



# Policies & Guidelines

**OUR MISSION:** Factory Street Studio provides non-competitive dance education in Southeast Ohio, promoting dance technique, self-esteem, personal growth, and cooperative spirit.

## STUDIO ENVIRONMENT

Parents, guardians, and students can expect that all faculty and staff will respect the well-being of each student, treat her/him fairly, and encourage their growth and self-esteem as unique individual. Should any concern or issue arise, please do not hesitate to speak directly with faculty or the Artistic Director.

## **EXPECTATIONS AND ETIQUETTE FOR FSS DANCERS**

Just as teachers are expected to respect students, students are expected to respect each other, the faculty and staff at FSS, and the building and studios.

- When using the kitchen, lobby/lounge, and bathroom areas, students are expected to clean up after themselves, including throwing away trash, washing any dishes used, and packing up belongings.
- As our studio is shared space, we ask that all students be aware that people of all ages are often present. We ask that older students be aware that they are setting the example for younger students, and reflect wise choices in their both their language and behavior.
- Dancers are to arrive on time and prepared for classes. This includes wearing proper attire (outlined below) and with hair pulled back.
- Older dancers are encouraged to arrive a bit early for class to begin stretching and warming up.
- **In the event that a dancer is late and class has already started, the dancer is to come into the studio and wait by the door for the teacher to acknowledge them and give them instructions. Dancers arriving severely late may be asked to sit out of class to reduce the risk of injury after missing warm up.**
- **Consistency IS important! Plan your time wisely (homework, extra curriculars, etc.) so that you can attend all of your dance classes each week.**

- As a matter of respect for dance peers and the teacher, dancers are to keep talking to a minimum during class and participate fully in the lesson.
- Cell phones **MUST** be left outside of the studios.
- Dancers are to leave bags, coats, and other personal belongings outside of the studios. Cubbies are available to dancers downstairs in the kitchen area for storage.
- **No food or drink is permitted within the studios.**
- **The one exception is water bottles!** All dancers should bring a labeled water bottle to the studio every day.
- Gum is prohibited during class.
- Dancers who consistently refuse to follow directions or respect their classmates may be asked to sit out of class (Behavior Policy outlined below).

BEHAVIOR POLICY: We are committed to educate our students, model behaviors, and help dancers grow with love and respect in this program. If for any reason a student does not meet the expectations outlined above, Factory Street Studio enforces a 3-strike policy with regard to students misbehaving at the studio – in or outside of class.

Strike 1 is a warning; student is still able to participate in dance class.

Strike 2 is an in class time - out, student will be asked to sit to the side of the classroom and observe. The instructor will determine the length of time for the time-out.

Strike 3 - student will be asked to leave the classroom and sit in the office until class is finished. In the case of a Strike 3, the teacher will talk to both student and parent about behavior issues.

THE THREE-CLAP RULE: Teachers may choose to initiate a three-clap rule, particularly useful for re-gathering attention after a water break or after group work. Teachers clap three times in a rhythm and students are to repeat the claps back – signaling quiet voices and attention to the teacher.

DANCER ATTIRE: Students are to arrive with appropriate dance attire and their hair pulled back. It is imperative that dancers be able to move freely without inhibition and that teachers are able to clearly see the line of the body in order to properly assess alignment and posture.

Students may not

wear the following items: jeans, short shorts, baggy sweatpants, pajamas, or big/distracting jewelry (no dangling earrings, bracelets, or necklaces). If a student consistently arrives without proper attire, s/he may be asked to sit out of class. DRESS CODE BY CLASS:

**Modern & Jazz:** leotard, tank top or fitted top, tights, leggings, or dance pants, bare feet.

Students in jazz classes may wear jazz shoes. **Ballet classes:** leotard, tank top or fitted shirt with tights or leggings, canvas or leather ballet shoes. Tap, **Hip Hop classes:** tank top or fitted t-shirt with leggings or sweat pants; tap shoes mandatory for tap class; sneakers mandatory for Hip Hop , please keep legs covered for floor slides.

