



**Policy Letter
2009-2010**

Mailing Address: 25 E Lee Sapulpa, OK 74066

Studio: 227-2421

Website: www.dance4ovations.com

Email: Rachel@dance4ovations.com

Hours: We open 30 minutes prior to the first class each day. To speak with the teachers one on one please schedule a meeting with them.

Ovations offers dance lessons in dance, gymnastics, tumbling, cheer and fitness for ages 18 months through adult. Our primary goal is to create a positive, fun learning environment while providing students with quality instruction. These policies set forth are for the safety and well-being of all our dancers. For any questions regarding these policies, please contact **Rachel Porter, director of Ovations.**

GENERAL RULES

1. Students should arrive to class 5-10 minutes early to allow time for putting on shoes and getting ready and wait in the **lobby** for class to begin, please do not enter another class.
2. Hair **must** be pulled back away from the face and off the neck.
3. No gum or dangling jewelry. These items are a potential safety risk.
4. No students are allowed in the gymnastics and tumbling room without instructors at any time.
5. Dress Code: Students must be dressed in the proper attire or they are only allowed to observe.
 - a. Ballet- students must wear a leotard and pink tights. Underwear should not be seen. Short dance skirts are optional. Ballet shoes must be pink for girls and black for boys.
 - b. Jazz- No sweat pants, baggy pants or Tshirts. FITTED jazz pants and shorts and tops are acceptable for jazz, hip hop, cheer, pom and tap. Black jazz shoes are required.
 - c. Tap- Black "Mary Jane" styled tap shoes for ages Pre-K through 2nd grade. Black lace up "oxford" styled tap shoes for ages 3rd grade and up (see Jazz for attire).
 - d. Hip Hop- Jazz sneakers (see Jazz for attire).
 - e. Cheer and Pom- White tennis shoes (preferably same style as Sapulpa Little Chiefs) must be worn. Bring Poms to class. Ovations Poms are \$22.
 - f. Tumbling and Gymnastics- leotards are preferred. Also acceptable are tight shirts and shorts, nothing gaping or baggy. Students will be barefoot for class.
 - g. Performance Team/Technique Classes- jazz attire is acceptable. Shoes will be decided with costume.
6. Students arriving late must tie shoes, fix hair, etc. outside of the studio before joining the class.
7. All students must treat the instructor and other students with respect. Any disrespectful student will be asked to leave class for the day and their parental guidance will be called.
8. Absolutely no tap shoes allowed on the stairs at any time.
9. No drinks or food in the dance studios.
10. All children (including non-dancing siblings) must be accompanied by a parent in the waiting area and parking lot.
11. Students must place their name inside their bag and shoes. Ovations is not responsible for lost or stolen items.
12. No students are allowed on gym equipment without an Ovations staff member supervising at any time.
13. All accounts must be caught up by the 15th of May in order for kids to participate in recital.
14. Dancewear must be paid for at the time it is ordered.
15. Students may not participate if tuition is more than 5 weeks overdue until their balance is paid.

TUITION

\$25 for first half hour of class

\$10 for every additional half hour

\$15 per half hour for private lessons/ \$30 per hour for private lessons

Discounts - \$5 off per additional family member

PAYMENT

Checks, Cash, Credit Cards

Pre-paying (Auto Pay) is encouraged by pre-signing checks to be held until the dated month or putting credit/check card information on file

1. Tuition is due by the student's first class of the month. Any time after the 15th of the month a \$10 late fee is charged. If the tuition and late fee are not received by the beginning of the last class of the month, the student will not be allowed to participate in their class until it has been paid.
2. \$25 Fees will be accessed for any checks returned for insufficient funds.
3. Tuition is the same each month. It has been prorated to include vacation dates and months with more than four weeks. There will be no deductions for lessons missed.
4. Classes will not be held any time Sapulpa public schools are closed for bad weather. A make-up lesson might be scheduled at a later date.

ENROLLMENT FEES are fees collected upon enrollment in classes. These fees ensure your child's place in the class, and also help to cover the cost of liability insurance, studio handouts, mailings, etc. Registration fees are \$35.00 per family, and include a Tshirt for each member.

HOLIDAYS

The studio will be closed for the following holidays (according to Sapulpa Public Schools):

Fall Break	Oct. 14 and 16	Classes resume Oct.19
Thanksgiving	Nov. 25-27	Classes resume Nov. 30
Christmas	Dec.21-Jan. 4	Classes resume Jan. 5
School Holiday	Jan. 18	
Spring Break	Mar.12, 15-18	Classes resume Mar. 22

VISITATION

Visitation will be your child's regular class time during the week of December 14-17 and April 19-22.

ATTENDANCE

Tuition is paid on a monthly basis whether the student attends each class or not. Attendance is very important in order for your child's class to progress the way it should. In addition, in order for your child's technique and ability to improve they must commit to going to class. If your student must miss, call the studio for a make-up time. When Sapulpa schools are closed or dismissed early due to road conditions, the studio will be closed.

INSURANCE

All students are required to be covered by their own health insurance, and if an injury occurs, it is understood that the students and their family are responsible for any medical costs. All parents must sign a release form in order for their child to participate in classes. Students participate at their own risk.

