



Policies and Procedures

These policies and procedures are designed to create a safe, respectful, and productive environment for students, parents, and staff. Thank you in advance for your cooperation and commitment to maintaining high standards at Aspire to Impact Dance Space.

To Parents: Regular updates will be provided through email, BAND, and newsletters. Parents are encouraged to attend parent-teacher meetings, open houses, and parent nights. Parents will be invited into the classroom a few times throughout the year to observe and enjoy their child's progress. Otherwise, we ask that parents wait in the lobby to minimize distractions.

Welcome to our dance studio community! Here's how you can help your child get the most out of our classes:

1. **Ensure Punctuality:** Arriving on time is crucial for your child to participate in warm-ups and not miss any part of the lesson. We do not want our students to fall behind and become frustrated from missing important instruction.
2. **Proper Attire:** Make sure your child has the appropriate dancewear and footwear for their class. We do not enforce a strict dress code. We just ask that you do not send your child in jeans or baggy clothes. Leotards, yoga pants, shorts, sports bras, tank tops, and fitted tees are all permitted. Tights are optional for class. Hair needs to be securely pulled back away from the face.
3. **Encourage Hydration:** Pack a water bottle for your child to keep them hydrated during class.
4. **Positive Attitude:** Encourage your child to be open-minded and enthusiastic about learning new dance techniques and styles. Also please refrain from speaking negatively about staff, other students, and/or other parents. We do not have to be friends, but we do need to figure out how to coexist in a healthy and productive way, for the children. A safe and comfortable environment is extremely important to the success of every member of our studio family, most importantly the students.
5. **Practice at Home:** Help your child set aside time to practice at home. Regular practice reinforces what they learn in class and leads to better progress and retention of choreography. We will make recital dance videos available on BAND (by April) for each class so students can have a frame of reference, while practicing. Advanced classes will be permitted to use phones or tablets to record instructors, so choreography can remain fresh in their minds for the next class. Forward progression is key, but it's impossible to move on with teaching new choreography when students forget what they've previously been

taught. It's important for everyone to be on the same page to continue having fun and not become discouraged.

6. **Support and Listen:** Please be supportive and listen to your child's experiences in dance class. Encourage them to share what they've learned and celebrate their achievements.

7. **Communication:** Stay in touch with our instructors and staff. Attend parent meetings, read our newsletters, and keep up with studio announcements via BAND and Parents section of the studio website. If you ever have any questions or concerns, please do not hesitate to contact Michelle. I "Michelle" cannot fix or address anything if I have no knowledge of the issues. If something is bothering you, I genuinely care. If you need clarification on something, I want to help. I'm open-minded and up for a respectable and honest conversation. The only way to grow and learn as a studio is for parents and students to feel comfortable enough to approach me. Please reach out, anytime.

8. **Respect and Courtesy:** Remind your child of the importance of respecting their instructors and fellow dancers. A positive, encouraging, and respectful attitude contributes to a nurturing learning environment.

9. **Healthy Lifestyle:** Ensure your child is getting adequate rest, nutrition, and care for their body. This supports their overall well-being and performance in dance. Please do not send your child to dance on an empty stomach. They need good fuels to maintain their mind and bodies through the duration of class.

10. **Set Goals Together:** Discuss your child's dance goals and help them set realistic and achievable objectives. This keeps them motivated and focused.

11. **Enjoy the Journey:** Dance is not just about technique but also about creativity and expression. Encourage your child to have fun and enjoy their dance journey. THIS is most important to me as your child's dance instructor. If they aren't having fun, then everything else gets lost in translation. My top priority will always be to fill your child with joy, encourage self-confidence, and foster a genuine love for dancing and performing.

We appreciate your support and involvement in your child's dance education. Together, we can make their experience in our studio enriching and enjoyable.

To Students

We are excited to have you join our dance studio family. For you to reach your highest potential and gain the most out of each dance class, please adhere to the following:

1. **Arrive on Time:** Be punctual and ready for class. This ensures you don't miss warm-ups and important instructions.

2. **Dress Appropriately:** Wear comfortable clothing that allows freedom of movement. It should be tight enough for instructors to see your silhouette and be able to correct body posture and position. (Acceptable examples: leotards, shorts and sports bras, shorts and tank-top or fitted-tee, yoga pants, & etc.) Be prepared for every class with the appropriate shoes for each style. Hair should be neatly secured away from the face.

3. **Stay Hydrated:** Bring a water bottle to stay hydrated throughout the session. Advanced classes are permitted to bring a snack as well, to keep their bodies energized.

