

Welcome to En Pointe Performing Arts Studio! Thank you for letting our family be a part of yours!

Attendance-

Dance is a team effort between the student and instructor, which builds on previous lessons. Attendance is taken at each class. When a student is tardy, or misses a class, they get behind and hold back the other students. Classes missed will not be made up unless cancelled by the studio. We ask your assistance by picking up your student promptly at the end of their class. We do not prorate or refund tuition due to a missed class.

Classes not meeting minimum enrollment (4 students) will be canceled. Students will be moved to other existing classes or tuition will be refunded.

En Pointe Studio will be closed on...

- The entire week of Thanksgiving
- July 4th
- Memorial Day
- Labor Day
- The week of the Edgar County Fair

Dance Attire

Class attire – All students must wear dance related attire. Shorts, sweats, pants, jeans, and dresses will not be allowed in class. Students who come not appropriately dressed will be asked to sit and watch their class. Ballet students must wear leotard and tights. Jazz, tap and hip hop classes may wear unitards, leotards, spandex, dance pants, with a leotard, dancers should have a bag, labeled with their name.

All shoes must be labeled with the dancer's name and class!

All hair must be pulled back. Students may choose a bun, ponytail, braids, or pigtails. No jewelry, hair ornaments, food or toys permitted in class.

- Bitty Ballet: Pink leotard, pink tights, pink ballet shoes
- Pre-dance: Solid black leotard, pink tights, pink wrap skirt, pink ballet shoes and tan tap shoes
- Ballet, lyrical, and Pointe: Solid black leotard, pink or nude tights; ballet skirt optional; pink ballet shoes.
- Hip Hop: Black High Top Tennis shoes that do not mark the dance floor. Black t-shirt or tank and black shorts or leggings
- Tap: Black leotard, nude or pink tights, black spandex shorts or dance pants optional

- Jazz: Black leotard, nude or pink tights, black spandex shorts or dance pants optional tan jazz shoes.
- Cheer Tumbling- Black t-shirt or tank, black shorts (spandex recommended for girls) or leggings, barefoot
- Cheer Extreme- Practice uniform, cheer shoes must be brought to every practice in the cheer bag and should never be worn out side!

Drop off and pick up procedure-

Students may not arrive any earlier than 10 minutes prior to class. For the safety of the student, parents must personally come in to the studio to pick them up. No student will be allowed to wait outside. Students waiting to be picked up may wait in the lobby area. Parents are welcomed to watch from the viewing area or wait in the lobby area for the student to finish class.

Lobby and Viewing Room Etiquette-

As a courtesy to our clients, we provide a lobby and a viewing area. These areas are quiet areas. We also provide a play area and a bathroom in our viewing area. Please clean up after yourself and your children!

Food and drink are not allowed in the lobby or viewing area of the studio. Only water is allowed in the studio.

There is to be no running in the studio! Please help us by reminding your children to walk!

Recital Costume Fee

Recital costumes will run \$50 to \$65 per costume. If a dancer is in more than one class, he or she will need to purchase additional costumes. The Recital/Costume fee is due the First week of July so that costumes can be ordered on time. You may pay money towards your costumes at any time before the costume fee is due. The costume size that will be ordered is at the parent's discretion. Once costumes are ordered there are no refunds or size changes. Any alterations needed are the parent's responsibility. All tuition accounts must be up to date to order costumes. Any costumes that are ordered after the original order goes in must pay a late fee for shipping and they may not be here in time for recital pictures.

Recital

Recital is the first Saturday in December. On the Morning of Recital, there is a dress rehearsal. Dress rehearsal means full make up, with hair done, and costumes. Tickets are \$10 for adults, \$8 for children under 12. T-shirts and videos will be available for purchase.

Registration

NEW! All dance class registration is now done online. This offers parents more convenience and access to their account 24 hours a day. You may choose for your automatic payments to come out of your checking account by debit card or credit card account. Each parent will need to create a log in to the parent portal and set up Auto Pay. There is a \$25 registration fee, per family, due once a year at registration

Tuition

Tuition is set to automatic debit from checking, savings, and credit card accounts. (1st of each month) All students must enroll in auto pay as part of the registration process. To avoid Autopay, a family may pay for the year up front at enrollment by cash or check.

If a card is declined there will be a late fee. If a fee is charged to the studio, it will be passed on to the client.

