**Studio Energy & Motion**

Studio Located at

15404 Patrick Henry Highway

Amelia, VA 23002

**Studio Handbook**

**For Students & Parents**

**2022-2023**



Casey Flippin, Artistic Director

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 \*\*\*Please keep this guide handy for reference\*\*\*

**General Studio Policies:**

1. People waiting in the building during classes must keep noise down in the waiting areas. All persons are asked to sit quietly while waiting for students in classes. Talking and excessive noise in the waiting area is a distraction to the teachers and ALL students. Please be respectful.
2. We love babies and young children and appreciate the chance to meet our students’ siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas. Siblings are not to be left unattended in the waiting area.
3. Cover ups are to be worn over leotards and tights when entering and leaving the studio, **REGARDLESS of the age of the student.**
4. Do not wear dance shoes outside. Any dance shoes that are worn outside will not be allowed on our studio floors.
5. Please label your child’s dance shoes and belongings.
6. There is a lost and found located in the waiting area. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.
7. Parents and students should not enter the office space of the school. Please feel free to communicate through the open window of the office.
8. Parents and students should never interrupt a class in session.
9. If you need to speak with a teacher or the director, please leave a message at the office. The teacher or director will return your message as soon as possible.
10. Students and parents are expected to clean up after themselves. All snacks, drinks and trash should be taken with you or put in the trash before you leave.

**CLASS POLICIES**

1. No food or drink is allowed in the studio classrooms.
2. Water bottles are allowed in the studio.
3. No gum chewing is allowed in class.
4. No jewelry is to be worn in class.
5. For the safety of all dancers, no braids or beads are allowed to be worn in the hair.
6. Students are to enter the class properly attired and hair neatly done according to our Dress Code and Hair Policy. Students not abiding by the Dress Code and Hair Policy will not be allowed to participate in class.
7. Phones and other communicating devices are not permitted in class.
8. **NO ONE** is allowed in a classroom unless a teacher is present.

**Parent’s Responsibilities**

1. **Be Aware of Dates & Events**: It is the responsibility of the parent to be aware of all school activities, such as Parent Observation Weeks, recitals, extra classes/rehearsals, picture day and dates the school is open or closed. A studio calendar will be sent to you by September of each dance season and is available on our studio website and the bulletin board.
2. **Check Email Often:** The parents will give STUDIO E & M their email address to email important notices home. It is the parent’s responsibility to regularly check their emails.
3. **Check Bulletin Board:** Important information is also posted on the bulletin board in the waiting area. It is the parent’s responsibility to regularly check the bulletin board as they enter or leave the studio.
4. **Notify the Office of Changes:** It is the responsibility of the parents to notify the STUDIO E & M Office Staff of any changes to email addresses, mailing addresses or phone numbers.
5. **Be On Time:** It is the parent’s responsibility to make sure their dancer arrives to class on time and is prepared for class.
6. **Take your child to the bathroom before class begins:** Please make sure younger children use the bathroom before class begins. History has proven that once one child leaves during the class to go to the bathroom then they all need to go. Please let the teacher get the most of the time she has with your dancer and help avoid this unnecessary distraction.
7. **Keep the waiting area neat:** Please pick up after yourselves and your children. We strive to maintain a neat and clean studio for our dancers and families and we appreciate your cooperation in this matter.
8. **Maintain a quiet environment:** If you choose to wait for your child while they are in class dance we ask that you remain quiet in the waiting area. Talking and excessive noise in the waiting area is a distraction to the teachers and ALL students. Please be respectful. Please keep siblings from running around and creating disturbances.

**Dropping Off & Picking Up of Students**

1. Students under the age of 10 must be walked to and from the studio door. No student under the age of 10 will be released into the parking lot.
2. Students who take classes beginning at 4:00pm, 4:15pm or 4:30pm may ride the ACPS school bus to the studio **as long as the dancer can get themselves ready for class on their own**. It is the parent’s responsibility to call the school to find out what bus they need to ride. **\*\*\*If students are released EARLY from school you will need to make other arrangements to get them to the studio.**
3. **STUDIO E & M** is not responsible for providing before or after class care for students. If you choose to drop off your dancer, please pick up your child promptly when class is over. Older students may arrive early to stretch and prepare for class; however, they must behave appropriately in the lobby at all times and will NOT be directly supervised. **If you choose to drop off early you do so at your own risk.**
4. Students must be picked up no later than 15 minutes after their class ends. Students left 15 minutes or more past the end of their class may be subject to a $10.00 late pick up charge.
5. **Once your child arrives at STUDIO E & M (non-drivers) they are not allowed to leave the White Elephant Professional Center without an adult.** Due to safety concerns, dancers will not be allowed to walk to Subway or the convenience store unless accompanied by an adult.

