



Handbook for Students and Parents

As a condition of enrollment at Dance It Out Studios, students and their parents or guardians agree to abide by all the policies set forth by Dance It Out Studios, its director, faculty, and staff. Dance It Out Studios reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Dance It Out!

This handbook will serve as your guide to Dance It Out Studios and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

Dance It Out Studios is fully committed to providing a quality dance education for dancers of all ages in an environment that helps nurture each student's *individual ability, self-confidence, and creativity*. We strongly believe that dance enriches the lives of our students, their families, and our community. Not only do we strive to help students to become the best dancers they can be, but also the *best citizens* they can be through dance education, cultural and social awareness. At Dance It Out, we are not just a studio – We are a **FAMILY!**

Contact Information for Dance It Out

ADDRESS:

124 S Main Street
PO Box 492
La Crosse, VA 23950

EMAIL: danceitoutstudios@gmail.com

TELEPHONE NUMBER: (434)757-1029

INSTAGRAM: [DanceItOutStudios](#)

FACEBOOK: [facebook.com/botofogos](#)

WEBSITE: <http://www.danceitoutva.com/>

TWITTER: [DanceItOutLLC](#)

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor. It shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

FOR ALL PARENTS AND STUDENTS

Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether they stay involved in dance.

➤ **You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.**

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, to promote the development of

self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Special Information for Parents of Preschool Students

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Dance It Out serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tumbling basics, and games in an environment of creativity.

Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So, don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

Separation from the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children. In our Tutu Tots class, children must be able to walk into the classroom without crying. By January, students must be able to enter classroom without parents in order to be in the revue. The Move with Me class may be recommended for children not quite ready for Tutu Tots.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

It May Not Be the Right Time

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom. We encourage you to have your child try again next year.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

Potty Training & Bathroom Breaks

Students enrolled in Creative Movement or higher must be potty trained. All students are asked to use the bathroom before class. Bathroom breaks during class causes the class to lose focus and valuable class time.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Dance It Out Studios. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Code of Conduct

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good. However, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

Parents and students will dress and conduct themselves in an appropriate manner while at the studio and at performances, recitals, and events in which Dance It Out is being represented. Proper respect for the staff and fellow students is expected of all students, parents/guardians, and siblings. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at Dance It Out, especially in our lobby. Parents who are continually negative will be asked not to wait in the lobby. Any parent/guardian or student who disrupts class or approaches a teacher, staff member, another student or parent with the intent to cause dissent or contravene the policies and procedures of Dance It Out will be dismissed immediately. Any inappropriate or slanderous remarks about Dance It Out or its staff members on any social media site will be cause for immediate dismissal from the studio.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment. Do not approach your child's teacher or the director between or during classes or make contact outside of the school. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

- Students and parents will dress and conduct themselves in an appropriate manner while at the studio and at performances, revues, and events in which Dance It Out is being represented.
- Proper respect for the staff and fellow students is expected of all students, parents/guardians and siblings.
- Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at Dance It Out, especially in our lobby. Parents who are continually negative will be asked not to wait in the lobby.
- Students will not speak negatively about one another or the instructors.
- Any parent/guardian or student who disrupts class or approaches a teacher, staff member, another student or parent with the intent to cause dissent or contravene the policies and procedures of Dance It Out will be dismissed immediately.
- Any inappropriate or slanderous remarks about Dance It Out or its staff members on any social media site will be cause for immediate dismissal from the studio.
- If you have a concern or grievance you must make an appointment with the studio director, or you are welcome to send an appropriate email to discuss the issue.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Dance It Out to meet the child's needs

Withdrawals

Dance It Out must receive a two week notice of withdrawal from dance classes or tuition will be due for that month. No refunds will be given on tuition payments, without two weeks written notice. Withdrawal notice must be made in writing. **If a withdrawal is made after payment for tuition has been received, a \$50 fee will be added to account. If a student decides to reenroll later in the dance season, then a \$25 fee will be applied to the account.**

Staying Informed

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Dance It Out will email each family with important information. Please read all emails to stay updated on the latest news. It is your responsibility to read all emails from Dance It Out. In addition to email communication, all information will be on the Facebook, bulletin board in lobby, or on the website.

Newsletters and important updates are emailed to you and posted on the bulletin board in the lobby, Dance It Out Studios' website and Facebook page. Text message reminder service is also used for important information. Please sign up for this reminder service. An email registration information for the text message service will be sent once classes begin. Also, check out our website, Facebook, Instagram, newsletters, or Remind to keep updated.

