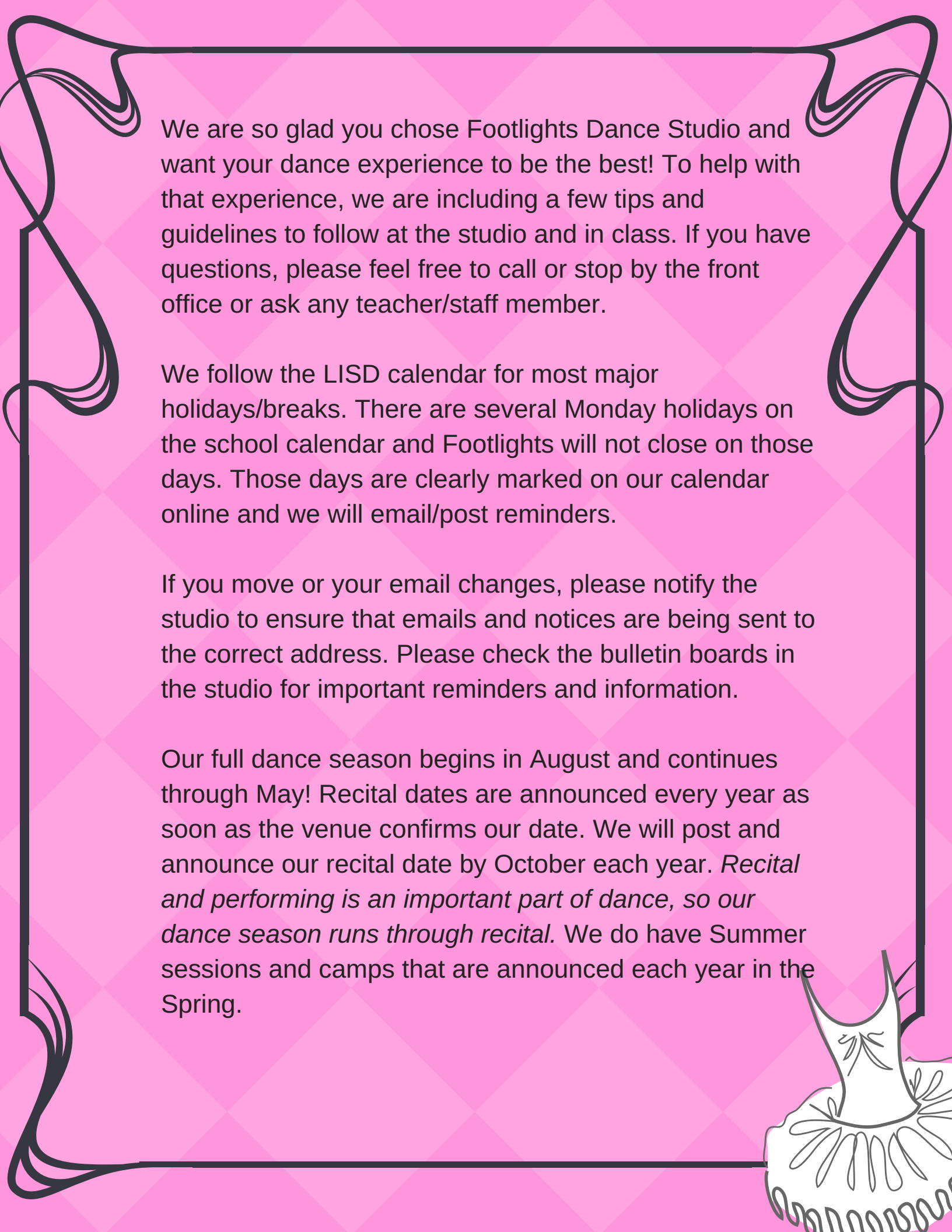




PARENT/STUDENT HANDBOOK
POLICY AND PROCEDURES






We are so glad you chose Footlights Dance Studio and want your dance experience to be the best! To help with that experience, we are including a few tips and guidelines to follow at the studio and in class. If you have questions, please feel free to call or stop by the front office or ask any teacher/staff member.

