



Studio Handbook 2023-2024

Welcome to the 2023-2024 Dance Year

We have an exciting dance year planned for you. This booklet is filled with information covering the entire dance year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience or email your questions to onstage.dance@yahoo.com.

We request that you keep all communications for the year as you receive them from our office. You will receive monthly newsletters, via email, to keep you aware of important studio news, dates, deadlines and more! All this information will also be posted on Remind 101 and Facebook (OnStage Dance Studio).

We are committed to providing the best experience possible for our dancers and their families. The waiting room is available for the convenience of our students and their families if needed. Keep in mind the waiting room is for waiting, reading, positive/polite conversation, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. Please only water or tightly covered drinks! Please pick up your surrounding area upon leaving. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parking in front of the Hair Salon and Pharmacy are for their patronage only! Parents, for your children's safety, students must wait for their ride inside the dance studio. Please call whenever you are delayed for class pickup.

In the case of inclement weather, we DO NOT follow the cancellations of the Lockport City School District. If we close due to unsafe weather conditions, we will notify all our OnStage Family by sending notifications on all the following venues: Remind 101, the OnStage Dance Studio Facebook page, our answering machine, and Channel 4 News. We do not refund or prorate tuition due to inclement weather closings as we will make up the class time! Make-up class schedules will be handed out in class, released on Remind 101, posted on our Facebook Page!

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to request a meeting via email. We are happy to work with you to ensure that your dance year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!



OnStage Dance Studio



Code of Ethics

OnStage Mission Statement:

OnStage is devoted to providing dancers of all ages with an encouraging educational environment. We strive to deliver the highest quality of dance training while nurturing each student's individuality and unique gift of talent and creativity.

Values:

- Integrity -*** To conduct oneself with integrity through honesty, courtesy, respect, and consideration for your fellow dance members and faculty. This includes a willingness to be held accountable for the manner in which you participate in all activities.
- Leadership -*** To be given the privilege of setting an example, serving the people you are leading, and being an inspiration to others in the Dance Studio Community.
- Responsibility -*** To adhere to the policies and procedures of the studio and company, to comply with the schedule and requests of the faculty, and to be a person that others can count on.
- Professionalism -*** To respect the dance profession and uphold our values and standards of conduct in a way that characterizes the highest qualities of dance professionals. This includes respecting your teachers, supporting, and encouraging each other, to not gossip, maintain social media etiquette and be able to voice opinion to a company director and teachers about your concern, and to always recognize yourself as a role model.
- Character -*** To be a person who represents personal integrity, leadership, responsibility and professionalism in classes, outside activities, and events, and in all interactions with peers and authority figures.



OnStage Studio Policies



Please note the following guidelines regarding all students, parents, and classes:

1. We request that students carefully observe our dress code outlined in this booklet. This includes the proper shoes for each class. No footwear worn outside is permitted to be worn during class.
2. Students 12 and under need to be accompanied by an adult to and from the studio.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises.
4. **There is a NO CELL PHONE and SMART WATCH policy inside the dance studio.** Students will be asked to put their cell phones and smart watches with their belongings and on silent. We encourage parents to contact the studio if they need to communicate with their dancer during class time.
5. ***Practice courtesy and respect.*** Students are not to be socializing in a disruptive manner during class. Students are expected to show respect to their peers and OnStage Staff. Disruptive students will be given a verbal warning. If the disruption continues, our staff will fill out a behavior form and turn it in to the studio director who will then contact parents. If a student is not following our policies or procedures, they may be placed "on watch". OnStage reserves the right to remove a student from class or the studio for behaviors that negatively affect their peers, our staff, and the studio. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. **There is zero tolerance for bullying; students who participate in bullying will be asked to leave the dance room and parents will be notified.** Student(s) may be suspended for continued bullying and or other behavior that is not contributing to a positive classroom environment for all.