If you have any questions regarding the information distributed, we encourage you to contact the office at (434) 757-1029 between the hours of 5:00 – 8:00. We answer emails daily. Feel free to email questions to the office at danceitoutstudios@gmail.com.

Dress Code Requirements

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Boys age 10 and older must wear a dance belt.
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

Class	Dance Attire
Preprofessional	<p>Ballet Girls – Preprofessional minis are required to wear a raspberry leotard, ballet pink tights, and pink leather full sole ballet slipper. Preprofessional 1 are required to wear required gray leotard, ballet pink tights, and pink split sole ballet slipper. Preprofessional 2 are required to wear required plum leotard ballet pink tights, and pink leather split sole ballet slipper. Leotards will be ordered from Dance It Out.</p> <p>Ballet Boys – Boys are expected to wear black shorts or pants, white socks, black leather ballet shoes, white tank top or short sleeve shirt.</p>
Ballet	<p>Ballet Girls – PreBallet, Tutu Tots, Creative Movement are required to wear a light pink leotard, ballet pink tights, and pink leather full sole ballet slipper. Intro and Levels 1 to Advanced are required to wear a black leotard, ballet pink tights, and pink leather split sole ballet slipper.</p> <p>Ballet Boys – Boys are expected to wear black shorts or pants, white socks, black leather ballet shoes, white tank top or short sleeve shirt.</p>
Lyrical	<p>Students are expected to wear a black leotard and black or suntan convertible tights or leggings for class. Convertible tights have a hole in the bottom of the foot that allows students to dance barefoot which is required for this class. Students may dance barefoot or with modern shoes. "FootUndeez" by Capezio are preferred by the teacher.</p>
Hip Hop for Girls	<p>Girls are expected to wear a fitted top (T-shirt, tank, leotard), black athletic pants (shorts or capris are acceptable). All hip hop levels will be required to wear Pastry sneakers (sold at Dance It Out).</p>

	Hair should be in ponytail.
Hip Hop for Boys	Boys may wear a t-shirt or tank, black athletic pants/shorts, low tread black athletic shoes or dance sneakers.
Tap	<p>Jazz pants, yoga pants or tights are acceptable with a black leotard. Black tap shoes should be worn during class.</p> <p>Intro to Tap A – Students are expected to wear Mary Jane shiny tap shoes and pink leotard.</p> <p>Intro to Tap B through Level 2 – Tap shoes with buckle (not lace up) must be flat black, not shiny/polished.</p> <p>Level 3 - Tap shoes with buckle (not lace up) must be flat black, not shiny/polished with a heel that is 1 inch to 2 inches.</p>
Street Jazz Girls	Students may wear fitted tops (t-shirt, tank, leotard), black leggings or black tights. Black slip-on jazz shoes are also required.
Street Jazz Boys	Boys may wear t-shirt or tank, black leggings, or black tights. Black slip-on jazz shoes are also required.
Irish Step	Students may wear black bottoms (preferably soffee shorts) to class. Teacher must be able to see their knees. Black skorts are acceptable as well. T-shirts or loose cool tops are also acceptable. Poodle socks must be worn with Gillies, the shoe attire for this class.

Dancewear

Dance It Out sells dancewear at the studio. Items that are not in stock at the studio can be ordered. Items are ordered on the first and fifteenth of each month.

Studio Policies

- Students must be signed in by a parent or guardian upon arrival and signed out when leaving. Dance It Out is not responsible for children who are not signed in and out.
- Parents are not allowed on the dance studio floors without permission from an instructor.
- **Only bottled water** is allowed in the dance studios.
- No “street shoes” allowed in the dance studios.
- No chewing gum is allowed anywhere in the studio.
- Dancers must use the restroom before class. Leaving during class time is discouraged.
- Students must wear a cover-up to and from dance class.
- Students must come to class in dress code.
- Students must have their dance attire and shoes labeled with their initials.
- Parents must supervise all accompanying siblings in waiting areas.
- **Children cannot be left unattended.**
- Dance It Out staff is not responsible for providing care to students before or after class. If a student is left at the studio unattended for over 15 minutes, a fee of \$1 per minute after

- class ending time will be charged to your account. We understand that there could be extenuating circumstances that prevent you from coming on time. In that case, you must call the studio to inform us and avoid the charge.
- Any student that is late to class may be asked to sit and watch. Prompt arrival time ensures that your dancer receives full instruction.
 - You must inform Dance It Out of ANY health issues of your child.
 - No loitering or eating outside of the building.
 - All children must remain inside the building while waiting to be picked up.

