

# Bliss Academy of Dance Policies & Procedures

**Thank you for choosing BLISS to propel your dancing education and experience.**

We look forward to watching each student excel artistically while also building confidence. In order to have consistency and success in our program, our policies/procedures have been carefully created. These policies/procedures are listed below in detail & apply to members and legal guardians of those members on our competition teams at Bliss.

## COMMITMENT

★ **Dance/Cheer is a full season commitment for competition teams (August-May).**

- If a student drops before the season is over, the remaining balance due for the season as well as any costume and/or costume fees may be due in full.
- We are so excited for your students when they make their high school teams! But please be prepared to double team with both Bliss and High school teams at the end of the season.
- We understand there may be some circumstances where a class needs to be dropped mid year (i.e. family moving) and will work as a case-by-case scenario.
- Competition team students are held to a higher standard than other Bliss teams. Your commitment is tied to the success of your team as a whole. This will require sacrifice and dedication.

★ **Students are required to be at all scheduled competitions & concerts**

- Your instructor will go over dates & pricing; they will also have a hand out for you to take home; the same info will be posted on our website, under the information tab.
- Should a student miss a competition, that student usually forfeits their placement in routines for the rest of the season; students will still be held to the standard of finishing out the season with their team.
- Being spaced out of a routine may also apply to students with excessive absences.
- Class time should be utilized to the fullest and re-working routines is time consuming & unfair lost time to those students who have been prese

## WEEKLY/MONTHLY HOURS

- ★ **The weekly requirements for each team are below. If you are on more than one of these teams, simply add together your total hours for each team, to determine your total hours.**

**CHEER SQUADS:** Meet twice a week for choreography, stunting, and tumbling. The tumbling portion is once a week and *tumblers are separated by level, not necessarily by age or team*. Tumbling is 60-75 min, depending on level.

- Pink Power = **3.5-3.75 hours weekly**
- Silver Storm = **4-4.25 hours weekly**
- White Lightening = **4.75 hours weekly**
- Black Magic = **5.25 hours weekly**

**HIP HOP CREWS:** Meet one hour, once a week for choreography + 1 assigned saturday, per month, for one hour. This means your tuition will have an extra .25 hours, which is the 60 min on the one Saturday divided into a weekly rate.

- Swag and Hype: 1 weekly + one 1 hour Saturday = **1.25 hours**
- Fresh & Groove: 1.5 weekly + one 1 hour Saturday = **1.75 hours**
- Soul & BAD: 2 weekly + one 1 hour Saturday = **2.25 hours**

**DANCE COMPANIES:** Meet twice a week for jazz, ballet, choreography and acro/tumbling. Plus 1 assigned Saturday (for two hours) per month (no Saturday for Excite and Electric). This means your tuition will have an extra .5 hours, which is the 2 hours on the one Saturday divided into a weekly rate.

- Xcite: **3 hours weekly** (No Saturday).
- Electric: 3.5 hours weekly (No Saturday).
- Evolve: 4 hours weekly + one 2 hour Saturday = **4.5 hours**
- Empower: 5.25 hours weekly + one 2 hour Saturday = **5.75 hours**
- Elevate/Edge Middle Schoolers: 6.25 hours weekly + one 2 hour Saturday = **6.75-hours**
- Elevate/Edge High Schoolers: 6.5 hours weekly + one 2 hour Saturday = **7 hours**
- Elite: Advanced members who are also on a high school team attend 3.5 hours once a week, weekly once a week plus one 2 hour Saturday = **4 hours**. All other advanced members attend a minimum of 6.5 hours, plus one 2 hour Saturday a month. **7 hours**

NOTE ABOUT SATURDAYS: We try to coordinate the Saturday for each company in order to be sure all team members are present. We want to be able to work on our team dance routines once a month. Your flexibility is greatly appreciated.

