

FOR PARENTS AND STUDENTS



HANDBOOK

DANCE
STUDIO
OWNERS
INNER
CIRCLE

FOR PARENTS AND STUDENTS

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Your introduction to the handbook is a great way to welcome new and existing students to a new year or semester at your studio. We've kept the template below short, sweet and simple so it is easy to read, and sets a warm tone for the whole guide. If there are any specifics you'd like to add, feel free to pop anything more in but remember - the longer the text, the less likely your busy families will be to read through it all.

It's our absolute pleasure to warmly welcome you into our family at <INSERT STUDIO NAME>. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! :)

QUICK REFERENCE STUDIO INFORMATION

ADDRESS:

PHONE NUMBER:

MOBILE / CELL NUMBER:

EMAIL:

FAX:

WEBSITE:

PRINCIPAL/S:



Your studio manifesto should reflect your core beliefs, the heart and soul of your studio and the values you expect your staff to uphold. Take your time to really think about what your studio stands for and spend some time getting this just right. You are setting the tone of your business in this manifesto. Below we have suggested some topic sentences to get you started (we recommend using about 6-8 of these or your own to create your own manifesto).

Many studios may already have a 'Mission Statement' that you wish to include, which is also a perfectly good alternative to a manifesto.

To start us off, it's important to us at **<INSERT STUDIO NAME>** that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

<INSERT STUDIO NAME> is place where kids of all ages shapes and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

USE THE BELOW STARTERS FOR SOME INSPIRATION IN DEVELOPING YOUR OWN MANIFESTO

WE ARE COMMITTED TO...

WE LISTEN TO...

WE ARE PASSIONATE ABOUT...

WE PRIORITIZE...

WE CARE ABOUT...

WE PROMISE TO...

WE LOVE...

WE VALUE...

WE EMBRACE...

WE FOCUS ON...

WE STAND FOR...

WE SHARE...

It's easy sometimes to take for granted that all families will understand how your registration process works. Often, Studio Owners find themselves at a bit of a crossroads - a) their longtime families will leave registration to the last minute, assuming their place will be held like always, and b) brand new families and students may find the process a bit overwhelming and difficult to understand. For this reason, we recommend keeping our most important registration details at the top of this section (such as dates) and the more detailed elements towards the bottom.

In red, you will find the editable content that is most specific to your studio.

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

Our Early bird registration offer not only means that you will (pick one) receive your FREE drink bottle/shirt/\$10 discount voucher / go in the draw to win, but it also ensures that in the event of classes reaching capacity before Term/Semester kicks off, you will be guaranteed a place in the class/es of your choice.

You can register in person and take advantage of the early bird special at <INSERT STUDIO

<NAME> any time from <INSERT DATE>, or at our registration day on <INSERT DATE AND TIME>

Our annual registration fee is \$30 per student/per family and must be paid in full prior to the commencement of classes. Make sure you get your payment in via EFTPOS, Credit Card, Internet Bank Transfer, Cash or Cheque as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

REFERRAL PROGRAM - IF YOUR STUDIO HAS AN EXISTING REFERRAL PROGRAM, HERE IS A GREAT PLACE TO INCLUDE IT! OUR EXAMPLE IS BELOW, BUT AS ALWAYS YOU CAN CHANGE IT TO SUIT YOUR OWN POLICY.

**** REMINDER **** Don't forget - if you refer a friend or family member to enroll at our registration day, you'll both only pay \$5 registration fee for the whole year! That's a discount of over 80%, so don't miss this chance to bring your friends.



Please find below a sample of a simple Media Release form, and an assumption of risk form. You may wish to consider using these as part of your registration package, or to adapt this for your current policies.

PARENT RELEASE FORM FOR PHOTOGRAPHY AND VIDEOGRAPHY

I, the undersigned, give permission for <INSERT STUDIO NAME> to use video footage and / or photographs of my child/ward, _____. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by <INSERT STUDIO NAME> for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature _____ Date _____

HEALTH INFORMATION AND MEDICAL RELEASE/WAIVER FORM

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in <INSERT STUDIO NAME> activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release <INSERT STUDIO NAME> and its employees of any and all liability which may arise as a result of my child's participation in activities at <INSERT STUDIO NAME>

Great communication is so important in the effective running of your studio, as well as keeping all your customers happy, returning and referring. We recommend choosing only a couple of primary communication methods for your studio, as the more options you give, the more options you have to check regularly and the more margin there is for error. Below we have outlined a number of options for you to choose and adapt from.

