

SPECTRUM DANCE CO. POLICIES + GUIDELINES

Updated August 16, 2023

Parents | Guardians | Caregivers

- Parents + guardians are welcome to remain on premise and in our lobby spaces during class.
- Spectrum Dance has the right to refuse services to any visitor showing flu-like or COVID symptoms, including but not limited to fever, coughing, runny nose and sneezing. Visitors exhibiting symptoms of illness will be asked to leave the premises.

Dancers

- Dancers are asked to sanitize their hands before and after leaving the studio space
- Dancers are asked to refrain from dancing if they are ill
- Spectrum Dance has the right to refuse services to any dancer showing flu-like or COVID symptoms, including but not limited to fever, coughing, runny nose and sneezing.
- A signed waiver of liability must be on file for all dancers

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COMMUNICATION

PLEASE NOTE: Email is our preferred method of communication, as we are on email throughout the day. We answer our phones and check voicemail only a few times per week (between 5:30-7:30pm Monday through Thursday during the school year). If your question or message is time sensitive, please email julia@spectrumdancemn.com or submit a Contact Us form through our website.

General Communication from Spectrum Dance to Dancers and Families

Our primary method of communication is via email. Please provide the email you use most regularly when filling out enrollment and performance registrations.

Parents/Guardians are responsible for all Spectrum Dance information posted, mailed, or emailed, including handouts sent home with each student. We take every step we can to respect your email inbox, however, there are at least four (4) major notices sent via email during the school year:

- Late July/early August: class schedules, Fall registration forms and school year calendar
- October/November: performance information, performance registration and costume form
- April: performance guidelines, rehearsal and show date reminders, and ticket order information.
- May: performance details, ticket info, reminders, and summer schedule and registration information

Communication regarding Inclement Weather

In the event of temporary school closure due to inclement weather or other, affected families will be emailed and our voicemail will be updated at least 1 hour before the start of youth classes. In the event of class cancellation due to teacher illness or other, families will be contacted directly via email.

Both Youth and Teen | Adult schedules are subject to change. Schedules will always be updated on our website at www.spectrumdancemn.com.

Communication from Dancers and Families to Spectrum Dance

Questions or concerns regarding individual students or specific class placement may be sent to dance@spectrumdancemn.com.

Questions regarding policies, guidelines, class tuition, student absence, or any other school related concerns may be directed via email to hello@spectrumdancemn.com.

ATTENDANCE

1. Teen | Adult Classes: Pre-registration and pre-payment is required for all drop in and class card Teen + Adult students, either online on our website or through the MindBodyOnline smartphone app.
2. Teen | Adult Classes: Spectrum Dance has a 2-hour late cancellation window for class. If a pre-registered student fails to attend class or cancels their attendance within 2 hours of class start time, the student will forfeit the class hours from their class card for that particular class.
3. Youth/Enrolled Classes: Regular, timely attendance is essential for a student's progress. Advance, written notice is required with stated reason for absence, for any anticipated tardiness or early departure from a class. Please email any planned absences to hello@spectrumdancemn.com.
4. Youth/Enrolled Classes: Attendance, absences, early departures, and/or tardiness are recorded. Students are considered and marked late if they arrive in the studio 10 minutes after the start of class.

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ATTENDANCE - CONTINUED

5. Youth/Enrolled Classes: Late admittance to any class is at the discretion of the teacher. A student will be marked absent if they arrive in the studio 15 minutes or more after the start of class without notice and may be subject to observing the class while in session instead. A student will also be marked absent if they depart 15 minutes before formal dismissal without notice.
6. Youth/Enrolled Classes: Absences, tardiness, and/or early departures in three consecutive classes will result in an email or phone notice to the parent or guardian on record. In extreme cases, the student may lose the privilege of participating in the class and/or performances.
7. It is important that all students who opt to perform in the annual Spectrum Dance Spring Performance be consistently present for class and choreography material. Three or more total absences between January and May will place a student on notice for performance opportunities and may impact performance eligibility.
8. Missed classes are non-refundable, but may be made up by attending another class at the same level or lower level, if offered, within 30 days of missed class (September through May). See Instructor for make-up class options.

ENROLLMENT

1. Enrollments are subject to a late fee if received after the specified deadline. Please refer to the enrollment form for deadline dates.
2. Any class with a small enrollment (fewer than 5 students) may be combined with another class where age and ability levels are compatible or may be canceled at the discretion of the school director. Classes with very large enrollment may be split where the schedule/staffing allows.
3. The posted schedule is subject to change at any time. Please visit our website for the most up-to-date schedule.

Please contact the school via email to hello@spectrumdancemn.com to inquire about mid-year enrollment procedures and placement.

