

# Feel The Rhythm Policies and Procedures

Please take the time to read through the following pages with your child.

We hope that your time at Feel the Rhythm will surpass your expectations and that your dancer will thrive with FTR, thank you for choosing us!

## FOR OUR FTR STUDENTS

At FTR, we believe the starting point to becoming a successful dancer is commitment. Once you make a solid commitment to your classes and training, we know you will succeed. To build success, a key component is technique. Strong technique is built and developed in class, so arriving prepared to learn and leaving personal distractions outside will allow you to fortify your technique. Classes are the chance to focus solely on yourself: we know it's difficult to do, but if you try to leave your concerns and worries of the day at the door, it will help you tremendously. To progress is to take each and every class as an opportunity to become better at what you love to do. Always go full out, stretch a little further, increase awareness of your body and technique and make the most of every class and you are well on your way.

It is essential to have respect for each of your teachers. When a correction is given, listen: no matter if it is directed at you or another student, it's something everyone can benefit from. Receiving corrections is an honor because it shows that your instructor cares about your progress as a dancer and is only trying to help you grow. Always thank your instructors for corrections and constructive criticism. If you apply yourself in every class and appreciate the experience and knowledge of your teacher, nothing can stop you from growing and progressing. We encourage you to make yourself stand out in the class in a positive way: we can and do provide you with all tools necessary, but in the end, it comes down to you and comes from within you. You must want it yourself and show us that you are a dedicated, committed student.

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# FOR OUR FTR PARENTS

We believe that the success of your children depends on the support of their parents or guardians. Being involved in your child's dance education makes a vast difference, and if you are committed, it will help them be more committed. We encourage all parents to be a part of your child's dance education.

The way we teach at FTR relies on a positive and educational atmosphere and experience for the faculty, students, and their parents. Cooperation between all parents is expected. By showing respect for other parents, the students, and the faculty, this makes an important impression on the children as they often learn by watching. You are your child's role model when it comes to interactions with others in a professional setting.

Perspectives will often vary when it comes to how parents and teachers look at the child's learning; however, we always share a common goal. Our goal is to provide the best possible training to students, both physically and mentally. With a positive atmosphere and respect, we can teach the students many positive attributes to help them grow into beautiful, kind and caring young adults.

Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education. As a parent, you play an important role in supporting your child financially, but your emotional support is of equal—and perhaps even greater—value. Regardless of what others may say or do, it is important to continually encourage your child to be the best that he or she can be, no matter what's going on around him or her. Dance is an individual art form and children need to be allowed to achieve that at a pace that's comfortable for each individual. No two students will progress at the same rate: even if they experience the exact same training. No matter what, please encourage your children that it is important for them to give it their all, focus on themselves and be satisfied with their own, individual accomplishments no matter what is going on around them.

We understand that not all children will develop into professional dancers, and because of this, one of our primary goals is to provide our students with life lessons and skills that will help build success in the lives of each and every student that comes through the doors at FTR. We pride ourselves on teaching the students far more than just technique and steps. Having the discipline of dance in your children's' lives provide them with a better understanding of teamwork, commitment and hard work and dedication. We believe that dance provides all students with these important facets. Our goal is to not only educate them in dance instruction, but also to educate their minds, bodies and souls while teaching them skills for a successful life no matter their further involvement in dance.

It's possible that some comparisons may be made between a child's progress or placement to another child. Please watch for this behavior in your children and encourage them to focus on their own accomplishments as

opposed to someone else's. Every student is different, and we want each of them to be focused on his or her own progression and accomplishments.