By now you have probably noticed that we are BIG on communication here at <INSERT STUDIO NAME>. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on <INSERT STUDIO PHONE NUMBER> between <INSERT OFFICE HOURS>, or on mobile/cell number <INSERT MOBILE/CELL NUMBER> between <INSERT PREFERRED HOURS>

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address <INSERT EMAIL ADDRESS> to your contacts so we don't end up in the dreaded Spam folder!

We are also proud to provide you information round-the-clock via our very own Dance Studio app. You can download <INSERT APP NAME> at <INSERT APP LINK>. Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed <INSERT STUDIO NAME> Facebook group. This group can be found at <INSERT LINK TO CLOSED STUDIO GROUP> and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on <INSERT STUDIO NUMBER> to chat with one of our helpful team members.



5.

IMPORTANT DATES



We know it's hard to plan ahead by a whole season or year, but your families will be so grateful if you can set out some of your studio's important dates right from the beginning for them to put in their calendars. Try to get organised as early as you can to provide as many dates as possible.

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via [\(choose\) email/facebook/app/notes](#) as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.

SOME EXAMPLES OF IMPORTANT EVENTS SET OUT IN AN EASY-TO-DIGEST TABLE CAN BE FOUND BELOW - PLEASE ADD YOUR PLANNED DATES AS APPLICABLE WITH DESCRIPTIONS OF YOUR EVENTS AND WHO IS REQUIRED TO ATTEND

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
1/1/17	Registration Day	Register for your 2017 classes	Everyone
01/28/2017	Student Disco	Fundraising event	Students aged 10+
2/4/17	Parent Meeting	Parents and Teachers meet at the studio to chat about upcoming events and studio happenings	All parents (no children please)
02/28/2017	Costume Fitting	Bring your child to the studio to be measured/try on for their recital/concert costumes	All students performing in recital/concert
3/5/17	Payments Due	All upfront payments due today	Families who pay upfront (not via direct debit)
4/5/17	Competition	"Don't Stop Moving" Dance Competition	Elite troupes
07/18/2017	Exams	Ballet and Tap exams	Exam students
08/14/2017	Recital / Concert	End of season recital/concert	All students

SOME OTHER DATES TO INCLUDE MAY BE: WORKSHOPS | EXCURSIONS | FUNDRAISERS | REHEARSALS | CONCERTS | IN-STUDIO COMPETITIONS | PUBLIC HOLIDAYS | SEMESTER BREAK | HOLIDAY SHOWCASE |

Your studio's code of conduct is basically your set of rules that all attending families must abide by when they are enrolled with you. It is important to be very clear about the rules and expectations you set for your students so that they fully understand what is or isn't acceptable. Below we have covered most areas that your code of conduct may encompass and recommend you choose which ones to include and which ones you will not include in keeping with your studio's policies.

To ensure the smooth, safe running of <INSERT STUDIO NAME> and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a <INSERT STUDIO NAME> staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception - parents and students are not permitted to contact <INSERT STUDIO NAME> teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with the studio principal can happily be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

<INSERT STUDIO NAME> takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

<INSERT STUDIO NAME> management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of <INSERT STUDIO NAME> and may not be reproduced or sold by any students, parents or staff without permission of the principal/s.

Here you will outline your class names for each age group as well as a description of their classes. This information should also be easily accessible from your website. Please find below some examples of age group names and descriptions. We encourage your class descriptions to be lively, colloquial and easy to understand for parents who may not be familiar with dance terminology or may have very young children.

PRESCHOOL CLASSES

Babies Ballet is an introduction to classical ballet using creative, imaginative role-playing and fun props. This class may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using costumes and ribbons, or picking up “diamonds” (shhh...they’re actually just feathers) from the ground to develop their hand-eye coordination. This class is suitable for both boys and girls who are having so much fun that they don’t even realise that they are learning the fundamentals of ballet technique along the way.

Mummy and Me is a great class for our 1.5-3 year olds. We use music they know and love while learning beginner dance moves with a ballet or jazz basis with mum. We learn all about warming up, stretching, nursery rhymes, role playing and obstacle courses to foster a love for dance and enhance gross motor skills.