Tuition Policy

- **If payment is more than one month past due, the card on file will be charged for the past due amount.**
- Registration is \$25 per student. If you pay for the year in full or sign up for autopay, the registration fee will not be charged.
- June tuition payments (plus registration fee) is due at the time of registration to hold spot. Autopay form must be submitted to enroll in autopay..
- If a student is enrolled in autopay and the credit/debit card is denied at time of payment, then the autopay account will be cancelled. The discount on tuition will also be replaced with the full amount for tuition. A \$50 re-enrollment fee will be assessed.
- If paying “year in full”, tuition for year in full must be paid by September 1st in order to receive discount.
- Tuition is due the 1st of every month. No statements will be mailed unless account becomes past due. A late fee of \$15 **weekly** will be added when tuition is paid after the 5th.
- If you are unable to attend class or if the studio is closed due to weather or holidays, please mail your payments to P.O. Box 492, La Crosse, VA 23950.
- No exceptions will be made for late tuition payments.
- Tuition can be paid by cash, check, money order, or credit cards. No post-dated checks accepted.
- Tuition is based on a rate per year. Tuition is **NOT** based on a rate per month or certain numbers of weeks in a month.
- Tuition payments can be divided into 10 installments **September through June**.
- Tuition must be current to receive costumes, purchase tickets, and participate in studio events.
- Tuition must be paid when registering or you will automatically be dropped from all classes.
- You may choose to pay in full for the year. Paying in full must include tuition for the ten-month session. Discount is on tuition charges only. If you decide to leave studio before the end of year, a refund will be given for time remaining minus a \$100 administration fee.
- Families of 2 or more will receive a 10% sibling discount. Discount is on each additional sibling with lowest rate.
- A \$50 fee will be charged for any returned checks.
- The Waiver and Release from Liability form must be signed and returned to the studio prior to the first day of class.
- All students who pay tuition on time with proper paperwork will be entered into a monthly drawing for a \$10 dance credit on the next month’s dance tuition.
- If an account becomes over 30 days delinquent, your student will not be allowed to participate in class.
- First installment will cover June tuition payment. The first tuition payment will be due in September.
- Autopay must fill out form. If an account cannot be processed on the first, a \$15 late fee will be charged.

- **If a student is dropped from a class due to nonpayment, a \$50.00 reenrollment fee must be paid to reenroll in class.**

Dance It Out Tuition Scale

# of minutes	Cost
30	\$50
45	\$50
60	\$55
75	\$65
90	\$75
105	\$85
120	\$95
135	\$105
150	\$115
165	\$125
180	\$135
195	\$145
210	\$155
225	\$165
240	\$175
255	\$185
270	\$195
285	\$205
300	\$215
315	\$225
330	\$235
345	\$245
Unlimited	\$255

- Tuition is due by the 5th of each month. Late payments will be assessed \$15 late fee per week.
- Sibling discount is 10% on the lowest tuition rate.
- Registration is \$25 per student. If you pay for the year in full or sign up for autopay, the registration fee will not be charged.
- June tuition payments (plus registration fee) is due at the time of registration to hold spot. Autopay form must be submitted to enroll in autopay. If autopay is declined, a \$50 re-enrollment fee will be assessed.
- Tuition is based on a 10 month scale.

Attendance/Classes

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through April, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

- Certain teachers are not guaranteed throughout the dance season. A qualified replacement will be offered.
- Any missed class may be made up in a similar level within **two** weeks of the missed class and the student must be an active student.
- Please check with your child's instructor for their recommendations. No refunds or deductions are made for missed classes. You must give notification of a make-up class either in writing or by calling the studio before arrival to ensure class availability.
- There must be at least five students in a class for that class to be held. If a class falls below the five students during the year, it may be cancelled at any time throughout the year.

- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. In the unlikely event that a substitute cannot be arranged, any cancelled classes will be made up.
- Dance It Out reserves the right to change teachers at any time during the season. Refunds or credits will not be given due to a change in class instructor.
- 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.
- Regular attendance is vital to student progress and choreography.
- Parent Observation is allowed in December and April. Please see calendar of events for dates.
- For their safety, children should be picked up immediately after class.
- Inclement weather policy: Please check the email, Facebook page, emails and local radio stations for weather closing. We DO NOT follow Mecklenburg County school closings. Makeup classes will be scheduled for all weather closings.
- Holiday Closings: Our class schedule does not follow the school calendar. Lessons will not be held on Labor Day, Halloween, Thanksgiving, Dec. 24th – Jan. 5th and week for Spring Break April 15th – April 19th.
- Class minimum is five students or class will be removed from schedule.

Tardiness

Dance is a physical activity that requires the body to be warmed up to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Makeup Classes

Students who miss a class will have the opportunity to make it up with another similar class. Please check with the office to determine the best makeup class for your child.

Lost and Found

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

Emergency Procedures

Parents are not permitted to pick up their children during an emergency evacuation (whether it is a drill or real emergency). Teachers must exit the building with their class roster and will be responsible for keeping track of all students. Children can be picked up once all are accounted. Parents are free to accompany their children to the evacuation area; however, will not be permitted to take their child until instructors and/or a staff member has accounted for all students in their class.

Although we have never experienced an emergency evacuation at the school, we are prepared for such a circumstance. Teachers must exit the building with their class roster and will be responsible for keeping track of all students. Students are to evacuate quietly and walk in single

file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Hands-On Teaching

Teachers of Dance It Out LLC may make appropriate physical adjustments to emphasize proper body position if needed. If you do not want you or your child to receive this kind of instruction, please speak to your instructor.

Injuries/Insurance

Students must have a completed and signed liability release turned in BEFORE beginning any lessons. Dance It Out LLC does not carry medical insurance for its students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood the student's own policy is the only source of reimbursement.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot. Please use the designated crosswalk.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Dance It Out students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Dance It Out. By that we mean you are forbidden to share personal information about the director, other

- students or their families, or anything that is proprietary and/or confidential to them or Dance It Out.
- Students and parents should neither claim nor imply that they are speaking on behalf of Dance It Out.
 - Never post anything that could compromise the self-esteem of students who attend Dance It Out.
 - If you post videos of class or rehearsals, don't post any choreography in its entirety; Dance It Out owns the copyright to all choreography taught at the school.
 - Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
 - Ensure that your social networking conduct is consistent with all the policies contained in this handbook.

General Policies

- Parent and students should not enter the office space of the school. Please feel free to communicate through the windows of the office.
- Use of the school telephone is limited to emergencies only.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised always and are not free to run around the lobby or classroom areas.
- Please do not dispose of dirty diapers inside the school. Large trashcans outside the studio are better suited for such disposal.
- No cell phones or computers may be used during class time.
- Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication with teachers or the director must go through the Dance It Out office.
- Never speak negatively about teachers, students, or parents from other schools.
- Never recruit students from other schools.
- All students must show respect for their teachers always. Inappropriate behavior could result in dismissal from the school.

Snacks

Snacks and drinks are available for purchase at the studio. Snacks are not allowed on the studio floor. A snack card can be purchased for \$5.00 at the studio.

Injuries/Insurance

Students must have a completed and signed liability release turned in BEFORE beginning any lessons. Dance It Out LLC does not carry medical insurance for its students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood the student's own policy is the only source of reimbursement. An incident report will need to be completed.

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. All students will need one costume for each dance form they train in. Costumes include all accessories (hats, gloves, tights, etc.), but do not include shoes.

To ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during December break. Costume manufacturers do not accept cancellations or offer refunds. Therefore, the school does not refund costume deposits.

NO COSTUME REFUNDS ARE GIVEN AFTER NOVEMBER 2nd and no credits will be given. You will be contacted when your costume comes in, so you can pick it up. If the costume is not picked up by June 1st of the same season it will be forfeited.

Class Change/Add Costume Fee- If you change a class or add an additional class after November 2nd you will be assessed a \$15 per costume late fee. This includes new dancers registering after November 2nd. A costume agreement and revue participation form must be received by November 2nd.

Costume deposits (half of total) are due by **October 19th**. The balance is due by **November 16th**. Late fee for payments made after the due dates will be \$25 per costumes. Costumes will be held if there is a balance of any kind on the student's account. Once the account is brought to "0", we will distribute to the family.