RECITAL

Tentative date for the recital is May 22nd and 23rd. This is not a required event, but we feel that it is an important part of your child's training. Details will be furnished at a latter date in our Ovarions Recital Handbook. The first costume deposit will be \$50 due November 1. A statement will be sent to you in December with your balance. Costumes must be paid for in full before February 1st. No costumes will be ordered without this payment. If you would like to start paying something on your costume bill, along with your monthly dance fees, you may do so. We keep a separate costume record. There are always 2 or more studio fundraisers offered for our kids to participate in to raise money for recital. Be aware of that and look for the information in studio newsletters.

NEWSLETTERS

Stay engaged with the studio. All information you will need is posted on the website and in studio monthly newsletters, it is your responsibility to get one each month and go over all information

INTENSIVE DANCERS

Our Intensive Dancer Program includes soloists, production and performance teams who participate in competitions and community performances throughout the year. For more information about becoming eligible for this program email Rachel at Rachel@dance4ovations.com.

COMPETITIVE GYMNASTICS

Ovarions has a competition gymnastics team that competes with TAG (Tulsa Area Gymnastics). For more information about this program email Rachel at Rachel@dance4ovations.com.

COMPETITIVE CHEER

Ovarions has an All-Stars team who participate in competitions and community performances. For more information on this email Rachel at Rachel@dance4ovations.com

SPECIAL ACTIVITIES

Christmas Parade:All Ovarions students in Dance, Gymnastics, Tumbling and Cheer will be in the Sapulpa Christmas Parade on Saturday December 5th. If you are interested in being a part of that, look for the

sign up sheet posted in the lobby in November. We need parents as well as children. Children 1st grade and younger will be riding in the trailer and 2nd grade and older will be marching. Further details will be in the November Newsletter.

Christmas Party: Our annual Christmas Party is a pajama party. Feel free to leave your child as you do some extra Christmas shopping. Only Ovations students are allowed to come. Every Ovations student is welcome to come in their pajamas to enjoy dancing, games, food, a movie, karaoke, cookies and face painting.

Parents' Night Out: It's like Recess for Moms and Dads (3 years to 12 years old)

Parents' Night Out lets you relax and enjoy some adult time while your children get some quality "kid time" in a safe, fun, familiar place. Our team of instructors guides them through an evening of physical activities, music and fun with their gym friends or invited pals. P.N.O.s will be scheduled each quarter in our newsletter.

Birthday Parties: Let Ovations host your child's next birthday party! In addition to our gym equipment, we have games and special packages to help make your child's birthday party the best ever!

Tumbling Clinics: Ovations staff offer special-purpose tumbling clinics throughout the year. Watch for details on when we offer back handspring clinics, standing tumbling, etc.

Facility Rental: Ovations facility is available for you to rent. Please call our office to get specific information regarding pricing and availability.

Private Lessons: The best way to progress in tumbling and dance is by regularly attending group classes. Occasionally, however, a student needs extra help to accomplish a specific skill. Call the office to schedule a private with your favorite instructor.

PARENTS

We're in this together. Our goal is to assure that every child receives the best possible training, both physically and mentally. Encourage your child to be the best that he or she can be without regard to what others may achieve. We believe the discipline of our training gives people a better understanding of commitment by offering them the chance to learn, experience the spirit of teamwork, and understand what hard work can accomplish. Helping your child get the most out of their lessons:

- Encourage your child and express your pride in their efforts and accomplishments
- Make sure your child arrives on time to class and that he/she attend all scheduled lessons. Missing class can be discouraging when the child returns to class; often they have a hard time catching up.
- Encourage your child to practice at home. A student who retains the information from week to week is more confident and enjoys the experience more.
- Talk with your child about what they learned at class; encourage them to show you the new things they were taught that day.
- Show respect for your child's teacher, especially when it comes to disciplinary action. Feel free to call the school for a parent-teacher meeting anytime you have a question concerning discipline.
- Show respect for other kids and parents in the waiting room. Gossiping and negative talking downstairs is harmful to everyone. Please avoid those situations.
- Promptness with tuition, costume deposits and other funds due should be made by the due dates.
- Stay engaged with the studio. All information you will need is posted on the website and in studio newsletters, it is your responsibility to get one each month and go over all information.

CLASS WITHDRAWAL

The staff at Ovations understands that issues arise that may force a student to withdraw from their class(es). If a student chooses to withdraw from a class, Ovations requires a written notice before the first class of the month. If a written notice is not received, the account will continue to be billed until a written notice is received. Our classes are limited in size and we must allow students on the waiting list to take class if your student is going to withdraw.

Ovations reserves the right to withdraw a child from the program in the event that:

- the child exhibits behavior that is unsafe to other children or staff members
- the child continuously fails to follow directions from an instructor or staff member
- account balances are not paid, or falling more than one month behind in tuition payments
- a parent or family member creates an uncomfortable or upsetting situation for other parents, children, and staff members
- a parent who refuses to cooperate with the rules/guidelines set forth by Ovations

COMMENTS

If there is ever a question or problem during the year, please feel free to call the studio and we would be happy to discuss matters with you. Please don't hesitate to let us know if there is ever anything we can address for you.