**WHAT TO EXPECT IF YOU ARE NEW TO DANCE**

1. The halls are very crowded the first few weeks of classes. This will settle down after the first few weeks.
2. The first few weeks are a time for review and for teachers to get the dancers comfortable with the routine and class setting. This is also the time for teachers to assess and make sure the dancers are in the right class. If dancers are not in the class that is right for them, we will place them in the correct class.
3. The youngest dancers will have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children “on task” quickly. The best way to ensure success is to assure them they are going to have fun. Leave as quickly as possible and please refrain from staying near the classroom door and talking as they can hear you and this serves as a distraction to your dancer and all the dancers in the classroom.

**CLASS PLACEMENT POLICY**

Class placement decisions are derived from many years of teaching experience. A child is placed in the particular group or class where he or she is best suited based on their age and ability and will feel confident enough to develop self-esteem. Some students who are placed in a higher level will become discouraged, only to lose their passion for dance. Placement is highly individual and the factors that go into the decision are complex.

Our staff is extremely careful and concerned when choosing the correct level class for each student. It is very important to remember that all students are individuals with very different talents, skills and ability levels. Students progress at different rates. In maintaining a high quality of dance instruction it is therefore impossible to keep the same students together in class year after year.

Just because your child’s class name doesn’t change does not mean they will not learn anything new. The class names are simply a way of identifying the classes separately for business and scheduling purposes. Our teachers plan each class level to the ability level of the students in the class each year.

If your child's class placement creates a scheduling conflict for you, we will be happy to discuss moving your dancer into another class at their ability level or lower. Due to the safety of our dancers, we cannot grant requests to move students into a higher level class. Each class level is designed to strengthen the dancer and prepare them and their bodies to move into the next level. Skipping levels can lead to injury.

Students are reassessed the first few weeks of each new dance season and if they are not in a class suitable to their ability we retain the right to move them into the correct class.

**DRESS CODE & HAIR POLICY**

**Students who are not properly attired and don't have their hair properly fixed will not be allowed to participate in class**. Our attire guidelines are put in place as an honor to the classical world of dance. The uniform look allows the teachers to focus on making sure proper technique and muscles are being used and minimizes distractions in class. When students are dressed like professional dancers they dance like professional dancers. The staff at STUDIO E & M appreciates your cooperation and attention to our dress code.

**Creative Movement:** Black leotard (no skirts please), pink tights, pink ballet shoes; hair pulled back from face neatly. If hair is longer than shoulders, hair mustbe in a bun.

**All Pre, Beginning & Intermediate Ballet & Tap Classes**

**Girls:** Black leotard (no skirts please), pink tights, pink ballet shoes (full or split sole), black tap shoes with ties and attached elastics (Capezio Tyette Jr. Brand or similar style); hair in a neat bun and pulled back from face neatly

**Boys:** Black leggings or warm up pants, tight white t-shirt, black ballet and black tap shoes, hair neatly off face

**Int/Adv Ballet, Tap & Pre-Jazz:** Black leotard (no skirts please), pink tights, pink ballet shoes (full or split sole), black tap shoes with ties and attached elastics (Capezio Tyette Jr. Brand or similar style); jazz shoes are not needed for class – may be needed later if one of the recital pieces is jazz; hair in a neat bun and pulled back nearly from face

**Advanced Ballet, Tap & Jazz Class:** Black leotard (no skirts please), pink tights, pink ballet shoes (split sole), black slip on tap shoes (NO LEO BRAND), black jazz shoes; hair in aneat bun and pulled back neatly off face

**Level A - D Ballet Classes:** Black leotard, pink tights, pink canvas split sole ballet shoes; hair must be in a neat bun

**Pre-Pointe/Pointe Classes:** Leotard, pink tights, dancers wear their ballet shoes until teacher gives them permission to start wearing pointe shoes; hair must be in a neat bun

