

Bliss Academy of Dance

2015-2016 Competition Teams: Policies & Procedures

Welcome to BLISS!

Thank you for choosing BLISS Academy of Dance to propel your dancing education and experience. We look forward to watching each student exceed and excel artistically while 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.

Policies and procedures are continually updated. To avoid confusion, please read through them completely, as they will answer many questions, which might arise.

COMMUNICATION

It is the responsibility of the parents/students to be aware of all dates and events. All information regarding holiday breaks, fee due dates, costumes, performances, etc is posted on our website. We DO NOT send home notes with your children.

- Please check the website at least once a month, and email accounts as often as possible.
- Please make sure we always have a current email address for you. When last minute changes occur you will likely be contacted via text. *If you cannot/do not want to receive text messages, please let us know.*
- Please subscribe to the BLISS BLOG if you would like to receive more than email notifications.
- As a courtesy to the team and instructor, please notify the instructor prior to vacations, funerals, etc. You can find instructor e-mail information on the instructor/staff page. Illness/emergency absences will occur, but please contact the instructor at your earliest opportunity.

CLASS ETIQUETTE

All students are expected to treat instructors, dancers, and parents with respect. While some rules are set across the board for all classrooms, each instructor will have their own expectations of their teams. Overly disruptive, disrespectful, or

listless students will not be tolerated. **We appreciate your support for our rules and chosen disciplinary actions. When necessary parents will be contacted.**

- Parent and students need to keep a close communication with the instructors (let them know when you are going to be late, absent, etc). Please do not relay absences or late notices to the Director. These need to go directly through your child's Instructor.
- **It is important to remember that you will only get out of class what you put in it.** We want each dancer to excel and reach their full potential. Proper respect and behavior in the classroom is imperative. Students with behavior problems will be asked to leave class or possibly taken out of routines, severe or continual problems may cause student to forfeit enrollment at BLISS.
- No food or gum is allowed in class and proper dance attire required (detailed below).

DRESS GUIDELINES

Students must be dressed properly in order to participate, hair included. If students are not dressed properly they will be asked to sit and watch.

With the Attire guidelines below, **no jeans should worn to any class.** Every dancer's **hair should be pulled up** neatly away from the face and secured properly; a bun is required for company ballet classes. *Warm ups can be worn during warming up in cold weather months*

- Hip hop/poppin/break: tennis-type shoes & loose fitting pants/capris/short. Any top, loose or form fitting.
- Cheer: tight, lightweight-fitting tennis shoes (cheer shoes are preferable) & shorts (any style). Any top, preferably form fitting.
- Jazz/lyrical/contemporary: Form fitting top & bottoms (any length) and a dance shoe (bear claw, gore boot etc). Loose fitting tops over form fitting clothing ok. No socks for dance shoes, unless instructed otherwise by instructor. Ballet: black leotard (any style), pink tights and pink ballet flats (those on pointe should bring those shoes to every class).
- Tumbling: anything comfortable & bare feet. *It is easier for the teachers to spot if clothing is form fitted.*

PUNCTUALITY

Students are expected to be on time. **The teacher has the right to refuse participation.**

- If a student is 15 minutes late (or more), they will need to acknowledge the teacher and wait for instruction.
- Missing the team warm-up this could result in injury. PLEASE BE ADVISED if the student is allowed to participate, BLISS (and all staff members) are not responsible for any injury sustained.
- 2 tardies of 15 min+ will count as an absence.

ATTENDANCE AND COMMITMENT

Competition team students are held to a higher standard that other Bliss teams, we appreciate their dedication. We realize they will have to miss important events, church activities, and parties to fulfill their competition commitment. The reward for their commitment will be evident as they perform & compete.

Please be advised, that by committing to the 2015-2016 season, you are committing to the ENTIRE season, which ends in June 2016.

- TUITION PAYMENT WILL BE DUE IN FULL through May 2016. We understand kids will make high school teams, and there will be some extra absence associated with that; we still need the student to finish out the year (and most of the time, high school coaches are very understanding of this). Please be considerate to teammates and instructors.
- If a withdrawal is necessary, we ask that the student continue to compete any routines taught, which also means continuing to attend some classes. We understand there will be some circumstances where student needs to drop completely. But because of the effect it has on their team, please consider this decision thoughtfully.
- **Please finish out your commitment, or don't commit at all.**

If student misses a competition, they will be spaced out, and will not be added back into their original spot. This also applies to students with excessive absences.

