



Website: StudioEDanceandAcro.com

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2025-2026 STUDENT HANDBOOK

Teaching Philosophy: At STUDIO E, where acceptance and arts thrive together, every student receives proper dance training from our experienced teaching staff. We provide strong technique and discipline through a teaching philosophy built on encouragement and integrity. We value age-appropriate music, movements, and costumes.

STUDIO E offers two courses of dance and acrobatics training. Our recreational program is for anyone who loves dance, wants to learn and grow, and have a wonderful experience with lasting memories. Our competitive program is designed for those who want to study the art of dance more deeply. STUDIO E Company is comprised of both dance and acro teams.

All dancers, including recreational students, are offered additional growth opportunities through performances, attendance at workshops, master classes, and conventions. We are certain you will find that STUDIO E gives **equal attention to students in both programs.**

General Information

- ❖ By registering for any class, session or program at Studio E Dance & Acro all students and parents/guardians indicate their awareness, acceptance and consent of all studio Policies, Procedures and Waivers as detailed in this handbook, which may be supplemented or amended from time to time. In that event, notifications will be sent to all active accounts by email.
- ❖ First tuition installment is due with registration.
- ❖ Closed circuit TV or viewing windows are available for all Preschool-Level 3 classes every day. Level 4-7 TVs will be on the 1st week of each month for parent observation.
- ❖ Studio E Dance & Acro holidays, studio closings, events, and performances can be found on the studio calendar. Please make a note of rehearsal and recital dates and be sure to plan personal events around them.
- ❖ It is the responsibility of the parent to inform the studio via email of any changes of enrollment.
- ❖ Any questions or complaints must go through the studio manager. Personal meetings with the studio director can happily be arranged via email.
- ❖ No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if a message or food/drink/medication needs to be passed on to a student, it must be done through the studio office. All parents must wait in the waiting area or outside of the studio until classes have been dismissed.
- ❖ It may be necessary for instructors to place hands on the student for proper placement and correction of body alignment, choreography and instructional purposes as well as spotting skill.
- ❖ Payments and any office assistance you may require should be made **before** the last class begins to enable the office staff to complete their work and depart on time. If someone other than a parent is picking up your child, you must notify the office prior to the start of their class, leaving the name and a contact phone number for said person. If a child must be dismissed early, prior notification to the office and teacher is required. (See website for schedule).
- ❖ Please check our bulletin boards, and our Facebook and Instagram pages, regularly for special events and Studio announcements. Please update your cell phone number and subscribe to texting in Akada in order to receive

information via text. We try to limit the number of emails sent. If you do receive and email from the studio, please read it.

- ❖ **Birthday Parties:** STUDIO E offers 2-hr. birthday parties on Saturdays and Sundays. **We do everything...**all you do is send the invitations! We have parties for tots through teens of various themes or we can create your desired party theme. More information can be found on our website.

Photographs: All imagery including, but not limited to, photographs and video recordings of a student is the sole property of the Studio and may be used at the discretion of the Studio for advertising/promotional purposes If any parent or guardian does not want their or their child's image used, they must notify and inform the office via email at the time of registration.

Photo Day: In the Spring students are photographed with their classes and individually, in costume, by a professional dance photography company. Participation is **not** mandatory; however, class photos are reproduced into the recital keepsake program. There is no obligation to purchase. A studio "sitting fee" is charged to have your photo taken with your class, to cover the cost of reproducing these photos into the program. Sitting fees are only charged for individual photos if you want them printed in the program as well. Photo sales will take place at the studio at a later date. Please see the calendar. Payment to the photography company, by cash, check or credit card. Details will be provided.

Parking Lot, Pick Up/Drop Off

- ❖ Parking is at the rear or sides of the building. Do not park in spots indicated for the package store.
- ❖ **Under no circumstances should anyone park in front of the Package Store downstairs.**
- ❖ Cars should drive to the right upon entering our parking lot and exit from the left. **SPEED LIMIT 5 MPH.**

Class Information

STUDIO E offers Tap, Jazz, Ballet, Pointe, Contemporary, Modern, Hip Hop, Acrobatics & Tumbling, Toddler Creative Movement, Preschool classes of various kinds and private lessons. There are classes of many types for the true beginner through advanced levels, of any age...from 18 months to seniors.

