

STUDIO ETIQUETTE HANDBOOK

2019-2020

**Respecting Our Facility**

**1) The Waiting Area**

Elite is happy to provide a comfortable waiting area for all of our parents and siblings to enjoy while their dancer takes class. It is important that you and your children be respectful of others in the lobby. Please remind your child that it is not an outdoor play area. Running, jumping, screaming, climbing and throwing things are very disruptive to others around you and can cause serious injury. Therefore, these activities are not permitted in our studio at any time. Please make sure your children are supervised at all times and follow these rules.

**2) Snacks**

If your child is in class for more than one hour, it is perfectly acceptable to bring a snack for him or her to eat before or after class. If not, please send your dancer with water only. At no time are snacks containing peanuts or ANY sort of nuts allowed in our facility. Please remind your dancer to clean up after themselves and make sure to dispose of their wrappers, etc.

**3) Garbage Bins**

We make every effort to change all garbages on a daily basis. If a particular garbage happens to be full and no one has noticed, please ask your dancer to notify the office and not simply leave their garbage next to the bin.

We kindly ask that all infant diapers be disposed of in the bathroom garbage only.

**4) The Bathroom and Locker Room**

We have a locker room on site for your dancer to change and store their things. For your own protection, never ever leave anything valuable such as purses, phones, iPods, etc. unattended in the locker room. We are not responsible for lost or stolen items.

Our cleaning staff takes great pride and puts a lot of work into making sure our bathrooms are clean.

If you or your dancer makes a mess, please clean it up.

**If a toilet clogs** while you are using it, please ask us for the tools to unplug it. If you notice that

someone else has left a toilet clogged or left any other type of mess, please let us know right away

so we can take care of it.

**5) Our retail space**

We have a lovely retail space that provides Elite dancewear as well as many fun apparel items for your dancer. Please do not let your children play with things in our store or browse our store unattended. Items must be kept in new condition for sale just like all other stores one might enter.

**Respecting The Classroom/Instructor**

**1) Classroom Doors, and Class Observation**

The door is there to enter and exit the classroom. If your instructor chooses to leave the door open during class, it is not an invitation for parents to enter the room or participate in class. Please do not wave, use sign language, try to talk to, knock, or use any other form of communication that takes your dancer's attention away from class. This not only distracts your student, but the entire class.

**Recording The Class**

If you would like to video their routine, please ask permission and the instructor will be happy to allow you to do so at the end of a class. Just let us know, and we'll let you in at the end of class when there is enough routine to be beneficial to practice.

**2) Respecting The Classroom & The Instructor**

Because dancing is fun, we often forget the most important part of the dance class - It's a CLASS. Just like any other class atmosphere, it should be respected as such. Please make sure your child knows they are there to listen, follow directions and learn. We promise that if they follow the rules, they will have a good time while learning. All of our instructors are highly qualified in dance education and know how to do their jobs to best suit each age group and class genre. If you have questions, always feel free to ask, but please respect the professionals as professionals the same way you respect doctors, lawyers, etc. in their own field.

**3) Being Late to Class**

It happens. There's unexpected construction or weather conditions, etc. But every time your dancer is late they miss something critical to their success in class. If they miss warm up, their muscles are not ready to dance which could lead to injury. If they miss exercises, they aren't learning technique they need to perform their steps correctly. And depending how late they are, they miss out on important corrections regarding their actual routines. Not to mention entering the room late is horribly distracting to all the other kids and can take the instructor a moment to regain the focus of the class. Please be on time.

**4) Attendance**

Attendance is very important to your child's dance education experience - especially when it comes to their recital performance. If your student is absent too often, they will fall behind and feel lost when they return to class which can lead to anxiety, a loss of self confidence and stage fright come recital time. We

completely understand and expect them to miss when they are sick, out of town or must attend school functions. But otherwise, attendance if crucial to their success. Please note, competitive dancers still have their own attendance rules beyond and above these guidelines.

**5) Cell Phones**

In this day and age, nearly everyone has them. But there is a place and time to put them away - the classroom. Just as you wouldn't want your instructor taking a call in the middle of class, it is inappropriate and distracting to other students to be talking or texting when the student should be paying attention. Therefore, absolutely no cell phones are allowed in class. Remember, dancer is in class to learn. The texts will still be there when class is over!