## PUNCTUALITY & ATTENDANCE

### ★ Too many tardies/absences may result in students forfeiting the right to perform

- Students are expected to be on time, & consistency in attendance is crucial in order to progress.
- If warm-up has passed please be aware this could result in injury. PLEASE BE ADVISED should the student participate, BLISS (and all staff members) cannot be held responsible for any injury sustained. (See the hold harmless agreement) *The teacher has the right to refuse participation.*
- Please remember that the classes held 1-2 weeks prior to a concert, as well as dress rehearsals, are especially critical.

### ★ Absences must be excused

- Notifying your coach prior to the absence is an excused absence
- An unexcused absence will count as two absences.
- We encourage absences to be reserved for illness and family trips

### ★ Number of absences/tardies allotted are as follows

- **CREWS:** Two absences per semester (Aug-Dec, Jan-May).
- **CHEER:** Three absences per semester (Aug-Dec, Jan-May).
- **COMPANIES:** Three absences per semester, but only TWO can be missed on choreography day (Aug-Dec, Jan-May)
  - All of our companies attend twice a week, but choreography is *once* a week. Students may miss choreo day up to two times. The 3rd absences must be on a non-choreo day.

### ★ Make up classes are required for your 3rd absence (you may choose if you would like to make up the 1st-2nd absences)

- **CREWS:** Third absence not allowed
- **CHEER:** Third absence must be made up with a lower level cheer/tumbling class
- **COMPANIES:** Third absence must be made up with a lower level Jazz/ballet class.

## MAKE-UP CLASSES

### ★ In the event of an absence, you may attend a make up class. In some cases it is required to make up classes.

- The 3rd absence of a training class, the absence must be made up.
- You may choose if you would like to make up the 1st-2nd absences
- **Choreography days cannot be made up; students will be expected to know missed choreography before the next class.**
- The exception is holidays and prearranged closures, which cannot be made up.
- Make-up lessons must be completed 2 weeks prior or 2 weeks after class is missed.
- Dancers must attend a similar style to the missed class.
- Make-up classes may not be at a student's exact level
- Not all classes are available to attend as a make up.
- **Contact your coach for make up class options**
- *There are no refunds on missed classes*

#### HOLIDAYS/BREAKS:

##### ★ We follow the Canyons District calendar for school breaks & holidays

- However we DO still hold class on teacher work days/end of quarter days.
- BLISS Academy of Dance is closed for the following: Labor Day, Fall Break (Oct 19th-21st), Halloween, Thanksgiving Break (22nd-25th), Winter Break (but we start ours TWO days earlier, Dec 18th-Jan 1st), Martin Luther King Day, President's Day, Spring Break (April 1st-6th) and Memorial Day.

#### CLASSROOM ETIQUETTE

##### ★ Respecting teammates & coaches

- Respect and good behavior in the studio is imperative, so that each dancer can excel and reach their full potential!
- No excessive touching, no teasing, listening in class.
- Parental support of rules and any disciplinary actions is crucial.
- *When necessary parents will be contacted*

##### ★ R-E-S-P-E-C-T in the classroom

- **Ready to rock - Mind and body!**
- **Early or on time**
- **Store phones away!**
- **Proper attire worn**
- **Eat outside of the classroom - no gum ever!**
- **Communication**
- **Team work**