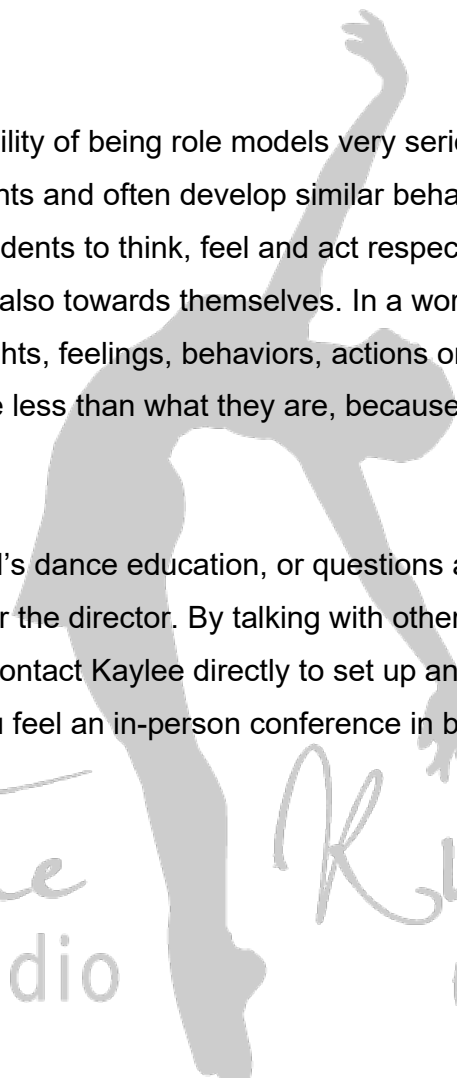
While sometimes looking to others for inspiration is good, it can also lead to negative comparisons and pulled focus. This serves as a distraction to building success and less focus on becoming strong dancers and being the best that they can be. On top of this, speaking negatively about your children's instructors, fellow students or other parents in front of your child, or other students, could result in far worse concerns. Children are very impressionable, and they may imitate such behaviors with other adults, authority figures or fellow students.

We at Feel the Rhythm take the responsibility of being role models very seriously. Children of all ages learn important lessons from teachers and parents and often develop similar behavior patterns through what they see. The faculty at FTR always encourages students to think, feel and act respectfully to everyone they are surrounded by peers and adults alike, but also towards themselves. In a world where social media constantly encourages, or discourages, certain thoughts, feelings, behaviors, actions or looks, we try to get everyone to think positively and never feel like they are less than what they are, because they always have been, always are and will always be enough.

If ever you have concerns about your child's dance education, or questions about progress or placement, please discuss these with your child's instructor or the director. By talking with other parents, you may often find misinformation or confusion. Feel free to contact Kaylee directly to set up an appointment to discuss anything you may have concerns or questions on. If you feel an in-person conference is best, please listen carefully and respectfully to what has to be said

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# Tuition and Costume Policy

- **Tuition is due the 1st of each month.**
  - **If payment is not made by the 15th, a \$50.00 late fee will be assessed, and for each additional month thereafter.**
- Any NSF check written will result in a \$30.00 processing fee to your account.
- **If a Payment Plan is needed to make the monthly expenses easier, this must be discussed with Kaylee prior to the start of the season. If a Payment Plan is not discussed, and you fall behind in payments, your child will be asked to sit out in class until the balance on your account has been paid in full. If a Payment Plan is implemented and cannot be upheld, your child will once again be asked to sit out until the balance has been paid off.**
- Family Discount: Tuition for your oldest child will be full-price and receive a 50% discount off regular tuition amount for any additional child.
- There will be no refunds for missed classes. You are responsible for the tuition regardless of absences.
- If dance is canceled for 2 or more weeks in any given month there will be a discount given which can be applied to the following month's tuition. (Ex: Snow cancellations and Christmas break)
- This discount will NEVER apply to families with more than one child attending classes because you receive a discount all year for your second child.
- NO discount will be given for a student missing class due to their own personal reasons. (Medical reasons are negotiable and must be discussed with Kaylee)
- **Initial costume deposit is due the first week of October. Remaining Balance is due the week before Thanksgiving Break.**
  - **If not paid in full before Christmas break an additional \$50 per costume will be applied to your remaining balance.**
- Once costumes are ordered they are non-refundable...regardless of the reason
- If you are having difficulties paying do not hesitate to speak with Kaylee about establishing a special payment plan. Please do not let financial problems be the reason your child does not get the chance to dance in the recital. I am ready and willing to work with anyone who is willing to work with me!
- Costumes for the entire class will be held until the end of February until the entire class is paid in full on both tuition and costumes. If the whole class is paid in full prior to this, costumes will be sent home as they come in. Beginning in February, costumes will be sent home with those students/parents who are paid in full while the rest are held until the balance is paid off.