7. **Students, Social Media, and Cellphone Use:** Students who post inappropriate content, including photos, videos, and/or are bullying other students will be subject to disciplinary action. We recommend reviewing social media etiquette with your dancer.
8. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
9. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
10. No one else is allowed to sit and watch during regular class time without prior approval. Classes rotate every other week to Studio A, which has a viewing window for parents to observe.

Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at OnStage will be a pleasure for all concerned. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

Tuition/Payment Instructions and General Information

Registration: An annual registration fee of \$35.00 per dancer (\$30.00 for Early Registration held in May/June, \$40.00 for Late Registration held in September) is due upon registering, which is valid for 1 year from the date it is first paid, regardless if the child attends every session. Families with more than one dancer, you pay for the first two dancers and each additional dancer is only \$10.00! Registration fees are non-refundable and non-transferable.

Tuition: Tuition is due monthly September through May. Missed classes for illness, other activities or personal reasons may not be deducted from tuition. Our tuition rates are based on a dance year that runs September through May/June with payment for the year distributed evenly over 9 months regardless of the classes per month. All payments are due on the first of each calendar month and late after the 10th. **There is a \$10.00 late fee for tuition paid after the 10th of the month.** OnStage patrons who would like to pay the year's tuition in full will receive a 5% discount! (This discount applies to tuition only and does not apply to any other payments or fees.)

If you would like to add or drop a class, we must receive written notification via email. Once we have written notification, we can update your account. For withdrawal situations, once we have received written notification future tuition charges will cease. You will be responsible to make payment for services rendered and all costume payments if the class withdrawal is after the costume due date.

Costume and Tights: In addition to monthly tuition payments, there is a fee of \$65.00 for each recital costume, (one per class unless otherwise specified) and a tight charge of \$9.00. Costume fees are non-refundable and after November 15th will be a required payment even if the class is dropped at a later date as the costume order will be placed. If you owe less than \$200 for costumes, they must be paid in full by October 15th. If fees total more than \$200, half is due by October 18th, and the remaining balance is due no later than November 15th. Unless otherwise indicated, costume fees do NOT include accessories such as earrings, bracelets, chokers, tights, gloves. This also does not include the price of dance shoes. There is a late fee for costume orders not paid on time of \$10.00 monthly.

General Payment Information: OnStage Dance Studio accepts payments by cash, check, credit card. Please note: There are convenience fees associated with paying by card. There is a staffed reception desk located in our waiting area to make payment for your convenience! If you are in a hurry, we also have a payment drop box located in the studio! Receipts will be provided for every payment made. Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. For us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check:

If making a cash payment, please enclose in envelopes provided with the following information:

1. Student(s) First & Last Name. (Very important!!)

2. State what you are paying for:

Monthly Tuition (State the month), Dance Supplies (Shoes, Leotard etc.), Costume, Tickets etc.

You WILL NOT be receiving a monthly bill/statement from our office for your monthly tuition unless your account is past due. If at any time you would like a printed statement of your account, you may request one. Any account that becomes more than 60 days past due will result in the dancer not able to participate in class. Monthly statements will be mailed for overdue balances only.

All checks returned by the bank for any reason will be charged a \$30.00 service fee. If accounts are 30 days past due students will be unable to participate in class. Costumes will be held by office until balances are brought to date. Any account left unpaid will result in your child being unable to attend dance class and possibly being unable to dance in the recital.

Receipts will be emailed for every payment made. If payments are made using the payment drop box located in the waiting room, receipts will be emailed. The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. *Thank you for your anticipated cooperation!*

Recital and Recital Fee: Baby and Me and Tots classes perform during ONE of our three shows unless otherwise indicated by studio director. All other classes perform TWICE. Some classes will perform in all three shows at the discretion of the studio director. A Recital fee of \$30.00 (per dancer) will be posted to your account February 1st and are due May 1st. Recital Fee is non-refundable. This fee helps cover the costs of the theatre rental, professional lighting and other expenses associated with the cost of running our shows. Please note that tickets for our event will go on sale at a later determined date. Initial ticket sales may be limited to ensure all OnStage Families have the ability to purchase seats. After all families have purchased tickets, we will open sales for additional tickets. The week prior to recital weekend will be our Mandatory Rehearsal Week. Please note that rehearsal times may not be your designated class times for the week. A schedule will be provided at a later date. (Note: Rehearsals may start at 4 pm.)

