

STUDIO POLICIES & PROCEDURES AGREEMENT

Welcome to Great Lakes Dance Academy ("GLDA")! We are committed to providing a positive, safe, encouraging, and professional environment where dancers can grow in their technique, confidence, artistry, and love of dance.

Our studio policies have been created to help classes run smoothly and to establish clear expectations for dancers, families, instructors, and staff.

Parents/guardians and dancers are expected to familiarize themselves with and follow the policies below.

1. CLASS PLACEMENT & LEVELS

GLDA class placement is based on a combination of **age, experience, skill level, technical readiness, and instructor assessment** general/suggested ages are below.

CLASS LEVELS:

Creative Movement: 3.5-4.5 yrs

Kinderdance: Kindergarten (5-6yrs)

Dance Intro: First and Second Grade

Primary: Third - Fifth Grades

Rising Stars: 4th - 12th Grade

Intermediate: Invite Only

Pre-Advanced: Invite Only

Advanced: Invite Only

We recognize that every dancer develops at a different pace. Students of the same age or students who have previously danced together may not always be placed at the same level.

Class placement decisions are made by GLDA instructors and staff with the individual dancer's safety, development, and overall success in mind.

Placement in a particular level is not guaranteed from one season or session to the next. GLDA reserves the right to recommend a different class or level when instructors believe a change would better support the dancer.

Certain advanced classes, including pointe and other technique-specific classes, may have additional prerequisites and require instructor approval.

Pointe placement is never guaranteed based solely on age or years of ballet training.

Readiness for pointe work is determined by GLDA instructors based on factors including strength, technique, alignment, maturity, consistency, and overall physical readiness.

2. CLASS ATTENDANCE

Consistent attendance is an important part of dance training. When a student enrolls in a class, a place in that class is reserved for that dancer.

We understand that illnesses, family commitments, school activities, and other circumstances occasionally result in missed classes.

When appropriate and available, a dancer may make up an absence by attending the **same style of class at a lower level**.

For example, an Intermediate Ballet dancer who misses Intermediate Ballet may attend a Rising Stars Ballet class as a make-up.

Make-up classes:

- must be in the same dance style;
- must be at an appropriate lower level;
- are subject to class availability; and
- should be arranged or approved by GLDA.

No financial credits, refunds, additional private instruction, or specially scheduled make-up classes will be provided for student absences.

3. TARDINESS & CLASS PREPARATION

Dancers should arrive on time and fully prepared for class.

Late arrivals can be disruptive to the class and may cause a dancer to miss important warm-up exercises necessary for safe participation.

Students who arrive significantly late may be asked to observe part or all of the class if the instructor determines that participating without an appropriate warm-up would be unsafe.

Repeated tardiness or arriving unprepared for class may result in communication with the dancer's parent/guardian.

4. DRESS CODE

Students are expected to follow the dress code established for their registered classes.

Proper dancewear allows instructors to see body alignment and technique, promotes safe movement, and teaches dancers the discipline and traditions associated with dance training.

Specific dress code requirements, including required dancewear, tights, shoes, and class colors when applicable, will be provided with class information.

Dancers should arrive dressed and ready for class whenever possible.

Dance shoes should only be worn for their intended purpose. Shoes designated for indoor dance use, particularly shoes worn for Hip Hop, should be clean and should not be worn outdoors before class.

GLDA may establish additional costume, shoe, hair, makeup, or attire requirements for performances and special events.

5. HAIR

Dancers should arrive with their hair secured neatly away from their face.

For ballet classes and other classes when specified by the instructor, hair should be worn in a secure bun whenever hair length allows.

Shorter hair should be securely pulled away from the dancer's face using appropriate clips, headbands, or other hair accessories.

Dancers should keep necessary hair supplies in their dance bags when appropriate.

6. COMMUNICATION

Email and our studio management system are GLDA's primary methods of communicating important information to families.

Parents/guardians are responsible for maintaining a current email address and contact information on their GLDA account and for regularly reviewing studio communications.

Important information may include schedule changes, performance details, costume requirements, rehearsals, closures, deadlines, registration information, and other studio announcements.

