# THE BEAT SCHOOL OF DANCE LLC
# 2019-2020 Policy Handbook

## WELCOME

We want to welcome you to The Beat School of Dance LLC's 7th year! Thank you for choosing us for your child's dance and tumbling education. The Beat is committed to providing quality instruction to both the recreational and the competitive student in a fun, educational, safe, and motivating environment. Our ultimate goal is to pass along our love and passion for dance and movement onto our students.

## GENERAL PROCEDURES

Students should not be dropped off more than 15 minutes before their class begins. Upon arrival, students should check in at the front desk and then change shoes/clothes (street shoes will not be allowed in the dance rooms), use the restroom, and wait for their class to begin. **Please have younger students use the restroom before class.** Students should be picked up promptly at the end of their class. Students must wait inside the studio for their parents/guardians/carpool to come pick them up; **students are not permitted to wait outside for rides**.

## PERSONAL PROPERTY

Be sure to **label all of your dance belongings** (dancewear, all shoes, and bags), so we can return them to you if they are left at the studio. We are not responsible for lost, stolen, or damaged dancewear, clothing, shoes, jewelry, or other personal items. If something goes missing, please check the Lost and Found box in the waiting room.

## ATTENDANCE

**It is extremely important for students to attend all classes unless there is an illness or family emergency.** Poor attendance hinders the student's dance education and growth as well as the class's progress as a whole. Please text either Ashley or Jessie if you/your child is unable to attend class. A student must be present for over half the class period in order for it to count towards the annual perfect attendance dance award.

## MAKE-UP CLASSES

If you miss a class, that class can be made up in another class of the same style of equal or lesser difficulty (if the schedule allows). **All make-up classes must first be scheduled and approved by the instructors**. Missed classes must be scheduled for a make-up within four weeks of the missed class. After that period, they will be lost. No refunds will be given for missed classes.

## STUDIO CALENDAR/STUDIO HOLIDAYS

The 2019-2020 studio year begins on Thursday, August 1, 2019 and ends on Thursday, May 28, 2020. See the Studio Calendar (available on the website) for more detailed information.

The Beat will be closed for the following holiday breaks:

| | |
|---|---|
| Labor Day | Monday, September 2, 2019 |
| Halloween | Thursday, October 31, 2019 |
| Thanksgiving | Tuesday, November 26, 2019-Sunday, December 1, 2019 |
| Christmas | Monday, December 23, 2019-Sunday, January 5, 2020 |
| Easter | Tuesday, April 7, 2020-Sunday, April 12, 2020 |
| Memorial Day | Monday, May 25, 2020 |

## OBSERVATION

The Beat provides live-time class observation via a TV monitor in the waiting room. Your child's class(es) will be available for viewing every other week. The Beat reserves the right to shut off the studio cameras at any time and for any reason. If a camera is not working, it will be addressed after classes are over for the day (not during class time).

## BAD WEATHER

In the event of bad weather, please check the studio website or Facebook page. We do not always follow school cancellations; if you are unsure about whether or not class is being held, please text or check online prior to coming to class. In the event of a cancellation, you are encouraged to contact us to schedule a make-up class in a class of equal or lesser difficulty. Classes will not be prorated.

## ETIQUETTE

- The Beat School of Dance LLC reserves the right to suspend or dismiss any student/family whose attitude or behavior is deemed unsatisfactory.
- Students and parents should behave in a polite, friendly, responsible, respectful, and disciplined manner.
- Do not touch the mirrors – failure to follow this rule may result in dismissal from the studio.
- No gum, food, or drink allowed in the dance studio.
- Students should arrive to class on time and in appropriate dance attire/hair styles.
- Cell phones should be turned off and kept in the student's dance bag.
- Do not wear street shoes on the dance floor (hip hop shoes should not be worn outside).
- No underwear should be worn with leotards or recital/competition costumes.
- All dance shoes and dance bags should be labeled with the student's name.
- Students need to have their hair pulled back and out of their face.
- All students should visit the restroom before the start of each class.
- All students must be potty trained. Similarly, no training pants or pull-ups are to be worn under leotards.
- Warts are contagious - make sure they are always covered by a band-aid.