We follow the LISD calendar for most major holidays/breaks. There are several Monday holidays on the school calendar and Footlights will not close on those days. Those days are clearly marked on our calendar online and we will email/post reminders.

If you move or your email changes, please notify the studio to ensure that emails and notices are being sent to the correct address. Please check the bulletin boards in the studio for important reminders and information.

Our full dance season begins in August and continues through May! Recital dates are announced every year as soon as the venue confirms our date. We will post and announce our recital date by October each year. *Recital and performing is an important part of dance, so our dance season runs through recital.* We do have Summer sessions and camps that are announced each year in the Spring.





Please be on time to class. We spend the beginning of class warming up and that is a very important part of dance training and technique. It also protects from injuries, so please try to arrive on time.

Bring your dance bag into class so that you will have all of your shoes in class with you. This is especially important for our little ones.

Please wear hair up and out of the face. This is so teachers can observe the neckline of the dancer and it helps the student to have hair pulled back when learning how to spot and in turns. Ballet students should wear their hair in a bun and other classes in a pony tail.

No jewelry in class.

Please no food and/or drink in the studio, including water.


No gum in class.


Please no street shoes on the dance floors and do not wear your dance shoes outside of the studio. Change into dance shoes before class begins.

Please **WRITE YOUR NAME** in all dance bags, shoes, etc. It's easy to mix up shoes and having them labeled gets them back in the right place and to the right student.

Students should remain in the lobby/waiting room while waiting to be picked up from class, student should not wait outside.

Students should not enter the dance rooms until an instructor arrives.





Please have your student visit the restroom before class...even if they don't need to at that moment. Especially little ones, though we know that there will still be bathroom breaks!

Please do not disrupt class to correct or discipline your child. Our teachers use time out or stamps to help with class participation. If behavior is an issue in class, the teacher will look for new ways to motivate your student.

Please know that our teachers are usually on a tight teaching schedule with very little time between classes. If you need to speak with your student's teacher, you can always leave a message at the front desk for them to contact you. We believe in working together to create the best environment for our students, so please always feel free to reach out.

Please supervise siblings while your student is in class.


Please do not leave young students unattended prior to class.


Registration fee and first month of tuition is due at time of enrollment and is non-refundable.

Tuition is due on the 1st of each month.

Costume fees are due in November and Recital fees are due in February. Costume and recital fees are non-refundable. Please see the fee schedule for these amounts.

If tuition is not paid each month by the 6th, the account will be charged a \$15 late fee and your card on file will be automatically charged.





You can choose to have your tuition on recurring billing, please be sure and check the box in your account or stop by the front desk if you would like to be on recurring billing and we can make that change for you.

Tuition is based on an entire season of dance. Our season runs from August 20, 2018-May 11, 2019. All dancers are required to pay for the entire season. It is not based on the number of classes in a month or attendance. There is no refund for missed classes as we provide a make-up class for those missed. *You may pay by the semester (Aug-Dec and Jan-May). Semester payments receive a 5% discount.


Make up classes: If your dancer misses class due to illness, vacation, school functions, or other personal reason, they will be able to make up in a similar class. There will be no price reduction for missed lessons.

If your student decides to discontinue class, Footlights Dance Studio must be informed in writing via email, 30 days in advance.

No refunds, pro-rating, credits or tuition transfers will be applied for missed classes or mid-month withdrawal.

Monthly statements are not sent unless requested.

Recital date will be posted during the fall. It is not a requirement to participate in recital, though performance is an important part of dance training and we encourage everyone to participate.



In dance, as in any physical activity, there is an inherent risk of injury. By acknowledging this document, the parent or legal guardian acknowledges that the risk is present in the student's dance class and will not hold Footlights Dance Studio or Footlights Performing Arts, LLC responsible for any such injury. Furthermore, the parent/legal guardian should inform the instructor and studio director of any past injuries or medical conditions that could affect the student in class.

