


SSS POLICIES

<p>***Policies and procedures are put in place to keep your student, their peers, the staff, and our facility safe. We ask that you please refer to this often in regard to any questions you may have.***</p>	<p>Attendance</p> <ul style="list-style-type: none"> - All students are expected to attend their regularly scheduled classes. - Students are expected to show up at their scheduled class on time to ensure proper training in the classroom. - If a student is more than 7 minutes late they will not be allowed to participate in class that day. Students coming in late cause too much distraction, delay, and will not be properly warmed-up for class. Good attendance is imperative, as absences and tardiness can hold back an entire class; and the studio cannot jeopardize its responsibilities to the rest of the class for one student. - If more than 3 out of the last six classes are missed the dancer WILL NOT be allowed to participate in the recital. Please make every effort to attend every class. Missed classes may not be deducted from tuition payments. Make-up classes should be attended. 	<p>Class Visitors</p> <ul style="list-style-type: none"> - If participating, classroom visitors will need to sign a liability form before entering the studio. - Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week" and in-school performances. 	<p>Holidays</p> <p>The studio will be closed for the following Holidays: Halloween (Oct 31), Thanksgiving (Nov. 19-23), Winter Break (Dec 17-Jan 6), and Spring Break (March 11-15). You will not be charged for Thanksgiving, Winter, or Spring Breaks. Children who have class that falls on Halloween should come to a make up class earlier that week.</p>
<p>General Policies (these are put under this policy)</p> <ul style="list-style-type: none"> - Students and parents should not go behind the office desk for any reason. - Parents and students should never interrupt a class in session. - Volume of the waiting room should be kept to a minimum. Don't be a distraction for the students in the dance studio. - Children must be supervised at all times and are not free to run around the waiting room, lobby or classrooms. - Never speak negatively about teachers, students, or parents from other studios. - All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the studio. - We cannot provide supervision for students outside of class. - We encourage students to arrive 10 minutes before class starts. - Students must be picked up no more than 10 minutes after their class is completed. Repeated violation of this policy will result in the cancellation of the student's registration, forfeiture of all registration fees, costume deposits. - Please do not let your child go into the dance studio until the teacher calls them for class. 	<p>Studio Etiquette</p> <ul style="list-style-type: none"> - NO GUM in the studio. - Food and beverages besides water are not permitted in the studio. Students may eat snacks and drinks in the waiting/reception area. - Dance Bags must be placed in the reception room, not in the classroom. Students will need to bring their change of shoes in the room. - NO CELL PHONES IN THE STUDIO. ABSOLUTELY NO EXCEPTION. 	<p>Social Media</p> <p>This policy is intended to provide Soul Steppin' students and parents with guidelines to eliminate any confusion concerning the use of social media.</p> <ul style="list-style-type: none"> - You DO NOT have permission to reveal any information that compromises Soul Steppin' Studio. - Students and parents should neither claim nor imply that they are speaking on behalf of Soul Steppin' Studio. - Never post anything that could compromise the self-esteem of students who attend Soul Steppin' Studio. - If you are going to post about our dance programs at Soul Steppin', please make sure to tag us and/or #soul2sole. When posting videos with music, make sure you are stating you do not have rights to the music. Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other studios or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, and performances or about the Directors of those events. - If you post videos of class or rehearsals, don't post any choreography in its entirety; Soul Steppin' Studio owns the copyright to all choreography taught at the studio. 	<p>Registration</p> <p>All dance class registration is done online. This offers parents more convenience and access to their account 24 hours a day. You may choose for your automatic payments to come out of your checking account or credit card account. There are NO "convenience fees"! Go to www.encyclopediaadrian.com to register online.</p>
<p>Tuition Policy</p> <ul style="list-style-type: none"> - Full monthly tuition is due by 8th of each month unless the due date falls on a Saturday or Sunday, tuition will be due on Monday the 9th/10th - Soul Steppin' Studio reserves the right to cancel any enrollment of any student who is 30 days delinquent in tuition payments. - If you know you will be gone the week tuition is due, please pay in advance. - If your child is sick the week tuition is due, pay on-line, or call to make other arrangements. - There will be a 3% convenience fee on all credit or debit payments to cover the fees charged by those companies. There are no convenience fees associated with payment by check. - If your credit card is declined your account will be charged a \$20.00 LATE FEE if not paid on the due date. - When your credit card expires please be pro-active and contact us with your updated information. Tuition will be charged directly to your specified VISA, MasterCard, or Discover Card. - There will be a \$5 per day charge for everyday tuition is not paid in full. If you fail to pay tuition for 2 months, your child will be dismissed from classes and will not be refunded any tuition, registration fee, costume fee, and/or recital fees paid. 	