

## **General Policies**

**Lateness and Missed Classes:** Any dancer who is more than 10 minutes late to class may not be allowed to participate at the instructor's discretion. They should observe class and take notes. Missed classes may be made up in another class of the same level. Tuition will not be reimbursed or pro-rated for missed classes.

**Studio Closings:** Classes that are canceled due to inclement weather will be rescheduled later in the season closer to our Spring Concert. Any closings will be reported on WGAL.com, SSDC's Facebook page, Twitter, Instagram, and on our outgoing voicemail message. Closings will be reported by no later than 3pm for afternoon/evening classes and 8am for morning classes.

**Work-to-Dance Program and Parent Volunteers:** Any parent who would like to be considered for SSDC's Work-to-Dance program should contact the studio director. Please keep in mind that all Work-to-Dance parents and Spring Concert Volunteers must have their updated clearances (federal, state police, and Compass), and SSDC must retain a copy of these clearances on file.

**Email:** Email contact is essential in order for parents to receive all important studio information. All major studio communication is done via email, so please make sure SSDC has an email address on file that is checked consistently. If your email address changes, please update it with the studio director immediately. Please also make sure to follow us on Facebook, Twitter (@ssdcdance) and Instagram (@silverspringdance) for reminders and updates.

**Drop Off/Pick Up:** SSDC will open 15 minutes before the first scheduled class of the day. Students may be dropped off no more than 15 minutes before the start of their scheduled class time. Students must be picked up on time.

**Parking:** Parents may park anywhere in the lot EXCEPT for the four spots directly in front of the big house to the left of the entrance. You may also park in the gravel by the fence that runs parallel to the street. Otherwise please park only within the designated spots. If no parking is available, you may drop your dancer off and park across the street at Trio.

**Adding or Dropping Classes:** All added or dropped classes must be submitted to the studio director **in writing**, preferably via email. Tuition invoices will not be modified and will continue to accrue balances until written notice is given.

**Fundraiser:** SSDC has an annual fundraiser at the beginning of each season. Families are asked to sell \$100 if they have one dancer and \$200 if they have multiple dancers. Families who choose not to participate will be charged a \$50 Activity Fee for each enrolled dancer. Families who sell but do not meet their goal will be charged half of the difference between the goal and the amount sold. Activity fees and fundraiser balances are due by November 10<sup>th</sup>.

**Food and Drinks:** Students should bring a reusable water bottle to class. They may refill at our water cooler as needed, but SSDC does not provide water bottles or cups. Water is the only beverage allowed in class. Snacks are fine when a student has a break between classes, but please be mindful of anything containing nuts, as we do have students with severe allergies.

## **Payment Policy**

***Tuition is due by no later than 10th of each month. A late fee of \$10 will be charged for any late payments including tuition, Activity Fees (due by 11/10) and Costume Fees (due by 4/1.)***

*All late payments should include this \$10 fee. You will receive a courtesy email with your statement reminding you of the payment due if it is not received by the 15th of the month. If a family is experiencing a financial hardship, a formal payment plan may be made with the studio at the discretion of the director. It is the responsibility of the parent or guardian to make these arrangements with the studio director.*

*If payment in full or a formal payment plan is not in place with outstanding tuition of 60 days past due, the student will not be able to participate in her/his class or classes until payment is received. You will receive a letter confirming the suspension of classes.*

*Monthly tuition remains the same regardless of the number of class weeks per month. Each class meets for the same number of weeks throughout the school year.*

*Students will not be permitted to start a new season of classes if there is an outstanding balance due from the previous season, and no student will be permitted to start classes until their registration fee has been paid.*

*Tuition and fees can be paid at the desk by cash, credit/debit card, or a check payable to SSDC. There will be a \$10 fee for any card payments made over the phone. Mailed payments or bank drafts must be sent to PO Box 66 Silver Spring, PA 17575 and include the dancer's name. There will be a \$25 fee for any returned payments.*

***There will be a \$25 cancellation fee per class for any student dropping classes after December 1st.***

*All balances must be paid in full by May 10th in order for students to participate in the Spring Dance Concert.*

## **Dress Code**

***Proper dance attire is required at SSDC. Our dress code exists so that students can focus on their dancing and instructors can focus on their students without distractions. The only jewelry allowed in class are post earrings. Sports bras as tops and midriff-baring shirts are not appropriate for class. No garment with buttons or zippers is allowed in class.***

## **Attire**

***Ballet:*** Ballet students must wear a solid color leotard and tights (pink, black, or nude) to every class. Any color leotard is fine. Booty shorts or ballet skirts may be worn over leotards and tights at the instructor's discretion. Legwarmers, long sleeve leotards, and ballet sweaters are recommended for winter, as no other warm-ups will be permitted in ballet class. Boys should wear fitted dance pants and a fitted solid color t-shirt.

***Modern, Contemporary, Tap, and Jazz:*** For modern, contemporary, tap, and jazz, we ask that dancers wear a leotard and tights or leggings. Tights must be convertible or footless for contemporary and modern, and dancers may wear fitted shorts over top. For boys, the dress code is the same as for ballet. Shorts are not advised, as dancers often do floor work in modern and jazz.

***Attire for young dancers:*** A leotard and tights are expected attire for all Creative Dance, Pre Level, and Fundamentals Level dancers. Footed tights may never be worn without shoes, so modern dance students must wear footless or convertible tights to class. We recommend that they not wear any extraneous garments that detach from their leotard (skirts, tutus, legwarmers, etc), as these items can be very distracting to young dancers. ***Dance costumes may not be worn in class.***

## **Shoes**

***Ballet-*** Canvas Split Sole Ballet Slippers (Pink for girls and black for boys)

***Pointe-*** Pointe shoes must be fitted by a professional and are only allowed for students who have received instructor permission to begin pointe work.

***Jazz-*** Black Split Sole Jazz shoes

***Tap-*** Black Flat Oxford Style Tap Shoes

***Modern and Contemporary-*** No shoes. Socks are acceptable for the warm up, but the rest of the class should be danced in bare feet.

***NOTE:*** Dance shoes may never be worn outside.

## **Hair**

***Ballet/Pointe-*** Hair must be in a bun or chignon and completely secure with pins.

***Modern, contemporary, jazz, tap-*** Hair must be in either a secure ponytail or a bun.