



DANCE COMPANY

2741 W Columbus Dr
Tampa, FL 33607
813-877-4444
www.westtampadance.com

Studio Policies

Registration/Fees: An emergency card and registration agreement must be signed and on file in order to participate at West Tampa Dance Company.

Studio Information: The studio operates regularly Mon-Thurs from 5-9:30 during the regular "school" year; office hours are M-Thurs 5-8 or by appointment. We also open Sat. and some Fri. & Sun. for special events and classes. Please note the studio calendar for holidays when the studio will be closed. Our mailing address is: 2741 W Columbus Dr Tampa, FL 33607; phone number: 813-877-4444; website – www.westtampadance.com; Owners/ Directors: Manny Matos and Michele Perez

Class Placement: Placement is based on age and level of experience. The dance director and instructors will make placement decisions. If the instructor feels the student is improperly placed, they will make a recommendation for change in the best interest of the student. The dance director will address any conflicts.

Attendance and Timeliness: Attendance is extremely important in the growth and development of a dancer, as it is a student in school. Regular, weekly attendance is expected. If student is sick and will miss class or there is an emergency and they cannot attend, please contact the studio as far in advance as possible. In some cases you may also contact the instructor directly. A student has an opportunity to schedule a make-up class for an excused absence for four weeks. Make-up classes may not be accumulated. Please see the instructor directly to schedule a make-up. In the event that there is not a similar class to meet the student's needs, a make-up will not be possible. Along with the attendance expectation, students are expected to arrive on time. It is best to arrive 5 minutes prior to class to ensure the student is prepared (attire, shoes, hair, signs in, etc.). If a student arrives later than 10 minutes to class, the student will be asked to sit and observe the remainder of the class. Attendance and timeliness affect the students, his/her peers, the teachers and the integrity of the routine. Please strive to abide by the guidelines for the development of your dancer.

Student Behavior: Students are expected to conduct themselves in an appropriate and respectful manner. There is no running, screaming, or horseplay allowed. Students should refrain from touching the mirrors, hanging from the barres, or disrespecting staff or peers. Dancers should come prepared for class, attend and be on time. They are expected to stay in the classroom for the entire class period and participate. Only water is permitted in the dance rooms. Please refrain from having food or drink in unauthorized areas and please clean up after yourself and/or guests. Dancers are not permitted behind the counter or in the dance area until class time. Respectful, mature behavior towards staff and peers is expected.

Dress Code: No gum. No jewelry (small earrings permitted). Hair back away from the face at all times; in a bun for ballet. Proper shoes for each discipline must be worn in all classes at all times. Students out of dress code will be asked to sit and observe the class. *Ballet* black leotard, pink tights & ballet slippers/point shoes; *Jazz, Contemporary/Lyrical, and Acrobatics* – form-fitting top/bottom, tights, jazz shoes, twillas, acro shoes. *Hip-Hop & Tap*– pants or capris, top, split sole dance sneakers, tap shoes.

Cell Phones: All students with cell phones will be expected to silence the phones and place them in the “cell phone” box in each room at the start of class. Students may have their phones in the case of an emergency during designated breaks and at the end of class.

Notebooks: Students will be expected to bring their notebooks to class weekly. This is mandatory for ballet and conditioning/stretch/technique class. Notebooks may be required in other disciplines by teachers. Be sure to bring a pen/pencil.

Parent responsibilities: Please be on time to pick up your dancer and do not leave children in the studio unsupervised at any time. Please be sure your dancer is on time and prepared for class. Parents are **not** permitted behind the counter or in the dance room. There will be some restricted viewing times as well as times where parents are asked to come back and view a dance. Please make an effort not to distract your dancer and refrain from pulling your dancer out during class time. Pre-arrange any special situations with the instructor prior. Please stay current with your balance and all studio correspondence. Refrain from having food or drink in unauthorized areas and please clean up after yourself and/or guests. Respectful, mature behavior is expected from the students and parents as well.

Recital and costumes: As the year progresses, more detailed information about our recitals and costumes will be provided. Our Holiday Show will be held in Dec. at a local facility with minimal costume requirements. Our formal recital will be held in June at a local facility. Reference the tuition/pricing sheet for costume obligations.

Studio viewing: Parents are not allowed in the classrooms; in an effort to avoid distractions, there may be restricted viewing times TBA.

Teams: Teams will be selected through an audition process. See the Team’s sheet for more details.

I am fully aware of the policies, rules, expectations, and procedures of West Tampa Dance Company and agree to follow them at all WTDC events.

Parent/Guardian Signature

Date