

# JDSD STUDIO POLICIES

**Please Note:** Parents and students (ages 5 & up) must review the following policies. Both signatures are required on the final page and to be turned in to the studio. Thank you.

## ENROLLMENT

All registration is handled through the office and is on a first come first served basis. Once a class is full, it will be necessary to select a different class time. We reserve the right to cancel any class with fewer than 5 students registered.

## PLACEMENT

Dance is a cumulative learning process and every child learns at a different rate. Technique comes easier to some than others. It is not unusual for a student to stay in the same level for several years. Placement is based solely on the dancer's ability, along with age and is determined by the teacher. The first two weeks of class will be an evaluation period. Within those two weeks, the teacher will determine whether or not the student has been placed in the proper level.

## ATTENDANCE

Regular attendance is essential to ensure maximum progress for each student as well as the performance of each class. We do offer make-up classes for any class missed. You must schedule your make up class through the office. We do **NOT** offer refunds for missed classes.

## GENERAL RULES

- JDSD is not responsible for any items left unattended.
- Children are to remain inside the building or with a staff member while waiting to be picked up.
- Please make an effort to be prompt! **We cannot be responsible for your child after class.** Excessive tardiness picking up your child will result in additional fees.
- No food inside the studio.
- Electronics are permitted, but please keep volumes on silent or at low levels.
- Our staff is always available during office hours to answer any questions you might have. If you need to speak with your child's teacher, please call to set up an appointment as we rarely have time between classes.
- Students and parents must follow all safety guidelines set by the studio and the state.

## STUDENT CLASSROOM ETIQUETTE FOR CLASSES AND PRIVATE LESSONS

- No eating or chewing gum in class.
- Only water may be permitted in the studios.
- No cell phones are permitted in the studio at any time. If they are in a bag, they must be on silent.
- Parents and friends are not allowed in the classroom while class is in session.
- Children are not permitted in the studios when class is not in session.
- Absolutely no running is permitted in the studio or lobby.

- Dancers will be required to clean up any garbage/mess made before ending each class.

## DRESS CODE

Proper dress and shoes are required in every class. Hair should be worn up. Please read the class dress code on the website for appropriate shoe colors as they will need to match the other dancers and costume.

## SOCIAL MEDIA

All students and parents must remember they are representing JDSD. We will have zero tolerance for inappropriate or negative posts about the studio, staff, or other students. Social media bullying is unacceptable and may result in the student being dismissed from the studio. If an inappropriate post from a student is brought to the attention of the studio office, the student's parent will be immediately contacted and a meeting will be set up to address the issue. Misuse of social media is a serious offense at JDSD. It is extremely important to JDSD that our studio is a safe and fun environment for all of our families.

## COMMUNICATION

Communication is a very important part of a successful studio. We have several lines of communication that are available to you, however, it is also your responsibility to check the following methods:

- The website is a great source for information.
- Visit us at [www.jdsddance.com](http://www.jdsddance.com).
- Email is used as the primary method of communication. Every family must have an email on file to receive important updates. Please let us know if you change your email, so we have the most up to date information.
- The calendar for the year is updated on our website. Any changes will be emailed out.
- The Remind App: Remind is a free, safe and simple messaging tool that helps teachers share important updates and reminders with students and parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.
  - To receive messages via text, text **@judyd to 81010**. You can opt out of messages at any time by replying, 'unsubscribe @judyd'.
  - Trouble using 81010? Try texting **@judyd to (740)318-4250** instead.
  - Or to receive messages via email, send an email to **judyd@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.
- Reminders and schedules are also posted on our Instagram and Facebook. Please follow us @ Jdsddance.

## OBSERVATION

JDSD understands that you want to observe your child's progress and behavior, however parents are often a distraction to the child's learning process. Teachers may allow parents in the studios at select times at their discretion. . No parents are allowed in class while class is in session except for designated parent watch times/dates. We do schedule Watch Weeks and Sneak-A-Peek days for parent observation and post those dates on our studio calendar. Because of Covid-19, we are not able to have observation weeks at this time.

## SCHOOL CLOSING

During inclement weather, classes will follow Gahanna schools. If Gahanna schools are closed, the studio will also be closed. If weather turns for the worse after school hours or on weekends, please check our Instagram, Facebook, and a notice will be sent via the Remind app.

## COSTUMES

Costumes are required for any dancer participating in our annual recital. Costumes cost between \$75-95 each. Measurements are taken in October. Students will have a costume for each dance they are in. **Deposits** are due in November and balance will be added onto the end of year statement. While costumes only come in small, medium, and large, our children don't! Sometimes it is necessary to make small adjustments to costumes once they are received, i.e. adding snaps, velcro, shortening straps, etc. If there is an alteration you are not able to make, we will provide seamstresses for you.

## COMPETITION CLASSES

- At JDSD, we pride ourselves on good sportsmanship by both our dancers and parents. We expect our dancers and parents to be considerate, respectful and graceful at all times.
- All competition fees must be paid in full by the designated due date.
- During competitions, video or photography is strictly prohibited during performances. Doing so can lead to disqualification by the competition company.
- All dancers must arrive dressed, full hair and make-up at assigned call time
- A costume check list is provided prior to competition and it is the dancer's responsibility to make sure that all pieces are accounted for and present for performances. Failure to do so may result in the dancer not performing.
- During presentation of awards, all dancers must be in JDSD attire.
- Competition Fees: These fees are due at the end of January and must be paid in full for your student to be registered for competition. Late payments are subject to a late fee and the possibility of not being able to participate.
- National Competition Fees: These fees are due at the end of April and must be paid in full for your student to be registered for competition. Late payments are subject to a late fee and the possibility of not being able to participate.

