



Studio Policy

Key contact information for Dancin' With Roxie

Address: 212 Federal St. N Hampton, IA

Phone Number: 641-430-5003

Fax Number: 641-456-2406

Email Address: dancinwithroxie@hotmail.com (general) dwrpayment@gmail.com (billing)

Website: www.dancinwithroxie.com

Owner: Roxanna Johnson

Instructors: Roxanna Johnson, Liz LeFevre, Katy Lubkeman, Kasi Simpson, Richelle Orr, Karyl Christensen

Business Relations Manager: Cori Schallock

Billing Inquiries: dwrpayment@gmail.com

Please Read Carefully

I have read and understand all of the studio policies. When signing the registration form I agree I will follow all studio policies.

1. COMMUNICATION

If you are not receiving emails 2 weeks after registering, chances are the email address that we have listed is not correct. Anytime that you feel you are not receiving e-mail there after please let us know as soon as possible. We send at least 5 correspondences a month so if you feel that you haven't received anything in a while please email us at, dancinwithroxie@hotmail.com to let us know. Otherwise, we unfortunately have no way of knowing.

a. The website contains various studio policies and information; please check here before calling with a question.

b. Become our friend on Facebook. Our page has our all of our last minute reminders, as well as lot of fun studio tidbits.

c. Lines of Communication. In order have our teachers giving their full attention to students please follow the following communication tree. First, send an email to dancinwithroxie@hotmail.com. Please allow 3-4 days to respond. We may have to route your question to the proper staff member to be answered. Second, if your email is not responded to immediately you may call or text during office hours Monday-Thursday from 1-4 pm. Last step, would be to speak to your teacher. Please remember: All teachers do not have access to account information, etc. They may have to write your question down and route it to the correct staff member. Please do not post questions on the Facebook page. Monday is a great day to get business done. Roxanna is at the Hampton Studio that day for questions/business and Cori is in Clear Lake for questions/business.

2. INSURANCE

Dancin' with Roxie does not carry medical insurance for students. All students must be covered under their own family's policy. The studio is not responsible for any injury incurred during class and it is understood that the student's own policy is the only source for reimbursement.

3. MARKETING

In signing the registration form I understand that any pictures or videos of my child can be used in print or advertising materials for the studio. All pictures and videos will be used with respect to each class in making them look their best.

4. CLASS SCHEDULE

A tentative weekly/annual schedule of the year will be posted as early as recital, but adjustments may be made through registration period due to changes in enrollment and staffing.

5. CANCELLATIONS & HOLIDAY BREAKS

If the school district the dance studio is in cancels or lets out early, the studio will be closed. If classes are cancelled it will be posted on the Facebook page and emailed. If in doubt please email the studio at dancinwithroxie@hotmail.com.

- The first 3 snow days will not be made-up.
- After 3 cancellations a make-up class will be scheduled to best fit the needs of the student in that class.
- If the scheduled teacher has a conflict, another studio teacher may be in class to substitute teach.
- The studio will generally follow the school schedule for holiday, winter, and spring breaks.
- We will still have classes on teacher in service days and other misc. breaks.
- The teacher may cancel one class per season due to personal reasons.

If there is an athletic event or performance of any type and less than 3 students will be attending class, classes will be cancelled. All classes must have at least 3 students in attendance to hold class. Some students travel to the studio so they need to know if there will be no class. Please inform our office about any big events two or more weeks in advance, so the class can plan for who will be gone.

6. FEES

Class & costume fees will be charged according to the schedule. Dancin' with Roxie core classes run 9 months a year; with additional summer classes as an option.

Discounts will be given to students who take multiple classes. (Does not apply to Competition Team Students)

1st class= no discount
2nd class= \$5.00 off total tuition
3rd Class= \$10.00 off total tuition
4th Class= \$20.00 off total tuition
5th Class= \$30.00 off total tuition

Payments are due before the 1st of the month unless you are on auto payment in which the payment will occur on the 1st of the month

There will be no refunds given for classes or costumes without *extreme* circumstances.

You are responsible for asking for and keeping a receipt when making cash payments, in the event that there is a discrepancy, you will need to present that receipt for the payment to be applied to your account.

Payment for shoes and merchandise is due when it is ordered not after it comes in.

Any additional equipment will not be ordered until paid in full.

You WILL NOT be receiving a monthly bill/statement from our office for your monthly tuition. Monthly statements will be mailed for overdue balances only.

