance to run smoothly.

We are so pleased that you have entrusted us to help your child experience and grow in the art of dance and movement. You can look forward to a wonderful year of learning and growing. The following policies are in place to enrich the lives of our students and their families through the arts. We uphold the values of commitment, integrity, leadership, hard work and a positive attitude. RSD prides itself on using age appropriate music, costumes and choreography.

The following information is a breakdown of all of our policies. Please familiarize yourself and your child with this information. We have updated many of our guidelines, so please take the time to read through each section thoroughly. These policies will be enforced; so if you have any questions concerning any of our policies do not hesitate to contact us via the BAND app.

General Studio Policies

- *No food, gum, or drinks other than water is allowed in the studios.
- *Dancers should use the restroom before class. Leaving during class time is discouraged.
- *Students should arrive to class on time, but no more than 5 minutes prior to start time.
- *Students must come to class in dress code.
- *Shoes should be labeled with dancer's initials.
- *Parents must supervise all accompanying siblings in the lobby area. Small children should not run around the lobby.
- *You must inform RSD of ANY health issues of your child.
- *Dancers may take their dance bag with dance shoes into the studio for class.
- *No cell phones allowed in the dance studio.
- *Students are not allowed to touch the instructor's computers/devices, the sound system, the thermostat, or the mirrors.

Code of Conduct

Students will dress and conduct themselves in an appropriate manner while at RSD. This includes all performances, competitions, recitals, and events in which RSD is being

represented. Proper respect for the staff and fellow students is expected of all students. Attitudes that are disrespectful or uncooperative do not have a place at RSD.

The same code of conduct is expected of parents/guardians of dancers at RSD. Disrespectful or uncooperative attitudes from parents or guardians toward staff or other dancers will not be tolerated and may result in dismissal from the studio.

Drugs, alcohol, or tobacco (including vapes or other nicotine products) are not to be consumed on RSD studio property. Additionally, a person under the influence of drugs or alcohol should not be on studio property at any time. The same is expected at any venue where RSD is a guest including, but not limited to, our recital venue, competition venues, or other performance venues.

Registration

There is an annual non-refundable registration fee of \$25 per student. The *Waiver and Release from Liability* form must be signed and returned to the studio before a dancer or tumbler may begin classes.

Registration is held in-person on two occasions in August. Class registration can also be completed online.

Tuition and Payments

Tuition is due by the 15th of each month. Class tuition is billed on a 9-month payment scale (September through May) based on an average number of classes per month. Each month, tuition is the same regardless of how many classes there are in any given month. The year's tuition is simply divided into 9 payments. Some months are longer than others or have more classes in them than others.

RSD accepts payments by Venmo, check, cash, or credit card (Visa, MasterCard, American Express, Discover). Any payments made with a credit card will be charged an 8% credit card fee.

Please note that RSD does not accept credit card payments for tuition.

All tuition, registration fees, recital fees, costume fees, competition fees, recital tickets, and other fees associated with dance are non-refundable regardless of reason for withdrawal or payment method.

There are 3 tuition payment options:

- Monthly: auto withdrawal via ACH on the 15th of each month
- Semester: 1st semester is paid at registration (or within 10 business days) with 10% discount and 2nd semester is paid prior to January 15 with a 5% discount.

- Full year: Paid at registration (or within 10 business days) with a 10% discount. Full year tuition or semester tuition that is not paid within 10 business days of registration will default to the monthly payment option. There will be no exceptions to this policy.

Payments returned for insufficient funds or stopped payment will be charged a \$15 fee for each occurrence.

Late payments of any kind will be charged 3% interest monthly until the balance is paid in full.

Class Placements

RSD staff send class placement suggestions to families prior to our fall registrations. A great deal of thought and evaluation is put into these recommendations. Considerations include age and skill level as well as past class participation and behavior.

Dancers who are interested in Pointe must also be registered for a ballet class. Dancers who are interested in beginning Pointe must reach out to Miss Robin for a readiness assessment.

If you have questions about class placement recommendations, please contact Miss Robin.

Refund and Class Change Policy

Absolutely NO REFUNDS OR CREDITS will be issued due to withdrawing from classes. Registration for classes is a 9 month commitment. Transferring classes (either to a different night, style, or skill level) may be accepted when presented in writing.