STUDENT PLACEMENT AND WITHDRAWAL

Student Placement

With the exception of our Preschool classes and youngest youth classes (Creative Movement, Creative Combo, KinderCombo, and most Level I classes) the appropriate class placement is, at all times, determined by level of ability and/or *general* age guidelines rather than social associations or personal relationships in class, non-academic schedules, or schedule conflicts from other extracurricular activities including other athletic, school, or religious programs. Instructors and Directors will determine student placement and level. Student placement may be adjusted after assessment. In the event a student disputes their placement in a class or has serious scheduling conflicts that interfere with a student's class placement, the student and parent shall meet with Spectrum Dance. The decision for the student's final class placement shall be at the sole discretion of Spectrum Dance. Student may also take a different scheduled class than recommended at the same level or lower, if offered, upon Instructor/Director approval. Please reach out to dance@spectrumdancemn.com with enrollment inquiries.

Student Withdrawal

If a student does not wish to continue in the program as placed, withdrawals must be submitted in writing to Spectrum Dance. A 30 day notice of cancelation is required. Generally, this means that one more tuition payment will be due upon cancelation, if paying in installments, and that any refunds of payment in full will have one month's tuition deducted. Please see complete Tuition Policies on pages 5 and 6. Contact hello@spectrumdancemn.com for more information.

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CLASS LEVEL GUIDELINES

*For detailed class guidelines, please visit our website and select CLASSES > CLASS LEVEL GUIDELINES.

New Students

please contact the school at dance@spectrumdancemn.com for placement options or questions regarding which classes in which to enroll. We will be happy to direct you to the most appropriate class on our schedule.

Returning + Experienced Students

All returning students in Level II classes or higher received invitations to enroll via email. Please visit our website and select CLASSES > CLASS LEVEL GUIDELINES for more information. Please contact us with questions.

LIABILITY DISCLAIMER

Spectrum Dance, its agents, contractors, volunteers, or assistants shall not be responsible or made subject to any claim from injury, illness, or accident which may result in connection with any participation at the school or any of its related functions. Spectrum Dance carries current and limited business liability appropriate to its services and events.

We welcome all children to participate in classes at Spectrum Dance. Instructors may encounter limitations on their ability and training to meet the expectations or accommodations of special needs students. The needs of such students will be discussed with parents and evaluated accordingly to best fit the standards of all parties involved. Spectrum Dance does not discriminate in employment or student admission on the basis of race, creed, sex, national origin, or for any other reason.

SPECTRUM DANCE CO. POLICIES + GUIDELINES

2023 - 2024 YOUTH ENROLLMENT TUITION POLICIES

1. Each enrolled student must keep a valid credit card on file with Spectrum Dance. Credit cards on file may be used for payments towards tuition and fees associated with tuition dues and installments; class cards (for non-enrolled youth, teens, and adults), and any service or material offered for purchase by Spectrum Dance including but not limited to apparel, dancewear, shoes, costumes, performance fees, and other related Spectrum Dance activities or events. Enrollment forms will not be accepted without a valid credit card on file.
2. Enrollment registration fees are applied to and valid for a full dance year (September to June), not including summer. Registration fees are due and payable upon enrollment. The registration fee for a single student is \$30; family registration fee is \$50.
3. The enrollment deadline for all youth classes is August 20th, 2023. Enrollments will be accepted after this date; however, a late enrollment fee of \$50 per family will be assessed for any student enrolled after this date.
4. If enrollment occurs mid-month, tuition will be charged in full if student is enrolled before the 15th day of the month. If student is enrolled after the 15th day of the month, half of that monthly tuition will be charged.
4. Youth Tuition is based on 35 weeks of instruction from September 11, 2023 through May 25, 2024, including rehearsal and performance dates and takes into account scheduled Spectrum Dance school closures. Summer 2024 enrollment will run for 6 weeks, July through August, and has its own separate Tuition Schedule.
5. Spectrum Dance Youth Tuition rate is not based on classes per month, but by class time per week, per student. Total tuition is paid in monthly installments for convenience.
6. Full tuition is due regardless of holidays or missed classes. Please see the School Calendar on the Youth Schedule for scheduled closure dates.
7. Tuition may be paid in full at the time of enrollment or paid in 10 equal monthly installments (September 2023 through June 2024). The first installment payment is due upon enrollment; all further installment payments are due on the 1st of each month. Full tuition covers 35 weeks of classes.
8. Payment methods accepted: check (only for paid in full tuition - made out to Spectrum Dance), or credit card. Cash is not accepted for youth enrollment. For installment payments, credit cards are the only accepted payment method. A \$25 fee will be assessed for returned checks.
9. All tuition installments, whether paid via credit card or check, are due on the 1st of each month. Credit card payments will be automatically processed by Spectrum Dance on the 1st of each month. It is the responsibility of the payee to ensure payment has been made on a timely basis. Spectrum Dance has the right to cancel enrollment due to non-payment.
10. Installment payments cover 35 weeks of classes and are processed 10 times for convenience: September 2023 through June 2024. The last installment payment is processed on June 1, 2024 even though classes have ended at this time.

