



## Studio Policies Handbook

Mayne Attraction Performing Arts Center was founded by Sharmayne Freeman (Sellers) in May 2013. The organization was renamed Mayne Attraction Studios (MAS) as of September 2016. MAS offers classes in various genres/styles of dance for children and families in the following age groups/levels: Stars (ages 3-7), Juniors (ages 8-12), and Teens/Adults (ages 13+).

### Mission Statement

MAS is committed to offering:

- Dance instruction that aligns with the Ohio Department of Education's Fine Arts (Dance) Learning Standards
- Exposure to quality instruction and performances of dance and other arts for children and families
- A safe, positive environment to learn creative expression, dance technique, choreography, and confidence building
- Opportunities to learn skills in coping, stress relief, and self-discovery through performance art
- Opportunities to build relationships with dancers and staff who share their interest in performance art
- Training that enables dancers to pursue collegiate/professional level performance art paths

### Placement

Placement in Stars, Junior, and Senior level dance classes at Mayne Attraction Studios is primarily based on skill level, as opposed to age. Mayne Attraction families and staff can recommend/request class placement for dancers, with final placement decision made by Mrs. Sharmayne/Director. Dancers will remain in their classes throughout the dance season, even if they have a birthday that changes their age group. We do not typically allow dancers to transfer to older/more advanced classes during the middle of a dance season. This is to avoid disrupting a dancer's established routine. Dancers will be allowed to progress to the next age group at the end of spring semester, pending satisfactory growth, as indicated on their progress reports/evaluations, and teacher recommendation.

If new dancers have an upcoming birthday that will change their age group, they will be asked to 1) start in the younger level classes, or 2) agree to being observed when participating in trial/demo classes at both age levels. Class placement decisions will be finalized by Mrs. Sharmayne/Director. Families who want their dancers to be considered for MAS classes must communicate this to Mrs. Sharmayne/Director as soon as possible.

### M.A.D. Company

MAS now offers opportunities for dancers to train/perform as members of the Mayne Attraction Dance Company, or "M.A.D. Company." The MAS will serve as representatives for the studio, speaking and performing at various community events throughout the dance season. Dancers interested in becoming Company members must be of age for Junior or Teen level classes, and enrolled in MAS ballet AND jazz for at least one year, or have equivalent training/ability. In addition, dancers interested in joining MAS must have exceptional class attendance and focus, positive attitude, noteworthy work ethic during class, willingness to learn, and the ability to quickly grasp technique and choreography. Upon meeting those criteria, dancers will then be eligible to audition for the M.A.D. Company, and must reach Satisfactory status on at least half of the criteria listed on their progress reports/evaluation forms. **Announcements about MAS placement are typically made during the end of the dance season (May).**

### Attendance & Time Commitment

MAS dancers are required to attend their weekly classes as often as possible. Excessive absences will hold back not only the individual dancer, but their classmates as well. Each dancer is allowed up to 8 absences across the entire dance season (August-May), or 4 absences per semester, with no absences during the months of December and May. In addition, being more than 15 minutes tardy to a class will be considered an absence. (i.e., 2 tardies that are 15 min+ and

one absence=3 absences). Even in instances where dancers are more than 15 minutes late, dancers are still expected to come to class, so they can participate in that day's lesson.

Dancers who are sick/injured are asked to come to class to take notes on what is being taught (dance notebook required). Dancers who miss more than 8 classes (or miss any classes in December or May) run the risk of diminished performance time (shorter feature/removal from choreography). Dance requires consistent, ongoing training. Dancers who miss several classes due to illness or injury, or any other reason, will not experience the same kind of growth as those who have attended classes regularly. Parents/Guardians must notify Mrs. Sharmayne of any absences/tardies as soon as possible (via email/text).

