

## Level Placement:

1) I understand that the teacher and artistic director decide which level I (my child) will be placed in. This placement is dependent upon my (my child's) physical and technical development.

\*Upon signing up for a class, ESDA has a 2-week probation period for proper placement. If, for any reason, your child's teacher feels it is necessary for a level change, you will be notified of the adjustment made.

2) I understand that the **final decision** on level placement is solely up to the discretion of the director; there is no guarantee that my child(ren) will automatically advance to the next level because he/she has been in a particular level for a specified number of years. The class catalog is to be used as a guideline and not as an absolute.

3) I understand that if my returning child signs up late, the owner/director reserves the right to place him/her at a lower level from the level of the previous year as a courtesy to those students/families who have trained ALL season.

4) I understand that if I have been promoted to a new level this season, I am only allowed to miss one class per month except in extreme or previously approved circumstances or it will be considered that I be dropped to my previous level of instruction. Promotions are to be taken seriously and committed to. This rule remains in effect regardless of recital costume purchases.

**Class dress code:** see the ESDA Informational Pamphlet or website Dress Code page

## Dress Code:

1) I have read over the **dress code** and understand if my child is not dressed appropriately, he/she will not be able to participate in class. **Hip-Hop students are required to wear specific sneakers only for class and not outside wear.** This is to be done in order to save the life of our dance floors. Modern/Musical Theatre dancers are asked to wear stretch dance attire that is form fitting. Cheerleading/Acro should also wear form fitting clothing.

\*If dress code is not stated for your child's class(es), please wear some type of dance attire and ask the instructor during the first week of classes what she would like him/her to wear.

**\*Creative Movement class: Pull-ups and or diapers are required for those children who are not yet potty-trained.**

2) All shoes should be adjusted before class starts, so that time is not wasted (ex. strings & ribbons). Shoes or other approved footwear must be approved.

3) No jewelry in class. (necklaces, long earrings, etc.)

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\*Totally Tutu's Dancewear is open Monday-Thursday 3:30-6:30PM & Saturday 9:30-11:30AM. You are not required to shop with us for your child's dancewear needs, but we do appreciate your business. Supporting our business means that our dance families can take advantage of the convenience of shopping right within our facility.

### Security:

- 1) If you would like to bring in a photo of your child for our staff to upload in our system, so that we can easily identify your child, please feel free to do so. We also accept guardian photos so that we are easily able to identify the person who is permitted to pick up your child.
- 2) I understand that if my child is providing his/her own transportation and wishes to take other students with him/her during breaks at the studio in between classes, he/she must have written permission on file in order to do so.
- 3) I understand that I must have a signed letter on file for my child if he/she is given permission to leave on foot (to Cindy's restaurant) or in a vehicle with another "student driver" during breaks in between classes at the studio; otherwise my child is not permitted to leave the premises until the end of his/her class.
- 4) I agree to be fully responsible for the whereabouts and/or safety of my child outside of class time. I understand that the ESDA teachers and the ESDA staff will only be held responsible for the whereabouts and/or the safety of my child during his/her instructional time.
- 5) If my child is age 7 years or younger, an adult must accompany him/her into the building and must walk the student out of the building. Children this age can neither be dropped off nor picked up out in the parking lot without being accompanied by an adult. ESDA teachers and staff are not responsible for your child's safety outside the walls of the building. If the parents or legal guardians will not be the ones picking up their child, written notification or a phone call by a parent is required prior to the student leaving. Without notification, your child will not be permitted to leave.

### Personal Conduct/Class Behavior:

- 1) I/my child will **arrive on time** to class. If I am (my child is) more than 15 minutes late, the teacher withholds the right to ask them to only observe class and not to participate in class.
- 2) I/my child will remember to raise my (his/her) hand to ask questions or make comments; talking freely during class time would not be demonstrating proper class conduct.
- 3) **No food, gum, candy or drinks (other than water) are permitted in the studio.**
- 4) I will have a **positive attitude** while at ESDA whether in class, in the waiting room or on the studio grounds. I will be asked to leave class if I am involved in any negative actions.