Levels/Placement: It is important to place each dancer in a class where they will be happy and thrive. Class levels do not correspond to students' age or grade in school. Students are individually placed in classes best suited to their skill level, dance experience, technical abilities, maturity, and attitude. Placement is evaluated in September, and if necessary, transfers are recommended. In the Spring, teachers will give the Director recommendations for future placement.

Students may need more than one year in a certain level of dance before progressing to the next level. The recommended ages are just a general guideline. Please call to discuss placement if you have any questions.

Schedule: The class schedule is posted on our website. The days, times, and teachers of classes are subject to change. STUDIO E reserves the right to cancel a class due to insufficient enrollment, to merge classes together, to move students after observing to better place them for proper learning, to refuse registration if a class has reached capacity, and to substitute a qualified instructor in the absence of the regularly scheduled teacher.

Water policy during class: Please bring a water bottle marked with your name into the classroom and place it in the assigned spot. These may be used only when the teacher calls a water break, or with permission. Bottled water is sold at the reception desk for \$1.

Attendance: Regular attendance is expected of all students, and is **essential for proper progression** and skill development, as well as safety. If absence is unavoidable, please **call the studio** in advance. Excessive absences will prevent the student from progressing in the curriculum at the same rate as his/her classmates. Dancers excessively absent from class within the 60 days prior to a performance may be removed from the performance at Directors discretion.

Makeup Classes: Students can make up missed classes, only if their accounts are paid up to date. Makeups must be taken in a same or lower level class and comparable style as the student's present class. Makeup classes must be done within two weeks of the missed lesson. See the teacher or call office for recommendations. NO makeup classes are allowed after April 30th. To take a makeup class please see the office before entering the classroom for a form to give the instructor.

Late to Class: Any student **arriving late enough to miss the warm-up** will be required to sit and watch class, to prevent them from being injured.

Bathroom Use: Parents are asked to make sure young students use the bathrooms **before** class. Teachers are not allowed (by law) to assist young children in the restrooms. All students registered for Pre-school Dance must be completely potty-trained prior to starting dance. The occasional "accident" may happen with young children. **STUDIO E policy** is that the teacher will take the child to the restroom, give them a change of dance clothes to borrow, and leave them to change themselves. Parents will be notified.

Waiting between Classes: Students can wait in the Student room or lobby between classes. No eating in the lobby area. Please use to the Student room if you are eating dinner. Students are expected to be appropriate while using the Student room – Clean up after themselves, keep noise to a minimum, treat the room and its belongings with respect.

End of class dismissal – All downstairs classes will dismiss through the back door at the end of class. Upstairs classes will come out the back, center door.

Drop Off/Pick Up: We are unable to take responsibility for your students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off in a timely manner. The studio opens 30 prior to the first class and closed 30 minutes after the start of the last class of the day. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. Do not drop off your child in the parking lot without verifying that a studio staff member is on premises. Please see office personnel for any assistance you may need; please do not seek the teachers' assistance between classes, as they move quickly from one class to their next.

Cancellations: Cancellations and early dismissals due to inclement weather can be found on our website studioedanceandacro.com and on our Facebook and Instagram pages. An email will be sent out to all classes affected by the closure prior to 3:00pm. Students may **make up any classes missed due to weather cancellations** - see Make-up Classes, page 2. STUDIO E does not schedule formal make up classes, nor refund for classes canceled due to weather conditions. Therefore, you are encouraged to make use of a makeup class. **Please go to the studio office to get a make up class form prior the start of class.**

Dress Code: It is highly recommended that dance shoes and clothing are purchased at our studio store, to be assured of getting the proper style and fit. Dance shoes are not fitted like street shoes, and our staff is trained in proper shoe-fitting. **WAL-MART and other discount dance shoes are not allowed, as they may lead to injuries.**

Dress Code Adherence: Students are expected to wear leotard with tights to all classes or proper fitting sports bra with black leggings and tights. Leotard and tights are required for all Ballet classes. No baggy clothing except in Hip Hop. All students must conform to the dress code no later than the first week in October. Hair must be neatly pulled back off the face and neck. Long ponytails are not allowed, as they are hazardous. Any student not conforming to the dress code will not be allowed to participate in class but will be required to observe instead.

