

Hayward Dance Experience

GUIDELINES & POLICIES

2023-2024

*The information in this document is meant to provide crucial information for dancers, families & instructors as we all work to provide an exceptional experience for our dancers. These guidelines and policies are subject to change. The guidelines and policies in this document are not suggestions, they are expectations and are non-negotiable. **Please review them carefully.***

REGISTRATION

TO COMPLETE YOUR REGISTRATION YOU MUST HAVE ALREADY :

~Completed the Registration Form (one per student)

~Made A Full or Partial Payment by August 31st

~Signed the Electronic Consent Form/Policies Agreement

HDE reserves the right to cancel or deny a registrant should any of these requirements not be met.

CLASS PLACEMENT

Each student is placed with care by the HDE team. Your child's age, skill level and overall needs determine which class is right for them. Our goal is to place him/her into the class that will provide the best learning environment for them and the other students they are with.

- Students may be older/younger than the group they are placed in. Beginners or students who have unique needs/requests may be put in a group with various aged dancers. No matter the skill or age level, all students will have a successful and satisfying experience.
- Class minimum is 5 students. If a particular class does not meet the minimum required amount during the registration process, dancers will be placed into another class.
- The dance schedule is subject to change based on demand, volume or other unforeseen reasons.
- Should any class become FULL, you may still Register your child to place them on a waitlist.
- If you have made a payment to HDE for tuition dues, are placed on the waitlist and DO NOT make it into the dance program this year, HDE will issue you a full refund.

PARENT CONDUCT

The Dance Teachers' time is valuable before and after class to prepare for class/next class coming in, therefore:

• Parents are NOT, UNDER ANY CIRCUMSTANCES to drop off their dancers any earlier than 10 minutes prior to the start of their class.

- If a parent wishes to speak with the instructor, please email or text to set up a time.
- Parents and family members are asked to refrain from entering the studio building before, during, or after class except in the case of an emergency.
- The only exception is for Itty Bittys, 1 parent or family member may accompany their dancer into the building (5-10 minutes before class) to drop off and pick up. Parents are expected not to stay in the studio to watch/wait unless asked to by the instructor specifically.
- Failure to cooperate with drop off and/or pick up policies will result in a phone call/email.

FOOD

- No Food Is Allowed In the Studio
- If your child has a medical reason to have snacks handy, this should be discussed with the studio director and dance instructor before the beginning of the dance year. A Doctors note may be required.
- On occasion, our dance teachers bring treats for their students, if your child has a food allergy, please be sure to specify that to your dancer's teacher or to Nicole.

STUDENT CONDUCT

- Students are expected to participate to their fullest potential every week, follow directions and be considerate and respectful of others at all times.
- Students are expected to be ON TIME for all practices, rehearsals & performances unless arranged in advance with their teacher.
- Dancers being dropped off by parents at the studio should already be dressed in their dancewear, except for their dance shoes.
- **Dancers' cell phones are not permitted inside the studios at ANY time.**
- After class, students will be released and helped to gather their belongings. Younger dancers will be seen out to their parents, older dancers are given permission to leave when they see their mom/dad's vehicle parked in our parking lot.
- If a student has continuous conduct issues, an email will be sent home to parents. A private meeting with the parents, dancer, teacher and/or HDE Director may be requested.
- All students should bring their own clearly labeled water bottle
- Dancers are to have ALL DANCE SHOES needed by the 2nd week of dance classes. (See website)
- No slippers or socks are allowed as they pose a slipping risk to your child.
- Failure to have dance shoes will result in HDE purchasing shoes for your dancer. An Additional \$20 fee will be applied to the cost of the shoes for ordering & handling.
- Practice appropriate attire is required. Acceptable practice attire includes demi-skirts, exercise shorts, capris, leotards, tights, t-shirts, and tank tops.
- No costumes or jeans (ie: tutus, long skirts, sequins, glitter, etc).

HOLIDAYS/BREAKS & SCHOOL CANCELLATIONS

- If after-school activities are canceled, dance will also be canceled.
- HDE offers full week holiday breaks for Thanksgiving, Christmas, New Years and Easter.
- HDE also breaks over Birkebeiner week, however, some classes may be required to meet over the week of Birkie to make up for canceled classes. Students will be notified in advance if they have regular practices that week.
- Please watch your email and/or the Instagram/Facebook pages for Cancellation Notices.