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- 5) I understand that if I am (my child is) consistently disruptive during dance instruction, the teacher may dismiss me (him/her) from class and has the right to ask me (him/her) not return to class for the rest of the period, for the rest of the week or for a longer period of time. If I have (he/she has) to be removed more than 3 times within the dance season, the owner has the right to dismiss me (him/her) for the rest of the season.
- 6) I understand that if my child has suffered an injury, he/she must provide a doctor's note in order to be excused from the class(es). This is, however, only permitted for the period of time the doctor has allotted while injury is healing. I understand that it is most highly recommended that my child still attend classes and simply observe in order that he/she would not lose skills taught while healing which does still require payment. A change in the contract agreement for tuition payment will only be considered if the excusal is for an extended period of time (3 weeks or more) and the student is unable to attend at all.
- 7) I understand that there are locker room rules that are to be followed by all who enter; these rules do not only apply to those renting lockers. Locker room rules are attached to this set of Studio Rules. Please be sure to cover all rules with your child.
- 8) Cell phones are strictly prohibited in the locker room; if a dancer uses a cell phone while in the locker room, she will not be permitted to use the locker room for the rest of the season.

### Tuition Payment/Billing:

- 1) **Payment is due on the last class of every month prior to the upcoming month's instruction.** (There will be a 7 day grace period for all payments not made as of the due date for all months except April. Grace period months will include: July, August, September, October, November, December, January, February and March. We will not offer a grace period for May's tuition which will be due no later than April 30<sup>th</sup>. Any payment not made within the allotted time, will then be submitted automatically).
- 2) I understand that in order to take classes at the ESDA, I must have a form of payment on file whether it be a checking account, a Visa or Master Card Debit card or a Visa or Master Card credit card. **If I do not wish that this form of payment ever be used, I will be certain to pay all tuition payments on time or within the 7 day grace period. If not paid by the end of the 7 day grace period, I understand that there will be an automatic \$25 late fee and the owner reserves the right to terminate classes for the child if this is a recurring habit of payment (2 or more times).**
- 3) I understand that the last month's tuition (May) will be due April 30<sup>th</sup> **WITHOUT** a 7 day grace period being granted.
- 4) I understand that I need to know the time my child's class(es) will end and I will be at the studio on time to pick him/her up. If I pick up my child 15 minutes or more after his/her class has

## Parent & Dancer Copy of ESDA Studio Rules

ended, I understand that I will **be charged a \$15.00 fee for babysitting** unless he/she has an upcoming class to attend on the same day. This rule will apply, however, if it is his/her final class of the day-we have limited space and cannot house additional students when their classes are done for the day.

5) I understand that if someone is not at the front desk & I am planning to make a payment, I will have to either submit the payment on-line or during the next class period. No payments are to be made without staff available at the desk. **DO NOT** leave it at the desk; we cannot guarantee the safety of a payment left behind without staff being readily available.

6) I understand that cash can only be received at the desk with a written receipt for documentation. Cash payment slips are available at the front desk and are to be filled out by the person making the payment. **Staff will sign both sides of the payment slip to verify that the payment has been made & a copy will be given in return as your receipt.**

7) I understand that if I opt to pay tuition payments with the automatic credit payment system that **I am responsible for seeing that I have been billed** for the current month of dance. **If I do not see a charge to my account, I am responsible for notifying the office regardless of the reason. It is also my responsibility to inform the office if my credit card, debit card or checking account information has changed. This is NOT the office's responsibility and any payment not made within the time due, will be billed a \$25 late fee.**

8) There will be a **\$35.00 fee for all returned checks. If there are returned checks in the excess of two, for one family, checks will no longer be accepted. The family will be required to pay in cash thereafter in order to have continued instruction at the academy for the remainder of the season.**

9) Multiple Family Member Discount: Multiple family members must live in the same home and must be of the same parents/legal guardians. ESDA's discount is intended to lessen the cost for parents of the same income.

10) I agree that the office is not responsible for separating tuition payments in the circumstance that my child(ren) has (have) tuition payments made from two or more parties. This arrangement is made by me with my family members and/or friends and not with ESDA. **If payment is overdue, I understand that as the primary contact person for my child(ren) and the signee of this contract, I will be the one contacted and fully responsible for the tuition payment in the event that it has not been paid.**

11) **I understand that for all students enrolled under one account, I must submit my payment to include ALL of the students under that account. For example, we cannot charge one account for one student and another account for another student when they are under the same family name.**

