

# Policies & Procedures

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The following policies & procedures are in place and enforced to ensure a safe, structured, and respectful environment for all dancers, parents, and Instructors.



# Policies & Procedures

1. **General Guidelines**
2. **Tuition & Fees**
3. **Attendance & Participation**
4. **Dress Code & Costumes**
5. **Dancer/Parent Codes of Conduct**
6. **Disciplinary Actions**

# General Guidelines

## ARRIVAL/DISMISSAL

- Dancers should arrive **10–15 minutes** before their class start time.
- **Dancers must have shoes on** and be ready to dance when entering dance spaces.
- All parents must park in **designated parking spaces** when dropping off & picking up.
- **Parents are not permitted to wait in their vehicles curbside.** Please come inside to drop off and pick up your dancer promptly.
- We are unable to take responsibility for students before or after their scheduled class time.
- It is the responsibility of the parent to ensure their child gets dropped off and picked up in a timely manner.
- In the event of an unavoidable delay or emergency, please let us know immediately so that we can wait with your child until they can be picked up.
- All school/studio updates and information (including studio closures) will be relayed via email, text, and/or social media post.

# General Guidelines cont...

## FOOD & DRINKS

- Food & Drinks may only be consumed in the waiting area. **Only water is permitted in dance spaces.**
- **NO GUM** is allowed in the studio.

## ELECTRONICS

- Phones may **NOT** be used by dancers in class and must be out of sight and silenced when in dance spaces.

## PERSONAL BELONGINGS

- Please leave toys, stuffed animals, and other personal belongings at home.
- Any personal belongings brought into the studio may be confiscated and held by Instructors until the end of class.

# Tuition & Fees

## REGISTRATION FEE

- An annual fee is required at time of registration.
- **\$25** for a single dancer / **\$40** for families.
- Registration fees are non-refundable.

## TUITION PAYMENTS

- Tuition payments are made **tri-annually** (every 3 months).
- The following forms of payment are accepted - **credit card** (online only), **cash, check**.
- Discounts are available for **full year** payments, **siblings**, and **multi-class** enrollment.
- Payments must be made in a timely matter, following the payment schedule published on our website.
- Payments made after the posted deadline will incur a **\$50 late fee**.
- **Tuition is non-refundable**; in the event of injury or illness a full or partial tuition refund will be assessed.

# Attendance & Participation

## ATTENDANCE

- Our dance season runs from **September to June**.
- Regular weekly class attendance is expected and important for **all** dancers.
- All school events, mandatory practices, and studio closures are outlined on our studio calendar (downloadable via our website).

## TARDINESS

- Advanced notice of expected lateness is **required**.
- Dancers that arrive more than **15 minutes** after their class' start time may be required to sit out and observe to avoid the risk of injury due to improper warm up.

## ABSENCE/EARLY DISMISSAL

- Illness, injury, or emergency are the only absences we accept as "excused."
- Students with **more than 3 unexcused** absences/early dismissals in a trimester may be subject to reduced performance participation.
- There are no make up classes, dancers are responsible for catching up on material on their own.

# Attendance & Participation cont...

## PERFORMANCE PARTICIPATION

- Signing up for any type of performance means dancers are **committed to attending** any/all practices and the performance itself.
- Missing mandatory practices or backing out of a performance commitment may result in **dancer suspension** from future performances for a determined amount of time.

## ILLNESS

- Please keep your child home if they are sick.
- Dancers **must be 24 hours free of fever, vomiting, and diarrhea** before returning to class.
- **Please make instructors aware in advance of any absence due to illness.**

## INJURY

- If injured, but physically able to, dancers may still be required to attend class for **observation purposes only**.
- In the event of an injury, a dancer will not be permitted to practice/perform until **written clearance is obtained from a doctor**.

# Dress Code & Costumes

## CLASS ATTIRE

- Street clothes are **NOT** permitted in class
- Dance shoes are **mandatory** for class participation
- Sweatpants must be removed after warming up
- Hair must be neatly pulled back off of the face
- No large jewelry is permitted in class
- **Please practice good personal hygiene**

*Dancers that arrive to class **without** dance shoes or proper apparel may be asked to sit out to avoid risking injury.*

## Nicholl Irish Dancers Dress Code

### Shoes

- Ghillies (girls)
- Jazz Shoes (boys)
- Ballet Slippers (Tots & Pre-Beginners only)
- Dance sneakers allowed for injury/medical necessity only



### Tops

- Short sleeves or sleeveless
- Sleeves shouldn't cover hands



### Bottoms

- Leggings or shorts
- Knees & ankles must be visible



### Hair

- Neat & off of face



# Dress Code & Costumes cont...

## **COSTUMES**

- School Costumes are worn for **Feiseanna** (competitions), **Parades**, & **Recitals**.
- Dancers are responsible for purchasing & maintaining their own costumes year to year.
- **Dance shoes may only be purchased from approved vendors.**
- All costume information and links to order/purchase can be found online in our **Studio Hub**.
- Additional costume pieces are required for parade participation (view details in costume section of Studio Hub).
- Solo dresses may only be worn by competitive dancers that have reached the full Intermediate level.

# Codes of Conduct

## DANCERS

- All dancers are expected to uphold **appropriate and respectful language & behavior** in studio and at events.
- Dancers will **treat the studio with respect & care** and are expected to clean up after themselves.
- In class, dancers must be quiet, courteous, and **fully engaged** in the material being taught.
- Playing, sitting, excessive talking, or other **disruptive behavior during class** may result in removal from class.
- Criticizing, blaming, bullying, or physical violence towards other dancers **WILL NOT BE TOLERATED!**

# Codes of Conduct cont.

## PARENTS

- Parents will support the learning efforts of their dancer by demonstrating patience and respect towards Instructors and students.
- Parents will ensure their dancer gets to class consistently and on time.
- Parents must supervise and take responsibility for their dancer before and after their scheduled class time.
- Parents accept full responsibility for damages to the studio created by unsupervised children.
- At competitions, parent will not criticize adjudicators or judging decisions openly or verbally. Concerns regarding feis results **must** be submitted to Amelia in writing.
- All payments will be made on time. Payment delinquency may result in your dancer's removal from our program.
- It is the parent's responsibility to check their emails and stay connected with us for studio updates.

# Disciplinary Actions

*Failure to follow our Codes of Conduct may result in any of the following actions: **dancer removal** from class, **verbal warnings** to student and/or parents, **written warnings**, dancer **suspension** from performances, or **complete removal** from our program.*

## **REASONS FOR DISCIPLINARY ACTIONS**

*The following situations will result in disciplinary action. There are **NO** exceptions.*

- Disregard for the student or parent codes of conduct and the policies set forth by Nicholl Irish Dancers.
- Inappropriate, disrespectful, or violent words or actions towards fellow dancers or Instructors.
- Consistently disruptive behavior in class, at events, or at feiseanna.
- Dancer or parent attitude not promoting teamwork or sportsmanship.
- Lack of commitment/dedication shown by dancer in class or at performances or feiseanna.
- Failure to attend mandatory practices or backing out of a performance commitment.
- Excessive unexcused absences, tardiness, or early dismissals from class.
- Lack of knowledge by dancer of class material or group routines.