



## STUDIO POLICIES

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Mallory Academy of Dance offers a well-rounded dance program for students of all levels of ability and interests, ranging in ages 2 to adults. Besides providing our community with exclusive, high quality training, The Academy's main goal is to produce happy, dedicated, and disciplined individuals. Whether they choose to pursue a career in dance or not, we want our students to grow into leaders who will conquer and inspire for generations to come.

One of the ways these goals are accomplished is through the implementation and enforcement of our studio policies. Please take time to read through the policies completely. If there are any questions or concerns, we will be happy to address them.

### INSURANCE

The Mallory Academy of Dance does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs, it is understood that the student's own insurance policy is your only source of reimbursement.

### CLASSES & TUITION (INCLUDES VOICE/SONGWRITTING CLASSES)

Classes for children 2 to 4 years old will be \$45/month (for 1 class)

Classes for children 5 to 6 years old will be \$60/month (for 1 class)

Mommy & Me classes = \$45/month

Tuition is based on a family rate which includes families with multiple dancers. General tuition for dancers ages 7 and up are as follows:

1 class.....	\$80/month	6 class.....	\$270/month
2 classes.....	\$120/month	7 classes.....	\$300/month
3 classes.....	\$160/month	8 classes.....	\$330/month
4 classes.....	\$200/month	9 classes.....	\$360/month
5 classes.....	\$240/month	10 classes.....	\$390/month

### TUITION NOTICE

Tuition is payable by cash or credit card, or bank issued checks. No personal checks are accepted.

Tuition is **NON REFUNDABLE**. **NO CREDIT** or **REFUND** is given for missed classes. We do not prorate for vacations, sickness, or missed classes.

If a dancer misses a class, we offer the opportunity for make-up classes which can be arranged and completed before it is considered a financial loss or unexcused absence.

### LATE FEE POLICY

Tuition payments are due the 1<sup>st</sup> of each month. Tuition is considered late if it is not received by the 8<sup>th</sup> of the month.

There is a \$10 late fee for **ALL** late tuition payments. The late tuition payment fee is increased by \$10 each week thereafter, until the account is paid in full. If total bill is not paid by date set, the dancer will have to sit out of class.

All fees must be paid in full before any recital or performance, or the student will not be able to participate.

There is a \$36 fee for **ALL** returned automatic payments.



## CLASSES AND DRESS CODE

### Girls

#### Ballet & Pointe Classes

- Pink tights
- Pink leather full sole ballet shoes
- Point shoes (only if its required for the level)
- Leotard (make sure it is the appropriate color for your level)
- Hair must be pulled back into a neat bun
- No jewelry (stud earrings are acceptable)

#### Tap Classes

- Tap shoes
- Street clothes that are exercise friendly
- If you wear shorts, they must reach mid-thigh
- No jewelry (stud earrings are acceptable)

#### Jazz Classes

- Black leotard
- Black biker shorts or leggings
- Black jazz shoes
- No jewelry (stud earrings are acceptable)

#### Modern Class

- Barefoot or dance paws
- Black tights or leggings or black biker shorts
- Black leotard
- No jewelry (stud earrings are acceptable)

#### Hip Hop Classes

- Comfortable exercise friendly streetwear
- Sneakers/tennis shoes
- If you wear shorts they must reach mid-thigh
- No jewelry (stud earrings are acceptable)

### Boys

#### Ballet Classes

- Black ballet shoes
- Black shorts or black sport tights with black shorts over them
- white T-shirt or tank
- hair pulled off face
- no jewelry

#### Tap Classes

- Tap shoes
- Street clothes that are exercise friendly
- If you wear shorts, they must reach mid-thigh
- No jewelry

#### Jazz Classes

- Black jazz shoes
- Black shorts or black sport tights with black shorts over them
- Black T-shirt or tank

#### Modern Class

- Bare foot or dance paws
- Black shorts or black sport tights with black shorts over them
- Black T-shirt or tank

#### Hip Hop Classes

- Comfortable exercise friendly streetwear
- Sneakers/tennis shoes
- If you wear shorts they must reach mid-thigh
- No jewelry

## CLASS PLACEMENT

Mallory Academy is a syllabus-based dance studio. The initial placement of your student is based on an audition where their technique, ability, and experience is adjudicated. How they advance through levels, is determined on their yearly exam results.

