

Studio J School of Dance Policy & Procedure

Enrollment

Main Season (September through May) – Enrolls from April through December – Enrollment Fee \$35

Summer Session (4 weeks/Dates vary) – Enrolls from February through the start of classes –

Enrollment Fee \$10

Summer Camps (4 days/weeks vary) – Enrolls from February through the start of camp – Paid in Full upon registration

Enrollment fees are charged per dancer and are non-refundable and non-transferable. Enrollment depends on class availability and space. Studio J reserves the right to alter the schedule based on class minimums and teacher availability. Students with past due accounts will not be permitted to enroll until previous balances are paid in full.

Tuition

Main Season - Tuition is calculated based on the entire nine-month season (September through May) and divided into even monthly payments for your convenience. The number of classes per month may vary, tuition does not. Tuition is due the first week of each month and may be paid by cash, check or credit card. Online payments are also accepted.

Auto-pay Option – Studio J clients may elect to have their charges drawn automatically on a bank/ credit card on file on the 5th of each month as charges come due.

Summer Tuition – Paid in Full the first week of classes.

There is a \$25.00 charge on all returned checks and checks will not be processed more than once. A \$10.00 late fee will be added to accounts not paid by the 15th of each month. Any student whose account is past due 30 days will not be permitted to participate in class the following month until tuition is current, including any late fees and/or penalties. Any student whose account is more than 60 days past due forfeits their place in class and will be required to pay any past due fees and then enroll as a new student, if space permits.

Class Drop Procedure

In order to drop a student from a class mid-season, you must contact the Studio J office and complete a drop request form. Drops must be processed before the 1st calendar day of the following month or full tuition will be owed for that month. Any current or past due balances are due immediately upon dropping. If you drop a class after spring recital costumes are ordered, you must pay the balance of your costume. You will be notified when costumes are in for pick up. Non-attendance does not count as a dropped class and all charges will still apply. All drops must be processed through the Studio J office.

Private Lessons

Studio J offers private lessons to individuals and small groups. Payment is due at the time of the private lesson payable to Studio J School of Dance. All cancellations or reschedules require a 24hr notice. Privates that are missed without 24hr notice or no show will result in a charge of full price of the scheduled service. Multiple no-shows will result in denial of bookings.

Private Lesson Pricing:

1 Dancer- \$50 per hour

2 Dancer- \$30 per hour per dancer

3+ Dancers- \$25 per hour per dancer

Attendance

There are no refunds, adjustments, or credits for missed classes, however make-ups may be allowed if the missed class is offered at another time. Please call the front desk to arrange for a make-up class. Dress rehearsals are mandatory; please communicate any conflicts with your instructor as soon as possible to avoid exclusion from any performance. If your student will be missing class for any reason, please call in to the Studio J office so instructors can be notified.

Recitals

Studio J Family Christmas Celebration – Beginning Combo through Intermediate dancers will perform in a free program for immediate family only. Beginning Combo students wear black leotard, ballet pink tights, ballet shoes, and any skirt. All other students wear all black with a snow hat and gloves and appropriate shoes. Studio J Christmas shirts may also be worn.

Spring Recital -All performing students will be charged a non-refundable \$35 recital fee. Admittance to this show is free to friends and family, general seating. Costume selections are entirely up to the discretion of the instructors and range in price from approximately \$60.00 to \$75.00 plus tax. A costume deposit of \$35.00 plus tax per costume is due in November with the remaining balances due in January. Costume fees are non-refundable and non-transferable once the costumes have been ordered.

Closings

Studio J generally follows the Edmond Public School calendar, however there are exceptions. Please check email and/or social media for any closings and cancellations. Studio J has one snow day already built into the schedule. Make-up classes for weather-related closings will be provided whenever possible, but they are not guaranteed.

Dress Code

Studio J School of Dance requires that all dancers wear the appropriate attire for their specific classes. In addition to the clothing requirements listed below by class, hair should be pulled back out of the dancer's face for all classes. Dance shoes, including Hip Hop sneakers, should NEVER be worn outside as this can ruin shoes and damage the dance floors. Please mark your dancer's name into all of their dance shoes to prevent mix ups during in-class shoe changes and performances. No jewelry, with the exception of stud earrings, should be worn in class.

Kidance (ages 3-8) – Leotard color options are black (any style/brand) or Studio J pink (purchased only in studio).

