



# Studio Policies

## **COURTESY & RESPECT**

At Evergreen Dance Center our mission is to create beautiful dancers and inspirational individuals. Our staff promotes discipline, creativity and self-confidence by teaching the art of movement. Students are encouraged to perform with grace and confidence, and grow as a performer and an individual. Our lessons go far beyond the classroom. Professional staff, and a safe, compassionate environment make us more than just a studio; we are the Evergreen Dance Center family. Communicating negatively about anyone in or outside our studio will not be tolerated. Our dancers are expected to show courtesy and respect to all instructors and other students. Evergreen Dance Center dancers are always respectful, supportive, encouraging and are positive in spirit, attitude and behavior. We are a family-friendly studio that instills strong technique, developmentally appropriate movement, and creates well-rounded dancers. We are committed to spreading the love of dance.

## **GENERAL INFORMATION**

Please be sure to read all Evergreen Dance Center emails, return forms as requested, and refer to the website for additional information. In order to ensure all parents/guardians receive information in a timely manner, it is the parents' responsibility to keep mailing addresses, email addresses, and phone numbers up-to-date with Evergreen Dance Center.

## **PAYMENT POLICY/MULTI-CLASS DISCOUNT & REGISTRATION**

The dance season runs September through May. All students must be placed in class before enrolling through Evergreen Park and Rec. The \$25 registration fee and registration form must be paid and filled out at time of placement. Tuition is based on a yearly rate of which holidays and recesses are excluded. This yearly rate is divided into nine installments, which are due on the first of each month and paid to Evergreen Park and Rec. No credits, refunds, or transfers will be issued for missed classes. Full monthly tuition must be paid on time for students to participate in class. A multi-class discount applies when a student, or sibling, is taking two or more dance classes. A 30% discount will be applied to each class. These discounts will be applied on a month-to-month basis. You will not get the discount if you pay for multiple months in advance. The discounts will become available at the beginning of each month, for that month.

## **PLACEMENT**

Placement in classes is based on the following criteria: technique, potential, commitment level, enthusiasm, attitude and behavior in class, attendance and stage presence. Your dancer(s) will receive verbalized evaluations to assess their

strengths, weaknesses, and areas of improvement. Placement for the following year will be based on the criteria listed above.

### **ATTENDANCE & TIME COMMITMENT**

Just as sports teams require all players to attend practices, dance studios require their dancers to attend all classes and rehearsals. Absences will not only affect the individual dancer, but the class as a whole. Punctuality is just as important as attendance; please be on time and prepared for class. Dance requires consistent ongoing training, and dancers who excessively miss classes will not be able to perform at the same level as those who have attended all classes regularly. If absences are becoming an issue, it is the teachers right to remove a dancer from any piece for recital or performances.

### **RECITAL COSTUMES & PERFORMANCE FEES**

The Evergreen Dance Center spring recital is optional. Dancers that choose to participate in the recital are required to purchase a costume for each class (\$55-\$85 per class). Costume fees are due in December. A \$58 performance fee is due in April. This fee helps cover the costs to produce the recital. Tickets to the recital are \$13.

### **SNOW POLICY**

Evergreen Dance Center will follow Jefferson County weather school closures. If the district cancels school for the day or has early dismissal due to the weather, Evergreen Dance Center will also cancel classes for that evening. We also follow weather reports and CDOT updates and will cancel classes if we are concerned for our students and teachers' safety. We will notify you if classes are canceled via email and social media no later than 2 hours prior to the start of classes. As always, you can use your best judgment for your own personal comfort and the safety of the students. Makeup classes are always available for missed classes due to weather.

### **DRESS CODE**

It is important that our instructors can see the body placement of our dancers in the classroom setting. It is the responsibility of the parent and/or guardian of the student to follow the Evergreen Dance Center dress code for each class. ALL classes: Hair must be worn up and away from face. Ballet: Leotard, tights, pink ballet shoes. Jazz: Nude jazz shoes, leotard/tights, or athletic pants with form fitted top. Lyrical/Contemporary/Modern: Lyrical shoes, socks or bare feet, leotard/tights, or athletic pants with form fitted top. Hip Hop: "No jeans", athletic pants or sweatpants, any type of top. Tap: Black tap shoes, leotard/tights or athletic pants and top.