## DRESS GUIDELINES

- ★ **Hair should be pulled up neatly away from the face and secured properly.**
  - Straight bangs ok, curtain bands/layers need to be pinned back.
- ★ **All students must be dressed properly to participate.**
  - Warm ups can be worn during stretching in cold weather months.
- ★ **We recommend using a studio dance bag for extra items**
  - Suggested items are: brush, bobby pins, hair ties, **band aids**, water bottle, a snack and all dance/cheer shoes needed for that day.
- ★ **Attire for each class is as follows:**
  - **HIP HOP:**
    - TENNIS-TYPE SHOES
    - COMFORTABLE CLOTHING
    - NO JEANS OR JEAN SHORTS
  - **CHEER:**
    - TIGHT, LIGHTWEIGHT FITTING TENNIS SHOES OR CHEER SHOES
    - SHORTS OR LEGGINGS
    - ATHLETIC SHIRT (T-SHIRT, TANK TOP)
    - NO SWEATS/SWEATSHIRTS
  - **JAZZ TECH & BALLET CONDITIONING:**
    - FORM FITTING ATTIRE - THINK SPANDEX (I.E. LEOTARD, SPORTS BRA LEGGINGS, BIKER SHORTS, ETC)
    - NO SWEATS/SWEATSHIRTS OR BAGGY CLOTHING
    - TURNING DANCE SHOE (CHECK GROUP ME FOR THIS SEASONS REQUIRED SHOE
    - NO SOCKS UNLESS INSTRUCTED OTHERWISE BY INSTRUCTOR.
  - **TUMBLING/ACRO:**
    - FORM FITTING ATTIRE, IDEALLY SOMETHING SPANDEX (I.E. LEOTARD, SPORTS BRA LEGGINGS, BIKER SHORTS, ETC) BECAUSE YOU WILL BE FLIPPING UPSIDE DOWN. AND BAGGY SHIRTS ARE HARD TO SPOT. THINK
    - BARE FEET FOR DANCERS, CHEERLEADERS IN CHEER SHOES.

## DRUGS, ALCOHOL & SOCIAL MEDIA

- ★ **Your student's social media accounts are also a reflection on Bliss.**
  - Any inappropriate posts, including drug or alcohol use, will be subject to probation (student will be required to attend classes but will be removed from some or all of a routine.
  - In some cases, the student will be removed from the studio entirely, as per the director's discretion of the offense.
- ★ **There will be zero warnings for the use of drugs or alcohol on Bliss property or at Bliss concerts.**
  - Those students will immediately be removed from their teams with no refund.

## PROGRESS REPORTS & ZERO CLUB

- ★ **Progress reports are sent to your online portal (log onto your account) 2 times a year.**
  - Sent 1-2 times a year
  - You will find a note from each instructor letting you know of your students progress, absences, tardies, etc.
  - We hope this will allow you to better understand your students strengths and weaknesses and help us encourage them to reach their goals
- ★ **We will reward those who have ZERO marks each time we send out a progress report.**
  - Monthly Zero Club = students with R-E-S-P-E-C-T, Plus no absences, for that month (Good attitude, no dress code violations, no usage of phone during class, and proper attire worn)
  - At the end of each month, whoever is in the zero club will get to put their name on a ticket that goes into a monthly drawing for prizes.
  - Tickets also are given out at random for students who help others, reach new skills, etc.
  - We will announce zero club members on social media, follow us on IG!  
**@Blissacademyofdance**

## COMMUNICATION

### ★ Support from parents

- Get to know your instructor.
- When necessary parents will be contacted about issues in the classroom.
- Sometimes we are unaware of issues. Please reach out as needed.
- Parental support, not only of studio/classroom rules, but of instructors' decisions (extra practices, changes in a routine, etc) is crucial for a united front.

### ★ It is the responsibility of the parents/students to be aware of all dates, events & dues.

- You will be updated mainly through Groupme. CHECK OFTEN.
- We also email monthly newsletters and the Bliss Academy website has an information tab (choose competition team) which has competition dates, team hairstyle etc. Our Instagram will also keep you in the loop!

### ★ It's usually best to contact your coach before the director/assistant director

- Please notify the instructor prior to missing class. If the instructor is not informed prior to class, this counts as unexcused absence.
- When possible, please bring up questions and concerns with your instructor before a Bliss Director. Additionally you will find that the director is almost impossible to get a hold of on a concert day.

## PARENT OBSERVATION

### ★ Each room provides viewing windows & benches.

- BLISS welcomes parents to observe their students; staying to watch is optional.
- If the blinds are down/curtains pulled shut, please ask an instructor to assist in raising/opening them.
- Please keep the viewing area free of food and trash
- Keep talking to a minimum so as not to disrupt Life Center patrons.
- Do not allow children to climb on or around ANY equipment.

