

Studio

Student Drop-Off & Pick-Up: The reception and waiting area (and parking area, too) is limited in space. Please feel free to drop your child off for class and return at the end of class to pick her/him up. Please make sure the teacher is here before leaving your child. Students should be dropped off and picked up at the studio entrance in the parking lot. Children should never wait outside the building to be picked up, nor should they walk across the parking lot without an adult. If a parent is not inside the reception area when class is over, the student should wait *inside* the reception area until the parent comes inside to get the student, or until the student sees the car (watching through the window) pull up to the *steps* and stop. If a parent is more than a few minutes late, the student should go into the classroom and sit until the parent comes in to get the student. Please refrain from bringing in food or drinks.

Parking Please remember that our business serves young children and to be extra careful in the parking lot.

- ◆ Follow the correct flow of traffic when you enter and leave the parking lot to avoid an accident.
- ◆ Do not stop or park in the flow of traffic. You may stop briefly in front of the steps to load or unload passengers. But please, if your children are not quite ready to go, or if you need to come into the building, park in one of the spaces so that others may pass.
- ◆ Keep your speed down to 5 m.p.h. and watch out for small children in route to and from their cars.
- ◆ There is *No Parking* within 30 feet of the entrance to the parking lot. There is *No Parking* against the east wall.
- ◆ Be sure that the driveway or other vehicles are not blocked at any time.
- ◆ You may parallel park alongside the building in the marked spaces, but not in front of the steps/entrance.
- ◆ You may park in the back parking lot in one of the marked spaces.

Studio - Late Pick-Ups: We understand that emergencies can arise; however, we ask that you arrange to have a *back-up system* to pick up your child(ren) if you are going to be more than a few minutes late. Parents can appreciate that our teachers have other commitments that require them to leave immediately after class ends. A \$10 Late Pick-up Fee will be charged if your child is not picked up within 10 minutes after your child's class has ended.

Even if another class is meeting right after your child's class, it is important for the children to be picked up promptly. Dance Associates does not allow children to be without adult supervision at any time. It is unfair to expect other parents to look after another child, and many times there are no parents in our waiting area at all. If you know you may be a few minutes late, please let your child's teacher know so that your child can sit inside the classroom and observe the next class. Children should **never** wait outside to be picked up and should **never** be in the parking lot without an adult by their side.

Viewing Windows: Our viewing windows allow family and friends to enjoy class with our students. Please be courteous by limiting your viewing to five minutes at a time so that others may have a chance to observe. Dance Associates chose to install viewing windows because we felt it important for parents to see our special approach to teaching children and so that they could feel comfortable about leaving their child(ren) in our care. Our intent was not for parents to stay at the window the entire class time. This can be disruptive to the class and excludes some from watching the students. Please respect the feelings of others by directing all comments to the manager.

Lost & Found: All *Lost & Found* items are put in a box that is kept on top of the cabinet in the restroom. Please check the box regularly to see if any items belong to your family --- you may be surprised. All items not claimed within one month's time will be donated to Good Will at the end of each month.

Studio - Dress Code

Dance Associates carefully selected a dress code for our studio classes that allows students flexibility in choosing their dancewear, but still meets the needs of the staff to provide a quality movement education. Leotards, tights, unitards, and muscle shirts fit closely to the body and stretch as the body moves. They allow bodies to have increased range of motion and freedom of movement, and also allow the instructor to see the students' muscular and skeletal structures at work, ensuring that the students learn skills correctly and safely.

Dance Classes

Girls:	Boys:
Leotard -- any solid color (no artwork, tutus, or skirts)	Muscle Shirt or Leotard -- any solid color
Tights -- matching solid color or light pink matching solid color or black	Dance Pants or Sweatpants --
(Solid color Unitard may be worn instead of leotard & tights)	(Solid color Unitard may be worn instead of shirt & pants)
*Pink Ballet Shoes (elastic sewn across instep)	*Black Ballet Shoes (elastic sewn across instep)
Black Tap shoes required for <i>Ballet & Tap</i> (replace ribbon ties with black elastic loops)	Black Tap shoes required for <i>Ballet & Tap</i>
Teletone Taps required for upper levels of Tap	Teletone Taps required for upper levels of Tap
Black Jazz Shoes required for <i>Jazz</i> classes	Black Jazz Shoes required for <i>Jazz</i> classes
Footless tights & bare feet for Choreography	Footless tights & bare feet for Choreography

Gymnastics Classes

Girls:	Boys:
Unitard, or Leotard and Footless Tights (barefoot) (bike shorts may be worn instead of footless tights)	Unitard, or Muscle Shirt and Bike Shorts (barefoot)