## **CONSISTENCY AND CLASS ATTENDANCE YEAR ROUND:**

Consistency among classes is important. Fundamentals and technique built over the course of Both Fall and Winter Semesters are reflected in choreography, and student confidence is encouraged and strengthened through the mastering of skill sets. Consequently, students are expected to enroll in the Fall Semester classes that they wish to perform in during Spring Concert. Please speak with the Artistic Director if you have any questions or non-adjustable fall conflicts. Additionally, if a student has two or more non-emergency absences from class during a Semester, he/she may be removed from a concert piece (Winter or Spring Concert) or their role reduced, at the choreographer and artistic director's discretion.

## **ADDITIONAL INFORMATION FOR PARENTS**

### **ATTENDANCE AND PICK UP**

Students are to arrive on time for class. Students arriving severely late may be asked to sit out of class to reduce the risk of injury after missing warm up. Please call the office to let the instructor know your student will be late if you know you are running behind. In cases of repeated tardiness, parents will be contacted by the instructor. Pick your children up immediately after class. Please call the studio to notify the office if you will be late due to an emergency. **Please note: if late pick-up is chronic, a fee will be assessed and billed to the parent's account.**

**IMPORTANT: If your student is Tech 2 level or below, and/or 10 years of age or younger, they must be picked up inside the building by a parent/guardian.**

**Factory Street Studio assumes no responsibility for children on the premises before, after, or between their specified class times.** Parents and guardians are responsible for arranging proper supervision of their children if it is necessary for them to stay in the building for periods of time before, after, or in between classes. Parents may want to consider making arrangements with older students or baby-sitters to ensure supervision of younger students.

**ABSENCES:** It is important to the cohesiveness of your students' dance training that they attend classes every week as scheduled. If your child will be absent from class, please contact the office prior to the class time. This is mandatory with regard to both rehearsals and performances. Additionally, if a student has two or more non-emergency absences from class during a Semester, he/she may be removed from a concert piece (Winter or Spring Concert) or their on-stage participation reduced, at the choreographer and artistic director's discretion. Please let the office AND the instructor know if your student will be going on vacation or has conflicting performances or sports events at the beginning of the semester.

## STUDIO CANCELLATIONS & COMMUNICATION

FSS sends primary communications via EMAIL. We do not sell or share email addresses nor allow spam messages to be sent. Important billing information, as well as studio updates, are sent via email. Please check with Maria, our business manager, to make sure that we have your correct email address on file. We charge a \$5.00 fee if you choose to not provide an email address to cover paper, ink, envelopes, stamps and time.

**WEATHER CANCELATIONS:** Regarding studio cancellations due to weather, **FSS follows Athens City Schools cancellations due to weather emergencies or “snow days”**. **If Athens City Schools are closed, so is FSS.** All canceled classes will have a make-up date offered. In case of Nelsonville-York Schools cancellations due to weather, dance classes will be automatically cancelled. Reminder, notifications will also be posted on our FACEBOOK PAGE.

**MAKE UP LESSONS:** Make-up lessons for cancelled classes are scheduled predominately on Saturdays. We will strive to announce make-up dates as soon as possible. Combined -level workshops and master classes may be offered as make-up lessons, with no additional tuition charges for students who have had a technique class cancelled.

**NON EMERGENCY COMMUNICATIONS:** As a part of our efforts to become a paperless facility, FSS sends monthly DanceNEWS emails to all families with information about upcoming events, new developments, and any pertinent information about the studio. We ask that families read these newsletters as they contain helpful calendar reminders, new opportunities for our students, and other important information.

## TUITION, PAYMENTS, AND SCHOLARSHIPS

**Registration fees** (\$10/student) are due at the time of registration. Tuition may be paid in full at the time of registration or in three installments. If paying in installments, payment is due by the 15th of every month during the semester. Please notify the Business Manager if you wish to pay in installments. Payments can be made by cash, check, or credit card.