The Spring Revue Fee is \$35 due **November 16th**. This fee is **non-refundable**. Late fee for payments made after the due date will be \$25. Revue costumes cost \$65 for Tutu Tots, Creative Movement, Pre-Ballet, Beginning Irish, Intro to Tap, Intro to Ballet, Mini Select Ensemble, and Intro to Hip Hop. Revue costumes cost \$80 for Levels 1-4/Advanced Classes for Ballet, Hip Hop, Lyrical, and Tap, Select Ensembles, Street Jazz, Armaugh and Dublin Irish. **This fee is non-refundable**. All measurements and fittings will be done by the instructors. Costumes will not be distributed to accounts with balances.

Revue

- **June 3rd – June 6th - Mandatory Rehearsals for Tutu Tots, Creative Movement, Intro Tap A, and Pre-Ballet classes**
- **June 7th & June 8th - Revue for Tutu Tots, Creative Movement, Intro to Tap A, and Pre-Ballet**
- **June 11th – 13th - Mandatory Rehearsals for Intro to Advanced Ballet and Hip Hop, Preprofessional 2, Elite Hip Hop, All Lyrical, Intro to Tap B, Levels 1 – 3 Tap, All Irish classes & Select Ensemble**
- **June 14th & 15th – Revue for Intro to Advanced, All Lyrical, All Tap, All Irish classes & Select Ensemble**

The revue performed at the Colonial Theatre is an optional event for each student. The revue offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. Please note that all students must participate in the dress rehearsal to perform in the recital. There are no exceptions to this policy. A participation form is due no later than October 5th.

Costume fees are \$65 - \$80 per student. The revue fee is \$35 per student. Each student will receive 1 free ticket. You can choose your date of choice for these free tickets.

Revue Tickets

Tickets for the annual revue will go on sale online at Tututix on May 13th at 12 p.m. No refunds or exchanges. Children under the age of 3 are free but must sit in an adult's lap. No one is admitted to the revue without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

Costume Photos

Class photos will be taken on April 6th for Intro to Advanced Levels, Preprofessional 2, Lyrical, Select Ensemble, Intro to Tap B through Level 3 Tap, Street Jazz, Act It Out, and Sing It Out and April 7th for Tutu Tots, Creative Movement, Intro to Tap A, and PreBallet at Dance It Out Studios. Dates and times are subject to change. All students are required to be present for their class picture. There are no exceptions.

After the group photo shoot, students may choose to have solo portraits made in any or all their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled time since photo shoots tend to run ahead of schedule.

Event Dates for Dance It Out Studios:

- September 4th – Classes start!
- **October 19th – Costume deposit due (half of total)**
- October 28th – October 30th - Annual Haunted House Fundraiser at Dance It Out
- October 31st – Studio is closed for Halloween.
- November 5th – November 10th – Bring a friend week. No dance experience required. Must be of similar age.
- **November 16th – Remainder of costume balance and \$35 Revue Fee due.**
- November 22nd – 24th – Closed for Thanksgiving.
- December 2nd – South Hill Christmas Parade - Select Ensemble will perform. Dancers can ride our float!
- December 10th – 15th - Parent Observation Week
- December 14th – Christmas Party will be at Dance It Out from 6:00 – 7:30 p.m. Bring a dish to share. Bring your family for fun, food, and games!
- December 15th – Main Character Auditions for ages 8 and up will be held at 2:00 p.m. There is an additional costume fee of \$65 and additional rehearsal and choreography fee of \$100.
- December 15th – Ballerinas and Santa Pictures will be at Dance It Out from 10:00 a.m. – 1:00 p.m. Come to Santa's Winter Wonderland and have your picture taken! Cost is \$10 for (2) 5X7 photos. Milk and cookies will be provided.
- December 21st – "Spectacular Christmas" show at the Colonial Theatre
- December 24th – Jan 5th – Closed for Winter Break.
- January 25th – Viewing Party (\$5 per student)
- March 11th – 16th – Wear green week for St. Patrick's Day.
- April 6th & 7th – Revue Costume Pictures at Dance It Out
- April 15th – April 20th – Studio will be closed for Spring Break.
- April 22nd – April 27th – Parent Appreciation Week and Observation Week - Progress reports will be handed out.
- May 5th – Adjudication for Preprofessional Students
- May 6th – May 11th – Dancer Appreciation Week
- May 13th – Tickets for revue will be on sale online at Tututix.
- May 17th – Cast Party at Studio
- May 27th – Studio closed for Memorial Day
- May 28th – June 1st – Spirit Week!!!

