

# Dance Obispo

## Policies and Procedures

These Policies and Procedures outline important information regarding attendance, student and parent conduct, safety and additional terms by which all students and families agree to abide when enrolling in Dance Obispo's programs and activities.

1. **Registration.** A registration fee of \$25 is required on September 1<sup>st</sup> of each dance year. Monthly tuition is due on the first day of each month. Tuition is delinquent on the 15<sup>th</sup> of each month. Students will not be admitted to class until delinquent tuitions (after the 15<sup>th</sup>) are resolved. If tuition is delinquent, a \$10 late fee will be added for the month. Failure to pay tuition monthly will result in a re-registration requirement. No refunds will be issued and there will be no exceptions to this policy.
2. **Attendance.** Consistent attendance is mandatory and necessary for students to maintain progress. Attendance is a strong factor when student progress is evaluated and level placement considered.

### Daily Attendance

Student attendance will be taken in all levels. All students are required to attend all classes in their level's schedule. All students who miss a class are encouraged to make up missed classes in a lower level class within 30 days of the absence.

### Absences

Parents or students must promptly notify Dance Obispo of ANY absences via E-mail at [sheri@danceobispo.com](mailto:sheri@danceobispo.com) or by calling the studio at (805) 439-2100.

### Tardiness

Students are expected to be on time for their classes. If you have a legitimate reason for being late and you have notified the studio, you will be admitted to class upon invitation by the teacher. Students arriving late may not enter the classroom while music is being played. Students must wait in the doorway to be acknowledged by the teacher. In the interest of injury prevention, teachers may not allow a student who arrives more than 10 minutes tardy to a class to participate in the class. In such instances, the student will observe the class rather than participate.

3. **Conduct.** Dance Obispo is committed to maintaining a healthy environment that allows all students to participate in and fully enjoy their dance training. By enrolling in Dance Obispo, parents and students agree to abide by the following Code of Conduct:
  - Students will promptly report any injury or illness occurring on studio property to their teacher or studio staff.

- Students will arrive and leave the studio with appropriate clothing covering their dance wear.
- Students will respect that the studio common and office are work places. Students will conduct themselves appropriately by talking quietly and keeping the common areas clean.
- Students will be responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left in the studio placed in the Lost and Found for a maximum of two weeks only. Items not claimed within that time will be removed from the studio.
- Students will demonstrate respect for studio property by maintaining clean and tidy dressing rooms and not leave trash behind in the studio.
- There is no eating or drinking in the dressing rooms and studios.
- Students may eat or drink in the common areas; please be mindful to clean up trash and/or crumbs.
- The studio will not tolerate the theft of any property belonging to the studio or other students. Students who participate in any theft will be dismissed immediately from Dance Obispo.

### **Parent Conduct**

- Parents will be respectful to all employees of Dance Obispo.
- Parents are invited to observe class quietly from the viewing area only. Parents may observe class from the doorway, but are never allowed in studio during classes.
- Parents will be respectful of other Dance Obispo parents and their children. With the exception of any parent volunteers who have been asked to help coordinate rehearsals or performances, no parent may discipline another parent's child while at the studio. Parents will immediately direct any concerns with other students to the office staff.

### **Teacher-Student Contact**

- In teaching the art of Ballet, as well as other dance disciplines offered by Dance Obispo, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line, or position of the student's body or part of his/her body, or to help a student hold a position. The studio does not tolerate any student-teacher contact that is harmful or inappropriate. In enrolling their child at Dance Obispo, parents acknowledge that it is the studio's practice to correct students with physical contact.

4. **Medications.** Dance Obispo does not permit teacher or staff members to provide or administer over-the-counter medications.

The studio must receive written notification for any student who requires prescription medication while participating in Dance Obispo's classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. The studio does not administer prescription medications. Dance Obispo requires that students who are taking prescription medications be able to either self-administer or have a parent or guardian assist them.

## 5. **General Policies and Procedures of Dance Obispo:**

### ▪ **DRESS CODE**

Students are required to comply with the following dress codes:

#### **WARM-UPS**

Students are encouraged to have warm-up/cover clothes for both before and after their class. Students are required to arrive and leave the building with their dance wear appropriately covered. Form-fitting warm-up attire is allowed at the teacher's discretion. Dance attire should be solid colors in white, black, grey or pink. Proper ballet and pointe shoes shall be worn. Women must wear leotard and tights. Tights may not have runs in them. Solid colored dance skirt is optional. During class, students may not wear plastic pants, shorts, t-shirts or any other type of concealing warm-up clothes.

Men must wear tights, close fitting t-shirt or tank top, dance belt, and ballet shoes.

#### **HAIR, JEWELRY AND MAKEUP**

Ladies will wear their hair and bangs neatly away from their face and secured in a bun or French twist. Ponytails are not acceptable. No hair ornaments, including scrunchies, are allowed.

No jewelry, with the exception of studded earrings, will be allowed.

Only natural, peach or pink nail polish may be worn.

### ▪ **PHOTO/VIDEO POLICY**

Upon registration, parents sign a photo/video release which authorizes the studio to use images of their child for studio promotional purposes. The studio restricts the use of such images to archival needs or studio marketing opportunities. The studio does not permit or authorize the use of such images by any individual or other entity outside the school.

Parents must not disrupt the progress of their child's class with the taking of photos or video. The studio prohibits any unauthorized or inappropriate use of images taken of studio students while they are engaged in studio activities. For the safety of the performers and with respect for copyright laws, the studio does not permit any unauthorized photography or video to be taken during performances.