### ★ With Studio 1 & 2, Please be mindful of walkers/runners

- Please keep bags off of middle of track
- Children should not play on track at any time.

## PICK UP POLICY

### ★ Please pick up students promptly.

- Parents are solely responsible for students after the assigned class time.
- Instructors want to ensure your child's safety, but can't always stay past class hours; we cannot guarantee teacher supervision.
- Pick up at classroom doors, otherwise students will be directed to wait in the main lobby, where they can see the cars in the pick up line.
- Please follow the parking lot pick-up route signs in the parking lot to avoid congestion. After 5 minutes, find a parking spot instead.

## PHOTO RELEASE & ACCOUNT INFORMATION

### ★ Photos and/or video may be used for promotional or other materials for BLISS Academy of Dance without consent or payment to the dancer or parent.

- Photos and videos do get posted on our social media account. Follow us on social media, as we do try to tag parents; you can contact us if you'd like something taken down

### ★ All account information will only be used for studio purposes and is otherwise kept confidential

## CHOREOGRAPHY

### ★ Bliss choreography is exclusive

- For this reason, the videos we send out on youtube are "unlisted" meaning you need the link to view them.
- This also keeps your kids off of "public" view on youtube.
- Written consent from the choreography is required for use of choreography outside of Bliss Events.

## ONLINE PORTAL

### ★ Familiarize yourself with your online portal

- You may log onto your Bliss account at any time to view invoices, see payments made or make a new payment
- Although Bliss has a very active, thorough secretary who is constantly checking all accounts, it's very helpful when you are also checking.
- Please do not hesitate to ask if you are unsure of a charge or don't believe you've been charged correctly.



## REGISTRATION FEE:

- ★ **Each year, students are assessed a registration fee**
  - \$30 one student, \$20 additional student, \$60 total for 3+ siblings.
  - Registration fees are used for yearly music mix charges, equipment updates, rewards box refills etc
  - There are no refunds on registration fees

## TUITION

- ★ **Account dues will run the 1st of each month.**
  - Through our secure website, account dues will be run on the credit card or debit card saved to your account.
  - A \$10 fee will be assessed for declined cards/late fee.
    - **It is your responsibility to keep the card on file updated.**
  - While we typically do not take checks, if the occasion arises, there will be a \$25 fee for all returned checks.
  - We reserve the right to refuse entry into classes and performances if the account is not current; this includes current dues to the staff for costuming and gear. Missed classes under these circumstances are considered an absence and cannot be made up.
  - Accounts must be current with no outstanding balances to participate in the Bliss showcases, with no costume or concert fee refunds.
- ★ **After 30 days the account will be sent to our collection agency (Outsource Management)**
  - A finance charge of 1 1/2% per month (annual percentage rate 18%) of the unpaid balance will be added monthly.
  - Should collection become necessary, the responsible party agrees to pay a collection fee of up to 40% and all legal fees of collection, with or without suit, including attorney fees and court costs.
- ★ **Tuition is set on a yearly basis (total classes throughout the season), the number of classes in a month does not affect tuition.**
  - Tuition will not be prorated when students miss a class or if there is no class held due to holidays, school breaks etc.
  - Tuition is broken down into 10 payments (august-May). Refer to the website tuition chart to find your monthly total.

## COSTUMES/UNIFORMS DUES

- ★ **Each dance competition team will have 2 costumes per season (Elite has 3), cheer purchases one uniform for the season.**
  - Each instructor will let you know the total due, and payments made directory to them NOT Bliss
  - The costume fee will not include the shoes; your instructor will let you know what you need to find on your own for the routine.
  - Unpaid balances by instructors set due date will result in late fees
  - There are no refunds on costumes/cheer uniforms.
- ★ **Performance Hair, make up etc will be discussed with your coaches, and can also be found on our website, under the information tab**

## PERFORMANCE FEES:

- ★ **2-4 competitions (March-May) + 2 Bliss concerts (Dec & May).**
  - Dues/total number of routines as well as location and dates will be discussed with your coaches. This information can also be found on our website, under the information tab.