## REGISTRATION FEE

A $25.00 (non-refundable) registration fee is due (per child) when registering for classes for the year (family max of $50.00). This annual fee will be effective from August 2019 through July 2020.

## RETURNED CHECKS

A $25.00 service charge will be added on all insufficient fund checks. After the second returned check, you will only be allowed to pay by cash, cashier's check, or money order.

## MONTHLY TUITION AND OTHER PAYMENT POLICIES

Payment of monthly tuition secures enrollment for your child in her/his scheduled classes. The Beat School of Dance LLC requires all families to pay monthly tuition by credit card, which will automatically be processed for the full amount of your child's monthly tuition (as determined by class enrollment hours per week) on the 1st of each month (for example, September 1st, October 1st, etc). If your card declines, you are responsible for updating your card information through your Parent Portal (and/or providing another method of payment) as soon as possible. Any monthly tuition payments received through an alternate payment method will be an additional $5.00.

Monthly class tuition charges will continue until The Beat School of Dance LLC receives written notification that your child is withdrawing from a class (class withdrawal forms are available in the studio office). In the case of a class withdrawal, you must notify The Beat School of Dance LLC prior to the 1st of the month or your card will be charged for that month's tuition (without a refund).

Payment for other fees aside from monthly tuition (for example, costumes, rehearsals, merchandise, etc) should be made by cash or check (please make checks payable to: The Beat School of Dance). Any payments aside from monthly tuition that you wish to make by credit card will incur a 3% convenience fee.

Multiple Child Discount/Parent Discount: The child with the most expensive tuition will be considered the "first" child. Any additional children (whose tuition is less than or equal to the "first" child) will be charged at a 20% discount. Note: This discount only applies to monthly class tuition (it does not apply to registration fees,

rehearsal fees, private lessons, or any other fees). *This discount applies to parents of currently enrolled students as well.

Private technique lessons are 30 minutes each and cost $20.00 per 30-minute lesson. Please contact us to schedule.

Monthly tuition is based on a 10-month schedule (August-May). Even though some months have three weeks of classes and others have five weeks, you will receive 40 total weeks of class. Please note that studio holidays and breaks are taken into account with regards to the 40 scheduled classes. Tuition remains the same each month regardless of the number of weeks.

Monthly tuition is as follows:

| Total Weekly Class Time | Monthly Tuition | Total Weekly Class Time | Monthly Tuition | Total Weekly Class Time | Monthly Tuition |
|---|---|---|---|---|---|
| 45 minutes | $40.00 | 4 hours | $107.00 | 7 hours 15 minutes | $155.75 |
| 1 hour | $45.00 | 4 hours 15 minutes | $110.75 | 7 hours 30 minutes | $159.50 |
| 1 hour 15 minutes | $53.25 | 4 hours 30 minutes | $114.50 | 7 hours 45 minutes | $163.25 |
| 1 hour 30 minutes | $59.50 | 4 hours 45 minutes | $118.25 | 8 hours | $167.00 |
| 1 hour 45 minutes | $65.75 | 5 hours | $122.00 | 8 hours 15 minutes | $170.75 |
| 2 hours | $72.00 | 5 hours 15 minutes | $125.75 | 8 hours 30 minutes | $174.50 |
| 2 hours 15 minutes | $77.00 | 5 hours 30 minutes | $129.50 | 8 hours 45 minutes | $178.25 |
| 2 hours 30 minutes | $82.00 | 5 hours 45 minutes | $133.25 | 9 hours | $182.00 |
| 2 hours 45 minutes | $87.00 | 6 hours | $137.00 | 9 hours 15 minutes | $185.75 |
| 3 hours | $92.00 | 6 hours 15 minutes | $140.75 | 9 hours 30 minutes | $189.50 |
| 3 hours 15 minutes | $95.75 | 6 hours 30 minutes | $144.50 | 9 hours 45 minutes | $193.25 |
| 3 hours 30 minutes | $99.50 | 6 hours 45 minutes | $148.25 | 10 hours | $197.00 |
| 3 hours 45 minutes | $103.25 | 7 hours | $152.00 | Family Max | $250.00 |

## DANCE REHEARSALS

All dance rehearsals (apart from the Beginner Beat Program/Pre-Ballet and Hip Hop) are separate from regular class. For example, if you are enrolled in a jazz class, you will just work on jazz techniques/combos during that class. If you want to participate in a jazz dance for competition and/or recital, you will have a separate scheduled jazz rehearsal. The rehearsal schedule will be determined at a later date.

