

## Policies and Procedures for Liz Borromeo Dance:

**ATTENDANCE:** *Good attendance is critical to consistent progress and advancement in dance training.* Absences may be made up in another style at the student's current level or in a lower level class in the same style. Please affirm the "Health & Wellness Disclosure" prior to joining us at the studio. *Please notify the studio either via email or phone call/text if a student will be absent.*\*We expect on-time arrival to dance class, as it is disruptive to enter the studio space late.

### **DRESS CODE:**

#### **Creative Dance:**

Any solid colored leotard or unitard and bare legs/bare feet or footless tights/leggings and bare feet; dancers may also wear comfortable exercise-type clothing if preferred. Tights and ballet shoes are permitted; dancers may wear a simple dance skirt in class. Long hair should be secured away from the face in a ponytail or bun; shorter hair should be secured away from the face with a headband or hair clips.

#### **Creative Ballet, Ballet I, Ballet II:**

**Black, pink or white leotard**, pink ballet tights or tights dyed to match skin tone and ballet shoes (pink, white, black or dyed to match skin tone). Dancers may also choose to wear white or black well-fitted t-shirt and black shorts, tights or leggings. **In Creative Ballet and Level I or II Ballet, dancers may wear their leotard with bare legs, white ankle socks and ballet shoes.** Long hair should be secured back in a ballet bun; shorter hair should be secured away from the face with a headband or hair clips.

**Ballet III, IV, Open Ballet:** Dancers may wear any colored leotard, ballet tights and ballet shoes. Leather or canvas shoes are accepted. For Open Ballet, comfortable exercise clothing is accepted; ballet shoes or jazz shoes are accepted (ballet shoes are recommended). Overly loose-fitting clothing makes it difficult to properly see alignment and make technical corrections. If preferred, dancers may wear a well-fitted t-shirt/tank top and either shorts, tights or leggings with black or white ballet shoes. In colder weather, dancers may wear warming layers during barre work.

**Tap/Jazz/Musical Theatre:** Dancers may wear comfortable exercise clothing; Tap shoes (with socks) for tap class and either Jazz shoes, Ballet shoes or Character shoes for Musical Theatre/Jazz.

**Modern Dance/Choreography/Improv/Contemporary:** Solid colored leotard or fitted tank top/t-shirt, leggings or footless tights or unitard, bare feet (**socks allowed for warm up only**) and hair secured away from the face neatly. Dancers may also choose to wear comfortable exercise clothing (please avoid overly loose items). Shorts are accepted during the warmer months.

Dancewear is to be kept laundered and in good repair.

Pointe shoes (when applicable) must have sewn ribbons and elastics. We recommend darning pointe shoes, but this is not required. Jewelry should be kept minimal for dance class. Please no dangly earrings, bracelets, large rings or multiple necklaces. For improvisational work, we will request dancers to please remove rings and necklaces for safety during partnering/contact.

**INCLEMENT WEATHER:** Liz Borromeo Dance follows the **Vancouver School District** policy for closure due to inclement weather. We will promptly notify studio families of any closures (via email, Facebook and Website updates).

**OBSERVING CLASSES:** Most dancers progress and focus better without parents observing them during class time. Our performances are great opportunities for families to enjoy watching the work done over the year. As classes are often scheduled back to back, please contact us via text, email or phone to address student progress or discuss concerns.

**OPEN CLASSES:** We are pleased to offer "Open" classes in multiple genres at our studio for teen and adult dancers. We encourage our students aged 13+ to attend these classes when their schedule allows. Students paying the "Unlimited" Tuition rate can join at no extra cost; other teen students may pay \$15 to drop in to an open class (if they are currently registered in other classes).

**WATER & RESTROOM VISITS:** Water intake is a crucial element to athletic activity, and we encourage proper hydration. Dancers may bring their own water to class so that they can rehydrate while remaining in the studio space. **Early arrival to the studio for class will allow dancers to attend to restroom needs prior to the start of class.**

**CLASSROOM/STUDIO BEHAVIOR:** All students are expected to behave in a disciplined, responsible and courteous manner and to adhere to the studio rules and regulations. Liz Borromeo Dance reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory.

Students are expected to treat staff, educators and each other with respect and a positive attitude. Conduct including physical intimidation or injury, verbal or sexual harassment, or coercion may be grounds for expulsion. We will not tolerate discriminatory language or actions of any kind. Conduct that causes material destruction or disruption of any studio function is prohibited.

**\*Conversation in the lobby, studio and dressing room must be appropriate to be heard by all children and adults in the school.**

**Gossip, vulgarity and explicit language are not appropriate studio conversation.**

**\*Barres are not to be hung upon as they might break or cause injury. Mirrors are breakable and easily smudged; they are not to be handled or leaned on.**

**\*Please keep cell phones outside the studio during class time; if you need your phone nearby for emergencies, please keep it silent and in your dance bag**

**SMOKING, DRUGS AND ALCOHOL:** Liz Borromeo Dance is a non-smoking establishment. Any student found using drugs, consuming, or under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion.

**LOST AND FOUND:** Items left in the studio will be collected and placed in the “Lost and Found” bin. Items not picked up will be cleaned and donated to a local charity. Please label dancewear and other personal items to more easily recover them. Students should not leave valuable items unattended in the dressing room or cubbies. Liz Borromeo Dance is not responsible for lost or stolen items.

**INJURIES:** Dance is a strenuous athletic activity. Dancers may experience minor aches and pains from time to time due to building muscle tissue and stretching. Most minor aches and pains will abate in time. Should a particular pain start to become chronic, please inform the teacher.

All student accidents and injuries in and out of class must be reported immediately. A doctor's release note is required to return to class after severe injuries. If an injury occurs at our studio (either in class or outside) please do the following:

- Notify the studio office immediately so that proper documentation can be made.
- We request written permission from your doctor allowing you to resume classes after a severe injury or a prolonged illness

**FINANCIAL:** Our school year monthly tuition rate is based on an average over the 10-month long school year; holidays and breaks are accounted for in our monthly rate. Our Summer Session tuition covers the 6-weeks of active class time. Camps and workshops will have separate fees. We may prorate the first month of tuition for **new students** if they begin class after mid-month.

**Tuition is due the first week of each month-if we do not receive payment by the 10<sup>th</sup> of the month, a \$20 late fee will be charged, and we will send an electronic invoice for payment.**

We accept cash, checks or credit cards for payment. We have an Auto Pay option available-families may enroll in Auto Pay upon registration or at any time during the school year.

**COMMUNICATION:** Email is our **PRIMARY** method of communication. If email is not a convenient method of communication for you, please read the bulletin boards and our website carefully and often. We also post updates through the studio Instagram and Facebook pages. These are all important resources for students and parents.

**COTTAGE YARD USAGE:** We are in a wonderful downtown location with the Vancouver library across the street, Fort Vancouver within easy walking distance, and a lovely, pedestrian-friendly downtown. The fenced yard outside the studio is a public space available for recreation and enjoyment as well. Please observe the same courteous behavior in the outdoor space that you would observe in class or indoors. The yard is also a non-smoking area. **Please remember that playing outdoors is at your own risk, and children must be supervised.**