

On Pointe Arts

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Welcome to On Pointe Arts!

To our returning families, thank you so much for your continued loyalty. We would never have been able to grow to this point without your help and support. To our new students- welcome to the On Pointe Arts family. We hope you will find an engaging and educational dance experience with us. This handbook is filled with information for our classes throughout the school year. If you have any questions or concerns, please speak to someone at the desk at your earliest convenience.

Due to the number of students we have taking classes, the best way for us to communicate with you will be through email and Facebook notices. Please be sure to check your emails regularly and like us on Facebook. You are also welcome to call the studio phone and we will return your call the next time we are at the studio. **Please do not text the studio phone. It is not a smart phone.** We request that you keep all communications for throughout the year as you receive them from our office, including this handbook, any payment receipts, or information regarding classes and programs you/your dancer are participating in!

Please note that the waiting room is made available for the convenience of our students and their families. The waiting room is for waiting, reading, snacking, conversation, video viewing, homework, and children playing. We ask that you please respect the activities of others and the classes in session. If you use our books, magazines, or toys, we would appreciate it if you would return them to the tables, shelves or toy box where you found them. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please call whenever delayed for class start time or pickup, or to notify us your child will be absent from class. Those with children in our tot and mini programs are asked to please remain in the area while classes are taking place. If you need to run an errand, please leave a contact number we can reach you easily.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate

to ask. We are happy to work with you to ensure that your dance experience will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

Studio Policies

Please note the following guidelines regarding all of our classes:

1. **Dress code:** We request that students carefully observe our dress code outlined in this booklet. As a matter of safety as well as for the comfort of all students and instructors, all of our students are required to have covered midriffs and legs. Please be sure at minimum that your dancer has a leotard and tights on for all classes. **Any child who arrives for class with no tights or leggings on will be asked to please get tights. They will have the option of purchasing tights from the studio for \$6 or they will not be allowed to participate in class and will need picked up by a parent.**
2. **Tardiness:** Any students arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class.
3. **Breaks during class:** All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. **Please do not leave the waiting room when very young children are in class without informing the front desk or having another parent responsible during your absence.** We make every effort to have all children feel safe and cared for in a loving and inspiring environment.
4. **Bringing items to class:** No food, gum, drinks or toys from home are to be brought into the classroom. Students are encouraged to bring their own water in a tightly closed container.
5. **School age children and teens:** *Please practice respect.* Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. **Illness:** During class, if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the desk where the parents will be notified if not on the premises.
7. **Observing a class:** Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the desk if a student is to observe class.
8. **Parent/caregiver observing class:** Visitors are not allowed to sit and watch during regular class times. We understand that very young children may from time to time need their parent present in class to help them adjust. However, this should be a temporary condition. Please consult with your child's dance instructor if you feel your presence is required in class as a long-term solution.
9. **Open Hours:** Studio hours and class times are subject to change due to enrollment and/or attendance.

Dance class is educational and fun, however an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at On Pointe Arts will be a pleasure for all concerned.

Tuition and Payment Information

Tuition may either be paid in full for the entire semester, or in monthly installment payments. A small discount is rewarded to those who choose to pay for the whole semester in full.

If you choose to use our monthly payment plan, you will be paying for the entire semester in equal monthly installments over the course of the semester. For example, in the fall you will be paying for 16 weeks of classes held over 4 months: September-December; in the Spring you pay for 20 weeks of classes held over 5 months: January-May. This is an average of 4 classes per month. You are NOT paying for scheduled studio vacations and holidays. Please see our published calendar in the booklet. The Registration Fee is due with September and January tuition, unless registration and payment is received at one of our "Free Registration Days" or using a print coupon. **All other months are due on the first of each calendar month.** New students joining after classes begin in September will have their class tuition charges pro-rated from the time they join. We accept cash, check and electronic bank draft payments at this time.