## Outstanding Balances

**Effective June 1, 2020: if any outstanding balances remain from the previous dance season, registration for the new season will not be accepted until the balance is paid in full and a payment plan for the new season will be put into effect so that you do not fall behind. If a payment plan needs to be set over the summer to catch up on your remaining balance, please contact Kaylee to set one up. Again, I am more than willing to work with you on setting up a payment plan.**

**Effective August 1, 2021: any returning student with an outstanding balance from the previous year will not be allowed to start the new season until the remaining balance is paid in full. These students must remain 1 month ahead of payments in order to continue dancing. Payment plans can be set up if and only if parents reach out to Kaylee and try to set something up. She will not offer one unless you approach her first.**

## **Attendance**

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. While classes may not be “mandatory,” we ask that you still consider the importance of your child being in class as often as possible. As with any other sport, it effects not only the student who is missing, but also the entire class. If one student misses consistently, it is difficult for the entire class to keep moving forward when the same parts of choreography need taught time and time again.

During the months of January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates. As a recreational dance studio, we understand that students are involved in multiple activities; however, we expect our students to be present at all classes/practices beginning May 1<sup>st</sup> through our June classes leading up to the annual recital to best prepare. If attendance for a particular class becomes an issue, classes will then become mandatory and there will be consequences for those who miss.

Please note: attendance is taken at each class. Students' attendance is something used when determining multiple things such as lines, placements, and eventually those students who become Student Instructors.

# Make-ups/Privates

Make-ups or Privates will not be given for missing only one class unless the instructor deems it necessary. If you feel your child may need additional help or practice, please notify Kaylee and she will assess the situation. All privates and make-ups will be led by the Student Instructors under the supervision of Kaylee.

All Privates and Make-ups will be held at her discretion. If she feels your child may need additional help, she will contact you directly to discuss it. In addition, if a student misses two of their regular classes in a row it is mandatory they receive a make-up lesson, so they don't fall behind the rest of the class. Make-ups and Privates come at an additional cost that is required upfront and cannot be included in monthly invoices. The instructors are taking extra time out of their weekly schedules to be there for your child.

1 hour.....	make-up/private	\$60.00
30 minutes.....	make-up/private	\$35.00

**\*\*Make-Ups due to weather cancellations will be rescheduled for a different day at the lead instructor's discretion. These classes are nonrefundable, and all students are expected to attend.**



# Class Placement

Class assignments for the upcoming year will be based off previous year's attendance, in class performance (not recital performance), ability and in class conduct. While we understand that each child wishes to be with his or her friends, our decisions on placement are made based off what we feel is best for every student. Please understand, we spend countless hours with your child throughout the course of the year and we are very mindful as to what is best for each student and what they are capable of doing. We understand how difficult or easy things come to each student, and we take serious consideration into how serious students are about dance. It is not about age, grade, seniority, or experience. Our decisions are based on ability, maturity, and individual class performance. Placement is discussed amongst all instructors; however, the final decision is Kaylee's. If you have questions or concerns about your child's placement, please contact Kaylee, and only Kaylee, to discuss it.

Placement decisions are derived from our teaching experience. We place children into groups or classes that we believe they will feel confident in to help promote and develop self-esteem. Higher placements can sometimes lead to students feeling discouraged and lose their passion for dance; however, they should look at it as an honor to be challenged and know that we would not place them there if we did not feel they would succeed. By achieving a higher placement, students will become more proficient by pushing themselves and gaining experience. Each placement is individual, and we take careful consideration into the factors that ultimately lead us to the complex decision. I want nothing more than my students to be good dancers while enjoying their passion and love for the art! No matter the decision on placement, please know that I believe all our students are wonderful, beautiful dancers. I understand that each student develops and progresses differently, which is completely okay and to be expected in all three ways: maturity-wise, emotionally, and dance-wise. Class placement should in no way have a negative effect on anyone! Placement is meant to help each student, not hurt them. It gives everyone an opportunity to develop at his or her own pace. Please remember, we're here to dance! Friends can be made in any class and we're all one big family. Please help us in encouraging each student no matter what class they are assigned to. Help us pass on the positivity we have so that the students remain positive too!

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Kaylee Chen

# Line and Formation Placements

Every year, we have students and parents who are concerned about lines and placements when it comes time for recital. We thought it best to address these before they arise, so everyone knows what we are looking for before beginning the year. Our instructors work hard to choreograph and teach the students, so we expect the same hard work from them in return. The following are all things taken into consideration when it comes time for lines and formation placements:

- ✓ Yes, we look at attendance when it comes to creating lines/formations. Please try your best not to miss.
- ✓ We can see which students are serious about dance as opposed to those who prioritize socialization. It's not a problem; however, it is a concern if your child is worried about lines/formations as well as future class placements.
- ✓ Throughout the year, we observe where each student places him or herself when learning choreography: this shows us where they are most comfortable dancing which in turn leads us to where they are placed for lines.
- ✓ All our students are intelligent and more than capable of remembering their dances. It is required that a strong knowledge of all dances be obtained. If a student wishes to be placed in a certain spot, they must know their dances to earn it. Everyone makes mistakes, we know that, and we do it as well. Placements are based on whether or not there is knowledge of the choreography.