Tuition is based on a 34 week dance year. Payments are broken up into 9 monthly payments for your convenience. Tuition is non-refundable and is paid to save your child's place in class. If your child has decided to stop attending class, you must stop by the studio to fill out a "Stop Automatic Payment Form" at least 2 weeks before payment is due. If we are not contacted, we will continue to bill you for saving your child's place in class. You are not charged extra for a month with a fifth week and we do not prorate for months with a holiday.

All Fees are Non-Refundable: including registration, costume fees, fundraisers, tuition, etc.

Children Not in Class

Non-student children, such as siblings or others brought with parents of students, may play in the play area upstairs as long as they are not left unattended. Ever. An adult must be responsible for cleaning up the area when they are done playing. If the child becomes vocal, ie crying, screaming, etc. we ask that you take the child outside as it becomes a distraction to the teachers and students. Please do not change diapers in the waiting areas and not soiled diapers should be left in the studio garbage as it is picked up twice monthly.

Parent viewing Area

We offer a parent viewing area as a courtesy, as no one (exception- students) without a background check on file is permitted to be in the dance room. My staff is well trained and screened. Your children are safe with them.

Studio Hours and Drop off/ Pick Up

Our Studio opens 10 minutes before class begins. On occasion, I have been working and left to walk next door 30 minutes before a class was due to begin and have come back to find very young students unattended. Please do not drop your child off without ensuring that an adult is there. An adult will be there 10 minutes prior to class, but is not required to be earlier. If an adult is there, but it is not yet time to open, they are planning and are working on tasks relevant to class. This is their time. Please be respectful of that.

Pick up should be prompt and done inside. I do not feel it is safe to allow children to stand on Main Street and wait for a ride. When I see it, I make them come in and wait. I realize it's a hassle to park, but it's safer for your child.

Social Media

Please remember that your anonymity on Social Media is never guaranteed and to exercise caution when posts, images or videos identify children.

Remain mindful that your behavior on Social Media remains in keeping with En Pointe Studio code of conduct.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards EPS staff, students or families may subject the owner to disciplinary or legal action.

Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.

Any content revealing or referring to sensitive studio information is not allowed to be shared online.

Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online. **NO PHOTOS OF COSTUMES MAY BE POSTED ON ANY SOCIAL MEDIA SITE UNTIL AFTER RECITAL!**

While affiliated with our studio, (for example, images of your child in EPS uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.

All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.

Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups

Code of Conduct

To ensure the smooth, safe running of En Pointe Studio and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from class/performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. Late pick-up fees will be accessed.

En Pointe Studio is a family friendly environment. No foul language may be spoken, worn on clothing, or otherwise expressed while on En Pointe Studio property. Please keep all conversations in the lobby or viewing area friendly, kind, and clean.

Any complaints must go through email to the studio – parents and students are not permitted to contact En Pointe Studio teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Owner first. Personal meetings with the studio Owner can happily be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the owner. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

En Pointe Studio takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

En Pointe Studio management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of En Pointe Studio and may not be reproduced or sold by any students, parents or staff without permission of the Owner.

Waiver and Release

Child's name (s) _____

I understand that I have enrolled myself/the above child (ren) in a program of physical activity for En Pointe Studio. I have provided current health status to EPS. I realize that participants are under no pressure to physically exert themselves beyond my/his/her capacity and it is the parents and/or participant's responsibility to use personal judgment concerning the degree of their participation in all activities. I, the child(ren)'s parent and/or legal guardian represent that I understand the nature of the activities and that the above-named child(ren) are qualified, in good health, and in proper physical condition to participate in such activities and that I am authorized to sign this Release and Waiver. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in such activities. I fully understand that the activities involve risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releases" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, cost, and damages I incur as a result of my participation in the activities. I hereby release, discharge, and covenant not to sue En Pointe Studio or their respective owners, administrators, directors, agents, officers, managers, members, volunteers, and employees, other participants (the "Releases") from all liability, claims, demands, losses, or damages, on the child(ren)'s account caused or alleged to be caused in whole or in part by the negligence or the Releases or otherwise, including negligent rescue operations and future agree that if, despite this release, waiver of liability, and assumption of risk I, the child(ren) or anyone on my or the child(ren)'s behalf, makes a claim against any of the Releases, I will indemnify, save, and hold harmless each of the Releases from any loss, liability, damage, or cost, which any may incur as the result of such claim, including without limitation litigation expenses and attorneys' fees. I have read the Release and Waiver and understand that I have given up substantial rights by signing it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect. I give RVDS permission to photograph my child and I understand that pictures maybe used for publicity purpose including brochures, advertisements, and/or EPS website. Names are not used in any promotional material.

Parent signature _____

Parent (please print name) _____

Date _____