## CUSTOMER SERVICE

- ★ **We truly value your input and involvement.**
  - We welcome questions, comments, and concerns regarding your student.
  - Text message is not the preferred way to communicate any concerns.
  - Please set up an appointment with the instructor outside of class time; class time is limited, we want to be productive as possible
- ★ **We strive to cultivate an enthusiastic & supportive environment.**
  - We ask that parents and dancers be trusting and supportive of our teaching staff and artistic decisions. *The art of dance goes beyond an eight count or what may seem like a simple formation placement.*
  - Our goal is to teach life building skills while gaining confidence, personal awareness & friendship.
  - We want the very best for your child & we look forward to working together!

# Bliss Academy of Dance Guardian Consent Form

## Procedures & Procedures Agreement

(Initial) \_\_\_\_\_ by initialing, I confirm that I have read & understand the current policies & procedures and terms which are listed on the Bliss Academy of dance website; I accept the commitment and agree to follow all terms.

## Hold Harmless Agreement

(Initial) \_\_\_\_\_ by initialing, I understand and acknowledge that participation in the activities taught through Bliss involve inherent risks of injury.

(Initial) \_\_\_\_\_ by initialing I agree to indemnify Bliss Academy of Dance and all teachers, teacher assistants, and substitute/guest teachers, of any costs or expenses (medical or otherwise) that arise due to my child's participation in the activities participated in at BLISS. This includes medical expenses, legal fees or any other stated or unstated costs that should arise as a result of any damage or injuries caused in the course of participation in the activity at BLISS Academy of Dance.

## Financial Agreement

(Initial) \_\_\_\_\_ by initialing, I understand it is my responsibility to keep my card on file current, and that Bliss academy will run the full balance due on that card the 1st of each month.

(Initial) \_\_\_\_\_ by initialing, I agree to pay a \$10 fee for declined cards or past due balances, as well as a \$25 fee for returned checks.

(Initial) \_\_\_\_\_ by initialing, I agree that Bliss Academy of dance reserves the right to refuse entry into class if my account is not current. I understand that this is considered an absence and cannot be made up. Additionally, I understand that accounts must be current with no outstanding balances to participate in the Bliss showcases, with no costume or concert fee refunds.

(Initial) \_\_\_\_\_ by initialing, I understand that after 30 day of an unpaid balance my account will be sent to a collection agency (Outsource Management) and a finance charge of 1 1/2% per month (annual percentage rate 18%) of the unpaid balance will be added monthly. Should collection become necessary, I agree to pay a collection fee of up to 40% and all legal fees of collection, with or without suit, including attorney fees and court costs.

(Initial) \_\_\_\_\_ by initialing, I understand that Bliss tuition is based on a full dance season basis (August-May) and the number of weeks in a month or dates closed (holidays and fall/winter/spring breaks) does not affect the monthly payment amount regarding . Additionally I understand that tuition will not be prorated when students miss a class or if there is no class held due to holidays, school breaks etc.

(Initial) \_\_\_\_\_ by initialing, I agree to pay for the semester in full (August-Dec, Jan-May) if my student(s) drop before the semester's end, unless it has been otherwise cleared in a signed statement through the Bliss Academy Of Dance Director, Cassi Cook

**By signing below you are acknowledging & agreeing to all of the above statements, beginning with the policies agreements confirming that all initials are that of the financially responsible party & legal guardian of the student(s) listed below and agreeing to the financial terms set by BLISS Academy of Dance.**

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Financial Responsible Parent/Legal Guardian Signature

Today's Date:

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Financial Responsible Parent/Legal Guardian Printed Name

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Student(s) Name(s)