Footlights Dance Studio will use photos taken during performances and in class for advertising, website and social media. PLEASE notify the studio directors if your child's photo cannot be used.

*these policies and procedures must be signed electronically in your account in DanceWorks

DRESS CODE

Combo classes (ages 2 – 7):

- Solid color leotards with skirt attached for younger students. Small dance skirts are okay for older combo students.
- Pink tights (Suffolk pink is what we all wear at recital!)
- Black tap shoes w/elastic or snaps, please no ties.
- Pink ballet shoes with elastic across the ankle and trimmed or tied elastic lace. Teachers will trim ballet shoe laces the first week of class.
- Bring both pairs of dance shoes into class.
- Hair secured, in a bun or ponytail.
- Boys wear black jazz pants and t-shirt.



Ballet/Pointe classes, students 7 and up:

- Solid color leotard.
- Pink, tan or black tights (Suffolk pink is what we all wear at recital!) Please no leggings.
- Pink split-soled ballet shoes / pointe shoes approved by instructor
- Hair in bun.
- Boys wear black jazz pants and t-shirt.

Tap/Jazz/Modern/Contemporary and Drill/Pom classes:

- Leotard or dance tops that meet the pants (no belly baring tops, please). It is recommended to have at least one black leotard.
- Jazz pants, yoga pants, or tights. (longer shorts ok w/tights – no bare thighs)
- Shorts or snug fitting tanks/tops okay over leotard
- Black tap or jazz shoes. Lyrical shoes for contemporary and bare feet for modern.
- Hair secured/not swinging.
- Boys wear black jazz pants and t-shirt.

Hip Hop classes:

- Jazz pants, loose dance pants, sweat pants all okay
- Leotards or dance tops should meet the pants (no belly baring tops, please)
- Tee shirts ok for hip hop
- Hair back out of face. Ponytails, pigtails, etc all okay
- No jeans.
- Converse, combat boots, tennis shoes are all okay for hip hop.

Please use shoes that are dedicated for studio use only. Please do not wear shoes that you wear outside.



Musical Theater classes:

- Any clothes appropriate for another dance class that you may have
- Any clothes in which you can move freely, and allow you to sit on the floor as well.
- Hair back out of face.
- Jazz shoes suggested and usually worn at recital, but any dance shoes except tap are okay. No bare feet or street shoes please.
- Boys wear black jazz pants and t-shirt.

For any questions or additional information, please reach out to us at footlightsdancestudio@verizon.net

or visit our website at:
footlightsdancestudio.net

We do send a newsletter, so if you are not receiving ours - please let the front desk know so that we can make sure your email is in the system. We also post to social media, so please follow us on Facebook and Instagram.

Thank you for being a Footlights Dance Studio Family! We love having you and your dancer with us!



2018-2019 Calendar

8/11	Studio Open House	
8/20	First Week of Classes	
9/3	Labor Day	CLOSED
10/8	LISD Holiday	OPEN
10/31	Halloween - CLOSE 530PM	CLOSE EARLY
11/1	Costume Fees Due	AUTO CHARGE
11/17-25/18	Thanksgiving Break	CLOSED
11/26	Classes Resume	OPEN
12/15, 12/17-20	Parent Show Week	OPEN
12/22 - 1/6	Christmas Break	CLOSED
1/7	Classes Resume	OPEN
1/21	LISD Holiday	OPEN
2/1	Recital Fee Due	AUTO CHARGE
2/18	LISD Holiday	OPEN
3/9-3/16	Spring Break	CLOSED
3/18	Classes Resume	OPEN
4/20	Easter Weekend, no Saturday	CLOSED
4/22	LISD Holiday	OPEN
5/11	Last Day of Studio Classes	OPEN

****LAST DAY OF CLASSES AND RECITAL/DRESS REHEARSAL
DATES WILL BE ANNOUNCED IN THE FALL OF 2018!**

