Everybody Dance!
RULES AND REGULATIONS

HOLIDAYS

Everybody dance! will be closed on the following dates:

- **Labor Day (September 3, 2012)** *Classes begin Tuesday, September 4, 2012*
- **Halloween (Wednesday, October 31*)*** *Classes resume Thursday November 1, 2012.*
- **Veterans Day (Monday November 12, 2012)** *Classes resume Tuesday November 13, 2012*
- **Thanksgiving (November 21, 22, 23 and 24, 2012)** *Classes resume Monday November 26, 2012*
- **Winter Break (December 22, 2012 – January 4, 2013)** *Classes resume Saturday January 5, 2013.*
- **MLK Day (Monday January 21, 2013)** *Classes resume Tuesday January 17, 2013*
- **President's Day (Monday February 18, 2013)** *Classes resume Tuesday February 19, 2013*
- **Spring Break (March 25, 2013– March 30, 2013)** *Classes resume Monday April 1, 2013.*
- **Memorial Day (May 25 – May 27, 2013)** *Classes resume Tuesday May 28, 2013*

PAYMENTS

Everybody dance! charges a monthly fee for every type of class in which your child is enrolled. Fees are currently $7.00 per month per type of class**. For example, if your child is enrolled in ballet class, your fee is $7.00 per month. If your child is enrolled in ballet, tap and modern, your monthly fees are $21.00 per month.**

Payments are due on the first day of every month. Payments arriving after the fifth program day of the month will result in a $10.00 late charge applied to the account.

This increase in monthly fees for the 12-13 program year to $7.00 per month per dance form includes the recital costume fee for the year.

If a student drops out of the program prior to the recital and therefore will not be needing a costume, a refund of the amount paid toward the costume fee ($2.00 per class per month) will be refunded.

ATTENDANCE
All students are expected to attend classes regularly and to arrive 10 minutes prior to the class start time. **In a case of excessive absences, whether excused or unexcused, a parent conference will be scheduled at the discretion of management.**

TARDIES
Students arriving more than 10 minutes late to class will be asked to sit and observe the class and be asked to fill out a class observation sheet, which they will turn in to the teacher at the end of class. They will not be allowed to dance. These observation logs will be recorded in each student's file. If the number of observation logs is deemed to be excessive, a parent meeting will be called to discuss the student's placement in the dance program.

ABSENCE POLICY
Students are allotted a number of "free" absences per quarter. If the "free" absence is used within the quarter, subsequent absences will be charged at a fee of $5.00 per absence. Students will be asked to observe class until fees are paid. Unused "free" absences do not roll-over to subsequent quarters.

In the ***everybody dance!*** program year, quarters are defined as follows.
Quarter 1: September -November
Quarter 2: December-January
Quarter 3: February-March
Quarter 4: April-June

Student who are enrolled in a classes that meets once/week, i.e. Pre-Ballet and Hip –Hop will be given a "bank" of 1 "free" absence per class per quarter.

Students enrolled in any class that meets twice or more per week will be given a "bank" of 2 "free" absences per class per quarter.
We no longer recognize excused absences of any sort. An absence is an absence. The above allotment is designed to cover any absence for any reason. No waivers will be granted for any reason once the bank has been exhausted.

The dance program reserves the right to remove from the program students who habitually come late, have an unacceptable number of absences, are disrespectful to staff or fellow dancers or display behavior that is unacceptable to the dance program.

SERVICE HOURS
Parents or guardians of every dance student who is enrolled in the 2012-2013 school year are required to contribute fifteen (15) hours of service time per family between September 4, 2012 and June 15, 2013.
Currently enrolled dance students who are age 16 or older may complete their own service hours in lieu of their parents. Designated adult relatives may also fulfill the service hour requirement. Please schedule your service hours with the dance office.

Parents will earn one-and-a-half (1.5) hours for each one (1.0) hour of cleaning completed.

In addition, if you have special skills such as carpentry, painting, gardening, computer tech skills, electrical, plumbing, photography, translation skills (Korean or Spanish), or have access to a pick-up truck, please fill out a Special Skills Form in the Dance Office.

A maximum of five (5) of the 15 (15) required hours may be purchased for $10.00 per hour at any time during the year.

All 15 hours must be completed by June 15, 2013 or else your child will be dropped from the program effective July 2013 and wil be ineligible to return to the program until Fall 2014.

Alert: All service hours must be completed by June 15, 2013. If your family's fifteen service hours are not completed by this date, your child(ren) will not be permitted to return to the Dance Program the following year and will have to wait a full year before being permitted to re-enroll.

ANNUAL RECITAL
Each year, the dance program culminates in a weekend of performances for family and friends in an established theater. Detailed information regarding the recital will be provided in early 2013.

FUNDRAISING
The dance program typically holds a holiday and/or spring fundraiser each year to help pay for the theater rental. Full participation in this fundraiser from each family is greatly appreciated.

PARENT MEETINGS
Parent meetings are held every other month to communicate important information about the program and to address specific topics. Parent meetings will be scheduled on Saturday afternoons at 11:30 a.m. every other month and locations will rotate among the three dance sites.
Parents earn one (1) service hour by attending a meeting. A list of scheduled meetings for the year can be picked up in the Dance Office.

FIELD TRIPS
Occasionally ***everybody dance!*** receives reduced-priced or free tickets for professional and semi-professional dance performances. These tickets are first offered to the classes that would benefit most from the show. For example, if it is a ballet performance we will offer the tickets to the ballet classes first. Students must be 8 years of age to accompany us on field trips.

Parents will be invited to attend some shows and not others. We provide teacher chaperones for all trips.

Field trip permission forms must be signed by the parent and returned before your child will be allowed to participate in a field trip.

Students will not be permitted to attend field trips if payments are not current.

LIABILITY
The faculty and staff of ***everybody dance!*** are only responsible for your children when they are **INSIDE THE CLASSROOM participating in their regularly-scheduled dance class.** Supervision is **not** provided for students who arrive early for class or for students who do not get picked up after class. Siblings of dance students are not allowed to attend classes with students and may not be left unattended in the Dance Program's waiting areas.

SUMMER SESSION 2013
Students who wish to participate in Summer Session 2013 will be required to re-register for summer classes Summer programming may take place at one location only and a variety of classes for ages eight (8) and older will be offered. Pre-Ballet classes for students ages four and five (4-5) will continue to run on Saturdays, but at one site only. Please note that special registration for summer session will be required.

CLASS ADVANCEMENT
A student will advance to the next level of dance class only when the faculty feels that the student is ready to do so. This decision is made by faculty members during the month of June, prior to summer session. Assessments will be based on the student's achievement throughout the full program year.

We will not move students up based on length of time spent in our Dance Program, desire to be with their friends or to accommodate schedules. Our biggest priority is that each student is placed in the level that is appropriate for his/her skill level and ability.

TRANSFERRING CLASSES
All changes in schedule must go through the Dance Office and be approved by the Artistic Director. It is **not permissible** for children to participate in classes they are not enrolled in.

SCHOLARSHIP
Students who are interested in outside dance opportunities (particularly summer programs) may be eligible to apply for a scholarship from ***everybody dance!*** for these programs. Please check in with Artistic Director as soon as you have a program in mind that you wish to attend so you can learn about the application requirements. Students may be asked to submit an essay, letter of recommendation from dance teacher, parent/student interview, GPA of 3.0 or higher, 90% average attendance for all dance classes in ***everybody dance!*** and a professional demeanor in and out of the studio.
Scholarship availability depends on fundraising from year to year, so scholarships are not guaranteed.