While ill/injured dancers are asked to sit, observe, and take notes, 3 or more class sit-ins will incur an absence. We encourage dancers to observe, but this is not actively participating in the class and training. As a result, we don't consider this 100% attendance. Any dancer who misses three or more days of dance class due to injury or illness in a row must provide a doctor's note. If the injury or illness is expected to keep the dancer from actively participating in class for more than 7 days (one week), a parent/guardian must notify Mrs. Sharmayne/Director by email, phone/text, or in person. Any extended absence affects each class/dancer. It is important that our staff know as much as possible about the dancer's prognosis and expected return to class, so we can plan class and rehearsal time accordingly, and make any necessary changes to choreography.

Additional rehearsal times may be added in order to get choreography set/completed by a specific date. Extra rehearsal days will most likely occur on Saturdays, or a day that best fits the dancers' schedules. These will be added only when necessary, and with as much advanced notice as possible. Our absence/tardy policies also apply to additional rehearsals.

Dancers who have two consecutive absences for a particular class (or otherwise excessive absences in one month) run the risk of being disenrolled from class. Mrs. Sharmayne/Director will reach out to the family concerning said absences, and will decide whether to disenroll the student.

### **Conduct, Dress Code, and Class Preparedness**

MAS dancers and their families will be held to the highest standards of conduct. Dancers and families are required to show courtesy and respect to teachers/staff and other dancers at the studio. Any student or family member who exhibits repeated disrespectful behavior to teachers, dancers, or parents will be asked to leave, and disenrolled from studio classes.

During every class, MAS dancers are expected to wear appropriate dancewear and footwear, and have hair secured away from face (i.e., headband, ponytail, and/or bun).

#### **Attire for Ballet**

- black leotard, black, pink, or flesh colored tights, pink ballet slippers, hair away from face, secured in a tight bun or ponytail (hair pins and clips are acceptable)
- (t-shirts, hoodies, and sweat pants only acceptable as layers for warm-up/stretching)

#### **Attire for Jazz/Contemporary**

- solid colored leotard, form fitting/supportive tank tops, fitted t-shirts, black, pink, or flesh colored tights, dance shorts, leggings, black or tan jazz shoes

#### **Attire for Hip Hop**

- hoodies (warm-up only), form fitting/supportive tank tops, t-shirts, dance shorts, leggings, sweat pants, and tennis shoes (high tops preferred)

#### **Attire for Tap**

- hoodies (warm-up only), form fitting/supportive tank tops, t-shirts, dance shorts, leggings, sweat pants, and tap shoes

**Necklaces, rings, hoop earrings, and bracelets are not permitted during class. This is to reduce possible misplacement or breaking of valuable items, as well as scratching, bruising, accidents, and injuries during class.** In addition, MAS dancers/families must take responsibility to make sure their dance bag is properly stocked and brought with them to every class. Dance bags must always have the following items:

- Hair ties and bobby pins
- Water/Gatorade
- Ballet slippers and jazz shoes (tennis shoes and tap shoes if necessary)
- Leotard/tank top
- Tights/leggings/dance shorts
- notebook and pen or pencil to record choreography and corrections
- first-aid/injury prevention materials (medicine, inhaler, ace bandage/knee/ankle braces, etc)

Being out of dress code (forgetting/not wearing dancewear, shoes, hair being down, etc.) 3 or more times will equate to an absence. Mayne Attraction staff may ask for additional items to be added to dance bags as the season progresses.

### **Financials**

MAS dancers must pay a monthly fee based on the number of classes in which they are enrolled. **Families may incur fees in addition to tuition during registration/enrollment. Such fees include: \$35 registration fee for new families, \$25 annual registration fee for returning families (fall semester only), and showcase costume fees (vary by classes). Registration fees are non-refundable.**

**Dance tuition is expected to be paid in full by the due date each month. If monthly tuition is not paid in full by the 15<sup>th</sup> day of each month, dancers will be disenrolled from class(es).** We accept cash, check, cash app, and money order payments. We also accept credit card payments in person at the studio, or online via [www.mayneattractiondance.com](http://www.mayneattractiondance.com)

The first \$75 of tuition is non-refundable. Families that wish to withdraw from classes, **before the mid point of any semester**, may be reimbursed for up to one month of tuition (minus \$75 non-refundable fee). In order to receive refund, families must submit written notice as formal communication of class withdrawal, and amount of reimbursement will be determined by the date that withdrawal was formally communicated. Families forfeit any reimbursement if withdrawal happens after the midpoint of a semester:

