

Miss Michelle's Turning Pointe School of Dance, LLC Handbook

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Code of Conduct:

In order to maintain an environment of professionalism that is conducive to optimum learning, Miss Michelle's Turning Pointe School of Dance requires dancers and parent/guardians to conduct themselves in a manner consistent with the values of Miss Michelle's Turning Pointe School of Dance.

- **Class Placement:** Students are placed in an appropriate level according to their age and development at the instructor's recommendation.
- **Communication:** If you have any questions or concerns you may e-mail or call us.
- No use of inappropriate and/or offensive language and behavior including but not limited to: swearing, yelling, harmful and/or aggressive physical contact or use of any negative comments regarding religion, race, ethnicity or sexual orientation at the studio or any dance event.
- **Dress Code:** Students must be dressed for classes according to dress code. No street shoes are allowed on the dance floor. Hip Hop dancers must have a clean pair of sneakers that have not been worn outside. All students in all classes should have their hair pulled back off their face (pony tail, pig tails, braids or bun.) All ballet students' hair should be pulled back in a ballet bun. No jewelry is permitted during class, you may wear small post earrings. No makeup ages 14 and under.
- **Facility:** Students are permitted to bring water bottles on the dance floor. Keep all other personal belongings in cubbies or lockers.
- **Missing Classes:** If a dancer is sick, please contact us and let us know. If you take them to the doctor, send in a note and I'll keep it on file. A dancer may observe if they are sick or injured, upon parent/guardian request. Students observing classes must be dressed according to the dress code and should take notes during class. Students who miss class may also make up in a lower level class.
- **Parent/Guardian viewing and waiting etiquette:** No videotaping or photos of classes allowed without permission.
- Please use the waiting room or sidewalk for conversing. Due to the design of the studio, we can hear everything that is going on in the hall. Please avoid talking in the hallway.
- Upstairs waiting rooms are for dancers and parents of younger dancers. Parents with dancers 8 and under may stay and supervise their child before, after, and during classes. I will have special observation days that will be announced throughout the year. This is when parents are invited into the dance room to watch a class. When children are little, they are not aware of their surroundings. When they get older, they start to relate to others and become very aware when they are being watched. It is important to allow them to develop confidence and independence.
- **Pick up and drop off, crossing the street without supervision:** Please do not drive fast in the parking lot when you are dropping off or picking up your child. Students must wait inside the building to be picked

up. If you allow your older child to cross the street to purchase food without a chaperone, you must give the studio a written permission for your child to do it.

- Student Expectation

- **Attendance:** Good attendance is essential for safe and productive training. Students are encouraged to arrive 10 minutes early to stretch, warm-up, and mentally prepare for their class. If a student is late, please wait until there is a pause in the music before entering the studio, and ask permission to enter. We would rather have you come in late than not come in at all. Students who miss more than fifty percent of classes may not be permitted to participate in the annual spring show. We start choreography for the spring show after the holidays in early January. To put on a great show, we need students to not miss classes, or observe if they are sick.
- **Statement Against Discrimination and Sexual Harassment:** Miss Michelle's Turning Pointe School of Dance shall not discriminate on the basis of race, color, religion, sex, sexual orientation, disability, or national origin. We will not tolerate any unlawful harassment of any staff, student, or parent/guardian affiliated with Miss Michelle's Turning Pointe School of Dance and will investigate all harassment complaints thoroughly and promptly.

- Studio Policies and Procedures:

- **Payment:** is due the first of the month. No refunds.
- **New Registration:** Register before 1st day of fall classes pay \$25/person or \$35/family. If a student misses a month of classes and fails to notify the dance school with a legitimate excuse, the student is considered a drop-out.
- **Late Registration:** We accept late enrollment for new students. If a student joins later than November 15th, they may not participate in the Spring Show in May.
- **Withdrawal:** If you choose to withdraw due to moving or an illness, please notify the studio owner in writing.
- **Referral Program:** If you refer someone to us and they register and pay their first months tuition, you receive \$25 credit toward your fees.

- Performing Opportunities

- **Annual Spring Show:** There is an additional recital fee to participate in the spring show. The form will have detailed information regarding spring show fees, place, and important dates and times. You will receive this form in October or November.

- **Solo/duet rehearsal:** Students who are ready will be invited by a studio director. Additional charges and regulations will apply.

- **Hip Hop Crew:** Students 9+ who are enrolled in a hip hop class may audition for crew.

- **Ballet Le Reve:** By audition for students 12+ enrolled in a Pre-Professional Ballet Program.

- **Creative Rights:**
 - All Choreography, movement and content used in studio and for performances are the creative work and intellectual property of the instructor and/or Turning Pointe School of Dance. Use of choreography, movement and/or content without written consent by the instructor and/or studio director is prohibited.

 - **We reserve the right to refuse our service:** Any student and/or family members who exhibit negative, aggressive and/or inappropriate behavior regarding the staff or other students of Turning Pointe including but not limited to: spreading rumors, soliciting, negative comments, and not complying with Turning Pointe code of conduct.