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2023 - 2024 YOUTH ENROLLMENT TUITION POLICIES | CONTINUED

11. If a credit card becomes invalid or fails to process on the 1st of each month, a grace period of 5 days will be granted, no later than the 6th of the month.
12. If tuition installment payment is not within the 5 day grace period, a late fee of \$25 per student will be assessed each month until payment is received.
13. Cancellation: Spectrum Dance requires a 30 day written notice of enrollment cancellation. Generally, this means that one more monthly tuition payment will be made or withdrawn after cancellation. Certain exceptions may apply at the sole discretion of Spectrum Dance. For cancellation of classes paid in full, Spectrum Dance will return prepaid tuition, less one full month.
14. In the event of inclement weather, classes may be canceled. Studio voicemail will be updated at least 1 hour prior to the start of classes if in studio classes are canceled and affected families will be emailed. Any other in studio class cancellations for reasons other than inclement weather will be communicated via email. There is no refund for classes cancelled because of inclement weather or other acts of nature or God. All schedules are subject to change without notice.
18. Tuition will not be prorated for absences or missed time in class, whether they are planned or unplanned.
19. Make-up classes in same level or lower are available within a 30-day period upon return to classes.
20. In the case of extended absence due to illness, absences (up to 3 classes) may be credited towards future classes at the sole discretion of Spectrum Dance upon the submission of a physician's note to Spectrum Dance.
21. Students with unpaid balances (Tuition, Costume, or other) will not be allowed to participate in class or performance, and will not receive costumes until delinquent balances are paid in full.

ETIQUETTE

School Etiquette

1. Lobby and hallway areas must be quiet and passable (fire code) at all times. We reserve the right to remove noisy, disruptive persons from the studio, lobby and common areas.
2. No food is allowed in any studio space area, Main Lobby/waiting area, or Studio B waiting area. Take extra care with beverages, which may result in stains when spilled. Students are welcome to bring a personal water bottle to class.
3. All electronic devices being used outside of class and in common areas must be muted or kept at a low volume. Youth students are not allowed to bring phones or other devices into the dance studio. Adult students must have all devices muted or off during class.
4. Dancers must respect all classes at all times; studio doors and blinds may be shut to avoid disruptions at the teacher's discretion.
5. Only students, teachers, and staff are allowed in class while in session. Visitors, including parents, must not enter the studio at any time while class is in session, unless permitted by the teacher or Director. Visitors are welcome to wait quietly in the lobby areas.

A strict "HANDS OFF" policy will be enforced for all students in all areas on Spectrum Dance property unless directed by a teacher during class. No running, disruptive behavior or loud talking before, during or after class. Acrobatic moves, rough housing, and running are not allowed in hallways and lobbies.

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ETIQUETTE | CONTINUED

Dance Etiquette

1. We encourage all students to arrive at least 5-10 minutes prior to the start of class and be properly attired in ready to begin when entering the studio and beginning class.
2. Dancers are not allowed to leave the studio or sit while class is in session without the teacher's permission.
3. We expect all dancers to respect their teacher, their peers, and school property at all times. During class, students are expected to provide their undivided attention to their teacher and the task at hand.
4. Students may not hang, lean, or play on the barres, touch the mirrors or play with the music or other equipment.
5. Chewing gum and playing on electronic or mobile devices is not allowed during class.
6. Dancers should show respect for themselves and the entire class at all times. If disrespectful or bullying behavior is reported or observed, Spectrum Dance has the right to remove the offending student from class temporarily or permanently. *Disrespectful, rude and bullying behavior, whether toward another dancer, staff member or guest, is a direct violation of Spectrum Dance's values, and will not be tolerated, ever. No exceptions.*
7. More experienced dancers should be role models for new and less experienced dancers and are encouraged to practice a positive mentor/apprentice role.
8. Dancers should clear the studio space of their belongings and leave the studio immediately after class to allow another class to begin.
9. Keep dressing areas clean and neatly organized when using the space.

It is considered inappropriate for employees and/or students to wear logo or embroidered apparel from another area dance studio, school, or program (other than Spectrum Dance approved logo-wear), academic school uniforms, or controversial logo apparel while in classes at Spectrum Dance. See the Spectrum Dance dress code guidelines on our website.

Parent | Guardian Etiquette

1. Parents and guardians are welcome to remain on premise and in our lobby spaces during class.
2. It is important that your child arrives with enough time to prepare for class and that parents/guardians collect their child(ren) quietly and promptly once class has concluded. In general, please refrain from any disruptions while any class is in session, including loud conversations or talking to your child while they are in the studio. If you must enter the studio space, please ask the teacher for permission.
3. Studio doors may be shut by the teacher or Director when necessary to maintain focus and class security. If you have a child in class, you are welcome to observe or wait quietly in the designated seating areas only if your child is under the age of 5. We appreciate you trusting us with your child's dance education; we enjoy having your child's focus and attention while in class.
4. Students, parents/guardians, and visitors are responsible for any cleaning or repair expenses incurred to school or building property for damage or stains due to spills or breakage.
5. Parents are invited to communicate any concerns directly to the school or any of their child's/children's teachers in person when time is appropriate for all parties involved, preferably not immediately preceding or following the class. You may email the school at hello@spectrumdancemn.com to set a brief meeting during a time that does not disrupt class, teacher, and Director schedules.
6. Common areas, lobby, and hallways must be passable in accordance with state Fire Codes/Statutes and kept neat at all times.