Additional reminders and general studio information may also be shared via email and GLDA's official social media accounts.

Because instructors often teach classes consecutively, **class time and transitions between classes are not appropriate times for extended parent/instructor conversations.**

Questions or concerns requiring discussion should be directed through the appropriate GLDA communication (e-mail: gldacademy@gmail.com or text: 989-622-5518) so that staff can respond at an appropriate time.

7. DROP-OFF & PICK-UP

For the safety of our students, dancers should arrive **no more than 15 minutes before their scheduled class** unless otherwise instructed by GLDA.

Once a minor student has been dropped off and entered the studio, the student may not leave the studio unattended.

Students should not wait outside for transportation.

Parents/guardians are responsible for arranging prompt pickup following class. GLDA staff and instructors cannot provide extended supervision before or after a dancer's scheduled class time.

Families must follow all posted parking, loading, and drop-off instructions.

8. LOBBY & STUDIO ETIQUETTE

Our classrooms need to remain focused learning environments.

Parents, guardians, siblings, and other visitors may not enter a dance classroom without permission from an instructor or GLDA staff member.

Unless GLDA specifically announces an observation opportunity, families should avoid watching through classroom doors or windows, as observers can unintentionally distract dancers.

Conversations, phone calls, videos, music, and other noise in lobby or hallway areas should be kept at a level that does not interfere with classes.

Children who are not participating in a class must remain appropriately supervised by their parent or guardian while at the studio.

9. STUDENT BEHAVIOR & RESPECT

GLDA strives to maintain an environment that is supportive, inclusive, and respectful.

Students are expected to:

- treat instructors, staff members, fellow dancers, and studio property with respect;
- follow instructor directions;
- participate appropriately and safely;
- demonstrate age-appropriate classroom behavior;
- respect other dancers' personal space and belongings; and

- contribute to a positive learning environment.

Bullying, harassment, intentionally unsafe behavior, repeated disruption, disrespectful conduct, or behavior that significantly interferes with another student's ability to learn will not be tolerated.

GLDA will make reasonable efforts to address behavioral concerns with the student and parent/guardian when appropriate. Serious or repeated behavioral concerns may result in removal from a class, activity, performance, or, when necessary, enrollment at GLDA.

10. PARENT/GUARDIAN CONDUCT

A positive studio environment requires cooperation between dancers, families, instructors, and staff.

Parents and guardians are expected to communicate respectfully with GLDA instructors, staff, dancers, and other families.

Concerns regarding a dancer, instructor, class, placement, or studio decision should be addressed **privately and directly with GLDA**, rather than during class time or through confrontation with another dancer or family.

GLDA reserves the right to address parent/guardian behavior that is threatening, harassing, abusive, repeatedly disruptive, or substantially detrimental to the studio environment.

Serious or repeated violations may affect a family's continued participation at GLDA.

11. PERSONAL BELONGINGS & LOST AND FOUND

Dancers should clearly label dance shoes, clothing, water bottles, bags, and other personal belongings.

GLDA is not responsible for lost, stolen, misplaced, or damaged personal property.

Items left at the studio may be placed in Lost and Found and held for a limited period of time. Unclaimed items may be donated or discarded.

For health and hygiene reasons, certain personal items may be discarded rather than placed in Lost and Found.

12. FOOD, SNACKS & WATER

Dancers should arrive with an appropriate water bottle and, when needed due to the length of their schedule, snacks or meals.

Food and beverages should only be consumed in designated areas.

Families should be mindful that students and staff may have food allergies. GLDA may establish additional food restrictions or guidelines when necessary for student safety.

13. INCLEMENT WEATHER & STUDIO CLOSURES

GLDA does **not automatically close when area schools close** for snow or inclement weather.

Studio closures will be determined based on conditions at the time GLDA classes are scheduled.

When GLDA determines that closure is necessary, families will be notified through available studio communication channels.

Classes canceled due to inclement weather or circumstances outside GLDA's reasonable control may not be rescheduled or credited.