Parent/ Studio Correspondence: We ask that you keep all correspondence and questions pertaining to the dance year between the Studio's Contact Venues. This includes the studio's email (onstage.dance@yahoo.com), Remind 101 or call the studio (716.439.1967). Please DO NOT contact OnStage Staff on their personal cell phones or Facebook Pages. We appreciate your attention to this.



OnStage Dress Code



A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance. Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc. It is also for the dancer's safety!

Below are 5 general dress code rules for all classes: Look at specific classes for specific dress codes!

- Hair must be properly secured and tied up off the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking.
- No loose-fitting pants, blue jeans, oversized sweatshirts/hoodies.
- No Bare Legs, tights are highly recommended to keep muscles warm and to protect skin.
- Proper shoes for each dance class is required!

***SEE THE FOLLOWING PAGES FOR MORE DETAILED
DRESS CODE INFORMATION BY CLASS!***

DRESS CODES BY CLASS

Mommy & Me & Tots Classes

Girls: **Attire:** Any color leotard and tights, dance skirts are allowed.
Shoes: Pink leather Ballet Shoes & Tap Shoes.

Boys: **Attire:** Any solid color T-shirt and black dance pants/shorts or sweatpants.
Shoes: Black leather Ballet Shoes & Tap Shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Ballet/Pointe

Beginner: **Attire:** Black or pink leotard, pink tights. Short dance skirts are permitted.
Shoes: Pink leather/canvas ballet shoes.

Intermediate-Advance: **Attire:** Black leotard, pink tights. Short dance skirts are permitted.
Shoes: Pink leather/canvas ballet shoes. (Pink Pointe shoes for Pointe class.)

Boys: **Attire:** Black tights or dance pants, black or white solid color T-shirt.
Shoes: Black leather or canvas Ballet Shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP !
Hair in Bun Preferred!

Jazz & Tap

Girls: **Attire:** Any color leotard and footless or transitional tights. Jazz pants/shorts or dance skirts are allowed.
Shoes: Jazz Shoes and Tap shoes.

Boys: **Attire:** Any color T-shirt and dance pants or sweatpants.
Shoes: Jazz Shoes and Tap shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Lyrical , Technique, Modern/Contemporary

Girls: **Attire:** Any primarily solid color leotard and footless or transitional tights. Jazz pants/shorts or dance skirts are allowed.
Shoes: Tiger Paws.

Boys: **Attire:** Black tights or dance pants, black or white solid color T-shirt.
Shoes: Tiger Paws

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Hip Hop

Everyone: **Attire:** Unlike other classes; any clothes that are loose and comfortable to move in are acceptable for this class.
Shoes: Sneakers (Shoes are to be designated for class only and not worn outside.)

***LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

Cheer Dance

Everyone: **Attire:** Any fitness or dance attire. Also allowed: T shirts, cotton shorts. Pants may be worn in colder weather.
Shoes: Sneakers (Shoes are to be designated for class only and not worn outside.)

***LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. *Blue jeans are not allowed.**

Acro

Everyone: **Attire:** Any gymnastic or dance attire. Avoid loose articles of clothing for tumbling instruction! No Jeans or Hoodies!
Shoes: Barefoot/Tiger Paws

***LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.*Blue jeans are not allowed.**



Important Dates: All Dates Subject To Change



September 11th, 2023: Dance Resumes

October 31st, 2023: No Dance

November 22nd -November 25th, 2023: Thanksgiving Break

December 25th - January 1st: Winter Break

February Break 2024: TBD (Make Ups For Cancelled Classes Generally Held This Week)

April 1st -8th 2024 Spring Break

Picture Day: April 26th, 27th & 28th 2024

Recital 2024: TBD