4. **Be Open-Minded:** Approach each class with enthusiasm and a willingness to learn. New techniques and styles might be challenging, but they offer valuable growth.

5. **Practice Regularly:** Dedicate time outside of class to practice what you've learned. Consistent practice leads to improvement. Younger classes can practice with their BAND videos once available and older classes can refer to the videos they get of instructors during class. If you do not know your dances, it's hard to perform them to the best of your ability. Keep in mind that it's also difficult for us as a class to move on when everyone does not know what's been previously taught. We will refresh memories during class but trying your best to retain choreography will be key to everyone's success, both individually and as a team. Remember, practice makes progress not perfection.

6. **Listen and Ask Questions:** Pay attention to the instructor's guidance and don't hesitate to ask questions if you're unsure about something. I am a huge proponent of positive criticism. I will try my best to always give you constructive feedback. If you do not understand my critique, always ask for further clarification. All I request is that you are respectful in your delivery. I'm here to help you learn and develop into the dancer you strive to be. Help me, help you reach your dance goals.

7. **Respect Fellow Dancers:** Be supportive and respectful to your classmates. Dance is a collaborative art form, and a positive environment benefits everyone. Help each other out and celebrate each other's accomplishments. Vulgar language, bullying, threats, and/or inappropriate behavior of any kind is strictly prohibited. We do not take this type of behavior lightly. Verbal warnings will be first. A parent-teacher meeting will be second. The final course of action will be termination of enrollment at Aspire. We aim to create a safe and inclusive environment for all. Life can be tough, and dance should be a positive outlet for everyone. Please be kind to one another! Last thought, dance should be your escape from daily stressors. Please try your best not to let outside circumstances influence your attitude at dance. Enjoy your time with friends and let music and dance transform your mood. Trust me, dance has helped me through some very difficult times in my life. Dance can be deeply healing if we allow it!

8. **Take Care of Your Body:** Warm up before class and cool down afterwards to prevent injuries. Listen to your body and rest when needed. If something hurts or is bothering you, please be sure to bring it to your instructors' attention. They are here to guide you through all the obstacles of dance.

9. **Set Goals:** Identify personal goals for your dance journey. Whether it's mastering a specific move or improving overall technique, having clear objectives keeps you motivated.

10. **Have Fun:** Remember that dance is also about expressing joy and creativity. Enjoy the process and celebrate your progress.

We're excited to have you with us and look forward to seeing you thrive in our studio!

Regular Attendance: Consistent attendance is crucial for progress. If a student must miss a class, please notify the instructor at least a few hours in advance. A doctor's note is required for absences of two consecutive classes due to illness or injury to qualify for a credit. Make-up and/or private classes are at the teacher's discretion.

Class Etiquette: Students are expected to be courteous, attentive, and cooperative during classes. No cell phones or disruptive items are allowed to be used during instruction time.

Class Placement: Class assignment is determined by age, experience, skill level, maturity, commitment level, learning style & pace, as well as instructor assessment. Progress evaluations are ongoing throughout the year. If you ever have questions about your child's progress, please contact Michelle to discuss further.

Lines and Formation Placement: Line and formation placement in routines are determined by the instructor based on independent knowledge of choreography, class behavior, attendance, skill level, confidence, performance, height & symmetry, and/or choreographic design. In addition, every student has their specific strengths, and we try our best to place students according to their unique abilities.

Tuition: Tuition is due the 1st of each month. You will be required to provide a credit or debit card before the start of classes in September 2024, used for automatic withdrawal each month. If you prefer to pay cash, you need to pay prior to the 1st of the month, to avoid your automatic transaction. Tuition is non-refundable. Except in cases of a family death or prolonged illness or injury, verified by a medical professional.

Payment Methods for Costumes and other fees: We accept checks or cash.

NSF checks will be charged a \$50 service fee.

Family Discounts: Families enrolling more than one child will receive a 15% discount on tuition for each additional child. To be clear, your first child is full price...15% off each child thereafter. Being that you receive a monthly discount, no additional discounts will be given throughout the year.

Other Discounts: A 15% discount will be applied to tuition for the months of December 2024 and June 2025.

Costume Fees Policy: Costume fees are separate from tuition. Initial costume deposit is due the 1st week of October. The remaining costume balance is due any time before Thanksgiving break. We order costumes over break to ensure delivery prior to pictures in spring. Late payments will incur a \$25 late fee per costume per month until costumes are paid in full. Costumes will not be ordered until the balance is paid off. This could result in costumes not arriving in time for pictures and/or recital. Costume fees are non-refundable once costumes have been ordered. Regardless of reason and/or circumstance. This is because costume companies do not refund studios once an order has been placed.