Bouncing Boppers is a class for our older preschoolers who are 4-5 years and about to get ready to start Kindergarten. The music for this class is fun and familiar to them and expands on the techniques learned by our younger classes. We do some warming up, stretching, progressions across the room (including skips, kicks and basic turning skills) as well as putting together a dance for the recital/concert.

Teeny Tap - In this class your child will be learning super fun basic tap skills in an imaginative way while also playing with instruments to help promote rhythm. They will learn steps including toe-heel, heel-toe, stamps and shuffles as well as making as much noise as they can in our fun, safe and educational environment.

PRIMARY / MIDDLE SCHOOL CLASSES

Primary / Middle-School Ballet: In this class, our dancers build on their ballet technique using creative roleplay, costumes, props and will thrive from positive reinforcement. There are opportunities for students in this class to participate in ballet exams which will encourage them to progress through the program/syllabus and work hard to move up into the next graded level.

Primary / Middle-School Jazz: Our Primary / Middle-School Jazz students are building on the basics of jazz technique to popular and age appropriate music. Some examples of the techniques our jazz students will learn include turns, kicks, leaps and body isolations.

Primary / Middle-School Tap: In this class students would be learning the basics of tap technique as well as building on their sense of rhythm and their confidence when it comes to performances. Our tappers love dancing to popular, age-appropriate music and getting LOUD!

Primary / Middle-School Acrobatics: We’ve known for a long time that kids love nothing more than attempting and perfecting new “tricks.” Remember learning a cartwheel? We sure do, and it’s that sense of pride and exhilaration that we love to pass on to all students. Our Acro class is taught by our fully qualified gymnastic teachers and the class levels for this discipline are skill-based. The levels are beginner, intermediate and advanced and once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

THESE ARE JUST SOME EXAMPLES YOU CAN USE AS GUIDANCE WHEN WRITING YOUR CLASS AND AGE DESCRIPTIONS FOR YOUR STUDIO HANDBOOK AND ENSURE THAT YOUR PARENTS CAN CLEARLY UNDERSTAND WHAT EACH AGE GROUP AND STYLE INVOLVES.

Like all Studio Owners, we know that the protection and safety of your students and their families are a priority. Without 'scaring' the families within your studio, it's important to take the time to outline the safety and protective measures that are enforced within your studio to ensure your patrons feel safe and are left with no unanswered questions regarding the protection of their children. Below are a selection of statements pertaining to health and safety from which you are welcome to choose those applicable to your studio.

With the safety of our families a number one priority, <INSERT STUDIO NAME> is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

(Please choose) We have a number of CCTV cameras / viewing windows / parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area/viewing room/studios. All of our teachers and staff members have undergone official checks allowing them to work with children.

The directors and staff at <INSERT STUDIO NAME> are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognise that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

<INSERT STUDIO NAME> takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrolment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.



The privacy of your clients is one of those things we don't tend to consider as a pressing issue - until it becomes one! It's crucial to have your privacy policy in place so that your staff and clients know what to expect and can have some control over what aspects of their personal information may be compromised. Please edit the below content as it pertains to your studio.



When you purchase or hire a product or service with **<INSERT STUDIO NAME>**, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorised personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone **<INSERT CONTACT DETAILS>**.

Eeeeeek....exams! One of the most stressful times for Studio Owners, Teachers and parents alike. If you are an exam studio it is hugely beneficial to sit down and take a bit of time to outline all of your exam procedures ahead of time. Even though a lot of parents may not read this thoroughly at registration, an exam breakdown in your handbook is a really valuable tool to refer to throughout the year. Below we have outlined exam procedure for a ballet exam and encourage you to cut, paste and adapt where necessary for all styles and programs / syllabi.

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in <INSERT EXAM STYLES> as a part of our <INSERT SYLLABUS/PROGRAM NAME> program. This year, our exams will be held in <INSERT MONTH/SEASON> with the exact date to be confirmed at a later date via EMAIL/FACEBOOK/APP/NOTE. We encourage all students who attend <INSERT MINIMUM NUMBER OF EXAM SESSIONS FOR ELIGIBILITY> each week to enter for exams.

