

Gustafson Dance Policies 2009-2010

Things to Know	Please make sure you are familiar with the following:
Registration and Discontinuation	There is an annual \$40 registration fee due at the beginning of the school year or upon enrollment. It is expected that your student will be enrolled through the end of the school year. If you choose not to continue, you must notify the office (preferably in writing) prior to the tuition due date of the new trimester; otherwise, you will be billed for classes in that trimester.
Tuition/Trimester Dates	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 not received on time, a \$10 late fee will apply.
Dress Code	Please see your confirmation letter or the dress code charts we have posted in the studio. We expect students to adhere to the dress code at all times. Proper dress code is part of the overall dance training/etiquette. For safety reasons, students without shoes will not be allowed to participate.
Class Schedules	Paper copies can be found in the studio lobby on the front desk. It is also posted on the corkboard in the lobby, as well as on the Classes page of the website. We update the schedule often.
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 in order to serve the best interest of the dancer.
Performances	On the back cover of the School Brochure, or on the Performance Participation page of the website. We are doing "Rudolph" at the Lobero this Fall for CD, Pre-Ballet, Combo Classes, Tap, Jazz and Ballet 5-7. Ballet 1-7 will be in our collaborative Nutcracker with State Street Ballet at the Granada.
Email	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 get information from a friend in the class.
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: info@gustafsondance.com
Pick-up Policy	We expect parents to be on time to pick up students in the studio lobby. If you have extenuating circumstances, please call the office ASAP 563-3262.
Observing Class	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.
Food	If you send food with your child, please send non-messy snacks and water. Food may only be eaten in the lobby. Food may not be eaten in the restroom or in any of the studios.
Lobby Policy	The lobby is to be used for dropping off and picking up students for class. Maintaining a quiet and focused setting is necessary for proper dance instruction. The studios, especially the lobby, should not be used for socializing or talking on cell phones. Books and games are located behind the front desk to occupy children if necessary.
Make-up Policy	Make-up classes may be taken in the appropriate class level for a missed class or School Holiday, or when a class is cancelled due to a theatre rehearsal. The make-up should be done within the same trimester. Please call ahead to inform the office of your make-up time. No refunds will be issued for missed classes. (Thanksgiving, Winter, and Spring Breaks are not counted in the tuition.)
Lost and Found	Lost and Found items will be collected and kept in a box behind the front desk. Once a month, these items will be donated to a charity. The best way to insure that you don't lose items is to label everything with your child's name.
Holiday Dates	Found on the backside of the Brochure and on the Calendar link on the Home Page of the website.
Concerns	Please feel free to discuss any issue concerning your child with Allison or Nicole at an appropriate time! Please do not attempt to discuss issues with Allison or Nicole in the moments right before classes begin or in between classes. 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.
Volunteer Requirement	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.
Photos and Videography	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 right away.

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