### **QUESTIONS AND CONCERNS**

Please do not engage the teachers at any time in their respective dance studio to ask questions. When one class ends, another one begins. If you need to speak directly to the teacher, please email Shelby at [evergreendancecenter@gmail.com](mailto:evergreendancecenter@gmail.com). If you need to voice concerns about the program, you can email Nancy, the EPRD recreation supervisor at [ncooper@eprdco.gov](mailto:ncooper@eprdco.gov) Messages will be returned as soon as possible. The teacher and/or the parents/guardians can schedule a studio meeting if needed. This should be done via email.

## **EMAIL**

All parents are required to provide a current e-mail address at the beginning of the season. Monthly newsletters, tuition reminders, recital information, and important dates and reminders will all be made via e-mail. Emails will be answered in the order they are received and within normal business hours. Teacher e-mails and phone numbers will not be released to parents. All concerns and questions can be directed to Shelby at [evergreendancecenter@gmail.com](mailto:evergreendancecenter@gmail.com). We will set up a meeting with the students teacher if need be.

## **SOCIAL MEDIA**

Please follow us on Instagram and Facebook to receive current information. We kindly request that you tag us when using video and pictures in the studio and of our dancers.

## **PRIVATE LESSONS**

Evergreen Dance Center private dance lessons are \$70 an hour. Please email [evergreendancecenter@gmail.com](mailto:evergreendancecenter@gmail.com) to set up a private lesson.

## **LIABILITY RELEASE**

Dance training is demanding on the body. All students run the risk of being injured in class. As a parent and/or guardian of a student, you must agree that you understand these risks and do not hold Evergreen Dance Center faculty responsible for any injuries, loss of property, or illness during attendance at the school or any related competitions, conventions, or performances.

## **PHOTO RELEASE/SOCIAL MEDIA**

All students may be videotaped or photographed during classes, rehearsals, and performances for promotional and educational purposes. Any concerns need to be directed to Shelby. Parents can give permission or decline on the Evergreen Dance Center registration form.

## **EMERGENCY MEDICAL RELEASE**

Each parent gives permission for emergency medical care of his or her child. Any concerns need to be made in writing on the Evergreen Dance Center registration form.

## **RELIGIOUS/HOLIDAY ISSUES**

If you would prefer your child to not be involved in certain classes due to your religious beliefs, please let the teachers and studio director know. We often celebrate a current holiday with special holiday themed stickers, candies, or other goodies handed out at the end of each class. Please also let your child's teacher know if certain allergies or dietary restrictions exist. We also use holiday music at times.

## **DROP OFF AND PICK UP PROCEDURES**

Parents may drop their dancer off for class, or remain outside the studio for the duration of the class. Please do your best to drop off and pick up your child on time. We are not responsible for any child except during the duration of their class. We ask that small children use the restroom prior to class starting.

## **CLASS/STUDIO CONDUCT**

No gum, food, or drink (with the exception of a water bottle) is allowed in the dance studio. All street shoes must be removed prior to entering the studio. Disruptive behavior in any class is not tolerated. All students are expected to be respectful to teachers and other students. The teacher is responsible for communicating any behavior issues to the parent. Please do not allow younger students to play in the studio at any time. If a dancer is late, or needs to reenter during class time, they must enter when dancers are done dancing or when music stops.

## **INJURY**

If a student becomes injured at any point in class, he/she will need to notify the teacher immediately. The teacher will guide the student accordingly.

## **PERSONAL BELONGINGS**

Students are asked to bring all dance bags and dance shoes to class at all times. Dance bags, water bottles, shoes, backpacks and jackets can be placed in cubbies outside of the dance studio.