

Handbook

2021-2022



S The
Studio
School of Dance

| 913-764-7790 | studiosodance@gmail.com |

| thestudio-olathe.com |

2021-2022 Important Dates

Free Week

August 2nd-5th
Come try any class(es) for FREE!!!!

Enrollment Day

August 9th
Join us at The Studio 5:00-7:30p.m.
Finalize enrollment and purchase new attire.

Fall 2021 Classes Begin

August 14th

Labor Day

September 6th
The Studio will be closed. No classes.

Friendship Week

October 4th - 7th
Students are able to bring a friend with them to class. All classes are invited to participate.
*Subject to change.

Halloween Costume Week

October 25 - 28th
Students are invited to wear their Halloween costumes to class.

Halloween

October 31st
The Studio will be closed. No classes.

Thanksgiving Break

November 23rd - 27th
The Studio will be closed for Thanksgiving. No classes.

Holiday Week

December 13th - 16th
During Holiday Week, holiday music is used and students have the opportunity to watch *The Nutcracker* and other holiday dances.

Holiday Showcase*

Date subject to change.
Come watch Company, Junior Company, and Pre-Junior Company perform our holiday showcase.
*Time TBD.

Winter Break

December 20th - January 2nd
The Studio will be closed. No classes.

Spring Classes Start

January 3rd

Watch Week K-12

January 10th - 13th
Parents are invited into the dance studio to observe classes!

Spring Break

March 14th - 19th
The Studio will be closed. No classes.

Tiny Tutu's Watch Week

April 4th - 7th
Parents are invited into the dance studio to observe classes!

Costume Pick-Up and Picture Day

Saturday, May 7th
Come to The Studio to pick up recital costumes and take your class/individual photos.

Last Week of Classes

May 23rd - 26th
No dress code enforced. Wear any appropriate dancewear to class!

Dress Rehearsal

June TBD
Location: TBD

Recitals

June TBD
Creative Mov./Tiny Tutus 1:00p.m.
K-12 Recitals 1:00p.m. & 6:00p.m.
Location: TBD

The Studio School of Dance Staff



Diane Galbrecht Partee



Molly Galbrecht



Samantha Bennett Miller



Desire Brown



Megan Jensen Burdette



Persi Mey

Dress Code for The Studio

Creative Movement & Tiny Tutus

- Black leotard
- Pink tights
- Black pull-on ballet skirt
- Pink canvas ballet shoes and black buckle tap shoes (Tiny Tutus Only)
- Hair in pony tail or ballet bun

Combo Classes

- Black leotard
- Black leggings
- Pink canvas ballet shoes and black buckle tap shoes
- Hair in pony tail or ballet bun

Ballet and Pointe Classes

- Black leotard
- Pink tights
- Pink canvas ballet shoes or pink pointe shoes
- Optional - black wrap skirt and black ballet sweater
- Hair in a clean ballet bun

Hip Hop & Tap Classes

- Black leotard or black Studio t-shirt
- Black leggings or black joggers
- Black high-tops or tap shoes
- Hair in pony tail or ballet bun

All Other Classes

- Black leotard
- Black leggings
- Shoes (black jazz shoes, nude half soles, or bare feet)
- Hair in pony tail or ballet bun

Male Dancers

- Black Studio t-shirt
- Black shorts or pants
- Black ballet shoes, tap shoes, black jazz shoes

Class Attire Expectations

- **Studio logo attire is the only non uniform clothing allowed in classes and only during warm-ups.**
 - Students must wear the proper dancewear for the appropriate class without jewelry other than small earrings.
- **DANCE SHOES ARE TO BE WORN ONLY IN THE STUDIO.** No street shoes are allowed on the dance floor. Please do not allow your child to wear their shoes outside.