**Level A - D Tap Classes:** any color leotard and tights, black split sole tap shoes (ABSOLUTELY NO LEO BRAND SLIP ON TAP SHOES), prefer hair in a bun if longer than shoulders; otherwise ponytail is fine

**Jazz Classes (All Levels):** any color/style leotard and tights; cami or bra tops; jazz pants, leggings or booty shorts (tights MUST be worn under shorts), black slip on jazz shoes; no t-shirts or cover-ups of any kind are allowed to be worn in class; hair in a bun if longer than shoulders, otherwise ponytail is fine

· **Tumbling:**

**Girls:** any color leotard or cami top with booty shorts, no tights, bare feet; hair pulled back out of the face

 **Boys:** tank top, shorts or warm up pants, bare feet

**Modern:** any color leotard and footless tights; cami or bra tops; leggings or booty shorts (footless tights must be worn underneath); bare feet or foot undeez, long hair in a bun otherwise low ponytail is fine

· **Hip Hop:** clothes they can move in, jazz shoes or jazz sneakers; hair pulled away from face

**Please label your child’s dance shoes and belongings.**

**Financial Policy**

**\*\*TUITION PACKAGE\*\***

**Due to the rising costs of costumes and venues for shows, tuition packages have increased.**

ALL FULL DANCE SEASON TUITION PACKAGES\* INCLUDE:

* Full instruction
* Original choreography
* Recital Costume and one pair of each color tights needed (if needed)
* Each dancer also receives a t-shirt with the May recital theme and cast list on it.
* 2 complimentary Recital Tickets
* \*Costumes for the Winter Show and for the Sparkler/Shimmer Dance Teams are **not included** in the tuition package.
* \*\*See our Dance Season Tuition Package Information Sheet for current pricing\*\*

**Registration Fee:** \*\*$10.00 for current, active families; $25.00 for new or inactive families

\*\*If not registered for another session at the end of the current session your account becomes inactive and you must pay the $25.00 registration fee\*\*

**THE 2022/23 DANCE SEASON RUNS FROM SEPTEMBER THROUGH MAY. PAY FOR THE ENTIRE DANCE SEASON IN FULL BY SEPTEMBER 9, 2022, AND RECEIVE A 5% DISCOUNT.**

| **HOURS PER WEEK**  | **MONTHLY FEE**  | **FULL DANCE SEASON PAYMENT** **(5% DISCOUNT)** |
| --- | --- | --- |
| **0:30** | **$70.00** | **$598.50** |
| **0:45** | **$80.00** | **$684.00** |
| **1:00** | **$90.00** | **$769.50** |
| **1:15** | **$110.00** | **$940.00** |
| **1:30** | **$125.00** | **$1068.75** |
| **1:45-2:00** | **$145.00** | **$1239.75** |
| **2:15-2:45** | **$170.00** | **$1453.50** |
| **3:00-3:45** | **$190.00** | **$1624.50** |
| **4:00-4:45** | **$200.00** | **$1710.00** |
| **5:00-5:45** | **$210.00** | **1795.50** |
| **6:00+** | **$200.00** | **1881.00** |

**FAMILY DISCOUNT:**

We offer a 10% discount off tuition for the second sibling and each additional sibling. The full dance season payment discount and sibling discount cannot be combined. **The family discount does not apply to Shimmer/Sparkler Company fees.**

**\*\*FINANCIAL POLICIES:**

**1) Payment options:**

 **a) Full Year:** Pay for the 2022/23 dance season in full by **September 9, 2022** and receive a 5% discount off the total tuition. Payment must be received in our office by September 9, 2022 to receive the 5% discount.

 **b) Monthly Payments:** Monthly payments are due on the **1st of every month (September - May).** Tuition remains the same each month whether it is a long (5 weeks) or short (3 weeks) month and regardless of absences. The class fees are based on the total number of classes to be taught in a dance year and broken up evenly over the months**. \* No statements or reminders will be sent out unless payment is past due.**

 **c) Automatic Credit Card Payments:** If you wish, we can save your credit card information on file and set you up for recurring monthly payments on the 1st of each month (September – May).

**2) Late Fees**: If payments are not in our office by the 10th of the month, a $10.00 late fee will be charged.

 Additional $10.00 late fees will be added to the account each week after the 10th until the payment is made.

