



Atyeo's Dance Studio
STUDIO STANDARDS
Welcome to Atyeo's Dance Studio!



Program Objective

Each class is carefully planned, so that students will

- Be safe and have fun!
- Develop high quality dance skills
- Receive individual attention and encouragement
- Develop self-discipline
- Learn and grow, while developing a sense of self-worth/self-esteem

Statement of Philosophy

I believe that teaching is an honor, and that each student should be treated with respect and encouragement. Students deserve to have teachers who are capable and caring and whose values enable them to be excellent role models. I believe in working hard, having fun, and facing challenges with positive attitudes.

Code of Conduct and Good Practice

We recognize and respect the uniqueness, dignity and potential of each student irrespective of their ethnic origin, religious beliefs, personal attributes or any other factor. We will not inflict a type and intensity of training which exceeds the capacity of the child's immature and growing body. We believe in the student's right to a safe environment, competent teaching and being treated with respect. We strive to share the enjoyment of dancing, passing on skills, developing an understanding of ourselves and others, and a lifelong enthusiasm for dance. Teachers will place the well-being and safety of each student above everything else. I, as director and owner of Atyeo's Dance Studio, will constantly update knowledge and devote myself to continuous professional development. Dancing is a physical skill; in order to help facilitate the student's learning, the teacher may occasionally physically guide a movement by touch. This will be in a professional manner and the intention of the contact, which will always be to help, will be made clear.

Common Courtesy

The management of Atyeo's Dance Studio has spent countless hours bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings. Please do not wear street shoes in the hallway, change-room, washrooms or studio. The front entrance and hallway are unfinished at this time and we appreciate your patience and understanding when we start construction to complete our wonderful facility.

Please refrain from using the washrooms for changing clothes (unless you are a male parent helping you child/children or are a male dancer), as the change-room area is for our female dancers to change in and out of class attire. Cell phone use is permitted, however, please use cell-phone etiquette; no photos will be taken in change rooms. Please leave negative attitudes and remarks outside. This includes parents/guardians. Parents negative and demoralizing remarks regarding the dancing capabilities of other dancers at our studio or other studios is absolutely unacceptable.

Judging a person does not define who they are.

It defines who YOU are.

- Unknown

Parent/Guardian & Student Responsibilities

As a student and family at Atyeo's Dance Studio, it is your responsibility to

- Make sure the student arrives on time
- Student's hair is done, and proper class attire is worn (no jewelry)
- Please wait outside the studio door for your class (Do Not Wait in Change Room)
- Conduct yourself in a professional and respectful manner while at the Studio and while attending/participating in Studio events

Studio Policies

Previous experience does not automatically guarantee your level of placement. Students will be placed according to ability, and at the discretion of the director. I look for several things in determining placement of each student; including sound technical understanding, comprehension of the specific concepts and a strong level of confidence in dancing.

The first two-four (2-4) weeks of the students' enrollment are considered placement classes – after which, if a different level would be better suited to the student's abilities, adjustments may be made.

Most students are placed in a class according to ability and experience, with age as a secondary factor in placement. Students are placed with only the best intentions of the staff, and the concern that the student is challenged; not frustrated.

MISS TRACY WILL DECIDE IF THE STUDENT HAS REACHED TECHNICAL AND PHYSICAL READINESS FOR POINTE.

Communication

Students deserve the full attention of their instructor every minute they are in class. In order for them to get this attention and still allow parents to communicate with Miss Tracy and the other teachers, please send your questions, comments, concerns, payments (cash, cheques) in an envelope with your name and your child's name on it. The teacher will collect the envelope at the beginning of class and hand them in to Miss Tracy at the end of the night. Unless it is an emergency, please do not interrupt the class to speak to the teacher. Write it down and hand it in. You can contact Miss Tracy at any time by phone/text, email or Facebook.

Behavior Policy

I will make every effort to work with the parents of children having difficulties in the programs. I am here to serve and protect all of the children, and children displaying disruptive behavior which has been determined to be upsetting to the physical or emotional well being of any other child, or teacher, may require the following actions:

Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent(s) will be involved in creating approaches towards solving the problem.

Second Consultation

If, the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may

immediately suspend a child at anytime she/he exhibits a behavior, which is harmful to her/himself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to remove their child from the premises immediately and may not be welcome back.

Discard Policy

The Studio reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Not observing the rules of the studio
- Child has special needs which we cannot adequately meet with our current staffing patterns
- Physical and/or verbal abuse of staff or children, by a parent or child

Registration

There is a non-refundable and non-transferable registration fee of \$40.

