# listen up! IT'S THE IMPORTANT STUFF!



We distribute a monthly newsletter at the beginning of each month that is full of important information related to studio programming and opportunities. These newsletters are also kept on our website for ongoing reference. We also use email, SMS messaging and social media platforms to keep our dancers and parents up to date on an ongoing basis.



We require all dancers to be 48 hours fever, vomit, and symptom free of **ALL** illness before coming to the studio for classes or rehearsals. If your dancer is ill, please email

office@dancemechanix.biz to notify us and we will be happy to help you schedule a make up class.



Tuition is posted on the first of the month and is due no later than the tenth of the month\*. We accept payment by cash, check or credit/debit card. You can conveniently pay online through your Portal or if you would like even more convenience, we have an AutoPay option as well. Payments made by cash or check can be placed in a drop box by the office door. Late payments will incur a \$10 non-refundable late fee.

\*Applies to all months except January, June and September. Tuition is due on the 20th of those months.



We ask dancers to keep their belongings with them and use the storage cubbies in the studio classrooms to store their belongings during class. If something ends up missing, we have a Lost & Found bucket that is located in the lobbies of both buildings. We typically donate unclaimed Lost & Found items every couple of months, so be sure to check it often!

### **LOBBY**



We learned a few things during the policy changes that Covid created. One of those relates to having our lobbies closed for parent observation and waiting.

Having closed observation and waiting lobbies allows us to create a more professional environment inside the lobby for our customers. We have a quieter space whereby parents are able to ask questions at the desk in an environment that is less noisy and our dancers have space available, other than the floor, to wait for class, eat and do homework.

This is a policy that we feel enhances our ability to provide excellent dance instruction as well as excellent customer service. Our lobbies are always open for front desk assistance, bathroom needs and drops offs and pick ups!

Thank you for helping us keep our focus on providing excellent instruction and customer service!



## classroom rules dress code

- No Food in the Classroom
- · Water Bottles are Allowed
- Wear the proper shoes; no street shoes are allowed
- No Gum in the Classroom
- · Cellphones must be silenced and kept in a bag while class is taking place
- Arrive on time; dancers who are more than 15 minutes late will be asked to observe to avoid injury
- · Be kind, positive and respectful to your instructor and to your peers
- Thank your teacher after
- Adhere to the Dress Code
- When the teacher is talking or the music is playing, dancers should not be talking
- Respect everyone's personal space by keeping your hands and feet to yourself
- · Remember... class is a time to learn, grown and have FUN!

Dancers are welcome to wear their favorite leotard and either pink, tan or black tights for all classes other than Acro. Dance skirts, shorts and other accessories are optional. Shoes: Pink Ballet Shoes, Black Mary Jane Style Tap Shoes, and Black Jazz shoes. Suggested stores and styles are available on our website. Hair should be pulled back and away your face.

### **ALL OTHER CLASSES**

Ballet: Any leotard; pink or black tights; pink canvas ballet shoes; hair in bun

Jazz: Any leotard; pink, black or tan tights; dance leggings or shorts can be worn in place of tights; black jazz shoes; hair in

Tap: Leotard or shorts; tank tops, leggings or athletic wear; black lace up tap shoes; hair in ponytail; tights not required

**Hip Hop:** Athletic clothing that you are able to move in; clean white tennis shoes, hair in

**Details on Website** 