- second weekend in October (fall)
- second weekend in March (winter/spring)
- first weekend in July (summer)

The first \$75 of costume fees are also non-refundable. Families that wish to withdraw from classes, **before the mid point of any semester**, may be reimbursed for up to half the amount of costume fees paid (minus \$75 non-refundable fee). In order to receive refund, families must submit written notice as formal communication of class withdrawal, and amount of reimbursement will be determined by the date that withdrawal was formally communicated. Families forfeit any reimbursement if withdrawal happens after the midpoint of a semester:

- second weekend in October (fall)
- second weekend in March (winter/spring)
- first weekend in July (summer)

If families plan to return to the studio in the near future (i.e., the following semester), families can also opt to have costume/tuition fees held and applied to the re-enrollment semester.

Families are asked to pay the full monthly class fee for classes that are offered two or more weeks in one month. No financial adjustments will be given for missed classes. Open house/make up classes are typically offered at the beginning of each semester. Additional make up classes may be offered when certain circumstances require class cancellation (i.e., snow days, cancellation due to teacher emergency, etc).

The following discounts are available to MAS families. Please see Mrs. Sharmayne for questions and details.

1. **MULTI-CLASS DISCOUNT:** Dancers enrolled in one class will receive a discounted rate when enrolling in additional classes. Dancer must pay full amount of first class to receive this discount.

2. **FAMILY DISCOUNT:** For families with multiple siblings enrolling in classes, one child pays regular price, and each additional child will receive a discounted rate toward their monthly tuition cost.

3. **REFERRAL DISCOUNT:** Currently enrolled MAS families receive \$25 off one month of tuition costs for each new family they refer to Mayne Attraction. (Referred family has to register for at least one class). The family discount can be applied enough times to cover a dancer's total tuition cost. This discount only applies to the first semester in which the referred families are enrolled.

### **Parent Communication**

Families can contact Mrs. Sharmayne with any questions or concerns by emailing the studio or by leaving a message at the studio front desk. Most often, the question can be answered and/or the issue addressed and resolved quickly through effective communication. If you would like to speak with your child's instructor directly, you can email us or leave a message in the studio as well. Studio related communication must go directly through Mrs. Sharmayne or front desk staff. From there, the messages will be delivered to the appropriate parties.

### **Showcase and Performances**

In preparation for each showcase, we ask families to partner with us in our "healthy habits" campaign. This means removing certain things from their diet that would drain their energy and make it difficult to give their best possible performance during showcase. Foods to stay away from include fried foods, pop/soda, candy/chocolate, potato chips/hot chips, or eating a lot of food in one sitting, which will make dancers feel heavy, overly full, and tired. They should also refrain from drinking things like "huggies/lil hugs" or juice that is labeled fruit "drink" which is mainly just sugar water with tons of food coloring/dye.

Instead, please replace these foods with lean cuts of meat, fresh or frozen fruits and veggies, nuts and trail mix, salads, yogurt, granola bars, etc. and LOTS OF WATER. Sugar free/low sugar Gatorade is also fine as a secondary drink (water is best). "Healthy habits" will begin approximately one month before showcase date (notice will be given by Mrs. Sharmayne), and last until the day of the showcase.

### **MAS Code of Conduct**

MAS dancers and parent/guardians understand and agree to the following:

- Mrs. Sharmayne/Director will have the final say in any and all matters regarding Mayne Attraction Studios and MAD Company.
- MAS families are asked for commitment during the entire dance season (August-Ma) and always put forth their best effort to meet MAS expectations, requirements, and goals. Should families choose to leave the team mid-season, they are asked to adhere to aforementioned reimbursement policies.
- Parents/Guardians are responsible for checking emails, the studio website, and all newsletters/studio texts to be sure they are fully aware of fees due, class schedule and extra rehearsals, items needed, etc.
- MAS dancers and families are expected to set a positive example in class, while on studio grounds, and any other places that they are representing Mayne Attraction/MAD Company. MAS dancers will not post anything inappropriate, provocative or demeaning online or on any social media.
- MAS dancers must maintain a minimum 2.5 grade point average at all times.
- All choreography is the sole property of Mayne Attraction Studios. Current and former MAS dancers may not perform routines outside of Mayne Attraction Studios without express written permission of the director.

