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

1. **Registration.** A \$25 registration fee 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 \$20 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; there are no exceptions to this policy.

2. **Dress Code.** Students are required to comply with the following dress codes.

Warm-Up Attire – Students are encouraged to have warm-up/cover clothes for before and after their class. Students are required to arrive and leave the building with their dancewear appropriately covered. Form-fitting warm-up attire is allowed at the teacher's discretion.

Class Attire – Dance attire should be solid colors in white, black, grey, or pink (for women). Proper ballet shoes and pointe shoes shall be worn. **Women** must wear leotard and tights, proper ballet shoes or pointe shoes; a solid colored dance skirt is optional. Tights may not have runs in them. **Men** must wear tights, a close fitting t-shirt or tank top in the solid colors above, dance belt, and ballet shoes. Students may not wear plastic pants, shorts, t-shirts (over leotard) or any other type of concealing attire.

Hair, Jewelry & Makeup – Women must 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.

3. **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. Dance Obispo instructors will take roll in each class. Students are required to attend all classes in their level's schedule.

Pointe – Girls on pointe are required to take at least two technique classes and two pointe classes per week. Girls must have the instructor's approval to take Pointe class.

Men's Extra – There will be a 15-minute Men's Extra session following technique class on Tuesday evenings and Saturday mornings. The sessions will consist of men's material involving leaps, jumps, and turns. To participate in the Men's Extra session, men are required to take the technique class directly preceding it.

Make Ups – Students must make up classes in the same month that they have missed class. Make ups cannot be rolled over into the next month.

Absences – Students who miss a class are encouraged to make up the class in a lower level as soon as possible. Parents or students must promptly notify Dance Obispo of *any* absences by 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 a student has a legitimate reason for being late and has notified the studio about it, the student will be admitted to class upon invitation by the instructor. Students arriving late may not enter the studio proper while music is being played. Students must wait in the studio doorway to be acknowledged by the instructor, who will then invite them to join class. In the interest of injury prevention, instructors may not allow a student who arrives more than 10 minutes late to a class to participate in the class. In such instances, the student will observe the class rather than participate.

4. **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**

- 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 dancewear.
- Students will respect that the studio common areas and office area are work places; they 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 in the studio. Personal items left in the studio will be placed in the Lost and Found for a maximum of two weeks. 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; students may drink water in the studio.
- Students may eat or drink in the common areas and 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.

**Parents (including Guardians & Family Members)**

- Parents will be respectful to all Dance Obispo employees.
- 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, their physical line, a 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.

5. **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 medication must be in their original container with the prescription. The studio does not administer prescription medications. Dance Obispo requires that students taking prescription medications either self-administer or have a parent or guardian assist them.

6. **Photo/Video Policy**

Upon registration, parents, or students 18 and older, must sign a photo/video release, which authorizes the studio to use images and video 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/Guardians or family members 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 dancers and with respect for copyright laws, the studio does not permit any unauthorized photography or video to be taken during performances.