- If more than one student is spaced out, those students may share a spot in the routine (trading off competing). Otherwise the student will forfeit their placement in the routine entirely. In years past when we were lenient on competitions/absences; we wasted too much class time spacing and re-spacing. We want to utilize all class time to its fullest.
- This will include the St George competition; **attendance is required.**

Teams that meet 2 times per week are allowed 3 absences per semester and teams that meet once a week are allowed 2 absences each semester (August-Dec, and Jan-

May).

- The absences are separate for each team (i.e, Groove Crew = 2 absences, Jr Co = 3 absences).
- These absences should be reserved for illnesses, family trips, funerals & the instructor must be notified prior to the absence (in a timely manner). Missing for another activity (for a friends birthday party) is not excusable, and the competition student may forfeit some or all of the routine (even 1 unexcused absence). After another unexcused absence the student will be removed from all competition routines associated with the class/team.
- No refund on costumes, rehearsal or competition fees will be given.

2 Saturdays per month are required for Jr. Co, Teen Co, Sr. Prep Co and Sr. Co.

- Students should attend their assigned Saturdays when possible, but can make up on unassigned Saturdays when needed (Please keep to a minimum).
- Parent/student must notify instructor beforehand regarding missing Saturday classes – this includes the full 2.5 hours of acro, ballet and jazz.
- Roll will be taken, and if 2 Saturdays each month are not fulfilled, the dancer and parent(s) will be notified and classes must be made up (on a Saturday, which means coming more than 2 per month). If the problem continues, they will not longer be allowed to compete.

MAKE-UP CLASSES

In the event of an absence, competition team students are required to attend make up classes *(first absence requires no make up – with the exception of missing a Saturday; 2nd-3rd absences must be made up).*

- Make-up lessons must be made up between 2 weeks prior and 2 weeks after the class missed.
- Be sure your student lets the instructor they are making up, as not to be charged for the class (or that an email is sent to blissacademy@gmail.com prior to making up class).
- Dancers must attend a similar style of the class missed (jazz to jazz/ballet, tumbling to tumbling/acro.) and make up classes may be at a higher/lower level than the dancer's skill level.
- Some classes are not available as make-ups.
- There are no refunds on missed classes.

PICK-UP POLICY

Please pick up students promptly. Students under the age of 10 should wait inside the building to be picked up. Students are invited to wait in the seated lobby.

- Parents are solely responsible for students after the assigned class time. Please be considerate and swiftly pick up your student, especially late evening classes. Instructors want to ensure your child's safety, but can't always stay past class hours.
- Please follow the pick up route (signs in parking lot) to avoid congestion of cars pulling up both directions.

REGISTRATION FEE

Each year, students are assessed a registration fee (\$25 one student, \$45 for 2 students, \$55 for 3+) per calendar year (August 2015-July 2015).

- Registration fees are put to use in yearly music mix charges, new equipment, classroom updates, etc.
- Registration fee is non-refundable.

TUITION AND PAYMENT

Tuition is due the 1st week of each month.

- \$15 late fee will be added to your account if payment is not received by the 10th & students will not be permitted into class. This will count as an absence that cannot be made up.
- After 30 days invoice will be sent to collections and a 28% of total due will be added.
- Payments can be made in form of cash or check, and given to the Life Centre front desk (payable to Bliss) or credit/debit cards may be used online, on your account. NOTE: Checks may take up to 7 days to clear the bank.

The number of weeks in a month does not affect the monthly tuition.

- Some months have *more* than 4 classes; some have *less* (based on a

- once a week team).
- Although tuition is due monthly, payment breakdown is based on a full season of classes (End of Aug-end of May). Additionally we have extra practices and concert rehearsals and choreography fees at no additional cost. All of these dues are factored into our monthly tuition pricing.
 - Tuition is not pro-rated when students drops or misses (unless cleared though the Director).
 - Tuition is non-refundable, when applicable accounts may be credited.

BLISS Academy of Dance is closed Memorial Day, Labor Day, Halloween, Thanksgiving Break (Tuesday-Friday), Winter Break (2-3 weeks), and Spring Break in April (1 week).