### **Closings/Class Cancellations:**

- 1) If my child is withdrawn at any time and then decides to return and reregister for a class or classes, he/she will be charged for a resigning registration fee.
- 2) The studio is closed on Labor Day, Halloween, Thanksgiving, Easter, Memorial Day and we will be closed from December 24<sup>th</sup> thru January 1<sup>st</sup> for the Christmas holiday. If there are any date changes, you will be properly notified.
- 3) Class will be canceled if there are not at least 3 students present including make-up classes. (This does not pertain to classes of 5 or less).
- 4) When schools are closed due to inclement weather, please check our website at [www.easternshoredanceacademy.com](http://www.easternshoredanceacademy.com) or [check your e-mail](mailto:esdanceacademy@yahoo.com). **(Make-up classes will be scheduled after 3 classes canceled due to weather).**

### **Performances/Pictures/Recitals:**

- 1) Students will not be able to perform in any recitals/productions until **all payments are paid in full and are up to date by April 30th.**
- 2) ESDA students are often asked to perform as entertainment for different events within our community and surrounding area. Only chosen classes and chosen students will be able to participate in these extra performances. The decision is based upon the type of event and age level of the performing group, as well as a student's good behavior and excellent attendance.
- 3) I understand that there is a Spring Recital held in May as a culmination of all skills taught within the dance season and allows my child to showcase what he/she has learned. The recital requires the purchase of costumes. The total cost is dependent upon the number of classes your child takes. The total cost and the due date by which the costumes will have to be ordered will be given at the start of the dance season.
- 4) I understand that all costume issues or questions will need to be addressed between the costume company and me. ESDA will provide the contact information for you.
- 5) The parent will take full responsibility for any necessary costume alterations.
- 6) **SPORTS DURING THE SPRING MONTHS:** For those students who are involved in Spring Sports, you are required to submit a sports schedule as soon as your sports season begins. All games listed on this schedule will be excused absences at the studio. If, however, it is not listed, you are expected to be in class. If there is a reschedule of a canceled game, your parent or coach will need to send in a note of the game being rescheduled, so that you may be excused from class. Please be aware that if you or your child does not adhere to this policy and does not show

## Parent & Dancer Copy of ESDA Studio Rules

for class, you or your child may not be chosen for performances or special parts in the May recital.

7) I understand that if I (my child) cannot participate in class during the week of any performance due to injury, sickness, etc.; I (my child) may be asked not participate in the performance.

8) If your child does not participate in dress rehearsal, he/she cannot perform.

9) I understand that if I back (my child backs) out of any performance, the teacher withholds the right to withdraw them from any future performances.

10) No pictures, taken during shows or class, are to be put in the newspaper without the owner's approval.

11) **I agree NOT to post any photos on any media source (twitter, Facebook, etc.) of my child dressed in any partial or full costume until after the current year's Spring Recital is over. The owner has the right to dismiss any student from the Spring Recital if such behavior takes place.**

12) **PLEASE REFRAIN FROM MAKING ANY VACATION OR SPECIAL TRIP ARRANGEMENTS DURING APRIL AND MAY. I understand that classes for the last two months of the dance year (April & May) are mandatory! If I miss (my child misses) class, I (he/she) may be asked not to participate in the recital. Adhering to this rule is imperative; it is inconsiderate to all involved to schedule trips and events during this time. ALL students are needed for practices! Please refrain from making plans for family trips and special events during April and May until after the recital has taken place.**

13) All individual classes and classes Levels 4 and under will do an in-class observation demonstration in December for parents to see an actual class within the studio as opposed to it being on the screen in the waiting room.

### 14) Picture Day Guidelines –

- **(Held at ESDA)** - Pictures will be done as a part of your child's regular class period. Please come at regular class time. Saturday classes will be assigned class times within the dance week. Announcements of this will be made on ESDA's website.
- Photographer will be Coty Jones Photography.
- Please read how your child's hair should be fixed and what color tights and shoes are needed for the recital. This information will be on your original costume dance extras list which is either with your Costume Manager slip (included with your child's costume), on the website in your Costume Manager account or on the board if your costume is a "Do It Yourself" costume! DIY costume info is also available on the ESDA website.



