

# Turning Pointe Dance Academy

## Studio Policies and Procedures

### STUDIO SCHEDULE

Opening Day:	Open, September 6, 2022
Thanksgiving Break:	Closed Wed., November 23, 2022 – Sunday, November 27, 2022
Winter Break:	Closed Saturday, December 24, 2022 – Sunday, January 1, 2023
Spring Break:	Closed Monday, April 3, 2023 – Sunday, April 9, 2023
Memorial Day:	Closed Monday, May 29, 2023
Last Day of Classes:	Friday, June 9, 2023
Dress Rehearsal (Tentative):	Saturday, June 10, 2023
Spring Performances (Tentative):	Sunday, June 11, 2023

### TUITION/ FEES

Tuition is due the first of every month. Payment methods accepted are cash, check, or credit card. Payments may be made online through the Turning Pointe Dance Academy (TPDA) website or in person at the studio. Account balances may be viewed at any time via the “Check Your Account” tab on the home page of the TPDA website. A late fee of \$30.00 will be applied to accounts with balances on the 15<sup>th</sup> of each month. A payment reminder will be sent via email on the 10<sup>th</sup> of each month.

Annual registration fee: \$30.00

Recital/ Ballet Fee: \$75.00/ student (Includes dress rehearsal, recital, digital recording of performances, 2 complimentary tickets for each show that a dancer is performing in.) Students in both the ballet and a recital will have an additional \$30.00 fee.

#### Class Fees:

30 minute class	\$36.00/ month
45 minute class	\$54.00/ month
60 minute class	\$72.00/ month
75 minute class	\$90.00/ month
90 minute class	\$108.00/ month

#### Discounts:

3 hours of classes/ week:	5%
4 – 5 hours of classes/week:	7%
6 hours of classes/ week:	10%
Unlimited classes:	\$450.00/ month

Full year tuition paid in September:	5%
Military Discount:	10%

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### ATTENDANCE/ MAKE UP CLASSES

Students are expected to be on time for each class. Arriving early ensures that students participate in the class warm-up and avoid disrupting other dancers. Students are encouraged to make-up classes missed because of illness/ injury by attending classes of a similar age/level. Dancers arriving more than 15 minutes late to class may be asked to sit and watch. Make up classes must be approved in advance by TPDA faculty. Refunds will not be given for missed classes. Teacher substitution, although rare, may occur when a teacher is absent or ill.

### INCLEMENT WEATHER

We do not follow any school system regarding studio closings. In the event of inclement weather, contact the studio or check the website or Facebook for information. Classes missed because of inclement weather will not be made up. Please do not feel obligated to come to the studio for classes if the studio is open and you do not feel safe driving.

### PERSONAL PROPERTY/ LOST AND FOUND

Students are encouraged to keep all of their belongings in a small dance bag. They are permitted to bring their bag into the classroom with them. The lost and found basket is located in the girls dressing room. TPDA faculty is not responsible for any lost or stolen property. No cell phone use is permitted in the dressing room or restrooms. This policy is strictly enforced. Students who do not follow the cell phone policy will be asked to leave their phones at home or at the front desk upon entering the studio.

### STUDIO ATMOSPHERE

Bullying, gossiping, and associated negative behavior **is not** tolerated under any circumstance and may result in dancers/ parents being excused from the studio. Any negative behavior should be brought to the attention of TPDA faculty immediately. A meeting with TPDA Directors may be called if a parent or student fails to maintain a positive attitude while on the premises.

There are TV screens in the lobby for parents to observe classes. Parents may not open studio doors during class or enter the studios unless invited. This is disruptive to class and could negatively affect the teacher's authority in the classroom. Parents with a concern or question should leave a message at the front desk or email the studio at [info@turningpointedanceacademy.org](mailto:info@turningpointedanceacademy.org) and not interrupt teachers in between classes.

### COSTUMES

Costume fees are added to accounts in December. The costume fee is \$75.00 + tax, except for ballet production costumes. The costume fee covers the cost of the costume, not shoes and tights. Shoes and tights are the responsibility of the dancer/ parents. Please check with your classroom teacher for specific tights/ shoe color and styles. The studio has ballet shoes, tights and leotards for sale at the front desk. Once distributed, families are responsible for keeping costumes clean and protected. Please note it is customary for costumes to need minor alterations once they arrive.

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### SPRING PERFORMANCES

Performance fee(s) will be added to each student's account May 1, 2022. Additional tickets will be available for purchase once June tuition is paid in full.

### COMMUNICATION/ NEWSLETTERS

Turning Pointe's primary method of communication is through email. Newsletters are sent with reminders and important information about classes and upcoming studio events. It is the parent's responsibility to read through all studio emails. The Turning Pointe website is a good resource for families looking for up to date information about studio events. We also post regularly and enjoy interacting with students and parents on our Facebook (@turningpointedanceacad) and Instagram (@turningpointe).

### CODE OF CONDUCT

- Show a supportive attitude at all times to fellow dancers, parents and studio faculty.
- Display proper sportsmanship at the studio, in class, at studio events and competitions.
- Follow instructions from faculty and respect decisions made at the discretion of the Directors, Staff or Faculty.
- Studio faculty should be contacted by calling or emailing the studio. Parents should not reach out to faculty about studio concerns in between classes or through faculty's personal social media accounts.
- Respect the studio spaces, lobby, restrooms and dressing rooms by keeping belongings tidy and disposing of food trash. No gum is permitted in the studio.
- Sound systems and their accessories, class props, mats, yoga blocks, weights, therabands, and portable barres are the property of TPDA and may not be used/ moved unless instructed by the TPDA Faculty, Staff or Directors.
- Siblings and Parents are to remain in the lobby at all times unless visiting the restrooms.
- Students are not permitted to bring laptops or tablets to the studio.
- Parents should contact the studio with any questions or concerns. Please do not reach out to teachers directly by text or facebook messenger.

### COVID PROCEDURES

- We request that Parents/ guardians not remain in the lobby. Creative Movement students will be permitted to have one adult remain in the lobby in the event that assistance is needed.
- Masks are optional in the studio.
- Drinking fountains and the dressing room are now available. Students are also permitted to bring a water bottle and/or a small dance bag into the studios
- Students must have prior permission to remain in the studio between classes.
- Students should follow current CDC guidelines if they have contracted Covid. Please inform the staff if your dancer has contracted Covid.
- .No student or parent should enter the studio with any sign of illness (cough, congestion, fever, malaise, upset stomach, etc)