

Step Ahead Dance Studio, LLC

POLICIES AND PROCEDURES

2011-2012 DANCE SEASON

ATTENDANCE

Attendance should be on a regular basis in order to be of maximum benefit to the student. For this reason, students must not miss more than one-fourth of the available classes in the dance season to be allowed to appear in the year-end performance. For example, if 40 regular classes are available in the dance season, a student may miss no more than 10 of those classes to be allowed to perform. This policy applies to *each* class in which a student is registered. For example, if a student is registered in both a ballet class and a tap class and is absent one fourth or more of the available tap classes, she/he *will not be allowed* to perform the tap dance in the annual show. However, if the same student is present for more than one-fourth of the available ballet classes, she/he *will be allowed* to perform the ballet dance in the show.

Make-up Classes

Students may make up missed classes by attending another class of the same discipline on the regular schedule. Attending a make-up class does not give the student the same benefit of attending her/his regular class. Make-up classes may be taken ahead of time if the student knows she/he will be absent. Students wishing to take a make-up class are asked to give a courtesy call to the studio office or speak with the teacher prior to arriving for the class. The teacher will be able to tell the student if the week they wish to attend is an appropriate time for the make-up. The teacher of the make-up class should be notified by the student regarding the day and time of the regular class and the day of the missed class so that the teacher may give the student appropriate credit for making up the class. Perfect attendance will be rewarded at the end of the dance season. There will be no credit given for unused or forfeited classes. Make-up classes will not be allowed during the month of May due to performance preparations. *Step Ahead Dance Studio* may, however, schedule make-up classes during the month of May to compensate for a class canceled by the studio earlier in the season due to illness or inclement weather. *Attendance at these specially scheduled make-up classes counts toward the achievement of perfect attendance.*

Excused Absences

Students who miss their regularly scheduled dance class to attend a professional dance performance will be given an excused absence on their attendance record. To receive proper credit for attending the show, the student must bring a copy of the playbill showing the date of the show to the regular classroom teacher. Likewise, a student who misses her/his regular dance class at *Step Ahead* to attend or participate in a dance performance at school may also receive an excused absence. Again, the student will be required to bring a copy of the playbill or program to her/his regular teacher to receive proper attendance credit.

Attendance Vouchers

Step Ahead believes it is important for its students to participate in outside dance activities. Therefore, students who attend professional dance performances as they are available will be issued an Attendance Voucher. A student who attends a professional dance performance is encouraged to bring her/his program from the event to the studio and present it to the classroom teacher. The teacher will issue a special voucher to the student. This voucher may be retained by the student and used in lieu of taking an extra class to make-up for one that is missed later. Students may also do special research projects to receive an attendance voucher. Further details of the research projects may be obtained from the studio office. Students are responsible for retaining their attendance vouchers. Once a voucher is issued from the studio, it cannot be replaced. Teachers and staff members do not retain a list of issued vouchers.

Tardiness

Students should arrive and be ready for class at least 5 minutes before their scheduled class time. Students who are still in the lobby or dressing area, or are still putting on their dance shoes when class begins will be counted as Tardy. Three (3) tardies on a student's attendance record will count as one absence. When a class is completed and students are dismissed following reverence, they should move quickly and quietly out of the dance space so the next class may begin on time. Students who are waiting for their class to begin or waiting to be picked up following their class must remain in the lobby so not to interrupt a class in progress.

Illness

Students who are ill are advised to remain at home until completely well. Students who have a fever or suspected contagious illness will not be allowed to take class. The Studio Director and/or teachers reserve the right to determine if students should be in class due to illness. Parents will be called to pick up students who show signs of illness during class. Students who attend class but do not dance due to mild illness or injury will receive a mark on their attendance record. Three marks for attending, but not dancing during class will count as one absence. A make-up class will be necessary to achieve Perfect Attendance.