Dance tights are specially made with a cotton panel crotch insert, which is intended to replace underpants. Dancers do not wear underpants under a leotard.

*All preteen & teen girls should wear appropriate sports bras. Boys should wear athletic supporters.

Lost & Found: STUDIO E is not responsible or liable for lost, stolen or misplaced personal property. Check the lost & found bin in our reception area for all items misplaced. See receptionist for valuable items such as watches, jewelry, phones, etc. **Write student's name in all shoes, dance bags and dancewear, and leave valuables at home. All lost and found items will be donated if not picked up within 30 days.**

Phones: Cell phone use is prohibited during class. Texting will not be allowed from smart watches or other devices. Phones should be left in dance bags.

Injuries

Students who are unable to participate in classes enrolled in due to injuries are to come to all classes and attend all choreography rehearsals. They are to observe, take notes if needed, and keep up with the information the class is learning. It is the dancer's obligation to be prepared to step back into the class and choreography as soon as he/she is ready. Learning his/her part while injured is part of the respect for and dedication to his/her classmates and teachers. If the injury is being treated by a medical professional, a doctor's note is required before said student will be allowed to resume participating in class. There are not refunds, but the makeup class policy above applies.

Tuition & Related Policies

- ❖ **Registration Fees** (Non-refundable or Transferable) ▪ \$30.00 per year, per student. 3 or more students \$70 for Sept – May Session. ▪ One Trial Class New students or present students trying new subject: No Charge ▪ Drop-In Classes \$20.00 for Dance and Acro Classes
- ❖ STUDIO E accepts payment by cash, check, Master Card, Visa or Discover. STUDIO E policy states that students whose accounts are more than 30 days in arrears are not allowed to dance and will be asked to sit and watch that day's lesson unless account is brought up to date. Payments for the September to May Session are paid in 8 equal installments, Sept. due with registration, October through April due on the 1st of the month. This tuition is based on a yearly fee for the season, not the number of classes per month. Payments RECEIVED after the 10th of the month (grace period), will incur an automatic \$10.00 late fee which will not be waived for any reason. Being absent will not be accepted as a reason for late payment.
- ❖ **Tuition will not be refunded, credited, pro-rated, or transferred for unattended or withdrawal from classes after classes have begun, unless STUDIO E cancels said class due to lack of enrollment.** Students may finish out the portion of classes they have already paid for, then upon formal withdrawal by phone call or email, may drop

out and not be held financially responsible for payments for the remainder of the season. Students who have an illness or injury, which prevents them from finishing their lessons paid for, will be issued a credit for future lessons (non-transferable to other family members), with a doctor's note.

Costumes

- ❖ Each student must purchase a costume for each dance that they are performing in the recital.
- ❖ Costumes run approximately \$75. for our younger students to \$80. for our teen and company dancers.
- ❖ A deposit of \$75.00 plus tax per costume is due **by November 1st**. If said deposit is more than 10 days late, a \$5.00 late charge per student, per costume, will be charged to your account. You will receive an invoice for any balance over \$75.00 around end- January; said invoice is due upon receipt. No costumes will be distributed to anyone who owes money on their account, until the account is brought up to date.
- ❖ Costumes are **made to order** and STUDIO E pays for them when ordering them in **November**. **Costumes will not be ordered for anyone who has not made the above deposit. Therefore, you run the risk of not having your costume in time for Studio Photo Day. You will be charged an additional \$10 fee to cover our costs of separate ordering for you. Also, any class dropped after 11/1 will be charged a \$25 costume restocking fee.**
- ❖ Once ordered, should a student **drop out of class, no refund** will be given on costume payments. When your costume arrives, you will be called or emailed so you can pick up the costume. Costumes not picked up by the recital will become the property of STUDIO E.