**6) Entering The Classroom**

Once class has begun, please do not under any circumstances enter the classroom. Our classrooms are no different than your class rooms at academic school. It would never cross someone’s mind to walk into Mr. Smith’s math class and shout a question out or pull their child aside to fix something, so please give our instructors and their classroom the same respect you give all the other teachers out there.

**EMERGENCY EARLY DISMISSAL:** In the rare case that an unplanned early dismissal is necessary, please see the office. One of our employees will quietly pull your child from class without disrupting to the best of their ability.

**7) Bathroom Breaks**

It’s inevitable that once a 3 year old has to use the restroom, every 3 year old in the class has to then use the restroom. Please help your instructor out by making sure your dancer has taken a bathroom break before class begins. This will save valuable time during class.

**8) Be Prepared For Class**

Please make sure each student has the proper dancewear and shoes for EACH class every week as dance attire plays an important role in dance education. If dancers move quickly between classes without a break, they are welcome to carry a water bottle with them from class to class as water is the ONLY beverage allowed in the classroom in BOTTLED FORM.

**9) No Food/Drink in Class**

The only exception to this rule is for dancers who have back to back classes with no time for a water break.

**10) Sibling Interruptions**

We love that siblings want to spend time with each other, but during class is not the right time for this! When your dancer is in class, please keep their younger siblings occupied. Having young children standing in a doorway and edging their way into the classroom who aren’t part of the class is a HUGE distraction. If they want to be in class, we have classes for small children, we’d love to sign them up!

**11) Discipline**

Our instructors run structured classes and from time to time need your assistance in reminding dancers that class is not free time. They count on you to provide discipline when necessary and will come to you if your dancer is out of hand in class. Please support them to keep our classes running smoothly for all participants.

 **Proper Communication**

**Stay Informed**

We make every effort possible to make sure you get all the information you need by email, newsletter, and in person. To assist us in this effort :

1. Make sure **we have a current active email address.**

2) **Always ask your students for notes they were given** by the office or instructor when you pick them up.

3). Make a point to **check our Facebook page** where most announcements are posted.

4) **Like us on INSTAGRAM** for important updates and fun stuff.

5). Make sure we have all **updated phone numbers** at the front desk.

6). **READ YOUR NEWSLETTER EVERY MONTH**. A reminder is sent out via email if there is a hard copy available.

Our goal is to best serve you, but sometimes, those important dates and notes will be missed if you aren't reading what you're given. We'll do our best if you'll do your best ☺

**Labelling, Storing, and Lost & Found**

Please put your dancer’s name or initials in all of their shoes so we know who they belong to when they are accidentally left behind. Please keep all belongings in your dancer’s bag while they are in class so nothing hopefully gets left behind upon your departure.

If you do lose an item, whether it be dance shoes, toys, or regular clothing, please check our Lost and Found bin located in the locker room frequently. We clear the table and make donations to charity with never claimed possessions 2 times yearly.

**Respecting Your Dancer & Your Classmates**

**Outerwear**

For the safety of your dancer, we ask that they always cover up their dancewear when entering and exiting the studio in the winter months. In the colder weather, it is very important to cover keep their bodies warm before and after activity to prevent injury or muscle spasm. Dance shoes should never be worn outside to prevent damage. The soles are not made for concrete wear and tear.

**Be Committed**

Once you sign up for a class, a commitment is made to yourself and your classmates. A lot of work is put into your performance dance that includes your dancer’s body holding a space and sometimes special parts in that routine. When a dancer quits early, it means redoing much of the dance which is frustrating to the entire group and their instructor. Please commit until the end, which is the recital performance. Every class member is important.

**Costumes**

We understand how exciting the idea of costumes are, especially if you’re only used to wearing them at Halloween. With that in mind, you MUST remember that your performance costume is only to be worn 3 times: Picture Day, Dress Rehearsal, and Performance Day. Costumes can easily be ruined and cannot usually be replaced on time. After performance day, you may use your costume for whatever you like.

Note that we purchase costumes from different suppliers. You may not get all costumes in the same time frame. As long as you have that costume by picture day, there is nothing to worry about. There is no reason for concern if one class’s costume is much later than the others.

**Community, Creativity and Compassion**

Please keep in mind our studio values of community, creativity and compassion and let them guide you in all your interactions in our studio!