INCLEMENT WEATHER

In the event of inclement weather, *Step Ahead* will **generally** follow Johnston County Public School closings. In the event of an inclement weather event, a message will be recorded on the Studio's voice mail system regarding the status of classes. Students may also receive a phone message or email regarding the cancellation of classes. We are very conscious of the safety of all our students and families and make this our priority when determining whether classes should be held in questionable weather situations. In the event that we find it necessary to cancel classes due to inclement weather, make-up days will be scheduled at a later time to compensate for the lost classes. Should weather conditions warrant cancellation of two or more of the same classes, only one will be made up. All others will be forfeited. Attendance on make-up days will count on a student's attendance record and will apply toward their Perfect Attendance recognition at the end of the dance season. A student who is unable to come to the specially scheduled make-up class may come to another class on the regular schedule. Every effort is made to schedule these classes far enough in advance for students to plan appropriately.

MISCELLANEOUS

Immunizations: New for the 2011 – 2012 dance season.

Step Ahead will require parents to submit a verifiable copy of all students' immunization records from their personal physician or County Health Department showing they have met the state of North Carolina's public school immunization requirements. As some students participate in other

academic programs that do not have the same requirements, we cannot assume that all students have received necessary vaccines and could potentially be a threat to other students and staff. Students who have not reached school age are required to submit verification that they have received all state recommended vaccines for their ages. Students will have 30 days from the start of classes to produce appropriate immunization records. Classes will be suspended for students who do not submit immunization records within the specified time period.

Food and Drink

Food and drinks are prohibited in the studio. Students may bring water bottles to class at the teacher's discretion. Chewing gum and hard candy are also prohibited.

Smoking

Step Ahead is a smoke-free environment. Those who choose to smoke outside the facility should take care to dispose of cigarette butts in the appropriate trash receptacles and not on the ground in front of the studio.

Injury

Our staff makes every effort to ensure a safe environment for all students to practice and improve their dance skills. As with any physical activity, dancers assume a risk for personal injury. Despite our best efforts, accidents can occur. In the event of an accident involving you and/or your child(ren), your personal medical insurance will be liable for any doctor visits or treatments resulting from any incident at the studio.

Valuables

Students are encouraged not to bring valuables to the studio when classes are in session. However, if valuables must be brought and remain with the student, they should be taken into class and not left in the lobby. The studio is not responsible for lost, stolen, or damaged personal property belonging to any student. Please put student's name in all shoes and personal belongings to avoid confusion regarding personal property.

Communication

Communication between the studio director, teachers, staff, parents and students is of utmost importance. Information regarding studio events is sent via email on a regular basis. It is very important that parents and older students take time to read these updates to remain informed of studio happenings.

Parental concerns regarding studio events, classroom incidents, etc. should be discussed with the teachers, staff or the studio director as quickly as possible. Our studio makes every effort to ensure a safe and satisfying dance experience for all students and their families. ***If the staff is unaware of parental or student concerns, steps cannot be taken to find an appropriate answer to questions or solution to problems.***

Privacy

The privacy of students and families enrolled at *Step Ahead* is of great concern to our staff. Telephone numbers and addresses on file will not be given to anyone for any reason. Students wishing to receive personal contact information of other students will not be allowed to obtain this information from the studio. All records concerning personal information of our students and families are kept in a locked filing cabinet. Records regarding financial arrangements are shredded after the close of the dance season.

Holidays

Step Ahead Dance Studio will observe the following holidays during the 2011 – 2012 dance season:

Labor Day – Monday, September 5, 2011

Thanksgiving Weekend – Wednesday, November 23 – Saturday, November 26, 2011

Christmas/Winter Break – Monday, December 19, 2011 – Saturday, December 31, 2012

Martin Luther King, Jr. Day – Monday, January 16, 2012

Spring Break – Monday, April 2 – Saturday, April 7, 2012

Memorial Day Weekend – Saturday, May 26 – Monday, May 28, 2012

No credit is given for holidays.

SIGNATURE OF ACKNOWLEDGEMENT

I have read and understand the POLICIES AND PROCEDURES for Step Ahead Dance Studio, LLC. I further agree to comply with all policies and procedures as stated herein. I understand that failure to comply with these policies may result in cancellation of services for me and/or my family at Step Ahead Dance Studio, LLC.

Parent/Adult Student's Signature _____ ***Date*** _____

*Thank you for your support and cooperation!
Welcome to Step Ahead Dance Studio!*