**REFUNDS will not be issued past Jan. 15.** If you choose to withdraw your student from classes after the Jan. 15 date, any payments that have been made to the account may be applied as a credit towards the next semester. If you are withdrawing your student from classes a withdrawal form **MUST** be completed. Please note: parents are responsible for payment on classes that occurred prior to giving notice. **Tuition WILL be charged to your account until withdrawal from is received; regardless of the date a student stops attending classes.** Registration fees are nonrefundable.

PRORATED TUITION is not typically available, as pricing is for semesters and we encourage regular attendance in order to achieve technical growth and full development of skill sets. Prorated tuition may be approved in special circumstances with prior notice at the **time of student registration**.

SPECIAL CIRCUMSTANCES: We make our best effort to accommodate your needs and understand that financial difficulties arise. Please speak with the Business Manager if you have any questions or concerns regarding your bills and payment options. As a small non-profit, we rely on regular tuition payments to keep our programming running.

UNPAID ACCOUNTS: In cases with unpaid accounts, students will not be permitted to register for the next semester or to participate in concerts until account balances have been settled or arrangements have been made with the business manager.

SCHOLARSHIP/WORK STUDY: Factory Street Studio strives to provide high-quality dance education to all students, regardless of their financial status. A limited number of scholarships and work-study positions are available. Applications are available prior to and during the first week of the semester. Scholarship/Work Study applications are due by the first day of the second week of classes. We encourage families to look into these options, as it is our mission to provide dance education to all students, regardless of their financial situations. Scholarships and work-study are awarded on a needs and merit basis. Additionally, a limited amount of Parent Barter Positions (lawn care, house keeping, piano tuning) exist. These positions are listed on a yearly basis; for more information, please see the Artistic Director.

## CONCERTS AND PERFORMANCE OPPORTUNITIES

SPRING CONCERT: Spring Concert is Factory Street Studio's premiere fundraising concert. Held in late Spring, individual technique classes from Tech 1B through Tech 5 levels perform pieces, including Senior solo/group pieces, as well as composition classes at the discretion of the Artistic Director. As this is our year-end, cumulative performance, attendance during technique classes throughout the year is necessary to develop technical skills. **Students are expected to enroll in Fall Semester for the classes that they wish to perform in at Spring Concert.** Please speak with the Artistic Director if you have any questions or non-adjustable fall conflicts.

WINTER DANCE CELEBRATION: Winter Dance Celebration is our main showcase for our Composition classes (formerly known as Creative Kids Company) and functions as our winter fundraiser. Held in December at the end of Fall Semester, this concert is typically shorter than our Spring Concert, and features student-led choreography. A select number of technique classes may showcase work alongside student choreography. These additional classes are chosen by the Artistic Director in September.

**CLASS CONSISTENCY AND ATTENDANCE:** As Spring Concert is a year-end cumulative event, consistency among classes is important. Consequently, students are expected to enroll in the Fall Semester classes that they wish to perform in during Spring Concert. Additionally, if a student has two or more non-emergency absences from class during a Semester, he/she may be removed from a concert piece (Winter or Spring Concert) or their on-stage participation reduced, at the choreographer's discretion. Please speak with the Artistic Director if you have any questions or non-adjustable fall conflicts.

**OUTREACH AND TOURING:** FSS looks for outreach performance opportunities on a yearly basis! These events often occur with Composition classes and Junior/Senior Capstone projects. They have included the Athens City Farmers Market, Boogie on the Bricks, the Ohio Paw Paw Festival, site-specific improvisational performances, Ohio University's Nuit Blanche, and performances in Pittsburgh and Cincinnati. Please speak with the Artistic Director if you are interested in performance opportunities, or if you know an opportunity for an FSS collaborative performance.

**ADDITIONAL OBSERVATION OPPORTUNITIES:** Parents, family members, and guardians are invited to observe the FIRST and LAST classes of the semester. Additionally, parents may observe the last 5 minutes of any class. We ask that parents wait in our sitting areas or kitchen while classes are in session during the semester. Young students are encouraged to engage with their instructors and classmates in order to become confident and independent in the classroom with as few distractions as possible. Special exceptions may be made.



Feel free to be in touch with any questions.

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