Costume Pricing: Being fully transparent and gaining your trust is incredibly important to us. Costumes are sold to you at our studio's retail price. Yes, this is an increased price from the wholesale price we pay to the costume companies. We consider many aspects of the costuming process when establishing retail price. Administrative costs include measuring/fitting, lots of time spent determining sizes to order for each child, each costume, & each company. We spend countless hours/days choosing the best costume for each song/dance style/class/student size/age, several hours/days are dedicated to placing orders with multiple companies, plus the cost of shipping and handling. Other criteria, time for sorting through and distribution of costumes as well as the time it takes to initiate an exchange and/or replacement if need be. Please remember this is a business and establishing a reasonable profit margin is a normal and essential business practice. If questions arise or you need to set up a payment plan, we'd be more than happy to discuss options with you. Thank you for your understanding and ongoing support!

Annual Recital: Participation in our annual recital and all rehearsals is mandatory unless prior arrangements have been made. All students are encouraged to participate in the recital every year. Failure to attend may result in removal from parts of the performance. Recital fee will be due before Spring/Easter break. This helps to cover venue rental, vendors, recital t-shirts, and stage prep expenses. Extra classes may be scheduled for students at the discretion of the instructor dependent upon recital readiness. Upper-level students wanting to participate in the opening and finale are required to attend all Saturday/Sunday practices. Parents and students will be notified of additional rehearsals in advance.

Termination of Enrollment Due to Misconduct: Enrollment may be terminated for repeated disruptive behavior, disrespect, or violation of studio policies by any student and/or parent. Parents will be notified of any issues and given a chance to address them before termination. No refunds will be given due to termination, regardless of the situation.

Bad Weather Procedure: In the event of snow or bad weather, notifications of cancellations will be sent via BAND and it will be posted on our social media platforms. Feel free to reach out via text if you are unsure and need confirmation. We understand that people are driving to the studio from many different areas at various times of the evening. Please use your best judgement before venturing out. Safety first...ALWAYS!

Additional Policies

Safety: Parents must pick up their children promptly after class. The studio is not responsible for students left unattended.

Health Guidelines: Students should not attend class if unwell. Notify the studio of any medical conditions that may affect participation.

Photography and Videography: The studio may take photos or videos during classes and performances for promotional purposes. Notify the studio if you do not consent to your child being photographed or filmed.

Communication: Open communication between parents, students, and instructors is encouraged. Address feedback and concerns promptly to ensure a positive experience for all.

Registration Release/Agreement:

Photo Release: I hereby grant permission for photographs and videos of the participant to be taken during dance classes, rehearsals, and performances. These images may be used for promotional purposes, including but not limited to, social media, studio website, and any other marketing materials.

Policies and Procedures Release: I have read, understand, and agree to abide by the policies and procedures set forth by Aspire to Impact, LLC. Including but not limited to; full tuition being paid by the 1st of each month, paying late fees if applicable, costumes being paid in full by assigned dates, and no refunds on tuition, costumes, or registration fees for any reason. I understand that failure to comply with all policies and procedures may result in termination of enrollment and all events organized by Aspire to Impact, LLC.

Liability Waiver: I understand and acknowledge that participating in dance classes and related activities involves risk of injury. I do hereby fully release Aspire to Impact, LLC, its staff, and related parties from any liability for injuries and or damage sustained by any of my family members while participating in classes or visiting their facility or related performance venues. I acknowledge and agree to the liability waiver.

Authorization of Medical Care: In case of injury or illness while participating, I authorize medical care for my child and accept full responsibility for all medical expenses.

I have read and agree to the above terms and will not hold Aspire to Impact, LLC responsible.

Contact Us:

Studio Phone: 412-634-0024

Physical Address: 238 W Main Street Monongahela, PA 15063

Mailing Address: 355 Vernon Drive West Newton, PA 15089

Website: www.aspiretoimpactdancespace.com

Email: aspiretoimpactdance@gmail.com

We would like to extend our heartfelt thanks for your cooperation and support regarding the policies and procedures at our dance studio. Your commitment to ensuring that your children adhere to these guidelines helps us create a positive, safe, and productive environment for all our students. Your timely payments, adherence to dress codes, punctuality, and respect for our class conduct rules are greatly appreciated. Additionally, your understanding and support during recital preparations and rehearsals are invaluable to the success of our performances. We understand that these policies and procedures require effort and coordination on your part, and we are grateful for your dedication. Your partnership allows us to provide high-quality dance education and memorable experiences for your children.

Thank you once again for being an integral part of our dance studio community.

We look forward to continuing this journey with you and your children.

Much love,

Aspire to Impact Staff