The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had 16 classes over the four month period in the fall, and 20 classes over the five month period in the spring. As a result, those paying by monthly installation may not be paying for classes within the month you are making the payment. If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year. However, depending on how the classes fall, you may need to pay a balance for the classes your student has already attended. Signing up for the monthly plan is still registering for the whole semester of classes. The student's place will be held for the class from month to month unless a formal letter is received to discontinue classes. Until a written notice of withdrawal is received, you will continue to be billed and financially responsible for your child's place in the class. **We do not offer refunds for any reason at any time.** Payment may be used to transfer to a new class within the same semester, but credits from a dropped class will not carry past the current semester.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the FIRST of each calendar month.** There is no late fee assessed until after the 5th of the month. Any account unpaid after the fifth of the month will have late charges assessed for 10% of the total monthly tuition. Payments may be made at the office, in the parent portal, or by mail. No credit is given for student absences, missed snow cancellation makeup classes. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your co-operation.

Returned check fee is \$25.00.

Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received. Overdue balance must be paid by cash, money order, or bank check.

If you change your class style, add, or delete a class or have any questions concerning the monthly charge, please inform someone at the desk. Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be

respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you.

Payment Instructions

Families will be able to view their bills, classes and transactions on the parent portal 24/7. You can also view all previous studio wide emails through the portal. If you lose the link, you can find it on our website, www.onpointearts.com. Upon registering, students will be asked to create a username and password. Electronic check payments can be made on the student portal. We are able to take cash or checks in person at the studio. We DO NOT accept credit card payments at this time. We will post tuition once we have received enrollment. All payments are due immediately to hold a spot in the class. If at any time you would like a printed statement of your account you may request one.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, include the following information in the memo:

1. Student(s) First and Last Name (Very important!!!)
2. State what you are paying for:
 - a. Monthly Tuition (state the month)
 - b. Costume
 - c. Tickets

For example: Julie Smith- Sept; Julie/Amanda Smith- March/Costume Balance

Transactions paid for will be available for viewing through the student portal for your records. A printed receipt will be available upon request as well.

Thank you for your anticipated cooperation!

Dance Class Calendar

2018-2019

July 2nd: Fall Registration Begins

July 25th: Christmas in July Sale

August 25th: First day of the Fall Semester

September 3rd: Labor Day- Studio Closed

September 15th-21st: Bring a Friend to Dance Week

September 28th and 29th: Mandatory Costume Fitting Days

October 27th-November 2nd: Costume/Dress Up Week

November 20th-23rd: Thanksgiving Break- Studio Closed

November 24th: Small Business Saturday Sale- Spring Registration Begins

November 26th-December 1st: Winter Showcase Costume and Information Day.
(Parents are asked to please come for the last 15 minutes of each class)

TBA- Individual Showcase Picture Day

***December 14th: Tentatively Scheduled Holiday Showcase Dress Rehearsal-
Mandatory for all Showcase Participants***

December 15th: Tentatively Scheduled Holiday Showcase Date- Studio Closed

December 20th: Last day of the Fall Semester (All Fall Make-up classes must be complete by this date)

December 21st-January 4th: Studio Closed for Winter Break

January 5th: First day of the Spring Semester

January 26th-February 1st: Bring a Friend to Dance Week

February 8th and 9th: Mandatory Costume Fitting Days

March 18th-23rd: Spirit Week (Themed Dress up days TBA)

March 25th-29th: Spring Break- Studio Closed

April 20th: Studio Closed in Observation of Easter

May 13th-18th: Spring Recital Costume and Information Day (Parents are asked to please come for the last 15 minutes of each class)

May 27th: Memorial Day- Studio Closed

TBA- Individual Recital Picture Day

May 31st: Tentatively Scheduled Spring Recital Dress Rehearsal- Mandatory for all Recital Participants

June 1st: Tentatively Scheduled Spring Recital Date- Studio Closed

June 3rd: Last day of the Spring Semester (All Spring Make-up Classes must be complete by this date)

*Please note that on all dates the studio is closed, both the classrooms as well as the office will be closed. Please be aware that all phone calls and emails will not be returned until after we have returned back to the studio after the holiday/break has ended.

***Although this calendar lists the dates for the full 2018-2019 School Year, our registration is split into two semesters: Fall and Spring. In order to gain a spot in the Spring classes, each student will need to re-enroll.