If GLDA cancels a class for reasons unrelated to weather or circumstances beyond its control, GLDA will determine whether an appropriate make-up class, schedule adjustment, or other accommodation will be offered.

14. CLASS ENROLLMENT & SCHEDULE CHANGES

GLDA reserves the right to cancel, combine, divide, relocate, or adjust a class when necessary due to enrollment, staffing, scheduling, dancer placement, facility needs, or other circumstances.

When a significant change affects a registered student, GLDA will make reasonable efforts to communicate the change to the family and provide appropriate options when available.

15. PERFORMANCES, RECITALS & SPECIAL EVENTS

Performance participation varies by class and program.

Registration in a GLDA class does not automatically mean that every class will participate in every recital, production, competition, or special event.

When a class or program includes a performance commitment, families will receive additional information regarding participation expectations, rehearsals, costumes, shoes, hair, makeup, schedules, fees, deadlines, and other requirements.

Some performances may require rehearsals outside of regularly scheduled class times or temporary changes to the regular class schedule.

Families choosing to participate in a performance are responsible for reviewing and following the requirements and deadlines communicated by GLDA.

16. COSTUMES & PERFORMANCE ITEMS

Some performances may require dancers to purchase costumes, tights, shoes, accessories, makeup, props, or other performance-related items.

Other productions may use costumes or items owned by GLDA.

Studio-owned costumes and property must be returned promptly, in appropriate condition, according to the instructions and deadline provided by GLDA. Families may be financially responsible for GLDA property that is lost, damaged beyond ordinary use, or not returned.

Specific costume costs, payment deadlines, and performance requirements will be communicated separately because they may vary by class, program, and production.

17. HEALTH & SAFETY

Students should not attend class when experiencing a contagious illness or when their condition prevents them from safely participating.

Parents/guardians are responsible for informing GLDA of relevant injuries, restrictions, or other circumstances that instructors should be aware of for safe class participation.

Dancers should follow all safety instructions provided by GLDA instructors and staff and should not use studio equipment, props, acrobatic equipment, barres, or other specialized items without appropriate instruction or permission.

18. OFFICIAL STUDIO COMMUNICATION

Email is GLDA's primary and official method of communication with families. All formal studio communications, including schedule changes, payment reminders and deadlines, class updates, performance and rehearsal information, closures, registration information, and other important announcements will be communicated by email.

Parents/guardians are responsible for providing a current and accurate email address and for regularly checking their email for GLDA communications. Please add GLDA's email address to your contacts or approved sender list and check your spam, junk, and promotional folders regularly to ensure our messages are being received.

GLDA is not responsible for missed information, deadlines, fees, schedule changes, or other consequences resulting from emails that are unread, filtered into spam or junk folders, blocked by an email provider, or sent to an outdated or incorrectly provided email address.

Social media posts, text messages, verbal reminders, and other forms of communication may be used as a courtesy; however, families should not rely on these methods for official studio

information. It is the responsibility of each family to review GLDA emails and remain informed of studio communications

19. POLICY UPDATES

GLDA may update studio policies and procedures when reasonably necessary to address changes in programming, facilities, safety practices, technology, or studio operations.

Families will be notified of significant policy changes through GLDA's regular communication channels.

20. ACKNOWLEDGMENT

By electronically signing or accepting this Studio Policies & Procedures Agreement, I acknowledge that:

- I have read and understand the GLDA Studio Policies & Procedures;
- I agree to follow these policies and ensure that my minor child understands and follows age-appropriate studio expectations;
- I understand that class placement is determined by GLDA based on factors including age, skill level, readiness, and instructor assessment;
- I understand GLDA's attendance, make-up class, dress code, communication, drop-off/pick-up, performance, and studio conduct expectations;
- I understand that failure to follow studio policies may affect participation in GLDA classes, performances, programs, or activities; and
- my electronic signature or acceptance is intended to have the same force and effect as my handwritten signature.

I HAVE READ, UNDERSTAND, AND AGREE TO GREAT LAKES DANCE ACADEMY'S STUDIO POLICIES & PROCEDURES.