

Time To Leap LLC Policies and Procedures

Front Lobby behavior

Children are not permitted to run around the lobby/reception area. It is disturbing to the other parents as well as distracting for the teachers and students. We ask that your children have respect for other people's property and to behave at the studio as you would like them to in your own home. We ask that all individuals clean up after themselves and not leave a mess or any personal belongings behind. If a dancer is waiting for their ride home, they must wait in the lobby and not disrupt other classes. Please be sure all trash is disposed of properly.

In Studio behavior

NO FOOD OR SNACKS are permitted in the studios. No gum chewing is permitted inside of Time To Leap. Time to Leap is a "water only" studio. Dancers may bring their own water bottle to dance class. Street shoes are NOT PERMITTED in the studio at any time. This includes everyone, not just dancers. If you need to go into a studio, please be prepared to remove your street shoes, or use shoe covers provided by the studio. NO CELL PHONES or other electronic devices may be used during class time. If a dancer brings a device with them, they will need to leave it in their dance bag. Time to Leap is not responsible for any lost or damaged device.

Classroom behavior (Please see addendum to be initialed and returned)**

All students are expected to be respectful and attentive in class to teachers and their fellow classmates. Polite behavior and good manners should be displayed throughout the studio and lobby. Foul language or actions are not permitted. Students should not gossip or make their own groups and should work in unison as a class toward a common goal. Positive attitude, proper grooming and hygiene, dedicated and consistent attendance, and practice at home are expected from each student. **We are a private studio and reserve the right to dismiss any student who disregards studio policy, shows inappropriate behavior, or upsets the harmony of the school.**

Dress code (Please see addendum, to be initialed and returned)**

Dancers work harder and stay more focused when properly dressed for class. Denim, loose fitting clothing or dresses will not be accepted. Dancers should always have their hair securely tied back and away from their face for every class.

- **Ballet/Technique:** Leotard, tights, optional ballet skirt or spandex shorts, pink ballet shoes, hair in a bun (mandatory for level 4.1 and up)
- **Lyrical/Jazz/Musical Theatre/Modern:** Leotard, tights, spandex dance shorts, tan jazz shoes, hair in a bun. FORM FITTING shirts are ok as long as the belly button does not show and the dancer doesn't play with the shirt.
- **Tap:** Black tap shoes. Maryjane style tap shoe is used until Level 1 class, at which point dancers switch to an oxford style shoe. Leotard, tights, spandex dance shorts or leggings may be worn. Hair securely tied back
- **Hip Hop/Streets & Stage:** Comfortable clothes that are easy to dance in are permitted as long as everything is covered, and the shirts don't move if going upside down. Long hair securely tied back.
- **Acro:** Leotards or bike unitards and bare feet should be worn. Clothing that is loose and moves around is not appropriate for Acro. Long hair should be tied back.

Attendance (Please see addendum, to be initialed and returned)**

Please notify the studio of an absence as soon as you can in the event of an absence. Dancers can tell their teacher at a prior class or report it to Time to Leap's cell phone via text or voicemail at (484) 547-5330. Our email is not always checked as often as the phone.

Regular attendance is necessary to maintain steady progress in the class. Poor attendance will result in poor training, along with holding the class back. Individual progress as well as successful performances all depend on regular attendance. Dancers with excessive absences may be asked to not be in a performance, or a particular part of a dance. Please make sure to be on time, leaving enough time for parking/drop off, as well as getting ready for class (shoes on, stretching, etc.) The first 10 minutes and the last 10 minutes of the class time is the most important.

Tuition, Make up classes, and withdrawing from classes: (Please see addendum to be initialed and returned)**

First and last month's tuition is due upon registration. Thereafter, tuition is due the 1st of every month. It is considered past due on the 5th of that month. Any tuition that is past due will have a \$25 late fee added. If you choose to make 10 monthly payments, the payment is the same, regardless of the number of classes in that month. Tuition is an annual fee, which includes class instruction, dress rehearsal time, picture day and general administration costs.

If any Dancer must miss a class, he or she is permitted to make that class up at any time before the spring recital.

If you choose to withdraw your dancer, we require 30 day notice. Example, if you withdraw in January, we need notice in December. This helps us to pre-plan our classes accordingly.

We do not allow Dancers to "take a break". If your child wants to do a winter activity, we hope you can schedule around your dance classes. If this is not possible, we then recommend finding a way to do make up classes. If make up classes are not possible, then when the student returns, we may suggest that he/she be placed in a different class, depending on the progress of the class. Payment is still expected, as many of our classes have waiting lists, and we cannot hold a spot for your dancer. This hiatus will also go towards the "8 missed classes", unless the classes are made up.