Parents are responsible for notifying the studio if a dancer is dropping a class, and notification must be made in writing before a class is dropped. RSD staff will not assume, based on lack of attendance, whether or not a dancer intends to continue in class.

Changes made to class registrations after September 1, 2026 will be charged a \$15 drop/change fee per class. This includes adding classes or transferring classes.

When paying monthly, any change in tuition due to a schedule change will not be applied until the following month.

Other Yearly Fees

Costume Deposit: A \$45 costume deposit (per dancer) is placed at registration. Parents may put \$45 per class/costume or a total of \$45 at a minimum. This amount will come off your final costume statement that will be emailed out in January. We will be ordering the costumes during the winter break in December; so once the costumes have been ordered, a late fee of \$50 will be assessed for any costumes needing to be ordered after the original order was placed. This is

to cover additional shipping and handling charges that will be assessed by the costume companies. Parents will be responsible for the cost of the costumes once they have been ordered, whether their dancer continues in the class or not.

Recital Fee: To help defray the cost of recital expenses such as theater rental, technicians, special effects, props, backdrops, set, etc. a \$45 per student or \$70 per family fee is due upon registration.

Insurance

It is understood that dance is an activity with inherent dangers for injury. Our professional staff will do their best to train students in the safest manner possible. RSD **DOES NOT** carry medical insurance for its students. It is required that all students be covered by their own family's insurance policy; and if an injury occurs, it is understood that the student's own policy is your only source of reimbursement.

Communication

We will be utilizing the BAND app for most, if not all, of our communication this year. This is an app you can download to your phone or tablet, or you can access it through your internet browser on your computer. You will need to join our group before you have access to all of our info! This can be done via the QR code in the RSD lobby, via direct link, or a personal invitation from a member.

RSD will no longer be using email as a primary form of communication. It is your responsibility to read all BAND and social media posts/messages from RSD so you can stay informed of the latest news and information. It is the parents/guardians responsibility to be aware of important dates at RSD such as observation days, recital dates, extra or make-up classes, and dates RSD is open or closed. These dates will be included in the monthly newsletters or you can find them on the events tab on BAND. It is the parent's responsibility to inform RSD of any address, telephone, or email address change.

Parents can access the monthly newsletter via email, BAND, or other social media outlets.

If communicating with teachers or staff, please allow 24-48 hours for them to reply/respond to your message.

Inclement Weather and Cancellations

If local schools are closed due to inclement weather, RSD will also be closed. There may be times that the weather gets worse as the day goes on. If you question whether or not there will be classes, please check the RSD BAND page and/or social media for a notification. In case of

a tornado warning or other severe weather, dancers will gather in the girls' locker area until parents arrive to pick them up.

Please make the best decisions for your safety and the safety of your dancer. If classes are still being held, but you feel as though it might not be safe to travel, please stay home.

In the event of multiple weather cancellations on the same dance day, RSD will schedule make-up classes.

Absences

If your child is going to be absent from class please use the chat feature in the BAND app to message the studio. Absence notifications should be sent to Miss Robin before 3pm that day.

Snacks/Birthday Treats

All drinks must be in a closable bottle. Snacks are not allowed on the studio floor and must remain in the lobby area. If you eat a snack or meal at the studio please clean up after yourselves- including the table top. Please do not leave food or drinks in the middle of the lobby floor, it is usually a high-traffic area and it's easy for things to get kicked or stepped on.

We understand it is fun to celebrate your dancer's birthday with their dance class; however, birthday treats must be something that can be put in their dance bag to take home.

Bathroom

Please have younger dancers use the bathroom just before class begins. This eliminates "emergency" bathroom trips as this is a distraction and can cause a chain reaction as well as disrupts teaching.

Dress Code

Proper attire must be worn for each class. This includes a black leotard, pink ballet tights, "booty" shorts or ballet skirt, and correct shoes. All classes 10-12 and up may wear any color leotard, "booty" shorts, tan or pink transition tights worn over the feet, or dress code compliant leggings. Sweaters, t-shirts, and/or sweatshirts are not allowed. This includes hip hop classes.