Attendance

All classes begin and end at their scheduled time. If you are late, quietly enter the studio without interrupting the class. Students who miss the warm-up portion of the class will be asked to sit and watch. Students without proper class attire, according to our Studio Uniform, will be asked to sit and watch. This includes hair! If you have forgotten your hair elastic/bobby pins, we will supply some for you to use ONCE.

Attendance is crucial in the progress of the class and performer. If a student misses more than **4 classes** throughout the year (or more than **2 COMP**), the student may forfeit their placement in the class, Competition and/or Showcase.

If you miss a class it is your responsibility to find out what you missed and learn it.

There are no rescheduled classes or refunds for classes you, personally, do not attend due to an illness, absence or holiday.

If it is necessary to cancel classes due to bad weather, such as snow and ice, there will be a recorded message on the Studio's answering machine after 2:30 P.M. Please do not assume classes are cancelled because of public school closures, road closures, etc. as weather changes as the day progresses. Please do not ask me to call you back and let you know if classes are cancelled. There is not enough time to call everyone back. There will be NO reduction of tuition. All classes cancelled will be rescheduled.

Dance Uniforms

Little Steps

Hair in a **bun**; short hair pulled up, away from face
Pink Tank-style Leotard
Pink Tights (Footed)
Pink Leather Shoes (Full Sole)

Ballet E

Hair in a **bun**; short hair pulled up, away from face
Pink Tank-style Leotard
Pink Tights (Footed)
Pink Leather Shoes (Full Sole)

Ballet D

Hair in a **bun**; short hair pulled up, away from face
Navy Tank-style Leotard
Navy Exam Belt
Pink Tights (Footed or Convertible)
Pink Leather Shoes (Full Sole)
Character Skirt
Character Shoes

Ballet C

Hair in a **bun**; short hair pulled up, away from face
Marine Blue Tank-style Leotard
Marine Blue Exam Belt
Pink Tights (Footed or Convertible)
Pink Leather Shoes (Split Sole)
Character Skirt
Character Shoes

Ballet B

Hair in a **bun**; short hair pulled up, away from face
Teal Tank-style Leotard (Exam Leotard)
Teal Leotard (Practice Leotard; see styles available at studio)
Teal Exam Belt
Pink Tights (Footed or Convertible)
Pink Leather Shoes (Split Sole)
Character Skirt
Character Shoes

Ballet A

Hair in a **bun**; short hair pulled up, away from face
Black Cherry Tank-style Leotard (Exam Leotard)
Black Cherry Leotard (Practice Leotard; see styles available at studio)
Black Cherry Exam Belt
Pink Tights (Footed or Convertible)
Pink Leather Shoes (Split Sole)
Character Skirt
Character Shoes

Demi-pointe and Pointe

Hair in a **bun**; short hair pulled up, away from face
Black Leotard (Practice Leotard; see styles available at studio)
Pink Tights (Footed or Convertible)
Pointe Shoes

Jazz E, Jazz D, Tap E and Tap D

Hair in a **ponytail**; short hair pulled up, away from face
Black Tank-style Leotard or Black Tank Top
Black Shorts or Black Yoga Pants (Ankle or Calf Length)

Jazz

Black or Beige Tights (Footed or Convertible)
Black Jazz Shoes (Lace or Slip-on)

Tap

Black or Beige Tights (Footed or Convertible)
Black Tap Shoes (Lace or Buckle)

Jazz C, Jazz B and Jazz A

Hair in a **bun**; short hair pulled up, away from face
Black Leotard (Practice Leotard; see styles available at studio) or Dance Tank Top
Black Shorts or Black Yoga Pants (Ankle or Calf)
Black or Beige Tights (Footed or Convertible)
Black Jazz Shoes (Lace or Slip-on)

Tap C, Tap B and Tap A

Hair in a **ponytail**; short hair pulled up, away from face
Black Leotard (Practice Leotard; see styles available at studio) or Dance Tank Top
Black Shorts or Black Yoga Pants (Ankle or Calf)
Black or Beige Tights (Footed or Convertible)
Black Split Sole Tap Shoes (Lace or Slip-on)

Contemporary C, Contemporary B, Contemporary A, Acro I and Acro II

Hair in a **bun**; short hair pulled up, away from face
Black Leotard (Practice Leotard; see styles available at studio) or Dance Tank Top
Black Shorts or Black Yoga Pants (Ankle or Calf)
Black or Beige Tights (Footless/Ankle/Capri)
Contemporary: Nude Contemporary Shoes
Acro: Bare feet