Beginning Combo – Leotard, ballet pink tights, black tap shoes, pink ballet shoes - skirts optional

Lil Tap & Hip Hop – Any type of workout attire, white sneakers, black tap shoes – no jeans

Mini Ballet & Jazz – Leotard, ballet pink or tan tights, pink ballet shoes, tan jazz shoes - skirts optional

Mini/Elementary Ballet – Leotard, ballet pink tights, pink ballet shoes - skirts optional

Mini/Elementary Tap & Jazz – Leotard, tan tights, tan pull-on jazz shoes, black tap shoes - leggings, shorts, skirts optional

Mini/Elementary Hip Hop – Workout attire, leggings or shorts, white sneakers – no jeans or sports bras

Mini/Elementary Acro – Leotard, leggings or shorts

SJ Academy (ages 9 and up) – Leotard color options are black (any style/brand) or Studio J purple (purchased only in studio)

Intermediate/Teen/Advanced Jazz – Leotard, tan tights, tan pull-on jazz shoes
Intermediate/Teen/Advanced Ballet – Leotard, ballet pink tights, pink split sole shoes
Intermediate/Teen/Advanced Hip Hop – Workout attire, white sneakers, leggings or shorts –
no jeans or sports bras
Intermediate/Teen/Advanced Contemporary – Leotard, tan tights, tan pull-on jazz shoes
Tap I, II, III, IV – Leotard, tan tights, black oxford tap shoes, leggings or shorts
Pointe – Leotard, ballet pink tights, pointe shoes
Musical Theater – Leotard, tan tights, pull-on jazz shoes

Boys Club

Boys Ballet – White fitted shirt, black pants or shorts, black ballet shoes
Boys Jazz/Contemporary – White fitted shirt, black pants or shorts, black jazz shoes
Boys Tap – White fitted shirt, black pants or shorts, black oxford tap shoes
Boys Hip Hop – Clean sneakers, comfy clothes they can move in – no jeans

Sick/Injured Child Policy

For the protection of all students, staff, and their families, please do not bring your child to dance if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

Dancers must be symptom free for at least 24hrs following fever, vomiting, or diarrhea before returning to class. Call-ins are appreciated!

If a dancer is injured in class, a report will be filled out at the front desk and a parent will be notified. Injuries which occur outside of dance should also be reported to the front desk. A doctor's note may be required before the dancer returns to class, depending on the injury. Students with injuries are permitted to sit and observe class until they are cleared to participate.

Studio J cannot dispense medications of any kind, including over the counter analgesics such as aspirin or Tylenol.

Liability

By registering, all participants and guests of Studio J confirm that they are aware of and understand the nature of the event and activities offered. In addition, all registrants agree to comply with all Studio J policies and safety regulations contained herein. Studio J, the instructors, and staff are not liable for personal injury or loss and/or damage to personal property of any participant or guest. Students retain the right to decline participation in any activity. Please inform your instructor of any physical limitations or disabilities and consult your physician before participating in any activity at Studio J. Further I understand and acknowledge that because of the physical nature of dance, there may be physical contact between instructors and students during classes or other activities. I understand that at times, for proper instruction and safety, physical contact is required and necessary.

Photography/Video Release

I hereby give permission to Studio J School of Dance to take photographs, videos, films and/or audio recording of my child or me. I consent to the use of such materials for promotional purpose by Studio J School of Dance.

Studio Rules

- Dancers are expected to respect all instructors, staff, and fellow dancers at all times.
- Gum, candy, food, and drinks (other than water) are not permitted in the dance rooms.
- Cell phones must be turned off and placed in cubbies during class.
- All personal belongings should be labeled and kept in cubbies during class – Studio J is not responsible for lost or damaged items.
- Dancers may not enter dance rooms until invited by the instructor, and children may NOT play in open dance rooms.
- Contact information, including emergency contacts, must be kept current on your dance account – please inform the office of changes.

Please Note

Studio J reserves the right to refuse service and/or admission to any individual. All schedules are subject to change based on enrollment and availability of staff. A Studio J representative will contact those involved in the cancellation, rescheduling, or combining of any classes.

At Studio J we care about your family. If you have any questions or concerns that cannot be resolved by the front desk staff, please feel free to make an appointment with owner, Meredith Powell, or your student's instructor. To insure your concerns are given the full attention they deserve, please refrain from discussing issues between classes.

Thank you for your cooperation!