## Parent & Dancer Copy of ESDA Studio Rules

- Please have picture form filled out and ready before you enter the building unless you are in need of help. Payment forms will Payment is due the day of your child's picture or the last day of your child's pictures if you have multiple picture days!
- Please have hair and makeup done before entering the building.
- We ask that you minimize the family members that you bring with you because of limited space. This is a very busy time!
- Please do not eat near your costumes or while you are in your costumes! Drink water only please.
- Have your pose ready! Students & Parents should "agree" on a pose before entering the building. Miss. Jessica or another teacher will be happy to assist you if needed, but then we do ask that you do not complain about the pose assigned.
- Please make sure you have the correct color of tights! **Students will NOT be able to be in the group picture if they do not have the correct color of tights on or hair is not correct!** Also make sure you have your costume hairpiece if one was included with the costume. This is to keep the professionalism for everyone's pictures. NO EXCEPTIONS!
- NO FLASH PHOTOGRAPHY will be allowed in the studio. This is a very busy time for the photographer and ESDA staff and we don't want to have to continue to retake pictures because of interference with other cameras.
- The photographer, director/teacher and students are allowed in the studio when pictures are being taken. We ask that parents remain outside for the group photos. As much as we appreciate all of the parents' help, it becomes confusing and overwhelming for kids to have numerous people giving photo instructions.
- Please remember: Miss. Jessica has asked the photographer to take pictures for your convenience (you're not having to plan individually & you're not having to pay a sitting fee). WE WILL DO OUR BEST TO MAKE EVERYONE HAPPY!

### 15) Recital "Dress Rehearsal" & CSDHS Rehearsal

\*A full Recital "Dress" Rehearsal will take place the week of **regularly scheduled dance classes during late April.** The date will be announced and posted on the information board as well as the ESDA website. The weeklong dress rehearsal will take place during your child's classes. This means your child will need to have all costumes, all extras, hair (no make-up needed for this week) just as if he/she were going to perform for the actual recital. What does this mean for the high school rehearsal held right before the May Recital? See below...

#### **\*Mandatory Rehearsal Guidelines:**

- This means that students will not need to bring his/her costumes to the high school!
- ***This Rehearsal is MANDATORY; it typically takes place the Friday night before our first show on Saturday night!*** Students that do not attend rehearsal will not be able to

## Parent & Dancer Copy of ESDA Studio Rules

perform in the show. If your child is sick, please call Mrs. Jessica's cell (ONLY IN THE CASE OF AN EMERGENCY!): 443-521-2602.

- **ALL DANCERS SHOULD HAVE PLENTY OF WATER.** NO DANCER SHOULD BE WITHOUT DRINKS, SNACKS OR A MEAL IF HE/SHE STAYS BEYOND THEIR DINNER HOUR. **FOOD & DRINKS WILL NOT BE PROVIDED.** Parents are responsible for making sure this provision is made. There will be no group orders taken for meals.
- VIDEOGRAPHY-We are asking that if you would like to video tape YOUR child's dancing at the rehearsal you may. Please understand that the teacher's choreography is the teacher's choreography and we have copyright to them. Do NOT post choreography of the dances online without the choreographer's permission and do NOT do this before the performance. Videography is not allowed during the actual performance. We will have a professional videographer record a high quality DVD. To purchase see the front desk. Orders are due no later than Monday, April 16<sup>th</sup> and must be paid with cash or check only.
- We ask that parents and students do NOT post pictures of children in costume until after the performance. Everyone coming to watch the show should see the costumes for the very first time on stage.
- Correct rehearsal times will be posted on the board and on the website in a timely manner. Whatever your child's scheduled rehearsal time is, please be on time! We will do our very best to get everyone quickly on and off stage.
- Students do NOT need to have hair and makeup done for rehearsal, but we do ask that hair is secured away from face unless needing to practice with hair down.
- Students do need to attempt to wear the correct color tights for rehearsal. Please do not use your tights that you or your child will be wearing for the actual show. The stage is very dirty and we do not wish to have you purchase another pair.
- Plan for the worst: Make sure you have ice packs, ankle/knee braces, water etc. Anything you may need!
- Recital picture pick up: We will have a recital picture pick up day sometime in June. If you are unable to pick them up, please make arrangements to do so. All pictures that are not picked up will be turned into Miss. Jessica and will NOT be available for pick up until the beginning of ESDA's next dance season (August).

### 16) **RECITAL PERFORMANCE GUIDELINES:**

- Arrive as prepared as possible. If you come in costume you must be covered! Be sure to be fully ready for the performance NO LATER than 30 minutes before the show.
- If an ESDA student arrives fully dressed in costume, he or she MAY NOT WALK THROUGH THE COMMON'S AREA before or during the show; you must be fully covered with no costume showing. Our audience should be surprised by the unique and beautiful costumes we have this year. Please help keep the professionalism of the show



## Parent & Dancer Copy of ESDA Studio Rules

by respecting the director's wishes. Quick Parent Tip: a large men's button down shirt is a great cover-up & does not have to be pulled over your child's head to put on & take off.