## DANCER AND PARENT CONDUCT

The studio policies have been developed for the safety and welfare of all students, parents, and teachers. To maintain a professional, respectful, and positive environment, it is important to understand and adhere to all codes of conduct.



## Dancers Code of Conduct

- Dancers are expected to attend class and be punctual. Dancers who miss class have a month to make up their class in the suggested level from instructor and owner. If a dancer has not made up a class after 2 absences, they will be evaluated which may result in a level reassignment.
- Respect for teachers, parents and peers will be expected at all times. Cliques or bullying will not be tolerated. Dancers behaving inappropriately will be asked to leave the class, and parents will be contacted. Inappropriate behavior will result in instructors/directors re-casting performance numbers. This may also lead to extraction from a role.
- Dancers are expected to arrive 15 minutes prior to class to warm-up and be prepared for class.
- Any student arriving late must check in at the front desk, at which point they will be escorted to their class. They must wait until the exercise is finished before entering the class. Please enter the studio quickly and quietly so as not to disrupt the class.
- Please store all shoes and belongings in the cubbies provided and not on the floor as this can pose a tripping hazard.
- No running in the studios, touching mirrors or hanging off the barres.
- Dancers must be dressed in proper attire for every class. Mallory Academy's dress code requirements must be met. The Academy will have spirit days where students can show off their own unique style.
- Hair must be in a bun for all ballet classes and pulled back off the face for all other classes except hip hop.
- Dancers must treat the studio as if it was their home. Clean up all messes and throw out any food or garbage in the many bins provided.
- No food is allowed inside of the dance studios. Water bottles are allowed and encouraged.
- Theft of any kind at the dance studio will result in immediate dismissal.
- No swearing or foul language.
- No gum is allowed in the studio at any time.
- Cell phones must be turned off and put away during classes.
- Dancers are advised to not leave the premises between classes without adult supervision. Students are encouraged to use our student lounge/homework area at these times.
- Label all personal belongings and leave all valuables at home. Mallory Academy cannot be held responsible for any lost, missing, or stolen belongings. Please check the lost and found box regularly as all items will be donated to Goodwill after a certain length of time.
- We encourage all of our students to work hard, try their best, and work towards being the best dancers that they can be!



## **Parent Code of Conduct**

- Parents need to communicate regularly with the school.
- Parents must ensure that the student attends class regularly, in appropriate uniform, and on time.
- Parents should inform the school promptly regarding absences or late arrivals.
- Drop off students 15 minutes before so they can warm up, and pick up students no more than 15 minutes after class ends.
- Encourage your child to follow the student code of conduct and lead by example.
- Inappropriate behavior or gossip towards instructors or other children will not be tolerated.
- Help studio staff deal with disciplinary issues involving your child.
- Do not interrupt classes while it is in progress. Please make an appointment at the front desk if you wish to book a meeting with an instructor and director. We'd love to speak to you about any questions or concerns.
- Mallory Academy is not responsible for lost or stolen items. Please leave all valuables at home.
- Due to allergies, Mallory Academy is a peanut free environment.

## **HOLIDAYS**

The studio will be closed Labor Day weekend and Memorial Day weekend. Additionally, the studio will be closed during Easter, Thanksgiving, and Christmas breaks.

## **CHOREOGRAPHY**

Mallory Academy of Dance retains the creative rights to all choreography created at and for the Mallory Academy of Dance. This includes in-class combinations, solo and competition performances.

Choreography cannot be performed or posted on any social media sites, without the choreographer's/Academy's permission.

## **ACKNOWLEDGEMENT OF POLICIES**

The completion of your registration form is an acknowledgement that you have read, understand, and agree with all studio policies. If you have any questions or concerns, please feel free to speak with the studio owner.