RECITAL & OTHER PERFORMANCES

- There will be an end-of-year recital for families to come celebrate their child's achievements.
- NEW: This year, since the HHS Auditorium is not available, HDE will be hosting our spring recital at the Spooner High School Auditorium. More details and information will be sent in regards to this.
- You will receive another separate in-depth guide for all things related to rehearsal & recital later in the year.
- Students are not expected to participate in the Recital, but it is HIGHLY encouraged. Should your dancer wish to not participate in the recital, we ask that you notify us in January as this is the time we start ordering costumes.

TUITION

Half (or Full) Tuition is Due By August 31st

Full Tuition is Due By December 31st

(Except for those who are on Auto-Withdrawl Contracts, your tuition comes out Monthly)

- HDE accepts cash, checks, debit and credit cards for tuition payments
- Auto-Withdrawl Payment Plans are also available. All Auto-Withdrawl Programs Are Subject to Additional Fees.
- Tuition does not include the cost of shoes, technique classes, costume costs or professional photography (optional).
- HDE accepts payments for tuition from other 3rd party organizations. All Payments Must Be Made IN FULL in advance. Refunds are non-applicable.
- If we encounter an issue with a bounced check or failed auto-payment you will be charged an additional \$10 fee.
- If any payments are more than 2 weeks late, we reserve the right to add a \$10 late fee for every week the payment is late.
- If any payments go unpaid for an extended period of time (more than 2 weeks), HDE reserves the right to suspend your dancer from classes for up to 2 weeks or more.

REFUNDS & CANCELLATIONS

- We have a 4 Week "Trial Policy" - if your dancer consistently displays signs of not being ready or interested in dance class, we will work with your family to cancel their registration and offer a prorated refund. Please consider this a good, guilt-free option for you/your dancer if you are not sure they are fully ready for dance this year.
- There are No Refunds for missed classes due to sickness.
- Classes canceled due to teacher absence are non-refundable.
- Classes canceled due to inclement weather are non-refundable.
- Classes canceled due to government-ordered closures are non-refundable but will be added as a credit to your account if more than 5 weeks pass without class.
- If you choose to remove your child from HDE, it must be in writing and before October 15th in order to receive a refund for any unattended classes paid in advance.
- PLEASE NOTE : Cancellations after October 15 are absolutely non-refundable.

HEALTH & SICKNESS POLICIES

Please, if your child is ill, do not bring them to dance class. Thank you!

- If your child stayed home from school that day, they are not permitted to attend dance class.

COVID-19 CONSIDERATIONS

- If an immediate family member of a teacher or dancer has confirmed COVID-19, refer to the Department of Health Services recommendations for when it is ok to return to dance practice.

<https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm>

FUNDRAISERS

- There may be optional fundraiser opportunities for your dancer to participate in this year to help our studio pay for costs associated with recital fees & props. Some past fundraisers we've done include Car Wash During Fall Fest Weekend, Bake Sale During Recital Weekend, Volunteering at Birkie & Other Related Events. Keep watch for those offerings!

KEEPING IN TOUCH & ANSWERING FAQ

- HDE Instructors & Directors use email notifications & Facebook posts as the primary form of keeping in touch with parents.

- **It is crucial that you are checking your emails or our website to ensure that you are receiving all the information needed.**

- If you have had problems in the past receiving email notifications from HDE, please be sure to SUBSCRIBE to our emails and the Facebook page. Oftentimes, emails end up in your spam or other folders if you do not mark our address as 'safe' or add us to your contacts.

- All of our email notifications come from our personal emails -or- from the online contact system called MailChimp.

- Watch for anything that says Hayward Dance Experience or Hayward Fitness Fanatics or Your Dancers Teacher or Nicole Nathan.

- To cut down on the amount of time spent answering frequently asked questions, we are implementing the “**ASK 3 BEFORE ME**” protocol. This means that if you have a question related to dance, we simply request that you ask 3 OTHER PARENTS before asking us.

- If you still don't have the answer you're looking for and need to contact your dancer's teacher, you are welcome to email, call or text. **Email is best (see our website).**

WEBSITE :

www.haywarddanceexperience.com

Facebook Page:

<https://www.facebook.com/haywarddanceexperience/>

Private Facebook Group:

<https://www.facebook.com/groups/576305339770402/?ref=bookmarks>

Instagram:

<https://www.instagram.com/haywarddanceexperience/>