While exams are not compulsory, our syllabus/program (for example) RAD - Royal Academy of Dancing- is the most highly recognised ballet syllabus worldwide. If your child is considering continuing to dance vocationally as they grow older, we strongly recommend completing your RAD exams annually.

On a side note, our vast experience shows that formal exams present a unique opportunity for the children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial and rewarding.

As part of the exam preparation, exam dancers will also need to attend an intensive vacation/holiday workshop on <INSERT DATES AND TIMES >.

The cost of exams this year is <INSERT EXAM COST> and payment for exams is due no later than <INSERT DATE> by cash, cheque, credit card, EFTPOS, Paypal or direct bank transfer. If you have not paid by this date, unfortunately your child will not be eligible.

FOR NEW FAMILIES, IT IS A GOOD IDEA TO GIVE THEM A BIT OF AN IDEA OF WHAT TO EXPECT FROM EXAM DAY. BELOW IS A

SAMPLE OF EXAM PROCEDURE FOR YOU TO USE AS INSPIRATION.

What happens in a ballet/tap/jazz exam?

The students will come to the studio about an hour before their exam begins.

*Their hair will be done by our **ballet / tap / jazz** teachers and uniforms will be provided by the studio at a small hire fee.*

*In groups of 2-4 students, they will enter the ballet studio (**with / without** their teacher) and greet their examiner.*

Exam students will learn their examiner's name prior to the exam so they can greet them by name. For example: "Good Morning Mr. Hartley."

*Over the course of **30mins / 45 mins / 1hr**, they will perform their entire syllabus for the examiner, both as a group and individually.*

*There **is / there is not** a theoretical/written exam involved.*

*It usually takes about **6 weeks** for all exam data to be compiled, but once the examining body has completed the marking process your child will be presented with their exam grade, percentage, an exam certificate, as well as comments and areas for improvement on their performance.*

Your child's exam results and certificate will be awarded in class once they are ready at the studio.

By registration time, your timetable should be set in concrete and memorised by all staff. OK....maybe not quite memorised, but definitely set in stone! Here is where you insert your timetable. You have probably emailed, handed out and gone over it on the phone already, but still - pop it here for year-long reference. You won't regret it!

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find below our timetable for **<INSERT YEAR>** and please contact us if you have any questions at all.

<INSERT YOUR STUDIO TIMETABLE, OR LINK TO YOUR WEBSITE TIMETABLE>



At <INSERT STUDIO NAME>, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community. Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Uniforms can be purchased year-round from the studio or from our website <INSERT WEBSITE>. For a complete price list, see <INSERT LINK> or <INSERT PRICE LIST AND IMAGES>

Please ensure all parts of your child's uniform are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform requirements are as follows:

Ballet - Ballet students must have (choose) full sole / split sole pink / black ballet shoes which can be purchased from our costume shop. You will also need pink ballet stockings and a (insert colour / options) leotard.

Jazz and Tap- Students require black/tan jazz and/or tap shoes with socks. For their uniform, students may wear any combination of shirts, crop tops, shorts or pants from our uniform shop.

Hip Hop- Students require (choose colour) white / black sneakers / jazz shoes along with any combination of shirts, crop tops, shorts or pants from our uniform shop.

Lyrical/Modern/contemporary- Students can wear bare feet or ballet shoes for this class. As they get more advanced we suggest getting some (choose) foot thongs / foot undeez / foot gloves.

Acrobatics/Gymnastics- Students do not need footwear for this class. They must wear tight fitting clothing from our uniform shop with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks.



Below we have given a sample of how to set our your class prices for the year, which is a nice and easy template for your staff and parents to comprehend. If you have an existing fee structure to copy and paste here - go for it! Otherwise, just pop your fees into our handy table and scroll down to further customize your payment options.

Please find below the fee structure for <INSERT YEAR>. Feel free to contact our office staff if you have any fee-related queries.