- **June 3rd through June 6th – Mandatory Rehearsals for Tutu Tots, Creative Movement, Intro to Tap A, and PreBallet classes**
- **June 7th & 8th - Revue for Tutu Tots, Creative Movement, Intro to Tap A, and PreBallet**
- **June 10th – 13th - Mandatory Rehearsals for Intro to Advanced Ballet & Hip Hop, Elite Hip Hop, Preprofessional 2, All Lyrical, Intro to Tap B, Levels 1 – 3 Tap, Street Jazz, All Irish classes, Act It Out, Sing It Out, & Select Ensemble**
- **June 14th & 15th – Revue for Intro to Advanced Ballet & Hip Hop, Elite Hip Hop, Preprofessional 2, All Lyrical, Street Jazz, Intro to Tap B, Levels 1 – 3 Tap, All Irish classes, Act It Out, Sing It Out & Select Ensemble**

ADDITIONAL INFORMATION AND ACTIVITIES

Pay It Forward

At Dance It Out, we feel that a mixture of strong dance technique, good grades and service to our community will build high self-esteem among our dancers. By paying it forward, students learn how to organize a project, give back to the community, learn compassion, and learn how to set a goal and achieve.

Here is how it works: The Pay It Forward bulletin board will display fliers for all our current projects. These projects will have bins located in the office to collect all the donated items. Each bin will have a label posting items that are being collected. These items are things that we often have in our homes. For example: canned goods, toiletries, etc. There are usually multiple projects going on at the same time.

Each time you contribute: When you have items to donate, drop them off in the office and an office staff member will fill out a service society slip for you. With each item you donate, you will be awarded points. You can also earn points by participating in charitable events outside of the dance studio, such as helping with a food drive or picking up trash. Before you know it, these points will add up! At the end of the year the dancer with the most points gets an award to celebrate their giving. All dancers who participate will receive a prize at the end of the year!

Summer Program and Camps

Each summer Dance It Out offers summer programs and camps for both current and new students. Summer activities are for children ages 3 to 18. A complete brochure of all summer programs will be distributed in December. We suggest early registration as these programs do sell out, especially the camps.

Studio Rental

The studios are available for rental for meetings, rehearsals, and other activities. Tables, chairs, sound systems, and microphones are available. Whether you're planning a one-time, weekly, or monthly event, give us a call to determine whether we can accommodate your group or activity.

Birthday Parties

We offer several birthday party options for both boys and girls. Parties are themed and can be dance related or not. Most birthday parties are scheduled for Saturday afternoons or on Sundays. Please contact the office for a complete brochure or visit our website for details.

Dance It Out LLC reserves the right to terminate any classes or any student at any time without notice. In such a case, a refund for any unused lessons will be given. **Dance It Out LLC reserves the right to change policies as needed.** Students and Parents will be notified of changes when they occur.

Liability Release

As the parent or legal guardian of the above listed student I hereby consent to the above named person participating in the programs offered by Dance It Out, LLC. I recognize that potentially severe injuries, including sprains, strains, broken bones, permanent paralysis, or death, can occur in any activity involving height or motion. I UNDERSTAND AND ACCEPT THAT RISK. I have additionally communicated these risks to my child.

I understand the study of dance has inherent risks and may cause physical injury. I am fully aware of the risks and hazards involved. Attendance in Dance It Out LLC classes, rehearsals, or activities, on-site or off-site, may cause unforeseen risks and injury.

I hereby release, discharge, and agree to save harmless Dance It Out LLC, affiliated teachers, and contract employees any legal representatives or assignees, and all persons acting under permission or authority, from any liability whatsoever for any and all claims of any nature which may arise out of my or my child's attendance.

If the participant is a minor, I agree that the minor has my consent to participate in Dance It Out LLC classes, rehearsals, and/or activities, on-site or off-site. I further provide my consent for Dance It Out LLC to seek emergency treatment for the minor if necessary. I agree to accept financial responsibility for the costs related to this emergency treatment.

In case of emergency, I give my permission for the student's name to be transported to a hospital and be treated by a medical professional.

My signature is voluntary and implies complete understanding of this form. By signing this agreement, I acknowledge that if anyone is hurt or personal property is damaged during participation in any Dance It Out LLC activity, I may be found by a court of law to have waived my right to maintain a lawsuit against Dance It Out LLC.

I grant Dance It Out LLC to make video, film, photography or any other images of

myself or my child's involvement in Dance It Out LLC activities for promotional purposes without compensation to me or my child.

Signature: _____ **Date:** _____