

Arlington School of Dance  
Est. 1975



## Studio Family Handbook

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**Contact Us:** arlingtondance@gmail.com

www.arlingtonschooldance.com

360-435-4541

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## Our Core Values

Welcome to Arlington School of Dance!

Our studio is focused on achieving exceptional standards of dance. We believe in nurturing creativity and artistic development, while offering a warm and positive environment that all dancers can thrive in.



## Fee Policies

Tuition is due by the first of the month. After that a \$10 late fee will be added to the balance due.

Tuition must be paid in order to secure and maintain class placement, and participate in performances.

Please note tuition is non refundable however, we will make every effort to choose a make up class for you. The registration fee is due at the time of enrollment. Once attendance has started this fee is non refundable.

Recital costumes are non refundable. Before ordering these a parent, guardian or student (if adult) must sign off on the size ordered. If a costume is flawed we can exchange it at no charge. If it does not fit, the amount due for the replacement may be the customer's responsibility before ordering. The June recital fee is non refundable after May 1st. This fee helps us create a special event for your dancer and includes a show recording.



## Studio/Recital Policies

Our policies have been implemented to ensure any experience with us for all students, staff and parents remains positive and runs smoothly. It is important that the focus remain on the students. This can easily be lost when concerns or questions arise and are not handled in a calm and appropriate manner. Agreeing to follow this policy is required in order to have your child perform or attend our classes. We encourage you to come to us with any questions regarding this policy and we will be happy to clarify. Questions and concerns are welcome but must be approached using the following guidelines.

Respect and patience must be shown before, during and after all activities and events associated with Arlington School of Dance. Inappropriate language, aggressive tone and disrespect toward our staff, theater staff, volunteers, fellow parents and students will not be tolerated. Individuals not following these guidelines will be asked to leave.

Theater rules must be observed. Example: A) Theater doors will open no earlier than 30 minutes prior to show time. B) Those not presenting a ticket will be asked to purchase one before entering the theater. C) Theater seats may not be reserved without prior permission from the studio director. D) For safety reasons the backstage area is for staff, dancers and volunteers only.

In order to perform classes must be supervised in their dressing room. Staff is not available to remain with students as we are running the show. Please consider volunteering to help at recital. We greatly appreciate helping hands.



## Class Etiquette & Observation

Students should arrive to class on time if not early. If more than 10 minutes late, dancers may be asked to observe that day, as they will have missed the warm up. This is important to prevent injury and it disrupts the class in session. Be prepared wearing dance attire in line with the studio's dress code. Buckles, belts, bracelets... will damage the floor. Our dress code can be found on our website.

- \* Hair should be worn up and off of the face and neck.
- \* No hanging earrings or necklaces please.
- \* Practice good hygiene. This includes washing dance attire regularly and wearing deodorant to class as needed.
- \* Be kind and respectful to your instructor and fellow dancers.
- \* Refrain from interrupting your instructor. It is appropriate to let them finish, then raise your hand. Never shout out questions, comments or corrections. Be kind and polite.

Regular attendance is required. If a class is learning recital choreography and a dancer is continually absent, it is nearly impossible to move forward. Everyone is held back including the teacher as we have to re-teach material the following week. With this in mind, if a dancer is frequently absent they may have to be removed from a portion of, or the entire dance affected. Consistency is necessary to learn, and improve upon skills taught.

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## Class Etiquette & Observation (continued)

**WATCH WEEK:** To ensure students progress without distraction and with the exception of September and June, we find it best for the dancers to have parents observe the first class of the month. This enables us to hold classes with their full attention, and parents still have the opportunity to observe. We ask that you keep in mind voices carry from the balcony. We can hear even quiet talking from below. Taking pictures can be distracting during class. Before or after class is best. Taking/making calls or recording class is not allowed during observation. Most important, do not correct your student or their teacher while watching. It rarely works, tends to disrupt class and brings negative attention to your dancer. As a parent it can be hard to hold back, but please do so. Even if done with good intention, these distractions make class time challenging. Take this time to enjoy your dancer. They love to show off for you!