Choreography/Rehearsal fees for dances are as follows (this fee covers the music, music editing, choreography, cleaning, and dance rehearsals for each dance routine):

Multi-dance discounts will be given as follows (these discounts also apply to siblings…10th+ dances are free):
1st dance: $150.00 2nd: $127.50 3rd: $120.00 4th: $112.50 5th: $105.00 6th: $97.50 7th: $90.00
8th: $82.50 9th: $75.00 10th: free

The payment options for Choreography/Rehearsal fees are customizable. A 25% deposit is due when signing up for dances. From then on, you may pay for a dance(s) all at once or in payments of your choosing. In order to receive competition dance costumes, 50% of your total rehearsal fees must be paid. To receive recital costumes, 75% must be paid. Finally, in order to perform in the recital, 100% of rehearsal fees must be paid,

along with any tuition balance, late fees, transaction fees, the recital fee, and any other fees you have incurred throughout this 2019-2020 dance season.

REFERRAL PROGRAM

To benefit from our Referral Program, you must have your name listed on the "how did you hear about us/ referral" section of the registration form. Every student who lists your name and takes class for at least 3 months will get you a $20.00 credit. If a student lists more than one name on the section, the $20.00 will be split evenly between the listed names. Siblings count individually, so a family with two kids will get you a $40.00 credit. Tell your friends!

PERFORMANCE OPPORTUNITIES

Dance students are eligible to perform in the annual dance recital, which is an excellent opportunity to showcase the students' talent and growth throughout the year and to be a part of a full-scale theatrical production. Additionally, students will be able to perform at festivals, parades, and nursing homes, which will be scheduled throughout the year. Dates and times will be announced at a later date.

RECITAL

The Beat's 7th annual recital will be held on Saturday, May 30, 2020 and Sunday, May 31, 2020 at McKendree University (The Hett). Please DO NOT go on vacation that week (or anytime right before the recital).

Participation in the recital is mandatory for The Beginner Beat Program classes (all Beginner Beat classes and Pre-Ballet), Hip Hop students, and competition students. Students enrolled in classes beyond The Beginner Beat Program (who do not compete) will have the option to participate, but they are not required to; it is, however, strongly encouraged. Tumbling classes will not participate in the annual dance recital; however, students enrolled in a 7+ Tumbling class who also take Ballet and Jazz classes will be eligible for an Acro dance in the recital. Students participating in recital will be required to purchase dance costume(s) for each dance.

A MANDATORY dress rehearsal will be held prior to the dance recital (on Friday, May 29, 2020) at McKendree University. All students participating in the recital are required to be at the dress rehearsal. Students absent from the dress rehearsal will NOT be allowed to participate in the recital. NO EXCUSES will be tolerated and NO EXCEPTIONS will be made. It is imperative that students participating in the recital experience the dress rehearsal to know how the performance will go and what will be expected of them.

A recital fee will be charged per family. The recital fee helps offset the auditorium rental (and the many expenses that are involved in producing a professional show). Recital tickets will be available for purchase. More information will be provided at a later date.

**Also, if your account balance (costumes, rehearsals, class tuition, late fees, recital fees, and any other fee incurred throughout the 2019-2020 year) is not cleared by competition and/or recital, your child will not be allowed to perform**.

STAY CONNECTED

Please "like" our Facebook page for studio news, videos, pictures, student achievements, and more: www.facebook.com/thebeatschoolofdance

Communication is extremely important. If you have any questions, please contact either Ashley or Jessie by email or phone. We will keep you updated about upcoming events, class cancellations, reminders, and studio news through text and also on our website and Facebook page. We will also utilize email for sending songs and video links.

Thank you for your cooperation and understanding. Now let's have a wonderful year!