You are responsible for all of the fees for all of the classes you register for. If the dancer chooses to add/drop a class or not continue with as a Dancin' With Roxie dancer an add/drop class form must be filled out with a parents signature. Your account will be charged until the form is filled out. You will be responsible for all fees on your account until the add/drop form is turned in. Balances on closed accounts are due 30 days after the drop from is handed in before further collections are made.

Payment Options (chose from the following options)

- Automatic Monthly Withdrawal- Preferred
- Automatic MasterCard/Visa Monthly Payment- \$5.00 fee assessed per month.
- Check or Cash (You are responsible for asking and keeping a receipt for cash payments)
- If paying with cash all receipts must be saved in case of discrepancy. If you don't keep proof of payment what the dance studio has on record will be what we go by.

Automatic Monthly Withdrawal & Automatic Master Card/Visa Payments

ACH Forms will be available for the Automatic MasterCard/Visa Monthly Payment and Monthly Automatic Withdraw options at registration or the first week of class. Payment will be taken on the first day of the month. If you change checking accounts or credit cards, please complete a new ACH form and submit to the office by the 10 of the month before your ACH.

- Auto Payment is the preferred payment method.
- All Tuition is to be paid in advance.
- All accounts not paid by the 10th of the month will be charged a \$10.00 late fee for every month it is overdue.
- There will be a \$35.00 fee assessed to all returned checks.
- If your account is more than 30 days past due your dancer will be asked to watch class until the account is paid in full. If you have problems paying your account due to job loss or illness please talk with Ms. Roxanna to discuss payment arrangements. We will be happy to work with you with your payment options.

7. MERCHANDISE/SHOE PURCHASES

When purchasing merchandise we accept check or cash. We also accept Visa/MasterCard/Amex etc.

**Merchandise may not be charged to accounts.

8. PRIVATE LESSONS

All students may enroll in private lessons. Private lesson may be used to individual technique lesson or for a solo/duet/trio will be taught a routine to be taken to a non-studio competition, talent show, or pageant with permission of the instructor.

Private lessons cost \$50.00 an hour per student

Each routine takes approximately 5-6 hours of teaching time.

Each Routine will be assessed a \$100.00 choreography fee.

Costumes for private lesson students must be paid when the lessons start.

Cost for a private lesson costume is \$150.00.

For a solo/duet/trio being used for studio competition- please see the competition team policies.

9. COMPETITION TEAM

Please see supplement competition team policy for details on procedures, requirement, fees, etc.

10. ATTENDANCE

Attendance is taken at every class and is very important to the success of the class. In order to be on the competition team attendance of 90% or higher is required in all classes. A total of 4 or more misses from your Competition Classes will make you ineligible for all competitions and other events.

- For Regular Classes a missed class can be made-up by the student attending the age level below or above the dancer within 2 weeks of the class missed.

11. COSTUMES

Students may be required to purchase special shoes, props, and accessories required for the routine. Certain are required for each dancer and is an additional fee not included in costume prices.

- Each class will have one costume for each style of dance.
- Costume fees will be charged in 4 monthly payments of \$20.00 each per costume.
- Costume payments will be made with the first 4 tuition payments of the year.
- Costume payments are also due the 1st of the Month with the tuition payments.
- Price includes Sales Tax & Shipping
- No costumes will be ordered until it is paid in full.
- If costumes are ordered late due to non-payment the costume will not be guaranteed before pictures or recital and will be assessed an additional fee to cover additional shipping.
- Costumes are picked by the studio owner for each class. If you have any other reservations about what your child wears please share these thoughts with Ms. Roxanna so she can choose the best costumes for your child's class at the beginning of the year.
- Note: All costumes will be in good taste but dance costumes are form fitting and either a leotard or booty shorts as briefs used

12. CLASSROOM ATTIRE

- Any color of dance attire is acceptable.
- Hair must be pulled back and out of the dancers face for every class. Pony tail, bun, or braids are acceptable.
- Dance shoes are to be worn in class or during a performance and not outside.
- Dancers must have all shoes needed for each class. A dancer may dance one class without the permitted shoes but will be asked to watch each following week.
- Absolutely NO T-shirts or long athletic shorts allowed.
- NO long dangle earrings or distracting jewelry.
- Dance tights are required to be worn to EVERY class. (No Nylons)

Dress Code Requirements for Competition Team:

There is a specific uniform that all members of competition team are required to purchase. These uniforms must be worn to EVERY competition practice. Correct shoes must be worn at all times and hair has to be pulled up and out of face.

If a dancer does not follow correct classroom attire for their set classes (competition or regular classes), he/she will be asked to sit out during that class. If the same issue keeps happening the parents will be notified.

