



# Danc'letics of Rochester

## **DANC'LETICS OF ROCHESTER POLICY, RULES AND REGULATIONS 2023-2024**

All students and parents are responsible for knowing and upholding all policies, rules and regulations of the studio and will be held responsible for same. Please read and keep this document for reference. Direct any questions to Miss Chris, Miss Sue, or Miss Rylyn. Thank you for choosing Danc'letics!

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## **General**

For the safety of all students the following regulations are **mandatory**.

- Students **under 11 years of age** must be escorted in and out of the studio. They will not be dismissed until their escort is present.
  - Escorts must be a parent, legal guardian, or authorized person at least 14 years old.
  - Student will not be dismissed to anyone other than the parent, legal guardian or authorized emergency contact (stated on registration form). **Written or verbal permission** must be given to a Director or Managing Teacher for any other person planning on picking up a student. This person should be prepared to show picture I.D. if requested.
  - Students will not be allowed to arrive or leave unescorted until they are eleven (11) years of age and **have written parental permission**. Permission slips are available at the studio, and will be kept on-file in the Danc'letics business office.
- There is **no gum chewing allowed anywhere** in the studio area.
- **Children are not permitted to ride the elevator unattended.**
- There is to be **no eating** outside of the studio waiting area or inside dance or music studios. **Only water in closed containers** allowed inside dance and music studios.
- **No street shoes may be worn inside the dance and music studios.** This pertains to both students and visitors.
- Student **cell phones must be silenced** before entering dance and music studios.
- **No picture or video recording** anywhere on Danc'letics premises without **Director permission**.
- **No social media posting** without **Director permission**.

## **Attendance, Cancellations & Closings**

- All students are **required to attend Ballet class**. Ballet is the basis of all dance and is therefore necessary for a well rounded dance education.
- In order to receive the full benefits of classes, attendance is imperative. Please make every effort to **arrive on time**. If students are unable to attend class for any reason, please notify the studio **before** the beginning of class at **723-9582**. There are no make-up classes for missed class time, nor will there be a refund or discount for classes missed due to student absenteeism.
- Private lessons require at least a **24 hour notice** for cancellation.
  - Up to 3 cancellation requests only will be honored with a make-up lesson (time and date to be determined by studio and teacher availability, and at the total discretion of teacher).
  - Teacher will provide two (2) choices of make-up time. Inability to reschedule may result in a charge for the missed lesson without make-up.
  - If there are more than 3 missed private lessons, attempts to reschedule will be suspended, and lesson charges will apply.
- Studio may be closed for inclement weather, or acts of nature, when a State of Emergency is issued. Closures are announced on Facebook, Instagram, local TV channels (10-NBC, 13-WHAM, and 9-Spectrum News), and [www.dancletics.com](http://www.dancletics.com). Decision to close will be made as much in advance as possible, based on the information available. In the event that there are up to 2 missed classes on any scheduled day, due to the above, classes will not be made up. In the event there are more than 2 missed classes on any scheduled day, the studio will schedule make up lessons accordingly based on studio and teacher availability. Note: Scheduled make-ups may not be on dancers regularly scheduled day and time and are the dancer's responsibility to attend or make-up is forfeited.

Visit our website at [www.dancletics.com](http://www.dancletics.com) for a complete listing

<u>Open</u>	<u>Closed</u>
Columbus/Indigenous People Day Mon., Oct 9 <sup>th</sup>	(Halloween) Tues., Oct. 31st
Veteran's Day Sat., Nov 11 <sup>th</sup>	(Thanksgiving) Mon., Nov. 20th - Sat., Nov., - 25 <sup>th</sup>
MLK Day Mon., Jan. 16 <sup>th</sup>	(Holiday Recess) Fri., Dec 22nd – Tues., Jan 3rd
	(February Recess) Mon., – Sat., Feb 19 <sup>th</sup> – 24 <sup>th</sup>
	(Spring Break) Fri., Mar 29th – Mon., April 8th

### ***Class Prep and Dress Code***

- Students must arrive properly prepared for class. Proper dance attire is **mandatory**:
  - **Leotards and tights at all times, and appropriate footwear for each class**
  - **No play-wear, swimwear or costumes will be permitted.**
  - **No two-piece (bare stomach) attire allowed unless authorized Sr. Level Classes.**
- If a student arrives not dressed in proper Dress Code attire, they will receive a verbal reminder. If the student arrives a 2<sup>nd</sup> time, not properly prepared for class, a notice will be sent home to the parent. If the student continues to arrive unprepared for class, they may be asked to sit out the class.
- Crop tops, dance sweaters or neatly tied-up (at waist) T-shirts will be permitted, all others must be removed.
- Hair must be worn pulled back from face and above the back of the neck, in pony tail or bun if possible.
- There is to be **no jewelry**, no chains, bracelets, watches or long earrings. Post earrings may be worn.
- Please make sure **ALL items are properly labeled with student's name**. This pertains to outerwear, street shoes or boots, and all dance attire.
- The studio is NOT responsible for lost, stolen or misplaced articles or personal property.

### ***Recital and Rehearsals 2024***

- The 2024 recital date will be announced once confirmed. Individual recital days and times are posted by Dec 1<sup>st</sup>.
- Each class will have a scheduled dress rehearsal on stage. Rehearsal schedules will be posted at the studio by early April. *Note: Dress Rehearsal dates **may or may not** be scheduled the same day and time as your regular weekly class.*
- Student attendance at dress rehearsal is **mandatory**. Parental/Adult supervision during dress rehearsal is also **mandatory**.
- For additional info on recital and costume fees, see [Costume and Recital Fees](#) in the [Lesson Fees and Payments](#) section below.
- Rehearsal & Recital Handbooks are available in the spring.

