

Gustafson Dance Policies

Things to Know	Please make sure you are familiar with the following:
ABT Curriculum	Gustafson Dance is currently adopting the American Ballet Theatre Curriculum, beginning with Levels Ballet 4B and under. ABT was recently designated as the National Ballet Company of the US and charged with developing a national curriculum to help unify the training of all American dancers. Much work has gone into the curriculum on the part of internationally acclaimed teachers, dancers, physical therapists and physicians. We are excited to be a part of this process.
Dress Code	One of the changes that the ABT curriculum requires is a colored leotard uniform, and skirts for Ballet 2 and under. Please see your confirmation letter or the dress code charts we have posted.
Website	www.gustafsondance.com - On the Home Page is a link to State Street Ballet professional company site, as well as State Street Ballet Young Dancers site. The Photo Gallery is also accessed from the Home Page. Please email us for the password to the Photo Gallery Orders . info@gustafsondance.com
Schedules	Paper copies can be found in the studio lobby on the front desk, posted on the studio front door, as well as on the Classes page of the website. We update the schedule often to reflect any changes or additions to the schedule.
Class Placement	Please see our Class Placement Guidelines which are posted on the website. Any promotions to a higher level take place each fall, and not during the school year; however, the Directors reserve the right to make placement changes if and when they feel necessary to serve the best interest of the dancer.
Pick-up Policy	We expect parents to be on time to pick up students in the studio lobby. If you have extenuating circumstances at some time, please call the office immediately: 965-6690. We are very busy and often have another class starting right away.
Observation Policy	Classes are drop-off classes. <u>Official Observation is the first week of each trimester.</u> You may observe at other times, provided you let the office know in advance.
Lobby Policy	The lobby is to be used for dropping children off for class and picking children up promptly at the end of class. Maintaining a quiet and serious setting is necessary for proper ballet instruction. The studio, especially the lobby, should not be used for socializing. Books and games are located behind the front desk to occupy children if necessary.
Make-up Policy	You may take a make-up class in the appropriate class level for a missed class or a School Holiday but the make-up should be done within the same trimester. Please call ahead to let the teacher know that you are doing a make-up class.

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Tuition/Trimester Dates	<p>Found in the School Brochure on the inside back cover or on the Tuition page of the website. Tuition is due one week prior to the start of each trimester. If tuition is not received, and no communication has been made to the office, Gustafson Dance has the right to drop the student from the class and fill the spot with another student.</p>
Holiday Dates	<p>Found on the backside of the Brochure, on the Calendar link on the Home Page of the website. Also posted in the studio lobby on the corkboard.</p>
Performance Dates	<p>On the back cover of the School Brochure (one date incorrect-Spring Show is June 6&7), or on the Performance Participation page of the website. We are doing a new show “Rudolph” at the Lobero this Fall for CD, Pre-Ballet, Tap, Jazz and Ballet 5-7. Ballet 1-7 will be in our all-new, collaborative Nutcracker with State Street Ballet at the Granada.</p>
Email	<p>Email addresses will be used whenever possible to communicate. Please keep your email information current with the office. Parent volunteers will also be using your emails to communicate important information about dress rehearsals and performances with you. If you do not have an email, or do not update your email with us, you will need to be responsible for getting information from a friend in the class.</p>
Concerns	<p>Please feel free to discuss any issue concerning your child with Allison or Nicole <u>at an appropriate time!</u> Please do not attempt to discuss issues with Allison or Nicole in the moments right before classes begin. It is best to phone the office earlier in the day, leave a message for a good time to call you back or set up an appointment to speak with us.</p>
Volunteer Requirement	<p>We expect one parent for each student to volunteer his/her time during The Nutcracker/Rudolph shows and during the end-of-the-year show at the Lobero. If you are too busy, you may choose to pay a \$30 fee to opt out of that commitment. The money collected will be used to hire help in controlling the backstage area to ensure safety for your children.</p>
Photos and Videography	<p>Photos and Videography will be made of students during classes, rehearsals and performances. We are very proud of the accomplishments of all of our students. From time to time, still photography or videography will be used for the purpose of highlighting student achievements and the progress of our school. Those images may be used in informational newsletters, as well as school brochures, and they may also be submitted to the news media for possible publication. If, for any reason, you do not want your child's likeness to be used by Gustafson Dance or by the news media for the purpose of positive publicity about Gustafson Dance activities or student achievement, please notify the school office immediately.</p>