ACCOUNT

You may log onto your Bliss account at anytime to view invoices, payments, make payment, add or remove classes, etc.

- Accounts must be current with no outstanding balance for tuition, costumes, or other fees to participate in December and June Bliss showcases.
- All account information will be kept private and will only be used for studio purposes. However, some personal information may be given to Life Centre Employees/Managers/instructors in case of emergency.
- All information will be give to collection agencies if payments are more than 30 days past due. Contact Blissacademyfinace@gmail.com with account questions.

PHOTO RELEASE

Photos and/or video may be used for promotional or other materials of BLISS Academy of Dance without consent or payment to the dancer or parent. The student's name will not be posted with photos or video.

CHOREOGRAPHY

BLISS CHOREOGRAPHY IS EXCLUSIVE and may not be shared with any non-BLISS team members. For school or outside performance where Bliss students would like to use choreography must be cleared though instructor prior to use.

PARENT OBSERVATION

Viewing windows are provided in all dance rooms. BLISS Academy of Dance welcomes parents to observe their students, but please be mindful of the following:

- Keep the viewing area free of food and trash
- **Keep talking to a minimum as not to disrupt classes** (students can hear through viewing windows) **or Life Center patrons exercising.**
- Do not allow children to climb on or around Life Center equipment .

The large dance rooms are adjacent to the Life Center's walking and running track.

- **Please be mindful of walkers/runners before you or your children proceed on the track**
- **While watching classes**, keep benches close to window
- Children with you should not be playing on track. This is for the safety and courtesy of yourself and Life Center patrons.

MEDICAL

Cassi Cook, her employees and the Life Centre Staff will not be held responsible for injuries. Although the skills taught at Bliss are supervised and well practiced, **if injury does occur the guardians of Bliss participants are responsible for any and all medical bills.**

CUSTOMER SERVICE

BLISS Academy of Dance welcomes questions, comments, and concerns regarding your student. **We truly value your input and involvement.** If you have a concern or idea you would like to discuss, please set up an appointment with the instructor or director outside of class time. Class time is limited and to be as productive as possible, please reach out to instructors at the appropriate time. Find instructor e-mail information on the instructor/staff page. [At BLISS Academy of Dance, we strive to cultivate an enthusiastic and supportive environment. The art of dance lives beyond an eight count. Our goal is to teach life building skills while gaining confidence and personal awareness.](#) BLISS Academy of Dance asks parents and dancers to be trusting and supportive of our teaching staff and artistic decisions. Like you, we want the very best for your child. We look forward to working together. **“Shake the soul. Wake the dance. Feel the Bliss”.**

AGREE TO TERMS:

1. *I understand and acknowledge that participation in the activities taught through Bliss can involve inherent risks of injury to my child. I agree to indemnify Bliss Academy and all teachers, teacher assistants & substitutes for any costs or expenses arising out of my child's participation in the activities. This includes the cost of any medical care given to my child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my child in the course of his or her participation in the activity.*
2. *I agree to pay all monthly dues, registration, concert, costumes, competition, and other fees that may apply to my child's enrollment in **Bliss Academy of Dance**, and that no refunds will be given. Additionally I give consent to charge my account any late fees/collections fees based on Bliss timeline regarding late payments.*
3. *I understand the commitment of a competition dancer at **Bliss Academy of Dance** in the 2015-2016 season. Additionally I agree to all other terms regarding communication, class etiquette, punctuality, attendance, payment, make ups classes, pick up policy, dress guidelines, photo release, parent observation, account information regarding **Bliss Academy of Dance**.*

I acknowledge that I have *read* the Bliss 2015-2016 policies & procedures, with its contents and disclosures. I *understand* its contents and disclosures, and I *agree* with its terms.

By signing below you are agreeing to the assumption of risks listed above, the terms of agreement, and giving liability release.

STUDENT(S) NAME(S)_____

GUARDIAN NAME_____

GUARDIAN SIGNATURE_____ DATE_____

TEAM MOMS/DADS (Please check box that applies)

- [] YES, I will be able to be a main team Mom/Dad for 2015-2016
- [] NO, I will not be able to be a team mom/dad for 2015-2016

- [] YES, **BUT** as the assistant team mom/dad, not as the main.