Dancer's Expectations

- Dancers should be prompt for class. All students should arrive at least five minutes prior to their scheduled class time being properly dressed and ready for class.
- Waiting until the music is finished before entering the classroom if they are late to class.
- Water bottles with closed lids are allowed in studios (water only).
- Never hanging or leaning on the ballet barres, walls or tumbling mats.
- Always asking before leaving the room for any reason and upon returning enter quietly.
- **If a dancer is injured and cannot dance during class. A doctor's note will need to be provided.**
- All students and guests are required to pick up after themselves.
- Remember that no food is allowed inside the classrooms. Please keep all food in the kitchen area.

Class Cancellation, Missed Classes & Make-up Lessons

- The Studio closely follows the Olathe School District Calendar, however, we do not close for teachers' in-service, conference days and certain holidays. Please refer to our calendar.
- If classes should need to be cancelled due to weather, an email will be sent out and it will be posted on our Facebook page.
- The first snow day that affects each class will NOT be followed by a make-up lesson. Should a second or subsequent snow day occur for that same class, we will schedule a make-up lesson.
- No credit or refund will be given for classes missed by students. We do not grant a leave of absence for students. Any time your child misses a lesson, that dance time may be made-up by attending one of our other classes.
- Should a student miss class because of illness, a make-up class can be scheduled with prior instructor consultation as to appropriate class placement.
- If a student is unable to attend class, please email or call The Studio to inform us of this absent.
- We reserve the right to reschedule or cancel a class time for reasons of insufficient enrollment or instructors' professional discretion.
- Students should arrive for their lesson in their Studio attire no earlier than 15 minutes prior to class time and be picked up no later than 10 minutes after class is over.

** We will be communicating only digitally through email, website, and Facebook. If you would like a paper copy, please ask and we will provide them!*

Tuition and Fees Policies

Your tuition fee is figured according to the number of hours per week your dancer is taking. The options for The Studio tuition payments are as follows:

- Annual tuition rate: Must be paid on or before August 15, 2021 to get the prepayment discount. *
*This discount does not apply to anything other than Tuition payment.
- Tuition may be paid at the monthly tuition rate by cash, check or credit card.
- Invoices will be sent on the 1st of every month via email unless otherwise specified and tuition is due the 15th of each month.
- **If tuition has not been received by the 15th of the month, a statement will be sent with a late fee of \$15 added. Unless previously discussed with Miss Molly. This pertains to tuition, recital fees and any other items.**
- In the event both parents do not live in the same home, arrangements can be made to split billing and duplicate communication. Please have both parents contact The Studio Staff for more information.
- Tuition will not be prorated or refunded for missed classes regardless of the reason.
- The enrollment fee and recital fee, are non-refundable.
- Recital Fee is due November 1, 2021.
- Forms of monthly payment are as follows:
 - **Paying by check** - Please place payment in the tuition drop box in the lobby. Please make sure your dancer's name is on the check.
 - **Paying by cash** - Please do not leave cash payments in the drop box. Give payment to the front desk and wait for a receipt.
 - **Paying by credit card** - We accept Visa, MasterCard, Discover and American Express.
 - **Online Payments** - You can pay your invoice online by credit card.
 - **Auto Pay** - To have your monthly tuition automatically charged to your credit card each month, please enroll in our Auto Pay program. Auto Pay allows The Studio to bill any other miscellaneous charges.

Other Opportunities

Choreography Packages

If your child(ren) or a family friend is interested in performing a solo, duet and/or a trio, for competition, talent show or anything else, we can help! Available styles: ballet, modern, tap, hip hop, jazz and musical theater.

The Solo/ Duet/ Trio Choreography package includes:

- One two minute choreographed dance
- Two 1-hour long private lessons to learn the choreography
- One 30 minute private lesson to clean the piece.

<i>Studio Student Solo</i> \$150.00
<i>Studio Student Duet/Trio</i> \$175.00
<i>Non Studio Student Solo Price</i> \$200.00
<i>Non Studio Student Duet/Trio Price</i> \$225.00

* Additional private lesson(s) may be added to this package for the cost of a normal private lesson, per the student/guardians request \$35 per half hour and \$50 per hour.

Parent and Child Dance

Parents/Guardians, join your child onstage during recital. More information to come in an *Email from The Studio*, after February 1st.