Hip Hop C, Hip Hop B, Hip Hop A and Musical Theatre

Hair in a **ponytail**; short hair pulled up, away from face
Black Leotard (Practice Leotard; see styles available at studio) or Dance Tank Top
Black Shorts or Black Yoga Pants (Ankle or Calf)
Black or Beige Tights (Footed or Convertible)
Black Jazz Sneaker

Costumes, Class Attire and Accessories

Please pay your costume fees by the due date. Any other time after that date, you will not be guaranteed a costume and therefore not guaranteed your placement in the Competition and/or Showcase. All class attire, accessories and/or costumes ordered **MUST** be paid in full prior to ordering.

Atyeo's Dance Studio provides fundraising opportunities for those interested.

Any class attire, accessories and/or costume orders cancelled or returned will incur a cancellation (or restocking) fee of \$50.00.

Family Observation Weeks

Parents, family and friends are invited to come and watch the entire class during our Family Observation classes.

Important information will be addressed at this time, as well as any questions and/or concerns. Cameras and video-cameras are allowed during this class. These photos or videos are asked not to be displayed on any social media networks (Facebook, Snapchat, etc.) out of respect for our dancers and their families.

Bring-a-Friend Weeks

We have two (2) Bring-a-Friend weeks throughout the dance year. Students are encouraged to bring one (1) friend to class! Friends will participate in class and students will be able to perform in front of a new group of peers.

Photo Days

All students will have the opportunity to have professional photographs taken in full costume and make-up for the Studio Album. A professional photographer will be hired to take all photographs. Each student will be coached through make-up, expression and posing. Some pictures will be displayed at the Studio, in the Showcase program and on the website. Photo packages will be available to purchase.

Royal Academy of Dance Presentations/Examinations and the Competitive Team

These opportunities are by invitation only. Students may attend the competition try-outs to be considered for the competition classes and/or be invited by Miss Tracy. Students must attend 2 Ballet classes per week to be considered for participation in the Royal Academy of Dance examination process. Please remember that attendance, skill and attitude are important factors in the final decision. This is a big commitment.

Showcase Rehearsals

We have approximately FOUR (4) days booked for the Showcase Rehearsals. Ensure you have everything and are well-prepared before arriving at Festival Hall. If you miss more than one rehearsal you will not be permitted to perform in the Showcase. Further information concerning rehearsals, dress rehearsals, evening performances, schedule, times, costumes and make-up will be discussed during Family Observation Week. Information will also be posted on the bulletin board and distributed to each class.

Showcase

The Showcase will include 2 performances. Some students may dance in one or both performances. Everyone (except the performer) will pay an admission fee to watch the performance(s).

This is an **EXCITING** time for all students and a **FUN** event for family, friends and the community!!

Dance Account and Late Fees

Every parent/guardian opens a dance account when registering. This is where orders and payments are tracked and recorded. A registration fee of \$40 per dancer is due on the day of registration to register for any of our dance programs. All class attire, accessories and/or costumes ordered **MUST** be paid in full prior to ordering.

Program fees will be paid:

- In full by September 1st to receive a 10% discount
- On the 1st of September, October, November, December, January, February, March and April (not the first business day of the month or any other day of the month; no exceptions)
- By cash, cheques or EMT

**** If you are late with your payment you will be charged a late fee of 5% PER DAY. This is on top of any NSF fees. If your payment is not received by the 8th day of the month, your dancer will be asked to sit and watch the class until payment is received. If your payment is not received by the 15th day of the month, your dancer may not attend class.**

Just a reminder; this is my livelihood. Please consider how you would feel if you were not paid for your work/service on time. All dance accounts must be paid in full by April 1st.

Dropping a Dance Program

There will be no refunds for programs dropped after 7 weeks. Special circumstances (serious injury, illness involving hospitalization, posting, etc.) may be discussed with Miss Tracy.

NSF Fees

If for some reason your cheque is returned to the studio, you will be charge an additional \$45 NSF Fee for the first time your cheque is returned. For the 2nd time your cheque is returned to the studio a NSF Fee of \$55 will be charged to your account, and for the 3rd time a \$75 NSF Fee will be charged to your account. There is a late fee of 5% per day for payments not received by the 1st.

Thank you for your cooperation.

Sincerely,

Miss Tracy
Owner/Director
Atyeo's Dance Studio