**3) Payment Methods:** We accept cash, checks, money orders and credit cards (Visa, MasterCard or Discover).

 **a) We DO NOT accept post-dated checks!**

 **b) There is a $35.00 charge on all returned checks.** If a check is returned due to insufficient funds, all future payments must be made in cash, money order or credit card.

 **c)** If the studio is closed, payments may be dropped off in the drop slot in the window at Nationwide Insurance next to the studio.

 **d)** Payments may be mailed to Studio Energy & Motion; PO Box 814; Amelia, VA 23002.

 **e)** Credit card payments may be made online. To make payments online, visit our website at www.jsodamelia.com and click on **Dance Account** at the top of the page.

 **f)** We can take credit card payments over the phone. Call our office at 804-561-3311 to make a payment over the phone.

**4) Delinquent Accounts:** It is your responsibility to keep your dance account current.

 **a)** If your account is more than 30 days delinquent your dancer may be refused entry into class until the account is brought into good standing or other arrangements have been made.

 **b)** If a student’s account has an outstanding balance at the time of any performance, then the student will NOT be allowed to perform until all outstanding balances are paid in full.

 **c)** If a student’s account has an outstanding balance as of December 9, 2021 the May recital costume will not be ordered for your dancer until the account is paid up to date. If your child’s costumes are not ordered with the class, then we cannot guarantee it will be in on time for Picture Day or the recital. In addition, the parent will be charged a $25.00 fee for processing, shipping and handling charges when the costume order is placed.

 **d)** If a student’s account has an outstanding balance at the time of our Costume Week in April, then that student will not be allowed to take their costumes, tights and recital t-shirt home until the account is paid up to date.

**\*\*ONLINE CUSTOMER ACCOUNT ACCESS**

You can now access your studio account online. You are able to go online to make payments, view enrolled classes and update account information. To access your account go to our webpage at [www.studioemamelia.com](http://www.studioemamelia.com) and click on the Dance Account heading at the top of the webpage.

**\*\*WITHDRAWAL POLICIES**

Registering for our 2021/22 Dance Season is a nine-month commitment. The 2022/23 dance season runs from September 6, 2022 until May 14, 2023. If for any reason, you are not satisfied you may withdraw by September 30, 2021 for a full refund minus any classes taken. After this date, you will be responsible for the remaining fees through May 14, 2022 unless withdrawal from class is for a medical emergency (doctor's written statement must be provided) or a job transfer of one or both parents which requires the family to move out of the area (company letter must be provided). In either of these cases, you will be excused from any remaining fees owed. However, the registration fee is non-refundable.

**\*\*Complete Dance Season Policies are available in our Studio Handbook. A copy is available on our website at** [**www.studioemamelia.com**](http://www.studioemamelia.com)**\*\***

**ATTENDANCE**

Good attendance is imperative as absences and tardiness can hold back an entire class and the studio cannot jeopardize its responsibilities to the rest of the class for one student.

**Perfect Attendance Award:** Attendance is taken at each class and recognition is given at the May recital for perfect attendance. Classes cannot be made up for this award; you must attend all of your scheduled classes to receive this award.

**Recital Participation Attendance Policy:**

* Any student who misses more than 4 classes from January through May FOR ANY REASON will not be allowed to perform in the recital.
* No student may miss the two classes before the recital.
* An extended illness will be reviewed by the staff on a case by case basis.

**Recital Week Attendance Policy:**

* Attendance at events during recital week (run-thru, dress rehearsal, special rehearsals) is mandatory.

**Excused Absences:**

* Graded school class functions will be excused (please give us at least a week’s notice of any absence).
* The death of an immediate family member will be excused.
* An extended illness will be reviewed by the staff on a case by case basis.
* Otherwise, there are no excused absences.

**Tardies**

* Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and therefore may sustain injury.
* Students who arrive more than 10 minutes late may be asked to observe the class for reasons of personal safety.
* Students whose minutes late add up to the equivalent of one class period over the course of the dance season will be counted as an absence.

**ILLNESS POLICY**

Parents are asked to keep their students at home for the following conditions:

* Fever
* Eyes that are pink, burning, itching, or producing discharge
* Nausea, Vomiting, Diarrhea
* Children with known or suspected communicable diseases or lice.