**Confidence is born when you the know the choreography first. If one does not know what they are doing they cannot and will not perform to their full potential.**

- ✓ We know and understand that many students are involved in other activities, which is great and encouraged; however, we have some students who are solely dedicated to dance and practice multiple times outside of the studio. This is taken into consideration and used accordingly.
- ✓ If students do not utilize time given to practice their dances or ask questions, we can assume that they are not serious about it, which provides us the information we need when it comes to lines and formations.

Just as with anything else, dance takes hard work, determination, and dedication. Each student is more than capable of succeeding and shining, which is why we provide equal opportunity to all. All dances are either recorded by students in class or placed on BAND for all students to see and practice. We can tell who does this and who does not. It is up to the students to put the time in outside the studio.



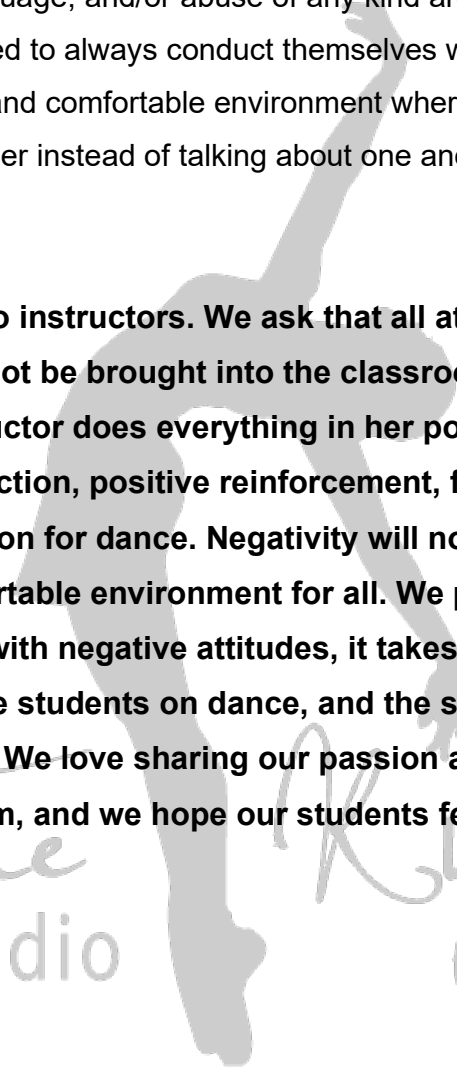
# Dance Class Etiquette

- ❖ All cell phones, iPods, and iPads must be left in dance bags on vibrate through the duration of class. They are very disruptive and cause students to break attention from what is being taught. If they are not following these guidelines, devices will be taken by the instructors until the end of class.
- ❖ No food or drinks are permitted in the studio rooms. ONLY water. If the kids bring snacks they must remain in their bags until break time and all students are expected to clean up after themselves.
- ❖ We always expect all students to show respect for their instructors and fellow students. Bullying, gossiping, back talking, vulgar language, and/or abuse of any kind are not permitted and will not be tolerated. Our students are expected to always conduct themselves with good manners while at the studio. We want to maintain a fun and comfortable environment where all our students can enjoy the fine art of dance. Encouraging each other instead of talking about one another is a requirement...we are a family.

**\*\*\*\*We DO NOT tolerate disrespect to instructors. We ask that all attitudes, differences and outside frustrations are left at the door and not be brought into the classroom. Dance should be everyone's escape and happy place. Each instructor does everything in her power to provide a happy, positive atmosphere. We provide great instruction, positive reinforcement, fun and encouragement as a way to help everyone enjoy their passion for dance. Negativity will not be tolerated as it spreads to others and makes for an uncomfortable environment for all. We pride ourselves on instructing students and building them up, but with negative attitudes, it takes a toll on our instructors as well. The teachers are there to instruct the students on dance, and the students are there to learn and concentrate on what is being taught. We love sharing our passion and love for dance with everyone at Feel the Rhythm, and we hope our students feel the same!**

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# Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the studio owner to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Consistent disrespect of instructors
- Bullying or abuse of other children, staff, or property
- Obscenities, inappropriate or vulgar language or actions
- Inability of FTR Dance Studio to meet the child's needs

## Dress Code

**Hair is to be securely pulled back!** Every student must wear appropriate dance apparel. This includes clothing such as, dance tights, leotards, tank tops, and dance pants, shorts, or capris. No t-shirts, jeans, or non-dance pants of any kind will be permitted during dance instruction. PLEASE NO BAGGIE CLOTHES!!! This helps the instructors to really be able to see the movements of the body to ensure technique and body placement is at its best.