Dancers are welcome to wear the new RSD leggings with a black leotard to class if they prefer. RSD leggings can be ordered at registration or during the fall/winter apparel order.

Correct shoes are necessary for proper instruction and learning. RSD requires pink ballet shoes, tan jazz shoes, black patent Mary Jane taps for younger dancers, and black lace up tap

shoes for older dancers. Clean sneakers can be worn for hip hop classes. Dancers may be required to purchase hip hop sneakers or other shoes for recital.

Hair must be secured away from face. It can be distracting to the dancer if their pony is falling out, hair is only half pulled up, or hair is down. It is a good idea to keep extra hair ties in dance bags for when one breaks or is forgotten. Dancers who do not arrive with their hair pulled up will be given a hair tie. There will be a \$1 charge per hair tie - this will automatically be entered into the dancer's Studio Director account.

Dancers should not wear any jewelry to dance class. Necklaces, bracelets, and earrings are strongly discouraged. Fitness trackers and other wearable technology will not be allowed for class.

Boys must wear black sweatpants or athletic shorts and a white t-shirt or tank for all classes.

Students who are only in tumbling may wear any leotard to class and must have bare feet.

The only exceptions to the dress code are the RSD dress up weeks, which include RSD spirit week, Halloween week, Christmas week, and Valentine's week.

****If the correct dress code is not followed, the dancers will be asked to leave and return with proper attire. If the dancer cannot leave, they will be given proper dress code and a charge will be put in the family's Studio Director account.**

Possessions

Please bring all personal items in a bag that closes securely. Loose items are liable to get lost or accidentally picked up by another dancer. Please label all personal items with the dancer's name in a permanent ink. If your dancer has misplaced a belonging, please check the lost and found located in the girl's locker area. We discard any unlabeled/unclaimed items at the end of EACH SEMESTER. RSD is NOT RESPONSIBLE for lost, unlabeled, or unclaimed items. Please do not bring valuable items to the studio.

Classes and Class Attendance

Please let the studio know, via BAND, if a dancer needs to miss their class(es) for the evening. Messages should be sent to Miss Robin prior to 3pm. Please do not send emails or text messages.

Missed classes: During the first semester any missed class may be made up in a similar level within two weeks of the missed class. Please check with your child's instructor for their recommendations. NO refunds, credits, or deductions will be made for missed classes.

Please speak with your child's instructor(s) if he/she must miss more than 5 classes between January and May. We will take each situation into consideration, but if too many classes are missed, instructors have the right to dismiss a dancer from a particular class/routine or a portion of that routine. This is particularly applicable if dancers miss multiple weeks in a row. Dancers are responsible for learning any recital choreography that they have missed.

Every effort should be made for dancers to be in their scheduled classes at all times, but particularly during the month of May as we make final preparations for recital.

At RSD, it is considered a missed class if the dancer is not in class by the time the teacher takes attendance.

Dancers who know they will be late should notify Miss Robin on BAND as soon as possible. Teachers have the right to refuse entry to a dancer who is consistently late. Dancers who arrive late can be disruptive to the flow of class.

RSD reserves the right to provide a substitute teacher if the regular teacher is ill or otherwise unable to teach class. In the unlikely event that a substitute cannot be arranged, parents and students will be notified as soon as possible and a make-up class will be scheduled.

Please do not let your child enter the dance studios until the teacher calls them in for class. Teachers are responsible for students during class time only. Office personnel are NOT responsible for students at any time. Students who are in the lobby during a break from class should be respectful of studio property and the classes that are in session.

Parent Observation

It is our philosophy that the purpose of dance class is to instruct, not to put on a show. Even the quietest observers do distract students and can make them self-conscious or apprehensive if they are constantly watched. Although the physical design of our studio allows parents to watch at any time, please DO NOT enter the classroom during the course of the class or rehearsal for any reason even if the class is changing shoes or taking a break.

Parents are not allowed to sit in on classes. There are windows to watch the students during class time; but parents are asked to refrain from distracting students while in class.

If you have a question or concern about your child's progress you may contact your child's teacher at any time other than class time. Please do not contact studio staff about your child's class, as their teacher will know the situation best.

Picture Weekend

Picture weekend is held the last weekend in April. This is when a professional photographer comes to the studio and all classes have class and individual pictures taken in costume.