<p>Class Placement</p> <ul style="list-style-type: none"> - It is our policy to offer appropriate opportunities to every child. Age may be used as a guideline, but, Placement is highly individual and the factors that go into the decision are complex. Soul Steppin' Studio has your child's best interest in mind. Please trust we are placing your child where they will best succeed - If you have questions or concerns about your child's dance education (such as progress or class placement), please request a conference with the instructor. - Students who wish to add/drop a class must meet with the instructor to determine the best course of action. Parents may be responsible for recital costs, costume costs, etc. 	<p>Communicating with Instructors:</p> <p>We work very hard to keep you informed by e-mailing updates and updating our Website. However, it is your responsibility to keep up to date by reading e-mails, and checking the information board and Website. If you have a question about the dance studio please do not ask instructors during or in-between classes. The Instructors have a very tight schedule and are not able to meet with parents during class because it can use up valuable class time. If you need to talk personally to an instructor please schedule an appointment so that the instructors can give you their full attention. Please respect the instructor's private time by NOT calling them at home.</p>	<p>Parent Portal</p> <p>The parent portal allows you to register for classes, update account info, download newsletters, contracts, studio policies and dance class music and videos. All the important info that you need. Check it out today! you can access the parent portal at www.dancestudio-pro/online/soulsteppinstudio.</p>
	<p>Classroom Observation</p> <p>Goodland Policy</p> <ul style="list-style-type: none"> - Parents may observe their child's class through the glass windows located in the studio lobby or through our observation windows during weeks not designated as "Parent Watch Week." - Please refrain from shouting instructions or distracting your child in any way. - We ask that you observe quietly. Please place all cell phones and electronic devices on silent, and ensure siblings are monitored and quiet during observations. - Please do not walk into the class without the permission of the teacher. <p>Burlington Policy</p> <ul style="list-style-type: none"> - Parents may observe their child's class during weeks not designated as "Parent Watch Week." Instructors will advise you of those weeks and may invite you in at their discretion on other weeks. 	<p>Snow or Bad Weather</p> <p>The studio will usually follow the Goodland Public Schools decision on class cancellation for bad weather. We will send an email by 3:00 p.m. if class is cancelled. Soul Steppin' reserves the right to cancel classes at our discretion. We will not put any child in danger due to weather. Any classes that or missed or canceled can be made-up by attending another class close to the same level.</p>	<p>Recitals</p> <p>Soul Steppin' will hold Winter and Spring Recitals each year. Each student will be charged two \$25 Recital Fee to cover costs of renting the venue, liability insurance, and any other costs associated with putting on the production. This fee will cover both recitals. Students will receive two free tickets per event to use for friends or family for entry into the show. Dates will be released upon confirmation of recital venue. Recitals will be held at the GHS Auditorium. Recital and Dress Rehearsal dates will not be the same every year due to availability of facility and schedules. The director will have Recital and Dress Rehearsal dates posted at the beginning of every year. Please see our website or office for this information. Every student will be required to attend Dress Rehearsal to participate in recital. There will be no exception to this policy.</p>
			<p>Costumes</p> <p>Parents/Student will be responsible for the full costume cost. There may be an occurrence where a prop is necessary. In some instances, the director may have the prop on hand and the student will borrow it for that performance but other times, the parent will be responsible for purchasing and handling the prop. We will take measurements for costumes in December. Costume deposits will be due in October and full payment will be due in February. We will not order costumes that have not been paid for. Soul Steppin' is not responsible for costumes that do not arrive in time for recital due to late payment. In an effort to ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed during the December winter break. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume balances.</p>
			<p>Medical Information</p> <ul style="list-style-type: none"> - Parents must notify the Director/and or teachers regarding children who use an inhaler or who may require medications during their time at Soul Steppin' Studio. - It is also important to inform the Director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. All information about our students is confidential. - Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at studio, please keep your child at home if you observe symptoms of an illness. - When your child has a fever, they must be fever free for 24 hours before returning to dance. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home.