## Annual Recital

Additional rehearsals may be scheduled for students at the discretion of the teacher/choreographer. Parents and students will be notified of additional rehearsals at least two weeks in advance. All students are required to participate in the recital every year unless an extenuating circumstance arises.

- ★ **Please note that all students must participate in the non-dress AND dress rehearsals. These are mandatory in order to perform in the recital. There are no exceptions to this policy!**
- ★ **If one has to be missed, a 2 hour private make-up will be required at an additional cost to ensure your student is prepared for the stage.**
- ★ **If your child misses both rehearsals, they will not be allowed to participate in our recital as these rehearsals are crucial to each member of the class.**

We provide ample notice to these dates and do not make classes mandatory. We believe that 4 required days of the year (non-dress, dress, and 2 recitals) is more than compromising to the numerous schedules we work with. We ask that you work with us in exchange to make for the best show possible.

Our annual recital offers the students a chance to perform in a professionally directed performance that allows them to show their community, family and friends all the hard work, dedication and progress they've been making

through the dance season. Our recital is typically a two-night performance and all students perform both nights in each style of dance they're enrolled in.

Learning through performance plays a large part in the dance training our FTR students receive. While performance opportunities may help prepare some for a possible career in dance, these also help a student in his or her non-dance related activities. These performances help build self-esteem and confidence. These two factors can help a student in school-presentations, social skills and strong interview skills for college and jobs. Going through the rehearsal process provides retention skills and teamwork skills. By working in a group performance aspect, students can see the benefits and positive aspects of working together as a team.

## Staying Informed

We work hard to make the dance experience as organized as possible. Keeping you informed is one of our primary goals. Please always read all newsletters, handouts, and other school information.

- Parents, please be sure that your child goes to the restroom prior to coming into the studio for dance class. This makes things much easier on the teachers and helps minimize disruption during dance instruction.
- Our dance year starts the beginning of September and goes through mid-June.
- The best way to stay informed is to check the website, our social media or sending emails. Please provide the best and easiest email address for us to contact you.
  - ★ Please be sure to log-in to the FTR parents' portal at least once a month.
- In the event of a cancellation due to winter weather please watch Social Media posts or Remind Messages or email the studio for definite confirmation. Cancellation will be posted by 3:45pm at the very latest. If weather does get bad while we are conducting classes, we will contact parents to pick up their children ASAP!
- We try our very best to answer emails on as promptly as possible. Please remain patient if we take a while to respond. Please don't hesitate to email us with questions anytime: [ftrdancestudio@gmail.com](mailto:ftrdancestudio@gmail.com)
- Facebook Page [[www.facebook.com](http://www.facebook.com) and search for Feel the Rhythm Dance Studio] "Like" the FTR page on Facebook to receive daily updates on school events. Please invite your family and friends to "like" the studio too.
- Please do not post questions on the school's Facebook page. Instead, please email or private message FTR directly.
- Instagram Page [[@ftrdancestudio](https://www.instagram.com/ftrdancestudio)] will share the same announcements as Facebook, you may utilize the Direct Message feature on Instagram for any questions.
- We utilize the Remind App heavily for reminders and announcements. Please download the app upon registration and wait for your child's class code to stay informed.



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# Contact Information

**Owner** - Kaylee Naden-Shoats

**Office Manager** - Deneen Naden

**Dance School Phone Number:** (for text only)

724-268-0233

**Physical Address:**

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Monessen, PA 15062

**Mailing Address:**

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Belle Vernon, PA 15012

**Website:**

[www.ftrdancestudio.com](http://www.ftrdancestudio.com)

**Email:**

[ftrdancestudio@gmail.com](mailto:ftrdancestudio@gmail.com)

Please go LIKE us on FACEBOOK and follow us on Instagram!

**WELCOME to Feel the Rhythm Dance Studio!**

We are looking forward an exciting and rewarding year with all our fabulous students!

Can't wait to get started 😊