## TUITION PAYMENT OPTIONS

- Many families set up an automatic checks sent to our address monthly. Our address is 320 S. Hamilton Rd, Gahanna, OH 43230. Should you wish to set this up, please include your dancer's name or studio account number for reference (we are happy to provide your account number).
- Monthly: Monthly installments due the first of each month, late after the 10<sup>th</sup>. There is a \$20 late fee assessed after the 10<sup>th</sup> the first month and \$20 each additional month. We accept cash, check and credit cards. Tuition is based on the total amount of classes given for the year and split into monthly payments. It is not based on the number of lessons given in a month.
- Annual: Receive 10% discount off your year's tuition by paying in full by the first class. To receive the 10% discount, accounts must be paid by the first week of classes and paid by either cash or check.
- Recital Fee: A recital fee is due by the date listed on the calendar in lieu of ticket sales and also covers 2 parent programs and unlimited invitations to share with family and friends.

- **NOTE:** All accounts must be paid in full by the date listed on our calendar in order to participate in the recital.
- **NOTE:** At this time only two guest will be allowed at recital due to Covid-19
- **Costume Fees:** Costume fees are required for all classes and students participating in recital. **These fees are non-refundable. The costume companies DO NOT accept returns.** If the costume deposit is not paid on time, we unfortunately cannot guarantee that we will be able to order the costume in time for shipment. All late costume deposits are subject to a late fee.
- **Competition Fees (solos, duets, and competition classes only):** These fees are due at the end of January and must be paid in full for your student to be registered for competition. Late payments are subject to a late fee and the possibility of not being able to participate.
- **National Competition Fees:** These fees are due at the end of April and must be paid in full for your student to be registered for competition. Late payments are subject to a late fee and the possibility of not being able to participate.

## INSUFFICIENT FUNDS

Accounts with returned checks will be charged a \$35 fee.

## LATE FEES

Monthly tuition is due the first class of each month and is considered late after the 10<sup>th</sup>. A \$15 late charge will be applied to any account not paid by the 10<sup>th</sup> and \$20 will be charge for each additional month. Dancers will not be permitted to attend class if an account is more than 30 days past due.

## REFUNDS

Tuition refunds will only be given if proper withdrawal procedures have been followed. Registration, costume, recital fees and competition fees will **NOT** be refunded for any reason.

## STUDIO LIABILITY WAIVER

In any physical and group activity, there is the possibility for injury and/or illness. While it is our intention to provide your child with safety and protection, it is not our responsibility to be held liable for any injury or illness that occurs under our supervision. We don't require to have your insurance on file, however, we require that each student be covered by a family insurance policy. If an injury or illness occurs, your policy is the sole source of reimbursement.

## COVID-19

Everyone must read and follow all of the studio safe guidelines and instruction that is posted on our website. It is your responsibility to be aware of all of the safety procedures. You must also agree to keep you and your child home if you are showing any symptoms of illness. It is also your responsibility to notify the studio if you have contracted or been exposed to Covid-19. The studio will handle the exposed with the health department and their guidelines. If they studio is shut down at any time during the year due to Covid-19, all classes will immediately continue on Zoom at their normal day and times, and the full monthly tuition will be charged. If you decide to drop classes during the closure, you will be subject to a new registration fee if you re-enroll at a later date. We also have the right not to re-enroll students who have dropped and the class space will open up. If you drop during a closure, no refunds for classes, costumes or recital fees will be given. This is based on that the studio will be continuing classes. Competition fee refunds will be based on that company's policy and may not be subject for a refund.

## **Acknowledgement of Review and Understanding Waiver and Release of Liability**

The Judy Dollenmayer Studio of Dance Code of Conduct provides important information related to dancer learning, expectations for dancer behavior and other information related to studio policies.

JDS D requires that each student and parent signs this acknowledgement to indicate that they have read and understand the guidelines and expectations set forth in the code of conduct available online at <https://www.jdsdance.com/code-of-conduct-policies>

**Signature of Dancer (ages 5 and up):** \_\_\_\_\_

I have chosen to have my child participate in dance instruction given by Judy Dollenmayer Studio of Dance and agree to the following:

I, on behalf of myself and my child, hereby release, waive and discharge Judy Dollenmayer Studio of Dance, its teachers and staff members, from liability for negligence causing personal injury, illness, death, or property damage to my child while participating in dance instruction including events held outside the studio.

I have read the above and the code of conduct and agree with the policies and guidelines set forth.

**Signature of Parent or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name(s) – please print:** \_\_\_\_\_

## **Photo and Video Release Form**

I authorize and agree that Judy Dollenmayer Studio of Dance may take and use photographs or videos of myself or my child as needed for its record keeping, advertising, social media and/or public relations projects and that I have no rights to the same and will not be compensated for the same. My signature is proof of my intention to execute a complete and unconditional waiver and release of all liability pursuant to the terms herein, and agreement as to all terms and conditions contained above. I am of lawful age and competent to sign this affirmation. I HAVE FULLY INFORMED MYSELF AS TO THE CONTENTS OF THIS RELEASE AND HAVE READ THE SAME PRIOR TO SIGNING.

**Signature of Parent or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of Dancer(s):** \_\_\_\_\_