

## School Policies

### Class Promptness and Attendance

It is essential that students come to class on time. Lack of proper warmup at the beginning of class can cause injuries; also, late arrivals disrupt class concentration. Students over ten minutes late will be asked to sit and observe. Permission to leave early must be obtained prior to class time.

It is imperative to attend class regularly. If you cannot attend class, please call our office at 404.377.6927, to leave a message for your teacher. Absence from class for a valid reason (illness, out of town, holiday) may be made up in a comparable class. During the winter months, we will follow the DeKalb County School Systems Winter Weather Closings. If your class is cancelled, you may make up in a comparable class. **ALL CLASSES MUST BE MADE UP BY SATURDAY, APRIL 3, 2027.**

### Class Attire and Behavior

- **Creative Movement:** pink leotard, pink or skintone tights and ballet shoes
- **Pre/Beginning Ballet and Ballet 1-4:** royal blue leotard, pink or skintone tights and ballet shoes
- **Ballet 5 and 6:** burgundy leotard, pink or skintone tights and ballet shoes and pointe shoes
- **Pre Company:** garnet leotard, pink or skintone tights and ballet shoes and pointe shoes
- **Advanced Ballet:** black leotard, pink or skintone tights and ballet shoes
- **Male attire** for creative movement and pre/beginning, intermediate, and advanced ballet: white T-shirt, black tights, white socks, white ballet shoes
- **Modern Dance:** any color leotard, any color footless tights, no shoes. – No Baggy Clothing Allowed!
- **Jazz and Hip Hop:** black leotard, tights, jazz shoes, and sneaker. Adding jazz pants, capris, or appropriate length shorts is acceptable. – No Baggy Clothing Allowed!
- **Lyrical:** black leotard, black footless tights, jazz pants, leggings or dance shorts, and no shoes – No Baggy Clothing Allowed!
- **Tap:**
  - Ladies – any color leotard, black dance shorts or leggings, black tap shoes
  - Gentlemen – any color t-shirt without print or logos, black shorts, black pants, black tap shoes
- **Swing:** street clothes and character shoes (female)/hard-soled shoes or Converse sneakers (male)

**Dancers should put their names inside all their belongings** (leotards, tights, shoes, dance bags, etc.). Valuables should be locked in your car or taken into class with you. The school is not responsible for personal property.

**Dancewear and dance shoes are not suitable for streetwear.** Coming to and going from dance classes, dancers must wear some sort of cover-up and street shoes.

For creative movement, jazz/hip hop, modern, lyrical, and swing hair must be pulled away from face and neck and secured to the head. For preballet and ballet classes, hair must be secured in a bun or comparable style. Male dancers with long hair must pull hair away from face and neck.

PLEASE NOTE: Jewelry is NOT allowed. Dancers will be asked to remove it. (Exceptions made for fresh piercings.)

Cell phone use is not allowed during class time. At the beginning of class, when dancers enter the studio, they must turn their cell phones off.

The school reserves the right to limit any student's participation for not adhering to correct class attire, or for behavior deemed inappropriate.

## Office Records

If you change your phone number or email address, please update in the Parent Portal immediately. This information must be current at all times for every student, in case of emergency. We consider your personal information private, and hold it in strictest confidence.

## Parent/Teacher Communication

Be sure the teacher of the class is aware of any special physical, emotional, or educational condition the student may have. Teachers are available for private conferences. Please email or call to leave a message at the studio office for the teacher to contact you to arrange an appointment. Class schedules do not allow adequate time for private discussions between classes.

## School Notices and Newsletters

Important school notices and newsletters are sent to the entire school mailing list by MailChimp emails. Notices for individual classes are sent to the class email list. If you are not receiving emails from us, please notify our office. Also, if you change your email address, it is very important for you to notify our office. Please note, if you remove your email from our email list you will miss important information sent via MailChimp. If you would like to be added back to our email list, you must do so via the Parent Portal. We CANNOT add your email to the list.

## Responsibilities for Parents

Please be considerate of the classes in session by being quiet in the dressing rooms, hallways, and lobby. Students should be picked up promptly at the end of class. If you are going to be late picking up your dancer, please phone, so we can reassure your student.

## Visiting Days

We invite parents to observe class THREE times during the season. You may select your three days. Please do not bring small children with you on your visiting days. At the beginning of the season, teachers may send additional details regarding their visitation policies for each class.

## End-of-the-Season Programs

Performance is a valuable and necessary part of the dancer's education. All students will perform in annual end-of-the season presentations appropriately designed for their age and technical level. Studio demonstrations and/or theatre performances are planned for May 2027. Costume Fees are due by October 15, 2026. If your child's class is included in the theatre performance, the fee is \$90. If your child's class presents a studio demonstration, the fee is \$80. There is an additional Theatre Performance Fee of \$30 for EACH theatre class in which a dancer performs, and is due on January 15, 2027. Costumes are given out in late spring if your account is current.