

Student / Parent Handbook

Thank you for choosing Life's Your Stage Dance Company! We are so excited to share this upcoming year of dance with you. Here are some things you should know to help the year run smoothly for everyone and make your experience at Life's Your Stage the best that it can possibly be. Please read carefully as you will be asked to acknowledge your understanding of these policies when you register through your online portal. Feel free to contact Miss Liz with any questions that you may have.

Dress Code

Each class has a specified dress code. It is important for each student to come to class already dressed and groomed according to their class dress code. The dress code is in place in order to provide your student with the best possible learning environment. The following is what is expected for each class:

- **Ballet / Pointe:** Black leotard, pink tights, pink ballet shoes, hair pulled into a slicked bun.
- **Jazz / Lyrical / Specialty Classes / Company:** Tight fitting leotard or shirt, jazz pants/capris or shorts over tights, black or tan jazz shoes, Hair pulled back away from face. Shoes are optional for specialty classes (i.e. Tumbling or Strength & Conditioning). "Modern Spin" shoes can be worn in place of jazz shoes for lyrical classes.
- **Tap:** Tight fitting leotard or shirt, jazz pants/capris or shorts over tights, black tap shoes, Hair pulled back away from face.
- **Hip-hop:** Students may wear baggy sweat pants and shirts for hip-hop (for hip-hop combo classes these baggies must be worn over their other attire), hip-hop sneakers or jazz shoes for footwear. Hair pulled away from face unless otherwise specified.
- **Tots & Combo Classes:** Leotard, tan or pink tights, with optional skirt or shorts over top. Tots rock classes need pink ballet shoes, Ballet / Tap

classes need both ballet and tap shoes; Jazz / Hip-Hop classes only need jazz shoes for class. Hair pulled back away from face.

- **Males:** Boys under the age of 12 should wear a tight fitting solid colored shirt tucked into tight fitting black pants and the proper footwear for the style. Males over the age of 12 enrolled in a ballet class should wear a black tight fitting shirt or tank, black male tights, black ballet shoes and a dance belt. Males over the age of 12 enrolled in a jazz, lyrical or tap class should wear a tight fitting shirt and tight fitting pants and the proper footwear. Males and females will follow the same hip-hop dress code.

Any brands of shoes and tights are acceptable for class, however we do wear specific brands and colors for our end of year recital in order to be uniform. The list of the specific shoes and tights each class needs for the recital will be sent via email and posted on the website in January. You can check out the brands used for the recital in the Life's Your Stage Discount Dance Store at this link: <https://www.discountdance.com/search/teacherid:125696?ListID=481784>

Please don't forget to label all of your dance supplies. Items that are lost or left at the studio will only be returned if they are labeled.

Attendance

It is important that dancers consistently attend their weekly classes so that each class progresses as a whole and no student is left behind due to missed classes. Dancers should not commit to other after school activities that conflict with the times that their class meets and attempt to split their time between the two. It is also important that students arrive to their classes on time; tardiness puts the dancer at a disadvantage and is distracting to the class as a whole. Teachers reserve the right to enact a late policy (i.e. requiring the student to sit out and watch if they have missed too much of the warm up to safely participate in class) if tardiness becomes a reoccurring problem. If a dancer must miss class or will be late to class please email Liz ahead of time to let her know that you will not be

there. If a dancer has to miss class due to illness a make up class of a similar style and level may be offered, contact Liz for options if you are interested in a make up class. Dancers are limited to one make up class per month unless special circumstances are pre-approved by Liz.

Please note that tuition is calculated per month and there will not be any refunds due to missed classes; as long as the student is enrolled in a class, they are expected to pay the full tuition for that class.

Class Placement

It is important for dancers to be placed in the correct level in order to maximize their learning experience. Because of this Life's Your Stage takes our Class Placement Policy very seriously. Please understand that we always have the best interest of our dancers in mind when leveling. Level placements by teachers and the studio owner are final and not up for discussion. Please direct any questions you may have about the leveling process to Miss Liz.

Class leveling for returning students will be determined two weeks before the showcase by their teacher and the studio owner. However, students are expected to maintain their technique over the summer to be guaranteed to remain in the level they are placed in. Teachers reserve the right to re-level a student with the studio owner's approval in the first month of classes if she/he cannot keep up with their class. Additionally, a returning student may be re-leveled higher than they originally were if they excel in summer courses.

Payment

Tuition is calculated per month. Some months may have 3 classes and some may have 5 however the average comes to 4 classes per month; therefore payment will be the same each month rather than adjusted according to the amount of classes that month. Tuition is not prorated for late registrations or

missed classes. There will not be refunds issued for missed classes or cancellations due to circumstances out of our control. The registration fee is a one-time annual fee to be paid at the beginning of each dance year that covers the administrative costs of registration. Refer to the tuition form under the classes tab of the website for the numerical information about the costs of tuition and fees. Please check with the Liz about paid-in-full tuition discounts.