Pictures may take place on Friday-Sunday of that weekend. Please make every effort to be at class pictures. Even if you don't want to order pictures, it's still nice for others who want pictures of their class as well as for the studio to use on social media or at recitals. This is also a good time to double check costume instructions, sizing, accessories, etc prior to recital.

Recital and Recital Policies

RSD recitals are the last weekend in May (the first weekend following Memorial Day). Recital weekend consists of 3 shows: Friday, Saturday Matinee, and Saturday evening. All RSD students are expected to perform in the recitals.

Dancers in younger classes will only perform in 2 of the 3 recitals. Parents will be notified of which recitals their dancer will be performing in via the Spring Newsletter as well as on BAND.

Dress rehearsals start on Monday (Memorial Day) of recital week and continue through Wednesday. You will receive a detailed rehearsal schedule approximately 2 weeks prior to recital week. Dancers who perform in all 3 shows will either practice or have a dress rehearsal Monday and/or Tuesday, and dancers who only perform in 2 of the 3 shows will have their dress rehearsal on Wednesday.

Dress rehearsals are mandatory for anyone performing in the recital. Dancers will only be allowed to perform in routines if they were at the dress rehearsal. Tuesday curtain call practice is also mandatory for dancers in all 3 shows.

Compliance to costume instructions is expected for recital performances. This includes specific makeup and hair instructions, as well as specific instructions for undergarments, jewelry, and fingernails. Younger dancers are not allowed to wear jewelry for the performances, so please plan accordingly if your dancer is planning on getting their ears pierced.

Hair instructions will be as follows: Hair will be worn in a low sock bun with a center part (straight back from the nose). Hair should be completely slicked back with no stray hairs or 'wisps'. Use gel and/or hairspray as well as bobby pins. A bun maker kit such as the one pictured below is helpful in getting the proper look for your bun. There are also a lot of tutorial videos on YouTube if you need more help making your bun. Dancers whose hair will not work in a low sock bun should talk to their teacher for hair ideas.

Make up instructions will be as follows: All dancers should wear stage makeup. This includes purple eyeshadow, black eyeliner, mascara, pink blush, and true red lipstick. All dancers should wear the Ben Nye Amethyst eyeshadow as well as Ben Nye True Red lipstick (both available in the studio office). Older dancers should wear eyelashes. Dancers should not wear rhinestones or other decorations on their faces - just the required stage makeup. Dancers should not wear any fingernail polish or jewelry unless it is specified in the costume instructions. Dancers should make sure they are wearing appropriate undergarments - no underwear is worn under tights and a nude bra or leotard is acceptable if straps do not show.

Parents will be asked to assist in one of the three recital shows either by being a backstage parent, usher, ticket seller, runner, or flower helper.

Tickets will go on sale approximately 3 weeks before recital and can be purchased online at that time. Tickets are reserved seating only, and everyone must have a ticket to enter. Children who can sit on laps do not need a ticket, but please be aware they may not sit on the floor or in the aisles for safety reasons.

5, 10, and 15 year students will be acknowledged at the intermission of the Saturday evening recital. It is the parent's responsibility to communicate to Miss Robin by May 1 if their dancer should be receiving their 5 year award. Ten and 15 year awards will be tracked by the studio.

All accounts must be current prior to recital. Parents can check their accounts any time by logging into Studio Director.

Studio Contacts

Studio staff will be utilizing the following division of responsibilities to make communications easier for families. Please contact the person listed for your particular concern - concerns sent to the wrong person will be redirected.

Miss Jess:

- Tuition or financial questions
- Company/competition
 - Extra routine applications and deposits
 - Choreography fees
 - Competition registrations
- Costume sizing and costume instructions
- Picture schedule
- Recital packet and backstage parent organization

Miss Robin:

- Costume statements
- Class placements
- Attendance
- Scheduling
 - Workshops
 - Church tour and other performances
- Studio reservations
- 5, 10, 15 year dancers

Miss Kirbee:

- Student teacher and assistant teacher supervision/evaluation

- Newsletters and social media
- Dress code
- Senior spotlights and acknowledgement
- Private lessons

Class teacher or choreographer:

- Class concerns
- Student concerns