<INSERT YOUR FEE STRUCTURE HERE>

AGE	DESCRIPTION	PRICE PER WEEK
1.5 - 3 years	Babies ballet, jazz or tap	\$9.90
3 - 5 years	Preschooler ballet, jazz or tap	\$9.90
6 years - Adult	One class per week (1hr per class)	\$12
6 years - Adult	Two classes per week (1 hr per class)	\$23
6 years - Adult	Three classes per week (1 hr per class)	\$33
6 years - Adult	Four classes per week (1 hr per class)	\$42
6 years - Adult	Five classes per week (1 hr per class)	\$50
6 years - Adult	Six classes per week (1 hr per class)	\$57
6 years - Adult	UNLIMITED CLASSES	\$60
Costume Levy	Per dance performed at concert / recital	\$1
Elite 6/Under	Unlimited 6yrs and under classes	\$49
Elite 8/Under	Unlimited 8 yrs and under classes + elite training	\$67
Elite 10/Under	Unlimited 10 yrs and under classes + elite training	\$78
Elite 12/Under	Unlimited 12 yrs and under classes + elite training	\$78
Elite 14/Under	Unlimited 14 yrs and under classes + elite training	\$78
Private Lessons	30 minute private tuition	\$35



We offer the following options for fee payment:

Upfront Payment - you will receive your (choose)term/semester/monthly invoice prior to the commencement of term/semester/month and have until <INSERT TIMEFRAME> to pay these fees in full. Payment options include cash, cheque, EFTPOS, credit card or Internet Bank Transfer.

<INSERT YOUR BANK ACCOUNT DETAILS FOR TRANSFER>

Overdue fees will accrue a late fee of 10% per week that it is past due and if fees remain unpaid in week 4 of classes students will not be permitted to participate in their lessons.

Direct Debit - This is our most popular and simple payment method, in which you may choose to pay your fees in weekly, fortnightly or monthly installments through our Direct Debit providers (insert your provider, with link to terms and conditions). There is a small fee for this service and paperwork must be filled out at reception prior to the commencement of classes. Clients who have previously paid by direct debit will still need to complete their adjustment paperwork at the beginning of each term/semester/year.

Please note: All students are invoiced (choose) based on a 10 week term/monthly basis/per semester so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period - this includes Direct Debit customers.

Refunds will not be issued for missed classes due to cancellation or public holiday - where possible, we will endeavour to arrange make-up lessons for classes cancelled by <INSERT STUDIO NAME> or will offer an alternative class.

Casual Payment - Our casual classes can be paid as you attend via cash, eftpos, direct bank transfer, credit card or cheque to be paid to your teacher / office staff.

If you wish to withdraw from classes at <INSERT STUDIO NAME>, it is a requirement that you notify the studio in writing.

It may seem like a bit of an unwritten rule that children will attend all of their classes, but sadly this isn't the case. It's a great idea to set up and explain your attendance expectations upfront so that it isn't a surprise to parents mid-year when you have to chase them up about multiple absences. It may not make a difference to you financially - hey, they're paying regardless of whether or not they show up - but parents often underestimate the impact that absences may have on class morale as well as concert or recital professionalism.

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes, but will make every endeavour to schedule a catch-up class in the unlikely event that **<INSERT STUDIO NAME>** needs to cancel a lesson.





It can be such a great tool for Dance Studios in terms of establishing a presence and marketing, but Social Media can also be a minefield for Studio Owners when it comes to regulating the behaviour of their faculty and clients. Social Media policies for studios will vary greatly depending on size, vision and demographics so below we have created a buffet of options for you to carefully mould the right Social Media policy for your studio.

<INSERT STUDIO NAME>'s Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.

- Remain mindful that your behaviour on Social Media remains in keeping with <INSERT STUDIO NAME>'s code of conduct as outlined in chapter 6 of this handbook.

- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards <INSERT STUDIO NAME> staff, students or families may subject the owner to disciplinary or legal action.

- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.

- Any content revealing or referring to sensitive studio information is not allowed to be shared online.

- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.

- While affiliated with our studio, (for example, images of your child in <INSERT STUDIO NAME> uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.

- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.

- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.

- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.

- Photos or Videos taken from performances or rehearsals may NOT be posted online.

- You may not post photographs / videos that feature <INSERT STUDIO NAME> dancers other than your own online without the proven consent of their parent/guardian.

- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

As members of your dance family, it is important for your students and their parents to get to know your teaching staff. Below your introduction, insert a brief Bio and headshot of your teachers, along with the age/styles they will be teaching for the year.

Finally, it's our pleasure to introduce our hand-picked faculty for 2016! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.



FOR PARENTS AND STUDENTS



HANDBOOK

DANCE
STUDIO
OWNERS
INNER
CIRCLE

FOR PARENTS AND STUDENTS