Class Specific –

Combination classes- Leotard and tights (not pantyhose) are required for classes. Warm-ups may be worn but must be taken off after the warm-up is over with. Booty shorts, leg warmers, and/or a ballet skirt can be worn through the entire class. Ballet, tap, and jazz shoes are required for class. Shoes bought from somewhere other than the studio must be okayed with the instructor. No baggy t-shirts or shorts will be allowed in class.

Hip Hop - Hats, shoes, pants, and shirts need to have a hip hop feel to them. Hip hop is a style and the dancers clothing needs to help them feel the style and culture for hip hop. Not all Hip Hop Clothing is baggy. Fitted clothing is preferred for class.

Ballet Technique Class (Competition Team) - Black Leotard and pink tights (not pantyhose) are **required** for classes. Hair must be worn up in a bun/ponytail and all hair secure/pinned away from the face. Warm-ups may be worn but must be taken off after the barre work is over with. Booty shorts, leg warmers, and/or a ballet skirt can be worn through the entire class. Ballet shoes/Twylas are required for class. ***In order to dance like a ballerina, you must feel like one!***

13. ADDITIONAL PERFORMANCES

All routines performed outside of dance class must have the permission of the instructor/choreographer AND studio owner. Choreography must not be altered without permission from all of the above listed parties and it is property of the studio and instructor. No choreography will be used outside of class until after recital. Completion of a permission slip, which can be obtained through our office, is necessary for any and all choreography usage outside of the studio.

14. FOOD & CELL PHONES IN STUDIO

- No food in the studio area is allowed.
- Students may bring water to drink while changing shoes.
- All students and parents are expected to pick up after themselves and use the trash containers provided.
- Any shoes, clothing, and misc. items left at the studio will be placed in a lost and found bin. The bin will be emptied out at the end of the season.
- All cell phones must be turned off during class.
- No calls will be made during class time unless there is an emergency.
- Students will have one warning during class about cell phone usage during class and then parents will be notified.
- Students will be allowed to use the studio phone to call parents if they need something.

15. RESPECT

Guidelines for behavior:

- Leave any personal negativity at the door when entering the studio.
- Arrive at least 10 minutes before the start of every class or rehearsal.
- Never attempt to contact teachers or choreographers at home. All contact must be made through the studio office.
- Finish every class or choreography session with a thank-you to the teacher or choreographer
- When wearing your school jacket or other apparel to non-dance events, be sure that the activities and your behavior reflect positively on you and the school.
- Please be respectful when speaking of the studio and any of our students/instructors or anyone related to the studio. It is a direct reflection of our young dancers.
- Do not speak negatively of the studio/instructors/students or their families on social media.

16. BULLYING

Bullying of any form will absolutely NOT be tolerated. Parents will be notified of any complaints immediately and if the problem persists, ultimately we will have to remove the student who is behaving inappropriately towards others from the class. If you think your child is having issues in class please contact the office. We want to ensure a safe and secure learning environment for all of our students. We do not allow discrimination of appearance, special needs, gender, race, sexual orientation, social or financial stature, etc.

17. EXTRAS

- We are not a daycare, please do not leave your dancer too early or leave them too late after a class unsupervised if they are not waiting in between classes. Waiting in between classes is fine, if they are well behaved and seat themselves quietly while the other class is going on. Warnings will be issued to students for unruly or destructive behavior (poor use of studio property, coloring on walls, etc.) during down time. Please only bring your dancer 15 minutes before start time and pick them up no later than 15 minutes after start time. We appreciate your cooperation. We want to ensure a safe and secure environment for all of our students.
- Dancers must wait inside the studio doors for a ride if nobody else is outside with them.



LETTER TO THE PARENTS: “WE’RE IN THIS TOGETHER”

We encourage dancers to be as dedicated to their academic studies as they are to their dance training. We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculties—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting. Parents and teachers may look at a child’s learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students’ parents provides the children with the ultimate care and education.

Understanding Dance Education

As a parent, you play an important role in supporting your child financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that’s comfortable. No two students will progress at the same rate, even if they experience the exact same training. It’s important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

Dos and Don’ts

Some parents may compare their child’s progress or class placement to another child’s. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments. Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child’s teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent’s behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our studio's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the studio to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

Class or Choreography Placement

The staff meets regularly to discuss the students' progress. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some dancers who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with dancers who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. The director and/or faculty are available to discuss class and choreography placement with parents and dancers. Please feel free to request an appointment with the office and a meeting will be scheduled. It is our policy to meet with each student and his or her parents at the same time unless otherwise specified.

*Thank you for taking the time to read through the
policy book.*