- Primary-Level 2 students will be in the chorus room. Level 3-4, and hip hop classes will be in the band room.
- All other classes will be posted on the doors the day of the show.
- Please make sure you have all head pieces/props and costumes lined up in order before the show.
- Please make sure you have the correct color tights/ hair etc! **YOU WILL NOT PERFORM IF NOT!**
- Students are not permitted to perform with holes in tights. We want to be as professional as possible, so please take the way you or your child is represented seriously.
- Parents are responsible for having someone help change their child's costumes. We are always lacking adequate help in the back, so please do not rely on that care being provided. Hiring **SITTERS** is recommended, so parents can enjoy the entire show without having to get up and down for costume changes. This is disruptive to you and it is particularly disruptive to the audience. Please plan and make arrangements ahead of time.
- All dancers age 8 & under will need a parent to sign them out of the room.
- **IMPORTANT:** Once you have checked your child out, they are welcome to watch the rest of the show, **HOWEVER**, students are not allowed to wear any costumes in the auditorium whatsoever **UNTIL AFTER THE CONCLUSION OF THE SHOW**. This becomes distracting to the audience and takes away from the dancers that are on stage. **PLEASE BRING AN EXTRA CHANGE OF CLOTHES OR SOMETHING TO AT LEAST COVER UP YOUR COSTUME!**
- Each participating student that is only performing one night will receive a **FREE** student ticket from his/her teacher the week before recital. This is so students can come to the performance and watch the night in which they are not performing. Note: Young students are inspired to be better dancers by watching older students dance; this benefits them in the long run, so please encourage them to come. We ask that ESDA students support and uphold fellow ESDA students-remember we are **ONE** team.
- **-NO VIDEOGRAPHY DURING THE PERFORMANCE!** We do have a professional videographer. All choreography is the property of Eastern Shore Dance Academy. To prevent copyright issues we must control who is viewing ESDA's choreography.
- **-No Flash photography during the performance.** This can affect the performing dancers' vision .
- **BE SURE TO CLEAN UP ALL OF YOUR BELONGINGS IN THE CHORUS, BAND AND THEATRE ROOMS.** Leave nothing behind. Things left behind usually end up in the trash.
- **ENJOY YOUR NIGHT OF PERFORMANCE! WE'RE SO PROUD OF ALL YOU'VE ACCOMPLISHED!**

## Additional Studio Rules:

- 1) **Advertising** for any other local studios (including performing) is **strictly prohibited**.
- 2) Choreography, of any kind, taught at the Eastern Shore Dance Academy is the property of the Eastern Shore Dance Academy and cannot be used for any reason without prior notification to and approval from the artist/teacher. **Use of a teacher's choreography is strictly prohibited w/out prior permission.**
- 3) I agree to notify ESDA in the event that my child is sick. It is requested that anyone who has or has had a fever, upset stomach, heavy congestion or anything contagious the day of class, be kept home and not brought to class.
- 4) **I will check the board on a weekly basis and/or check the website for updates!**
- 5) If you are interested in arranging private lessons for your child due to missed classes, lack of understanding, etc.; you must make the arrangements with the office in advance. Your child must be approved for the private lesson by his/her teacher and director prior to the lesson and must be paid in cash prior to the lesson. Please see 1/2hr and 1hr fees chart for ESDA's teachers.

## General Studio Information:

- 1) We will hold a "fun week" once a month as a way to incorporate a little "fun" at the studio. See board for the monthly listings.
- 2) We hold sales a few times within the year for such things as DVDs for shows, t-shirts and ESDA sweat suits, duffle bags and garment bags. We only accept cash or check for these purchases. The due dates for these purchases will either be on the 1<sup>st</sup> of the month or the 15<sup>th</sup> of the month. All sales will be posted on the board and the website. There will be billings on-line for the items for proper record keeping, you cannot however, pay using a debit or credit card.
- 3) We host a scholarship fundraiser every spring to award scholarships to as many deserving dancers as possible. The scholarship helps families with the tuition costs for the next dance season and recognizes them for their hard work and dedication. Donations are also accepted for the Scholarship Fund. Please see desk personnel, if you wish to donate or have a business that would like to donate.

\*Like us on Facebook for studio updates!

**\*\*My most important goal this year as a student will be:  
*to learn the art of dance while also having fun with my dance friends!!***