### ***Lesson Fees and Payments***

#### **Registration Fee**

A **non-refundable** Registration Fee of \$35.00 is to be paid at the time of Registration.

#### ***Lesson Fees and Payment continued.....***

Lesson fees are due **monthly**, and payable in full at the **first of each month**. Please note that **April and May Lessons payments will be Due together by April 1<sup>st</sup>**. Danc'letics extends a 5 day grace

period. **Dance** Lesson fees are based on 9 months of classes, divided into 9 equal payments. **Music** lesson fees are based on the number of classes held during the season and are divided equally for monthly payment.

- Core classes are ½ hour in duration unless otherwise specified.
  - ½ hour weekly \$45.00 month
  - 1 hour weekly \$60.00 month
  - 1½ hour weekly \$90.00 month
- Private Classes
  - Duet \$25.00 per student per week
  - Private (dance) \$30.00 per student per week
  - Voice or Piano \$25.00 per student per week
  - \*Private Lessons fees for season will be divided equally into monthly lesson fee.

### **Bi-annual Lesson Fee Option**

Lesson fees may be paid **bi-annually**, receiving a 5% discount per pay period. Bi-annual payments are due:

- 1<sup>st</sup> payment Due September 1<sup>st</sup>.
- 2<sup>nd</sup> payment Due January 1<sup>st</sup>.

### **Discounts Available**

- Family Discounts (2 students per family – each taking 1 hour or more of instruction weekly) will receive a \$5.00 discount per month. Students paying Bi-Annually will receive a discounted of 5% off their lesson fees.

### **Payments**

- Danc'letics will accept lesson and/or costume fees in cash, credit card (Visa, MC or Discover only) or check payable to "Danc'letics of Rochester"
- **Payments may be made online on your dancer's personal portal @ [www.dancletics.com](http://www.dancletics.com) or by downloading our FREE APP "Compudance Portal"**
- Lesson fees may be paid **either the 1<sup>st</sup> of the month or Bi-annually** (see detail sections below).
- All prices are subject to change without notice.
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### **Late Fees and Returned Checks**

- **Monthly Payment Option:** A 5 day grace period (from the 1<sup>st</sup> of the month) is extended. If the payment due is paid on or after the 7<sup>th</sup> of the month, a late charge of **\$5.00 per week** will automatically be added to all lesson fees. There are **No Exceptions**.
- **NOTE: April and May lesson payment will be Due April 1st.**
- **Bi-annual Payment Option:** A 5 day grace period (from the 1<sup>st</sup> of the month class of each payment period) is extended. If the payment due is paid on or after the 7<sup>th</sup> of the month a late charge of **\$5.00 per week** will automatically be added to all lesson fees and the discount will be rescinded. There are **No Exceptions**.
- **Returned Check Fee:** There will be a \$35.00 charge for any check returned regardless of reason.
  - All applicable late fees incurred throughout the payment period are applied to the amount due.
  - If there are two checks returned, for any reason, all further payments must be made in **CASH ONLY**.

### **Costume and Recital Fees**

- A **non-refundable** costume deposit of \$50.00 plus applicable tax per costume will be **due November 1<sup>st</sup>**
- A **non-refundable** balance due for costumes and one time **non-refundable** Recital Fee per family will be due **in full no later than January 20, 2024**.

### **COVID-19 WAIVER**

I acknowledge the contagious nature of Coronavirus/Covid-19.

I further acknowledge that Danc'letics of Rochester, Inc. (hereinafter "Danc'letics") has put into place preventative measures to reduce the spread of the Coronavirus/Covid-19. I further acknowledge that Danc'letics cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/Covid-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to staff, other student dancers and their families.

I voluntarily seek services provided by Danc'letics and acknowledge that I am increasing my risk of exposure to the Coronavirus/Covid-19 by participating. I acknowledge that I must comply with all set procedure to reduce the spread while attending my lessons, shows or whenever I am at the studio.

I acknowledge if I, or anyone I live with, is diagnosed with Coronavirus/Covid-19 or is exposed to someone with a suspected or confirmed case of the Coronavirus/Covid-19 in the future, I will not visit, participate or come to Danc'letics studio until it is safe for myself and others based on CDC guidance and will promptly notify Danc'letics by phone or email.

I hereby release and agree to hold Danc'letics harmless from, and waive on behalf of myself, my heirs and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and or property that may be caused by any act, or failure to act of the studio, or that may otherwise arise in any way in connection with any services received from Danc'letics. I understand that this release discharges Danc'letics from any liability or claim that I, my heirs, or personal representatives may have against the studio with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Danc'letics. This liability waiver and release extends to the studio together with all owners, partners, volunteers and employees.

I HAVE READ THIS WAIVER, FULLY UNDERSTAND ITS TERMS AND FREELY AND VOLUNTARILY AGREE TO ALL TERMS BY ACCEPTING THE DR TERMS AND CONDITIONS

FOR PARTICIPANTS UNDER 18 YEARS OF AGE AT THE TIME OF REGISTRATION

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the terms of this waiver/release to my child/ward including the risk of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liability incident to my minor child's/ward's presence or participation in these activities as provided above, even if arising from their negligence, to the fullest extent provided by law.