



# Turning Pointe Handbook

## Code of Conduct:

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

### **Parent/Guardian Expectations:**

- **Class Placement:** Students will be placed in an appropriate level according to their age and development at instructor's recommendation. Please respect the instructor's expertise in this matter.

*"Unlike academic subjects, dancing is also physical and mental learning. We have to take development of the human body under consideration, and we cannot change nature's way of developing. While all children develop at different rates, the body and the brain connections fully develop around age of 15. Trying to learn something too soon, before the body and brain are both ready, may result in the development of improper body and brain connections, leading to compensating and developing bad habits, loss of confidence, and sense of control. This will result in stress not to mention possible injuries to the body. Bad habits die hard, and are very, very, very difficult to correct."*

- **Registration:** There is a registration fee to enroll into the program; \$25 for a single child and \$35 per family. We do offer registration discounts for registering before August 15. We don't have a cut off time, and we will accept late enrollment, however we cannot prorate the classes you miss by enrolling late. If you enroll later than December 15th, you may not be able to participate in our Spring Show.  
There is no registration fee for Summer classes.
- **Safety:** Please be careful on the parking lot. Drive slowly and with caution. Watch for children and for traffic. In winter be especially careful.
- **Going through the proper channels when you have any questions or concerns:** an email should be sent to the studio, with any questions or concerns. Please, do not ask instructors before, between, or after classes

- **No use of inappropriate and/or offensive language:** including but not limited to, swearing, yelling, or use of any negative comments regarding religion, race, ethnicity or sexual orientation at the Turning Pointe School of Dance studio or any Turning Pointe School of Dance event.
- **American Ballet Theater Examination:** Turning Pointe students have an opportunity to participate in ABT examinations. To qualify a student must attend minimum 75% of required classes of their level year round and have their ABT certified teacher's approval to participate.
- **Parent/guardian viewing and waiting etiquette:** Upstairs rooms are for dancers, and parents of younger children. Parents can request to observe a class individually, twice a year per student . Observers will be invited to the dance room, and should stay for the full duration of the class. Students ages 7 and under should be supervised before, after and during classes, and can be observed by the parents. If your child is not in the dressing room, and ages 8+ please wait in the hallway or outside.
- No parent/guardian is permitted on stage or around stage area at any performance and/ or rehearsal unless specifically requested by a Turning Point School of Dance staff member. No adult male is permitted in the female dressing room. No adult female is permitted in the male dressing room.
- **Student Expectations:**
  - **Attendance:** Students are expected to attend all scheduled classes. Good attendance is essential for safe and productive training. Inconsistent attendance increases risk of injury. Students are encouraged to arrive 10 minutes early to stretch, warm-up, and mentally prepare. Missing beginning of the class, and proper warm up increases risk of injury. When as student is late to class, please wait until there is a pause in music, and ask permission to enter. Make sure to properly warm up.
  - **Observation policy for students:** If a student is unable to participate in classes due to injury or illness they are allowed to observe one day of classes without a note from the doctor. With a note from the doctor maximum of 6 weeks total of observation is allowed, beyond that a fee is required to observe classes on regular basis.
  - **Dress Code:** Students must be dressed for classes according to the dress code.

- **Absence and make up classes:** If a dancer is going to be absent from class, please send an email with notice to the studio. Sorry, we can't guarantee make up classes. Please attend your scheduled classes.
- **No use of inappropriate and/or offensive language,** including but not limited to, swearing, yelling or use of any negative comments regarding religion, race, ethnicity or sexual orientation. All students must be respectful to Turning Pointe School of Dance staff and fellow dancers. All students must behave in a professional and courteous manner in class, and at all Turning Pointe School of Dance events. If you have concerns, contact the studio.
- **We reserve the rights to refuse our service at any time** during the season without explanation or refunds including but not limited to the students and/or their family members who exhibit negative 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.

## Studio Policies and Procedures:

- **Statement Against Discrimination and Sexual Harassment:** Turning Pointe School of Dance shall not discriminate on the basis of race, color, religion, sex, sexual orientation, disability or national origin. Turning Pointe School of Dance will not tolerate any unlawful harassment of any staff, student or parent/guardian affiliated with Turning Pointe School of Dance and will investigate all harassment complaints thoroughly and promptly.
- **Withdrawal:** If you choose to withdraw, due to moving an illness, please notify studio management in writing.
- **Facility:** No Street shoes on dance floor. Food or drink is permitted on the dance floor. Students are permitted to bring a water bottle on the dance floor. Students should keep all dance bags, shoes and coats in cubbies and lockers outside of the dance floor and hallway.
- **Payments/Refunds:** Classes are not pro-rated. No Refunds. *Late payment fee: \$15; Returned check fee: \$30.* Payment is due the first of each month. A \$15 late fee will be

added to any payment received after the 5th of each month. We cannot allow any exceptions.

- **Student Drop-Off and Pick-up:** Students are not permitted to sit on the sidewalk outside of the studio and wait for their ride. For your child's safety, we ask all students to stay inside the studio until a parent/guardian arrives. **Parents, please slow down on the parking lot. Parents should wait for the kids in the hallway or outside.**
- **Annual Spring Show:** There is an additional recital fee to participate in the Spring Performance. The forms with detailed information regarding Spring Performance including fees, specific date, time and place are released at/around November. All forms need to be turned in within a month, signed and indicating whether you are interested in participating in the Spring Performance or not.
- **Solo/duet/trio rehearsal with performing opportunities:** are available to advance dancers based on the experience and commitment of a dancer at the discretion of the artistic staff. Students who are ready will be invited by a studio director. Additional charges and regulations will apply.

## 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.

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