If tuition is not paid-in-full at the beginning of the year the monthly payment will be due on the first class day of every month. Payments via cash or check can be made directly to Liz at the beginning of your class time. Cash or check payments must be submitted in an envelope with the following information on the front: Name of payment provider, name of student, classes covered, amount enclosed. *Loose cash will be considered a donation to the studio and will not count towards tuition.* You also have the option to set up an automatic-payment plan through your online portal at any time. With this plan your monthly payments will be automatically withdrawn from your account on the first business day of every month, which is a great way to avoid the possibility of any late fees. In addition, if you choose to sign up for automatic payments, the \$30 registration fee will be waived. In order to waive the registration fee, you must enroll in automatic payments during the first month of classes and if you choose to withdraw from automatic payments at any time during the dance year, that fee will be reapplied. Please note that a processing fee of 3.05% + \$0.30 will be added to any credit card transactions and a processing fee of 1% + \$0.20 will be added to any ACH (direct debit from your checking account) transactions. These fees are charged by the Dance Studio Pro merchant services system; we recommend setting up your automatic payments through your checking account in order to reduce your total cost.

If your payment is not received by the first class of the month you will be subject to a late fee. The first and second late payment on each account will be charged a late fee of \$25 once it is one week late. After two late payments you will be

charged a late fee of \$25 once the payment is two days late. Life's Your Stage reserves the right to terminate contracts with anyone who has more than five late payments. If you choose to pay with a check that is returned due to insufficient funds after the payment due date then you will be charged the late fee according to the policy outlined in this paragraph. Please note that students with payments that are more than two weeks late will not be permitted to participate in class until their payment is made.

Withdrawal Policy

Students on the monthly payment plan who wish to withdraw from classes must notify Liz via e-mail at liz@lifesyourstage.com by the 25th of the month in order to stop their monthly payments starting the following month. All fees are non-refundable.

There will be no refunds for students who choose to pay in full at the beginning of the year and then decide to withdraw before the end of the year showcase. Similarly there will be no refunds of monthly tuition for students that withdraw in the middle of a month or of summer tuition for students that withdraw before the end of the session.

Classroom Etiquette / Behavioral Expectations

Students are expected to understand and follow Life's your Stage's Dance Classroom Etiquette. The following etiquette expectations are also posted on our website and each of our bulletin boards as friendly reminder.

- Come to class with a positive attitude and prepared to dance
- Respect your teacher and your classmates
- Raise your hand before speaking
- Ask your teacher before leaving the room for any reason
- Avoid private conversations with classmates

- Absolutely no cell phones or other technological devices permitted while inside of the studio. All belongings should be stored in the corner of the room.
- Pay attention and follow directions
- Do not complain; think and speak positively

We believe that giving students the chance to practice this kind of etiquette in a safe environment will instill in them the discipline and respect that will help them succeed not only in their dance classes, but in other areas of life as well.

Because after all “Life is Your Stage”!

However, we understand that occasionally there are some bumps in the road. It is important that parents work together with our teachers to solve reoccurring behavioral problems. This ensures that we are all on the same page and can provide positive guidance for the student. Life’s Your Stage’s teachers reserve the right to discipline students by having a student sit and watch class or in extreme cases, sending a student out of the classroom. In younger classes a child may be disciplined by withholding their end of class reward (such as a sticker). Parents will be notified if their child is misbehaving in class and in most cases the parent and teacher can work together to find a solution to the problem. If the problem persists, Life’s Your Stage Dance Company reserves the right to end any student’s contract, without refund, for the remainder of the year.

Lobby Etiquette

We ask that parents/guardians and others who wait for their student in the lobby be respectful of the classes going on and others around them by keeping the noise level to a minimum and avoiding negative conversation or gossip. Please do not knock on the studio windows or doors, as that is very disruptive to class.

Picking up / Dropping off

Students under the age of eight should always be accompanied in and out of the studio by their parent/guardian. Students under the age of ten should not be left unattended in the waiting area for more than five minutes before or after their class time. If there is an unusual circumstance in which you will be late for pick up or need to drop off early please make arrangements with Liz ahead of time. If there is a custody issue in which a student should not be leaving with a certain individual please make sure that Liz is well aware of the situation.

Student Forms

All students are required to have a health release on file. This will be presented when you register an account and should be signed and submitted through your Dance Studio Pro account before the start of classes. **This release encompasses the risk of acquiring any illnesses by attending class at the studio.** Students without a health release on file will not be permitted to dance in class.

Parents are also encouraged to fill out a Photography / Release of Child's Image form. This allows the students to be professionally photographed at recital / dress rehearsal or by parents. However, we understand that this may not be possible for some students due to unusual circumstances.

Social Media

Please understand that Life's Your Stage Faculty and Staff are not permitted to befriend students and parents on social media sites in order to maintain a level of professionalism. However, Life's Your Stage does have an official facebook page (Search: "@LifesYourStage") that we would love for you to like / follow! It is a great way to keep up-to-date with studio information.

Other Information

In the case that a teacher must miss their regularly scheduled class, Life's Your Stage reserves the right to provide another qualified instructor to step in and teach the class.

If Life's Your Stage must cancel classes due to unsafe weather conditions it will be sent in an email and posted on the Facebook page. Please check these sources if conditions are questionable.

In the event that in-person classes are deemed unsafe due to an illness outbreak (i.e. Covid) or other event, LYSDC reserves the right to offer Zoom classes in place of in person classes until it is safe to return to in-person classes.

Please remember that conditions such as these are out of our control and refunds will not be granted in these situations, however, make-up classes may be offered when possible.

Privacy Policy

At Life's Your Stage we take your privacy very seriously. None of your or your student's personal or financial information will ever be shared with anyone other than essential Life's Your Stage personnel.