Recital Payments and Fees

All Recital Fees Are Due Nov. 1, 2021

Recital Fee Breakdown

Flat Fee for Recital- This includes one costume and a pair of tights

1. Creative Movement \$ 140 per piece, per child
2. Tiny Tutus/Combo \$ 165 per piece, per child
3. All individual subject classes \$ 195 per piece, per child

*Each additional piece in individual subject classes will have an additional charge of \$ 100

**If you are taking unlimited classes, your recital fee is \$ 195 plus an additional flat recital fee of \$ 125 and \$ 75 per costume after the first two classes.

Example- Sally is taking Ballet 1 and Tap 1. Her anticipated recital fee would be:

Recital Fee		\$ <u>195</u>
Number of Additional Classes <u>1</u> x <u>100</u> =		\$ <u>100</u>
Anticipated Recital Fee Total *Without Tax		\$ <u>295</u>

Your Anticipated Recital Fee:

Recital Fee:		\$ _____
Number of Additional Classes for Recital _____ x _____ =		\$ _____
Anticipated Recital Fee Total		\$ _____

There is a flat fee for participation in the recital. This fee is based on a student being enrolled in one class. There is an additional costume fee per each additional class your student is enrolled in. Full payment for recital fee is due by November 1. Extra charges may apply to special orders.

This fee includes the following:

- One Costume
- Tights for Costume
- Finale items
- Location Fees
- Teachers Time
- Sets and Props
- Lighting Tech



2022 Recital Contract

Due November 1, 2021

Recital participation is not a requirement. In order to participate, a decision must be made by November 1st. We assume you will be participating unless you notify us by November 1st. As of November 1st, you become obligated to pay the total recital fee for your child even if he/she discontinues classes. The Studio's Recital Contract is designed to ensure all children participating in the dance show will receive the same, great experience. In order to accomplish this goal, each student's parent/guardian will need to be involved and committed. Please initial and sign this and return to the front desk by November 1, 2021.

_____ **I AGREE TO THE RECITAL ATTENDANCE POLICY**

Once we begin learning choreography in February before recital, students should not miss more than 4 weeks per dance class. It is so important that all children come to class so that we can continue to move forward with the dance.

_____ **I AGREE TO THE RECITAL FEE PAYMENTS**

Payment for my costume(s) is due November 1, 2021. Regardless if my child performs in the recital or not, the costume fee is Non-Refundable. My Costume Fee total for this year is \$ _____ (Refer to recital payment/fees).

_____ **I DO NOT WANT TO PERFORM IN THE STUDIOS 2022 RECITAL**

If for some reason you are unable to participate in the recital, please notify us as soon as possible. We want to give each student the best experience as possible!

Print Name of Student _____

Parent/Guardian Signature: _____ Date: _____

Recital Fee: \$ _____

Payment Option: _____

Staff Notes: _____



2021-2022 Student Enrollment Form

Student Information

Full Name: _____ Preferred Name: _____
Date of Birth: ____ / ____ / ____ School: _____ Age as of September 1, 2021: _____
Medical Information: (list all food allergies): _____
New students, please provide previous dance experience: _____

Primary Contact and Payment Information

Parent/Guardian's Name: _____ Contact Number: _____
Parent/Guardian's Name: _____ Contact Number: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____ Name of party responsible for tuition: _____
How would you like your invoices sent to you? _____ Email _____ Mail _____
Primary contact, in case of emergency (other than Parent): _____
Contact Number: _____ Relationship to Dancer: _____
Secondary contact, in case of emergency (other than Parent): _____
Contact Number: _____ Relationship to Dancer: _____

Payment Options

Pay Month to Month Via: Cash _____ Check _____ Credit Card _____

Pay Online Via Quickbooks Online

Pay Full Year Up Front with 10% Discount** (Only available until August 15, 2021 via Check)

Auto Pay** **SIGNING UP FOR AUTO PAY ALLOWS THE STUDIO SCHOOL OF DANCE TO CHARGE ALL MONTHLY FEES, ENROLLMENT FEES, COSTUMES, DANCEWEAR AND ANY OTHER MISCELLANEOUS FEES TO YOUR CARD ON-FILE.