Tuition Rates – 2025-2026 - Sept. thru May classes

	Cost Per Installment (8)
1 st 45 min Classes	\$69
1 st 55 min Classes	\$72
2 nd class same person or household	\$69
3 rd class same person or household	\$66
4 th class same person or household	\$64
5 th class same person or household	\$62
6 th or more classes per person	No additional tuition cost for 6 or more classes for a single dancer in household. *
6 th class in household (Free classes do not count toward household total)	\$60
7 th - 10 th class in household	\$56
11 th or more classes in a household	No additional tuition cost for a family taking 11 or more combined classes. *

WHEN COMPARING OUR TUITION RATES TO OTHERS, PLEASE NOTE THAT WE HAVE CLASSES FOR 9 MONTHS BUT ONLY CHARGE 8 MONTHS OF TUITION.

Private Lessons: See Student Handbook for private lesson policy. Payment due weekly at the time of the lesson or may pre-pay for one month's lessons in advance. No charging to account allowed.

Solo: \$41/half hour

Duo: \$24/person per half hour

Trio: \$21/person per half hour

* This does not include Company dues or private lessons.

Conduct/Rules of Respect

Studio E Dance & Acro reserves the right to terminate the enrollment of any student for failing to comply with the studio policies. No refunds will be given upon termination.

- ❖ Every student is expected to behave in a disciplined, responsible, and courteous manner when on studio grounds, and when participating in studio activities and performances. Should a student become disruptive in class, the Teacher/Director has the right to remove him/her from class. The student will be allowed back into class at the Teacher/Director's discretion. We will make every effort to work with the parents of children having difficulties in dance class. We are here to serve and protect all of our dancers; however, children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of other children, or the teacher, may require the following actions:
- ❖ Initial Consultation- The teacher will discuss issues and suggestions for better behavior with the student(s).
- ❖ Second Consultation- If the initial plan for helping the child fails; the parent(s) will be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.
- ❖ Suspension- When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio. The studio may immediately suspend a child at any time he/she exhibits a behavior, which is harmful to him/herself or others. A parent may be notified at any time the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately.
- ❖ Dismissal Policy- The studio reserves the right to cancel the enrollment of a child for the following reasons:
 - Non-payment or excessive late payment of fees
 - Not observing the rules of the studio
 - Physical, verbal or emotional abuse by a student or parent
 - No refunds will be issued in the instance of dismissal.

Physical and/or verbal abuse of staff or children, by a parent or child (see our Anti-Bullying Policy)

Any use of drugs, alcohol or tobacco products will not be tolerated on studio grounds.

- ❖ In the rare case of a parent or student showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately, and dismissal may be considered at the discretion of the Director. Physical, mental, emotional, or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.
- ❖ In the event of a dismissal, all tuition and/or recital monies paid to Studio E Dance & Acro on behalf of a discharged student will be forfeited. Parents/Guardians also must respect the rules, policies and procedures of Studio E Dance & Acro and abide by driving slow and cautious around the building, parking only in designated parking spaces, and refraining from any rude or aggressive behavior toward any other STUDIO E student, family member or staff member. Any and all incidents should be reported immediately to the Director.

No refunds will be issued in the instance of dismissal.

Studio E Dance & Acro promotes kindness, leadership, discipline and teamwork. To create an excellent dance environment, students will adhere to the standards set forth in the policies.

Anti-Bullying Policy: We are committed to anti bullying. We provide a safe and supportive community that fosters a lifelong love for dance and creative expression. In order to guarantee that all of our dancers are able to best pursue their passion, we implemented a comprehensive anti-bullying policy applicable to our students, dance families, staff and employees. We will not tolerate bullying in any form; physical, emotional, social or otherwise. Since our goal is to empower people and embrace individuality, one documented bullying even will have repercussions, which may include immediate termination of enrollment for egregious violations.

- ❖ Social media "bullying" is not acceptable at STUDIO E. If found that social media is used inappropriately, it might result in dismissal from the studio. The studio only supports positive and encouraging social media.
- ❖ We are committed to a healthy, harassment-free environment. While we welcome different perspectives and opinions, we do not tolerate cyber-bullying, derogatory remarks, harassment, slander, pornography, exploitation,

stalking, threats, taunts or burner accounts on our social media pages. Users who violate our code of conduct will be blocked. Repeat offenders will also have their accounts reported.