Dress Code Policy

It is important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling. Stud earrings are allowed for class, however will not be permitted for performances. Please plan any new piercings accordingly if participating in either the Winter Showcase or Spring Recital, as you will be asked to remove earrings or change out for clear plastic space-holders we will make available.
- No loose fitting pants, jeans or t-shirts will be permitted in dance class, as they are not dance attire.
- No costumes are allowed in class unless a dress up day is announced by the teacher or listed in the class schedule.
- **Tights or legging are required in all of our dance classes.** For the health, safety, comfort and modesty of our student and staff, we ask that there be no bare legs or midriffs.
- If you are in multiple styles of dance in one night, you will either need to change quickly in between class or plan on wearing the more stringent dress code. (example: if you have ballet and tumbling and do not want to change, you should be in tights and a leo. It is not appropriate to be in a biketard or leggings in ballet class.)
- Anyone not in proper dress code will be asked to correct the problem or they may not be allowed to participate in class and will need picked up by a parent. Tights will be available as an option for \$6 per pair.

Dress Code per Class

Move With Me, Intro to Dance and Clinics/Workshops:

Boys and Girls- Clothes that can easily be moved in. T-shirt, tank tops, jazz/yoga pants, and sweatpants are all permitted. Bare feet, socks or ballet shoes (those sold with no drawstring are encouraged). Please no shorts with bare legs, or dresses for class. Regular dance attire may be worn. Hair should be pulled back and off the face.

Ballet and Pointe:

Girls- Any color leotard, **pink** tights, and pink leather ballet slippers/satin pointe shoes. Girls in petite and younger classes should use full-sole shoes (those sold with no draw string are encouraged for very young girls who are unable to tie their own shoes or if they may be distracted by the strings during class). Girls in the Juniette age group and up should use split sole ballet shoes. All pointe shoe should be approved by the instructor before elastics and ribbons are sewn on. Short dance skirts are permitted. Hair should be pulled back off the face and secured so as not to be a distraction during class. **No shorts, biketards, leggings, camisole tank tops or t-shirts are to be worn in ballet class.**

Boys- Black tights or dance pants, black or white solid color T-shirt and black leather ballet slippers.

Funk, Hip Hop, Tumbling, Song & Dance, and Voice & Music Classes:

Girls- Any color leotard or biketard, black or tan footless tights, booty shorts (with tights) or jazz/yoga pants/leggings. Bare feet are permitted. Clean tennis shoes (not worn outside) are encouraged for funk and hip hop classes. Hair should be pulled back off the face and secured so as not to be a distraction during class. **If a t-shirt or tank top is worn for class, a leotard must still be worn underneath.**

Boys- Any solid color T-shirt and black dance pants or sweatpants.

Baton, Jazz, Lyrical and Musical Theater Classes:

Girls- Any color leotard, biketard, dance dress, tights, booty shorts, dance skirt or jazz/yoga pants. Tan or black slip on jazz shoes. Juniette age group and older may wear tan Pedini style shoes. Shoes may need to be either black or tan for the show, the color will be determined later in the semester once a costume has been chosen and will vary by class.

Baton Students- Batons should be of performance quality. Please no toys or play batons for class. Batons should be roughly the length of the student's arm (from shoulder to fingertips) and can be fitted and purchased at the Dance Wearhouse (located on Fulton Dr.).

Boys- Any solid color T-shirt and black dance pants or sweatpants. Black jazz shoes.

Tap:

Girls- Any color leotard, biketard, dance dress, tights, booty shorts (with tights), dance skirt or jazz/yoga pants. Black tap shoes. For Mini and Petite tap students, black Mary-Jane Style shoes should be worn (no bows or shoelaces, may be patent or matte black), Juniors and older should wear black tied tap shoes.

Boys and Adults- Any solid color T-shirt and black dance pants or sweatpants. Black tied tap shoes.

There are many options for where to purchase dance clothes and supplies. There are many affordable options at places like Target, Kohl's, and Payless, particularly for younger students.

To order online through our online dress code shops, check out:

<http://www.shopnimbly.com/onpointearts> (Basic and Affordable options for all ages)

<http://www.curtaincallforclass.com/my-studio/cc4c/103160> (More options and higher quality)

Studio name: On Pointe Arts

Passphrase: OnPointe15

For in-person shopping and assistance, we suggest:

The Dance Wearhouse: [5390 Fulton Dr NW, Canton, OH 44718](#)

Stage Center: [5390 Fulton Dr NW, Canton, OH 44718](#)

We reserve the right to amend the handbook and dress code at any time. We will notify people of any changes through email and posted notice at the studio