Card Type: _____ Card Number: _____
Expiration Date: ____ / ____ CVV: _____ Cardholder's Zip Code: _____
Cardholder's Name: _____ Cardholder's Signature: _____
Email for invoices: _____

I (Customer's Signature) _____, authorize The Studio School of Dance to automatically bill the card listed above for all tuition, fees, recital and other miscellaneous charges that should occur during the 2021-2022 dance season. I am the primary party responsible for payments for the 2021-2022 Dance Season. I understand the payment and withdrawal policies.

Signature of Primary Party Responsible for Payments for 2021-2022: _____

Date: _____

The policies of The Studio School of Dance are located in The Studio School of Dance Handbook. Please take the time to read them before enrolling your child. *If you choose to withdraw from classes, take a leave of absence or need a medical leave from classes you must fill out an official withdrawal form.* Signing here states that you and your child agree to all polices of The Studio School of Dance.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please check the box next to the class(es) in which you would like to enroll.

Class Length	Class: Day and Time
1 Hour	ACRO 1 - Thursday 7:00-8:00
1.5 Hours	ACRO 2 - Wednesday 7:30-9:00
1 Hour	B.A.D. - Wednesday 4:30-5:30
1 Hour	BALLET 1 - Monday 4:30-5:30
1.5 Hours	BALLET 2 - Wednesday 6:30-8:00
1.5 Hours	BALLET 2 - Thursday 5:30-7:00
3 Hours *	BALLET 3 - Tuesday 7:00-8:30 & Thursday 5:30-7:00 * Level 3 is required two days a week
3 Hours*	BALLET 4 - Monday 7:00-8:30 & Thursday 7:00-8:30 * Level 4 is required two days a week
0.5 Hour	CREATIVE MOVE. - Monday 5:00-5:30
1 Hour	COMBO 1 - Tuesday 5:00-6:00
1 Hour	COMBO 1 - Wednesday 4:30-5:30
1 Hour	COMBO 2 - Wednesday 6:30-7:30
1 Hour	COMBO 2 - Thursday 4:30-5:30
1 Hour	INTRO HIP HOP - Tuesday 6:00-7:00
1 Hour	HIP HOP 1 - Wednesday 5:30-6:30
1 Hour	HIP HOP 2 - Wednesday 6:30-7:30
1 Hour	HIP HOP 3 - Wednesday 7:30-8:30
1 Hour	JAZZ 1 - Tuesday 7:00-8:00

Class Length	Class: Day and Time
1.5 Hours	JAZZ 2 - Thursday 7:00-8:30
1.5 Hours	JAZZ 3 - Tuesday 7:00-8:30
1.5 Hours	JUNIOR COMPANY CLASS - Monday 5:30-7:00
1 Hour	LEAPS & TURNS 1 - Wednesday 4:30-5:30
1.5 Hours	LEAPS & TURNS 2 - Monday 8:00-9:30
1.5 Hours	LEAP & TURNS 3 - Thursday 5:30-7:00
1 Hour	MODERN 1 -Wednesday 5:30-6:30
1.5 Hours	MODERN 2 - Tuesday 5:30-7:00
1.5 Hours	PRE-JUNIOR COMPANY CLASS - Monday 5:30-7:00
0.75 Hours	PRE-POINTE - Wednesday 8:00-8:45
1 Hour	POINTE 1 - Tuesday 8:30-9:30
1 Hour	POINTE 2 - Monday 8:30-9:30
1 Hour	TAP 1 - Tuesday 5:00-6:00
1 Hour	TAP 2 - Monday 7:00-8:00
1 Hour	TAP 3 - Monday 6:00-7:00
1 Hour	TINY TUTUS - Tuesday 6:00-7:00
1 Hour	TINY TUTUS - Wednesday 5:30-6:30

Photo, Video and Social Media Release Waiver

Throughout the year The Studio School of Dance uses photos/videos for promotional documents, marketing, social media, publications and much more. I hereby give The Studio School of dance its assigns, licensees and legal representatives the irrevocable right to use my name/photograph/image/audio recording/video recording/ and likeness in all forms and manner including but not limited to publication on Internet Web Sites, broadcasts, social media websites and any other publications or promotions as released to or by The Studio School of Dance. I hereby forever waive any right to inspect or approve any publication by The Studio School of Dance. I have carefully reviewed and understand the above provisions and agree to be bound by them.