- ❖ We define bullying as any behavior; physical, emotional, verbal, written (either electronically or in person), that detrimentally targets another dancer. This counts as bullying when it physically or emotionally harms a dancer, targets a dancer for any actual or perceived characteristic, or creates a hostile environment in the dance studio.
- ❖ Most noteworthy, as per the policy above, we recognize that bullying does not just occur between students. Parents or guardians, who harass another student, parent, or Studio E Dance & Acro staff member, will have repercussions, which may include suspension or termination of the student. Please report all incidents of bullying you witness to the Studio Director immediately. There will be no refunds for such actions.
- ❖ Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards STUDIO E staff, students or families may subject the poster to disciplinary or legal action.
- ❖ Should you wish to engage on social media while identifying as a studio dancer, parent volunteer, or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy. Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- ❖ Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards STUDIO E staff, students or families may subject the owner to disciplinary or legal action.

Social Media

- ❖ Intellectual property laws (for example, costume design and choreography), must be observed by all studio patrons when posting online. This includes, but not limited to manuals, forms, handbooks, and syllabus, etc.
- ❖ Identifying information of any featured minors – including full names and ages – must be removed when posting on social media.
- ❖ We discourage parents / students and teachers from becoming ‘friends’ or ‘followers’ on social media. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- ❖ Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
- ❖ Photos or Videos taken from performances or rehearsals may NOT be posted online without permission from STUDIO E. Full choreography may not be posted.

Performances

A studio-wide performance is held annually in May and is open to all students. Participation is encouraged, but not required, if **we are informed of non-participation by November 1st**. We are confident that you will find our annual recital one of unsurpassed excellence and will be highly entertained. Each student will appear in one number for each class they are enrolled in. We hold two performances of our show, one at 11:00 am and the other at 5:00 pm. Preschool classes and Level I ages 4-6 classes perform in only one of these two shows. Other classes typically perform in both. This is subject to change. **Each account with students participating in the recital will be charged a \$25 recital download fee to be put on their account February 1st and must be paid before purchasing recital tickets.**

STUDIO E COMPANY

- ❖ STUDIO E Company is comprised of dancers who compete in Ballet, Tap, Jazz, Contemporary, Modern, and Acrobatics.
- ❖ Students in STUDIO E Company meet regularly, in addition to their weekly dance classes, to learn choreography for competitions in the regional area.
- ❖ **Admittance onto Company Teams is by invitation or audition only.** Students are chosen based upon their technical skills, their energy, enthusiasm, dedication and work ethic, their class behavior, their skills in handling constructive criticism and implementation of said corrections, and their ability to pick up choreography quickly. Company students take multiple dance classes in many styles per week, depending upon age (3 to 10 hours per week).
- ❖ STUDIO E Company will hold a **Dance Gala Performance** in late winter at a local high school for family, friends, and the public. This show consists of their Company routines and solo, duo, & trio numbers for competition. They will perform their group numbers in the annual recital as well. However, only graduating seniors will perform their solo, duo, and trios in the annual end-of-year recital.

It is intended that this Handbook will help every student at STUDIO E have a wonderful dance experience. Amendments or changes may be emailed at any time during the year asking you to add to or amend your copy.

Thank you for choosing STUDIO E for your/your child's dance education. It is an honor to pass on the gift of dance to others, and we do not take it for granted. If at any time you have concerns about your child's class or progress, please contact the studio office.

Parent/Director/Teacher conferences are available by appointment. It is our policy to meet with both the dancer and parent at the same time, unless otherwise agreed upon.

Please Sign, date, and Return to studio office by Oct. 10, 2025

I certify that I have read and understand the entire contents of the STUDIO E Student Handbook.

I also certify that, if I am the parent/guardian of a minor child, I have reviewed said Handbook with my child.

I agree to abide by and follow the rules and guidelines as set out in said Handbook.

Print full names of enrollee(s): _____

Signature (parent if under 18) _____