

Turning Pointe Handbook

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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 the values of Natalya'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. Please respect the instructor's expertise in this matter.
- **Communication:** Please use the proper channels when you have any questions or concerns by emailing or calling us. Please, do not express your concerns to other dance parents and do not ask questions your instructors before, between, or after your class.
- While phone calls and emails are preferable, parents can request a meeting with the director/teacher. Parents need to disclose the subject of the meeting prior to the meeting. Please allow 48 hours for your request to be processed. Another studio employee will be present to take notes during the meeting. Each student is limited to one face to face meeting per year.
- 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 Turning Pointe School of Dance studio or any Turning Pointe School of Dance event.
- **Dress Code:** Students must be dressed for classes according to the dress code. The dress code is an important part of dance training! No street shoes are allowed on the dance floor. All dancers must change into dance shoes for practice. 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 (ponytail, pig tails, braids or bun). All ballet students' hair should be pulled back in a ballet bun. No jewelry is permitted during any classes except small post earrings. No makeup ages 14 and under.
- **Facility:** No street shoes on dance floor. Food/drinks are not 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.
- **Missing Class and Observation:** Observation is for current students only (if they are sick or injured) and for parents/guardians upon request. If your child will not be coming in, please email or call the studio. Students are expected to try their best to catch up during the class after missing it. Unfortunately, we can't

guarantee make up classes; please attend your scheduled classes. If a student is unable to participate in classes due to illness, parents should notify the studio that their child will be observing. A student can observe one class without a note from a doctor. Students observing classes must be dressed according to the dress code and should be taking notes during the class. With a note from the doctor, a maximum of 6 weeks of observation is allowed. Beyond that, a parent meeting is required.

- **Parent/guardian viewing and waiting etiquette:** No videotaping or photos of classes allowed without permission.
- Due to the design of the studio, our hallway and dance areas share the same space; we can hear everything that is going on in the hall. Please avoid talking in the hallway, it disturbs the classes in progress. Please use waiting room or sidewalk for conversing.
- 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. Students ages 8 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/or ages 9+ please wait in the hallway or outside. In the past we have had conflicts and inappropriate behavior between parents and other children
- 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. Parents observing them every practice is a distraction.
- No parent/guardian is permitted on stage or around stage area at any performance and/ or rehearsal unless specifically requested by a Turning Pointe 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.
- **Pick up and drop off, crossing the street without supervision:** Please do not drive fast on the parking lot. Students must wait inside of the studio or on the benches by the studio to be picked up. If you allow your child to cross the street to purchase food without a chaperone, you must give the studio written permission for your child to do it.

Student Expectations:

- **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. When a student is late to class, please wait until there is a pause in music, and ask permission to enter. We would rather have you come in late than not come at all. Make sure to properly warm up. Students who miss more than fifty percent of classes may not be permitted to participate in the Annual Spring Show.
- **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.

Studio Policies and Procedures:

Payment is due the first of a month. No refunds. Classes are not pro-rated. \$15 late fee will be added to any payment received after the 5th of each month. We cannot allow any exceptions.

- **New Registration Fees starting 2019:** Current students can pre-register in May and pay no registration fee. Register before 1st day of fall classes and pay \$35 per person \$40 per family. Register on the first day of classes or later and pay \$40 per person \$50 per 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 be able to participate in our Spring Show in May.
- **Withdrawal:** If you choose to withdraw due to moving or an illness, please notify studio management in writing. The monthly tuition is due on the first of a month and is not refundable.
- **Referral program:** If you refer someone to us and they register and pay their first month's tuition, you get \$25 credit toward your fees.

Performing Opportunities:

- **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. To participate in the Spring Show students must have a good attendance.
- **American Ballet Theater Examination:** Turning Pointe students have an opportunity to participate in ABT examinations. To qualify, a student must attend a minimum of 90% of the required classes of their level year-round and have their ABT certified teacher's approval to participate.
- **Solo/duet/trio rehearsal with performing opportunities:** are available to advanced 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.
- **Ballet Competitions:** dancers of advance levels 5 and higher can prepare to participate at the discretion of the artistic staff.
- **Hip-Hop Crew:** by audition for Turning Pointe students 9+ enrolled in Hip-Hop program.

- **Ballet Le Reve:** by audition for Turning Pointe students 12+ enrolled in Pre-Professional Ballet Program.
- **Summer programs:** Summer training is a very valuable addition to your year-round training. We recommend waiting until mature age to attend summer intensives with big schools. Summer program can have a positive or negative effect on a student, to benefit from such experience one should be properly prepared technically and mentally.

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** to students and/or their 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.