I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

STUDENT'S NAME: _____ (Please print) DATE: _____

PARENT SIGNATURE: _____

I decline this waiver and wish to not have my child's photos/videos used at all.

STUDENT'S NAME: _____ (Please print) DATE: _____

PARENT SIGNATURE: _____

PLEASE CONTACT THE STUDIO IF YOU HAVE TIME CONFLICTS OR QUESTIONS.

COVID-19 Declaration Form and Release 2021-2022

**** Signature Required Prior to Resuming Dance Classes****

The Studio School of Dance

And anyone else involved in the operations of the Studio's premises, including but not limited to, instructors, visiting faculty and staff (are hereinafter referred to as "The Studio").

Age of Consent*

- o I am Adult over the age of Eighteen (18).
- o The Student is a Minor under the age of Eighteen (18).

COVID-19 Common Symptoms, as per WHO:

- Fever
- Dry Cough
- Tiredness

I agree to the following: *

- o I understand the aforementioned COVID-19 symptoms.
- o I affirm that neither I, nor any member of my household, currently has or has experienced the aforementioned symptoms within the past 14 days. Furthermore, I will immediately inform The Studio and discontinue classes for 2 weeks if I, or any member of my household, develops any of the aforementioned symptoms.
- o I affirm that neither I, nor any member of my household, have been diagnosed with COVID-19 within the past 30 days. Furthermore, I will immediately inform The Studio and discontinue classes for the quarantined period (minimum 2 weeks) if I, or any member of my household, is diagnosed with COVID-19.
- o I affirm that neither I, nor any member of my household, have knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days. Furthermore, I will immediately inform The Studio and discontinue classes for 2 weeks if I, or any member of my household, is knowingly exposed to anyone diagnosed with COVID-19.
- o I affirm that neither I, nor any member of my household, has traveled outside of the country or to any city considered to be a "hot spot" for COVID-19 infections within the past 30 days. Furthermore, I will immediately inform The Studio and discontinue classes for 2 weeks once I, or any member of my household, returns from traveling outside of the country or to any city considered to be a "hot spot" for COVID-19 infections.
- o I understand that the The Studio cannot be held liable for any exposure to the COVID-19 virus caused by any misinformation on this form or the health history provided by each Student.

The Studio will be adhering to the following enhanced procedures to prevent the spread of COVID-19.



COVID-19 Declaration Form and Release 2021-2022

**** Signature Required Prior to Resuming Dance Classes****

Our instructors and staff will...

- Clean/Disinfect frequently touched surfaces thoroughly and at regular intervals.
- Wash/Sanitize our hands before and after each session.
- Accommodate a limited number of students in each class to ensure physical distancing.
- Schedule classes so as to allow time for cleaning/disinfecting surfaces and allow students to finish and leave The Studio before the next set of students arrive.
- Provide sanitizers in the reception area and other locations within the premises.

We are requesting that each of our students, please...

- Use the hand sanitizer before entering and while exiting the studio.
- Carry their own bottle or cup for drinking water.

By signing below, I agree to each statement above and release The Studio from any and all liability for the unintentional exposure or harm due to COVID-19.

The Studio agrees to abide by these standards and affirms the same.

STUDENT'S NAME PRINTED: _____

PARENT/GUARDIAN'S NAME PRINTED: _____

PARENT/GUARDIAN'S NAME SIGNED: _____

If under 18, parents or legal guardian must sign

PARENT/GUARDIAN'S EMAIL: _____

PHONE NUMBER INCASE OF AN EMERGENCY: _____

DATE: _____