- MAS dancers must behave appropriately and conduct themselves in a professional manner at all times. Inappropriate behavior (bullying, gossip, etc.) will result in removal from MAS.
- Because a solid foundation in ballet training is necessary for successful execution of contemporary and jazz genres, dancers who wish to enroll in contemporary and/or jazz classes must also enroll in at least one ballet class each semester. This applies to Stars, Juniors, Seniors, and Company level dancers.
- To assist in getting focused for class and promote physical well-being, dancers are expected to arrive, and warm up/stretch at least 10 minutes before class/rehearsal begins.
- Dancers are to be ready for class at the starting time, with proper attire on and hair done (ballet bun and/or out of face) when they walk into their classroom. Dancers arriving late should enter the class, but stand to the side and begin stretching/warm up as they wait for teacher permission to join class. This is to reduce class distraction and any possible injury.
- Please turn off cell phones, or set them on vibrate, prior to entering class. Cell phones are a distraction and should not be used during class time (unless previously discussed with teacher in the event of an emergency).
- Please refrain from wearing street shoes in rehearsal spaces, especially after inclement weather. This helps to avoid having dirt/mud, rainwater/snow, grime, and winter salt in rehearsal spaces. This can cause slips/falls and floor damage.
- Only water and sports drinks are permitted in dance studio area. Please refrain from gum, food, or other drinks in this area. To avoid messes and accidents, food and snacks are only permitted in lounge area. Dancers are expected to clean their area of all food, drinks, and packaging when done eating/drinking.
- Teachers should be treated with respect. This includes adding Mr. or Ms. to their name when addressing them. This also means refraining from excessive side conversations while in class, and doing what teachers ask as soon as instructions are given. This is to help the dancers maintain a more professional demeanor.
- Dancers may not sit down in class unless instructed to do so by their teacher.
- We are not responsible for items lost or damaged in the studio. Please refrain from bringing valuables to the studio, and keep all personal belongings in a secure place.
- Dancers may not leave the classroom without the teacher's knowledge and permission. This is for their safety.
- To maintain safety and class etiquette, dancers are not permitted in studio unattended or without permission. Please refrain from horseplay in the studio, especially in rehearsal spaces around sound equipment, mirrors, and ballet barres.
- Dancers are expected to attend each class during the dance season. Dancers who need to miss class must call Ms. Sharmayne or the studio as soon as possible regarding the absence. Because no refunds or payment adjustments will be made for missed classes, dancers are encouraged to attend the open house/make-up classes offered during the dance season.
- Please refrain from using foul language in any part of the studio.
- Parents who wish to communicate with teachers should leave a message with the front desk, or contact Mrs. Sharmayne/Director.
- Parents who wish to remove their child from a class that is currently in session are asked to please inform the teacher prior to class. If an emergency arises, please inform the front desk, and they will quietly escort the student out of class, and to the parent. This will help reduce distraction and anxiety.

- Parents and other transportation providers are asked to please be prompt when dropping off and picking up dancers. We thank you in advance for respecting teachers' time by picking up dancers no later than 10 minutes after a class ends.
- Parents are permitted to stay in waiting area while dancers take class, provided that they are not a distraction to dancers during their class time. Children who accompany parents, but are not taking class, are to remain with parents at all times.
- In preparation for showcase or other performance dancer(s) must participate in the MAS healthy habits campaign.

**Soft Consent Statement: I understand and agree to all aspects of this handbook, as demonstrated/indicated by enrolling my child(ren) in dance class(es) at Mayne Attraction Studios. I understand that these expectations are created to ensure the absolute best training and most positive and rewarding experience for all.**