Please observe the 24 hour fever free and symptom free rule before allowing your child to return to dance.

**CLASS OBSERVATION**

* Parent Observation Days are held the first week in December and during Costume Week in April. We provide this opportunity for parents so they can observe the growth of the dancers and to experience the class from “inside.” It is a great time to take photos and videos of your little stars. Please note that some dancers might become shy when there is an audience in the room.
* In December, we will measure for May recital costumes. We measure with growing in mind, but any alterations are the responsibility of the parent.
* In April, students receive their costumes and important information is given out concerning the May recital and future classes.
* We ask during these observation weeks that any non-dancing siblings not be brought to the studio. Class space is limited and we need distractions to be minimal. There is a lot of information covered during this time. Siblings are not to be left in the waiting area unattended.
* Parents are not allowed to watch class at any other time to ensure the full attention of the student to the teacher. We have found that students learn much better without parents watching class. Please make every effort to attend the Parent Observation Days.

**INSURANCE**

Studio Energy & Motion does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student’s own policy is your only source of reimbursement.

**SNOW OR INCLEMENT WEATHER**

The studio will not necessarily close for snow days even if area schools are closed since many times roads are clear and safe by 2:30pm. A decision will be made by 2:00pm that day on whether classes will be held. If classes are canceled an outgoing message will be put on the studio phone by 2:00pm. You may also visit our website, [www.Studioemamelia.com](http://www.studioemamelia.com) as well as view channel 8. Our Facebook page will also be updated with information about closings so be sure to “like” Studio Energy & Motion on Facebook.

We understand that road conditions can vary greatly from one area to the next so in the event that classes are held and you feel it is unsafe to travel the roads in your area, please call or email the studio and let us know. Your child’s absence will be excused and will not count towards our “no more than 4” policy for recital participation. If you do not call or email us, then the absence will not be excused.

**HOLIDAYS**

We do not follow school schedules. A studio calendar will be mailed and/or emailed by the end of September. The studio calendar is also available on our website, [www.studioeandm.com](http://www.studioeandm.com/).

**PERFORMANCES**

**Winter Performance:** Our winter show is only for students enrolled in our Intermediate/Advanced classes and may incur additional costume charges that are not included in the tuition package. You will be notified if any of your child's classes are involved in this show and what fees are due. Participation in this show is optional and you will be given the opportunity to let us know if your child will not be participating. If you do not let us know your child is not participating by the deadline, then you are responsible for all fees associated with the show. These fees must be paid by October 8, 2021. This performance is USUALLY held at Amelia County High School.

**May Recital:** Our May recital is for all students enrolled in our full dance season. Our recital is usually held the second weekend in May with a run-thru and dress rehearsal the same week. All students MUST be at all rehearsals to participate in the recital. In recent years, the spring recital has been held at Powhatan High School, Nottoway High School and Amelia County High School.

**Recital T-shirts, Programs, and Awards-**In February- a list of enrolled students will be on the newsletter for parents to check spelling errors and years of attendance in dance/tumbling. It is the duty of the parent to inform the studio via email of any spelling or year corrections by the last day of February.

**Senior Solos:** Each graduating senior is rewarded for their dedication to the art of dance/tumbling by choreographing and performing a senior spotlight (solo). Soloists must be enrolled in the full calendar season of dance their senior year and must be enrolled in the genre of dance that they plan to perform for their solo to be eligible for this opportunity.

**RECITAL PICTURES**

Picture purchases are optional; however, we must have every student there for the group shots. This is usually done in April or May on a Saturday or Sunday at the studio. More information will be sent at a later date. Individual shots may be taken as well.

**MEDIA POLICY DURING PERFORMANCES**

* **There is NO photography (with or without flash) or videoing allowed.** This includes SLR cameras, iPads, iPods, cell phones or any other electronic device.
* Professional DVDs of the performances are available for purchase.
* Please turn off or silence all cell phones and other electronic devices during the performance and refrain from using anything with an illuminated screen while the show is being held.

**PHOTOGRAPHY RELEASE**

Permission is granted to Studio Energy & Motion to video and photograph my child for use in educational, advertising or other promotional purposes. Permission is granted to use my child’s name in conjunction with the studio name. Photographs and filming of students by Studio Energy & Motion or members of the press become the property of Studio Energy & Motion and may be used for future publicity.