

Time To Leap, LLC, Policies and Procedures

Attendance Policy

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 dedicated, regular attendance. As most of our dancers attend classes regularly, and show up on time, it becomes unfair to the class, and the instructors, when there are excessive absences or tardiness by a few dancers. This is especially true during recital time.

Our season included 34 weeks of scheduled activity. If your dancer misses 7 or 8 classes through the year, they will miss 25% of the dance instruction. If 25% of sports, band or play practices, etc., were missed, would you expect your child to improve or progress in those areas, or be placed in a position to play varsity, be 1st chair, or have the lead in a play?

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.

DETAILS OF ATTENDANCE POLICY:

1. 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. The number is (484) 547-5330. Our email is not always checked as often as the phone, so please only email about an absence if it is at least a week in advance.
2. Throughout the entire dance year (Sept-June) 8 total absences in a class will be allowed. Anything above 8 absences will likely result in placement into another class and/or not advancing with the class for the next year.
3. During recital preparation time (April- June) only 3 excused absences will be permitted. Excused absences are end of year school concerts, school sports, religious celebrations, and illness.

UNEXCUSED absences are not permitted during this time and will result in non-recital participation. **UNEXCUSED absences include birthday parties, social events, local theatre auditions/tech, and anything else that is NOT required by the school or religious organization.**

4. If your dancer is participating in extra performances/events, there will be detailed attendance rules set for each group of rehearsals that the dancers must adhere to in order to perform.

We feel this policy is very generous and allows our dancers to explore other activities throughout the year.

If you have any questions or concerns on our attendance policy, they should be directed to Ms. Rhonda.

Tuition, Make up classes, and withdrawing from classes policies

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. Make up classes can be scheduled with Ms. Rhonda.

If you choose to withdraw your dancer, we require **1 months' notice**. Example, if you withdraw in January, we need to be notified 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 they be placed in a different class, depending on the progress of the class. Payment is still expected, as many of our classes now have waiting lists, and we cannot hold a spot for your dancer. This hiatus will go towards the "8 missed classes" referenced in the attendance policy unless the classes are made up.

Dress Code Policy

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.

PreDance, Kinderdance and Combo: Any color leotard and tights is acceptable. Black Mary-Jane style tap shoes and pink leather ballet shoes are required. Black ballet shoes for boys. All items should be in a bag that the children can identify as their own, and please put their name on the bag and their shoes.

Ballet/Technique: Leotard, tights, optional ballet skirt or spandex shorts, pink ballet shoes, hair in a bun (mandatory) Boys should wear black leggings, jazz pants, or spandex shorts with a white or black plain or TTL t-shirt that is not too loose.

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 they cover everything, and the dancer doesn't play with the shirt. Belly buttons must be covered. Boys should wear black leggings, jazz pants, or spandex shorts with a white or black plain or TTL t-shirt that is not too loose.

Tap: Black tap shoes. Mary-Jane style tap shoe is used until Elementary Level class, at which point dancers switch to an oxford style shoe. Leotard, tights, spandex dance shorts or tight-fitting dance pants. May also wear form fitting shirts and stretch pants. No denim. Long 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. Shirts and cropped tops are not permitted. Long hair securely tied back.

Expected Behavior at Time to Leap

We expect that your children have respect for other people's property and to behave at the studio, as you would like them to behave in your own home. We ask all students and visitors to be respectful to others and studio property, and to clean up after themselves.

Children are not permitted to run around the lobbies, cubby area, or desk areas. It is disturbing to the other parents as well as distracting for the teachers and students. Please do not allow your children to play with items on and around the desk areas. If a dancer is waiting for their ride home, they must wait in the lobby quietly and not disrupt other classes.

CHEWING GUM IS NOT PERMITTED IN TIME TO LEAP. FOOD OR DRINK are NOT permitted in the dance studios. If a dancer, parent, visitor, or sibling is having a snack, it MUST remain in the lobby areas. Particles of food, no matter how small, on the bottom of a dance shoe can cause a terrible accident. We ask that all individuals clean up after themselves and not leave a mess or any personal belongings behind. Please be sure all trash is disposed of properly. There are trash cans outside to dispose of all garbage. Time to Leap is a “**water only**” dance studio. Dancers may, and are encouraged, to bring their own water bottle to dance class. This water bottle must be labeled with their name and is allowed in the dance studio with them.

Street shoes are NOT PERMITTED in the dance studios 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.

Student Rules of Conduct

- Do not wear any dance shoes outside, and no street shoes are permitted in the dance studios.
- Dancers **may not chew gum** or bring food into the studio. The only drink allowed in the studio is a water bottle.
- Always arrive to class 5 minutes early, ready to dance, and start class on time. This includes having dance shoes on, being properly dressed, 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 all before the class starts.
- All dancers should carry a dance bag that includes their dance shoes, water bottle, extra hair accessories, and deodorant if needed. **Remember to label all of your belongings, including water bottles!** Dancers are expected to keep their dance bag, coats, etc. neatly contained in the cubbies or the dressing room.
- *****No cell phones and other electronic devices , including all smart watches, may be used during class time.** If a dancer brings a cell phone to the studio, it must be muted and remain in their dance bag. If a dancer wears a smart watch, all notifications must be silenced (put in “school mode”) and the dancer is not permitted to check it during class. If a dancer does not follow this policy and it becomes a distraction, they will be required to leave all devices at home. Time to Leap is not responsible for any lost or damaged device.
- **Foul language or actions are not permitted anywhere while at Time to Leap.**
- Dancers are responsible for their own belongings at all times and are expected to clean up after themselves in the studio and lobby.
- 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.
- Dancers are expected to pay attention to their proper grooming and hygiene. Many dancers find it helpful to keep deodorant in their dance bag.
- Remember to *smile, learn, and have fun in each of your classes!*
- Dancers should take class seriously and not miss class except for a few valid reasons.

- Dancers should practice at home and be prepared for class even if they were absent the previous week. They should always use strong arms, stretched feet and proper body placement in class. 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.
- All students are expected to respect the art of dance and be respectful and attentive in class to teachers and their fellow dancers. This includes polite behavior, good sportsmanship and good manners displayed throughout the studio and lobby, working well and in unison with other dancers and no gossiping or making their own groups.

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.

Time to Leap PARENT 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. The number is (484) 547-5330. Our email is not always checked as often as the phone, so please only email about an absence if it is at least a week in advance.
- 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.
- Please remember studio doors should remain closed while class is in session.
- 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 Ms. Rhonda, and we will be happy to sit and discuss it with you at a convenient time.
- 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 with all the above, and we appreciate you and your Family being a part of our Family.

Thank You!

Ms. Rhonda