

Handbook A Guide for Students and Parents

As a condition of enrollment at Taylor & Company and Studio P Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Taylor & Company/Studio P, its directors, faculties, and staff. Taylor & Company/Studio P, reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Taylor & Company and Studio P Dance Studios!

This handbook will serve as your guide to Taylor & Company/Studio P and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

Taylor & Company/Studio P Dance Studio, is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Taylor & Company and Studio P faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher- training schools, conferences, and other learning opportunities.

ABOUT THIS HANDBOOK

FOR MORE THAN 20 years our schools have been leaders in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as from our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

Key contact information for our studios:

Taylor & Company Dance Studio

Zelienople: 400 Williams Drive Zelienople, PA 16063

Email: taylor@Taylorandcodancestudio.com

Website: Taylorandcodancestudio.com

Phone: 724.944.9810

Studio P Dance Studio

Ellwood City: 701 Lawrence Avenue Ellwood City, PA 16117

Email: danceatstudiop@gmail.com

Website: Studiopdancestudio.com

Phone: 724.944.9811

FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little farther, become more aware of your technique, and make the most of every class. Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer.

Always say thank you when a teacher offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

FOR THE PARENTS: “WE’RE IN THIS TOGETHER”

We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect for other parents, the students, and the faculty makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child’s presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school’s educational process. Parents and teachers may look at a child’s learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students’ parents provides the children with the ultimate care and education.

Special Information for Parents of Preschool Students

Our purpose is to provide the highest quality preschool education in a secure, nurturing, and stimulating environment. Taylor&Co. and Studio P Dance Studio, serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents. The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates. Right from the beginning we focus on your child’s coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, tap and tumbling basics, and games in an environment of creativity. Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they are introduced to some basic steps). So don’t be disappointed if your child doesn’t pirouette around the house or look like a budding ballerina right away.

Separation From the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning how

- to develop an interest in the activities of the dance class
- to feel comfortable with other children in the class
- to understand that his/her parent will come back and pick him/her up
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don’t want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.

- Avoid prolonged good-byes.
- Expect the crying (we do too!) and know that usually the tears are for the parent's benefit.

It May Not Be the Right Time

If your child cries or does not want to take a class, don't panic. Keep trying, sometimes it takes 4 weeks to become comfortable with the studio, teacher, other students etc. If your child stops attending class within the first month, we understand. We encourage you to have your child try again next year.

FOR ALL PARENTS AND STUDENTS : Understanding Dance Education

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal and perhaps even greater value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, giving it their all, and being satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

Class | Choreography Placement

Placement decisions are derived from many years of teaching experience. A child is placed in the particular group or class where we feel he or she will feel confident enough to develop self-esteem. Some students who are placed in a higher level will become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. Our staff discusses and makes these placements with the best foot forward for everyone.

Classroom Observation

We offer T.V. screens of each classroom in our waiting rooms. We also invite parents in the classroom periodically to see what we have been working on. This is the chance for you to see firsthand what the classroom experience is like for your child.

Medical Information

Parents must notify the teachers regarding children who use an inhaler or who may require medications during their time at Taylor&Co/Studio P Dance Studios. It is also important to inform the teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be.

Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments. Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child or other students could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

You play an important role in supporting your student financially, but your emotional support is of equal and perhaps even greater value. Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

**If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or Miss Taylor. Talking only to other parents can lead to misinformation and confusion. Please contact the Studio's office to set up an appointment; do not approach your child's teacher or Miss Taylor between or during classes or make contact outside of the school. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all Emails and information given out and posted in the studios.

Notes and important updates are printed and handed out to our students or emailed to the email you have provided. Please ask your child or the office if they received any information you have missed each week.