Time To Leap Dance Center: Student Rules of Conduct

- Dancers should take class seriously and not miss class except for a few valid reasons.
- Always arrive to class 5 minutes early to be ready to dance and start class on time. This includes having all dance shoes and gear labeled with your full name, being properly dressed according to the dress code, having hair neatly secured off your face, excessive jewelry removed, use the restroom before class, and cell phones off or on mute and in your dance bag.
- Do not wear any dance shoes outside, and no street shoes are permitted in the studios.
- All dancers should carry a dance bag that includes their dance shoes, water bottles, extra hair accessories, and deodorant if needed. Remember to label all your belongings. Dancers are expected to keep their dance bag, coats, etc. neatly contained in the cubbies.
- **Cell phones and other electronic devices are to be turned off or muted and kept in the dancers' dance bag. (**Please see addendum, to be initialed and returned)**
- Dancers may not chew gum or bring food into the studio. The only drink allowed in the studio is a water bottle.
- When in class, dancers should keep their hands off the mirrors, not hang on the ballet barres, only sit down when instructed or approved by the teacher, politely ask dance related questions, and not make unnecessary conversation or noise in class.
- Remember to ***smile, learn and have fun in each of your classes!***
- Dancers should practice at home and be prepared for class even if they were absent the previous week. Dancers are expected to maintain a positive, "can do" attitude, and use 100% of their energy while in class.
- While waiting for your class to start, or for a ride home, dancers must keep excellent conduct and quiet voices in the lobby, so it doesn't disturb other classes. Dancers must wait in the lobby for their ride home. Dancers are responsible for their own belongings at all times and are expected to clean up after themselves in the studio and lobby.

- All dancers must be respectful and speak respectfully to teachers and to one another. This includes not gossiping or putting others down, not acting as if you are better than other classmates, and not making others feel left out.
- Dancers should respect the art of dance, the instructors and fellow dancers. This includes, working well and in unison with other dancers in class, using proper language and showing good, positive sportsmanship at all times.

Time To Leap Dance Center: A Parent's Responsibilities

Always remember we value your patronage and support! Thank you for choosing Time to Leap for your child's dance education. With your help, together we can make this a fun, excellent experience for both you and your child.

- Please notify the studio of an absence as soon as you can. Dancers can tell their teacher at a prior class or report it to Time to Leap's cell phone via text or voicemail. (484) 547-5330. Our email is not always checked as often as the phone.
- Please review our studio policies with your children and help them understand why it is important for everyone to follow the studio rules and expectations.
- Please encourage your child to practice at home, and to take their class and their attendance seriously.
- Please get your children to class on time (5 minutes early!) and properly outfitted for dance every week. Regular attendance is necessary for good training. Also, please keep students' jewelry and valuables at home.
- Please label dance shoes and all gear with students' full name. Please do not allow your child to wear dance shoes outside. A dance bag is required for all dance gear.
- If you choose to drop your child off for class, please be prompt in picking them up when their class is finished.

- You are responsible for supervising siblings while at Time to Leap. Please keep them safe, using their “inside voice”, away from the studio desk and under control in the lobby, so they do not disrupt classes. We ask all students and visitors to be respectful to others and studio property and to clean up after themselves.
- Remember that no street shoes are allowed in the dance studios. If you go into a studio, please be prepared to remove your street shoes or use shoe covers provided by the studio.
- Please remember while class is in session, the studio doors should remain closed.
- Please do not bring food or drink of any kind into the studios.
- You or your child should check our lost and found box frequently.
- Please always check your child’s dance bag for notices we may send home. Also, please check your email regularly as we do most of our communication via email, our website and our parent portal.
- If you or your child has a question, issue or concern about their class, please notify the teacher or Ms. Rhonda, and we will be happy to sit and discuss with you at a convenient time.
- If you wish to speak to your child’s teacher, please remember she is obligated to start her next class on time but upon request, will gladly call or email you at the end of her day.
- Please pay account balances on time. Late fees are issued on overdue accounts. All accounts are kept up to date on our parent portal site. Please familiarize yourself with the site and your account.
- Please avoid being a gossip that may spread misinformation. If you need to discuss a situation, please call the office to arrange a mutually convenient meeting time.
- Please don’t compare your child to other dancers or discuss such comparisons with other parents. Please trust Ms. Rhonda and her staff evaluations since they are professional dance educators and only have your child’s best interest at heart.

We appreciate your cooperation in helping out with all of the above, and we appreciate you and your Family being a part of our Family.

Thank You!