If you have any questions regarding the information distributed, to make a payment, or etc. we encourage you to login to the parent portal first to see if your account or the information we have provided for your convenience will help your question. Here are the separate studio portal links be sure to use the correct studio. (Competitive students are all under the Studio P link)

Taylor&Co (Zelie) <https://dancestudio-pro.com/online/taylorandcodance>

If you can not find the answer, please email us at Taylor@taylorandcodancestudio.com

Studio P (Ellwood) <https://dancestudio-pro.com/online/studiopdance>

If you can not find the answer, please email us at danceatstudiop@gmail.com

Weather Cancellations

Studio closures due to severe weather conditions will be announced at least 1 hour before your class. Notifications of weather cancellations will be emailed, and posted on our Facebook page. We do not always follow the school closing and cancellation schedule, if you are unsure check your email or our Facebook pages. If we did not cancel dance and you still feel unsafe to drive, it is ultimately your call. We are not always able to judge the road conditions everywhere and it is especially hard after we are already inside the studio for classes. Please make your best judgements.

Dress Code Requirements

Taylor&Co./Studio P, maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dance wear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dance wear, shoes, and other belongings in a dance bag.
(Please print your child's name on the bag as well as on all of its contents.)
- Dance wear is to be kept in good repair and laundered on a regular basis.
- Jewelry should not be worn to class.
- Dance shoes should never be worn outside as well as outside shoes should not be worn in the studios.
- Female students should wear their hair tightly secured and styled away from the face.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

Please visit our online dress code guide and store that shows exactly the types of outfits they should be wearing to each class along with the color of shoes and other accessories also allowed. This website also offers dance wear and shoes for individual purchase at any time during the school year.

www.curtaincallforclass.com

Registration Fee

A membership fee of \$25 is charged per student annually. This fee applies to anyone wanting to register for our fall season and save a spot in the classes of their choice. We offer many specials and discounts throughout the spring and summer to save your cost with registration keep an eye out for our special promotions. This fee is non-refundable.

Tuition and Expense Policy

At **Studio P Dance Studio** and **Taylor&Co Dance Studio**- All monthly tuition payments are due the 1st of every month during our 9 month + 1-2 week season. All accounts with a payment later then the 7th of every month is automatically given a \$25 late fee on a monthly basis till it is taken care of in full. Solo/Duo/Trio fees are due in full at the first practice they schedule with their choreographer. Tuition payments are **required** to be made through our parent portal. There are a few different payment options on our system.

They all directly link to your payments into your account creating a clear, accurate, simple picture for all of what is due and what has been paid immediately following your online portal payment. Auto-payment is a simple and easy to use feature that is solely controlled and seen on your portal. If you sign up for auto pay we have no control over that information you provide and can not edit the options you have selected for you. There are important safety reasoning for this. Please be sure to keep track of your information so you can easily edit this portion of the portal when needed. . We will in some cases accept cash in person if the parent notifies an office staff of that is the form of payment and how it will be used. Competition fees are required to be paid with check or cash.

****All returned checks will accrue a \$35 NSF Fee + returned check amount. The parent/Family that submitted that payment by check will no longer be available to use check as a form to pay by.**

Parents/guardians are financially responsible after month 1 from the first class the student attended for the full 9 months and days leading up till the recital day of monthly tuition, all recital fees, all class costumes, any solos/duos/trios that has had a lesson, and any other costs that accumulate during the season.

Recital Fee

- \$135 Recital Fee (Due in November)
- Includes: 1 recital costume (accessories and 1 pair of tights) \$85, 1 recital T-shirt \$15, and a recital dvd \$35.
- Additional Family members add \$115ea
- Additional class costumes add \$65-\$95 (this will be billed at the same time of recital fee)
- This fee is non refundable.

Additional Fees

Tuition does not include the seasons registration fees, props, dance wear for class, shoes, costumes, recital tickets, competition fees, solo/duo/trio choreography, pictures, ads, or any other extra expenses that are solely the monthly tuition fee.

Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, studio property, and the development of good habits and compliance with rules of conduct.

Our faculty is trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.

- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child for the remainder of the class.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, the studio may have to terminate a student's enrollment. All efforts will be made to correct a problematic situation before termination. Reasons for termination include:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Taylor&Co/Studio P, to meet the child's needs
- Parents/students will not receive any refunds and will still be responsible for monthly tuition fees, costumes, solo/duo/trios and any other unpaid and committed to fees.

Arrival and Departure

We encourage students to arrive 5 to 10 minutes before class starts. For their safety, children under age 10 should be picked up immediately after class. Students ages 10 and older must be picked up no more than 10 minutes after their class.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During second half (Jan-June), choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and therefore may sustain injury. Students 10 minutes or more late may be asked to observe the remaining class.

Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events (bring a friend to class).

Lost and Found

Please mark all dance wear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. At the end of a season we do donate these items unclaimed to students in need and the good will.

Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Persistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these or other symptoms deemed contagious are observed in your child. You will be called to pick up your child immediately. When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. If you park in a space that is very close to the building or its windows, please do not leave your car idling. Please do not allow siblings to play in the parking lot.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Taylor&Co/Studio P students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Taylor&Co/Studio P Dance Studios. By that, we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential or harmful to them or Taylor&Co/Studio P Dance Studios.
- Students and parents should neither claim nor imply that they are speaking on behalf of Taylor&Co/Studio P.
- Never post anything that could compromise the self-esteem of students who attend Taylor&Co/Studio P.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Taylor&Co/Studio P owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other studios, teachers, or students. Also, do not

post negative comments about our studio activities such as competitions, conventions, performances, or the people affiliated with those events.

- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

General Policies

- Parents and students should not enter the studio's office space unattended. Please feel free to make an appointment.
- Use of the studios telephone is limited to emergencies only.
- Parents/students should never interrupt a class in session. Doors stay closed at the beginning of class till the teacher opens them.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times.
- Please do not dispose of dirty diapers inside the studio garbages.
- No cell phones or computers may be permitted inside and/or used during class time. (This means no emailing, Internet use, or text messaging.) In the waiting area you are welcome to use your electronic devices.
- Students and parents are restricted from contacting our teachers by phone, email, text messages, social media, etc. All communication that is for or to be discussed with our teachers or the director must go through the Taylor&Co/Studio P Email or phone and or make an appointment.
- All students must show respect for their teachers, families, and one another at all times. This will be strictly reinforced. Inappropriate behavior could result in dismissal from the school.

Annual Recital

All students are invited to participate in our annual recital to be held each spring. Please note that all students must participate in the dress rehearsal in order to perform in the recital. The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible for the pricing range we stay within. Costume pricing include all accessories (hats, gloves, etc.), but do not include any shoes or tights unless specified the price does include those specifics on the invoice or portal when billed.

In an effort to ensure that costumes are delivered in time for school photographs in the spring and an organized distribution to our students, costume orders are placed before Thanksgiving. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume payments for any reason. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Taylor&Co/Studio P , is not responsible if costumes are not received in time for the recital due to late payments. Costume payments are the sole responsibility of the parent or guardian. We always plan to purchase a little bigger for your dancer to have room to grow. We order costumes for all

Tickets

Tickets for the annual recital will go on sale at Taylor&Co/Studio P, several weeks before the production.

Tickets are \$15ea and available online for purchase (link provided closer to date) from the ticket sale day to the show day.

Tickets can also be sold at the door but are always very limited.

No one is admitted into the inner auditorium doors without a ticket. Infants and children require a seat therefore they require a ticket.

“Backstage parents” are parents who sit backstage with the class members that their child dances with during the time they are not performing and bring the class to the stage entrance when time to dance. We provide a sign up to be a “backstage parent” and there is a specific number per class (based on size). This sign up will be provided in the office closer to recital ticket day. “backstage parents” do not require a ticket and will be provided special seating in the audience to watch their child’s class dances perform. All parents who did not sign up to be “backstage parents” by the description above are REQUIRED to dress their child for each dance in the recital and ENCOURAGED to visit the dressing room as much as they see fit. Parents who did not sign up are required to have a ticket and watch their child from the seats purchased.

Recital Book/ Class Photos

Class photos will be taken in the spring at the studio. Dates and times will be made available when confirmed. Class photos will be taken during your child’s class time. Everyone is to attend this week during class time to be in the class group photos.

After the group photo shoot, students will have solo portraits taken. There is no obligation to purchase photos.

Sign below, cut, and return to our office!

Cut & Return

Child's First & Last Name: _____ I have read and understand the Student Handbook provided to me by Taylor & Company Dance Studio/Studio P Dance Studio.

Parent Signature _____ Print _____ Date _____