



## **Student and Parent Handbook**

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## 1/ Introduction

It's our absolute pleasure to warmly welcome you into our family at Fusion Dance Company. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our dance family.

The following information is provided to give you a better understanding of our policies and procedures. Your signature on the registration form indicates your understanding and acceptance of these policies.

We will continue to grow with your positive input and suggestions, and please know that they are always welcome.

## 2 / Vision Statement and Code of Ethics

It's important to us at Fusion Dance Company that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do, both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers, and staff members at our studio, and is the driving force behind every interaction with our students and their families.

Our studio Vision is to bring out the dancer in you by offering a high quality, fun, positive dance education that is designed around your goals and aspirations. Fusion Dance Company is a place where kids of all ages and abilities learn to dance, sing, and perform. This is a studio where creativity, individuality, and self-expression are encouraged, and has a team of teachers, students, and families who are passionate about the performing arts.

Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students, and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule you in for a trial (provided the class has not reached capacity).

Fusion Dance Company directors, teachers and staff members follow a strict code of ethics and expect that our students also adhere to these high standards within and outside of our studio. Our Code of Ethics must be followed without fail by our Competition Team, Performance Company and Ballet Company as well as any other group formed to dance outside of our studio walls.

### Fusion Dance Company Code of Ethics

<i>Integrity</i>	To conduct oneself with integrity through honesty, courtesy, respect, and consideration for your fellow dance friends and faculty. This includes a willingness to be held accountable for the manner in which you participate in all company activities.
<i>Leadership</i>	To be given the privilege of setting an example, serving the people you are leading and being an inspiration to others in Fusion Dance Company.
<i>Responsibility</i>	To adhere to the policies and procedures of Fusion Dance Company, to comply with the schedule and requests of the faculty, and to be a person that others can count on.
<i>Professionalism</i>	To respect the dance profession and uphold our values and standards of conduct in a way that characterizes the highest qualities of dance professionals. This includes respecting your teachers, supporting and encouraging each other, to not gossip, but be able to voice an opinion to the company director about your concern, and to recognize yourself as a role model at all times.
<i>Character</i>	To be a person who represents personal integrity, leadership, responsibility and professionalism in classes, outside activities, events and social media and in all interactions with peers and authority figures.

### 3/ Registration

Registration fees are per school session, and are non-refundable. Fees must be paid in full prior to the first class, and are payable via Cash, Check, or Credit Card (Visa, MasterCard, Discover). Failure to pay your registration fee in a timely manner may result in your student losing their spot in a class.

#### **Year One:**

- \$35.00 for the first student
- \$30.00 each additional student in your immediate family
- \$15.00 Returning students

New and returning families must complete registration paperwork. This ensures that FDC has the most up-to-date contact details for your family. This information includes:

- Registration form
- Medical Release form
- Credit/Debit Card Authorization Form

**Referral Bonus!** : We always give a \$10.00 credit to your account for student referrals upon their registration.

### 4/ Communication

Fusion Dance Company prides itself on their level of communication. It is our promise to respond to all inquiries within 24 hours. Our friendly office staff can be contacted at **727-938-9008** between **4pm-9pm** Monday -Thursday.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address ([MissDiana@FusionDanceNow.com](mailto:MissDiana@FusionDanceNow.com)) to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an email and possibly call the number provided on the registration form; for this reason, please make sure all phone numbers you have provided to the studio are correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed Fusion Dance Company Closed Student/Parent Facebook group. Please be sure to join this page for updates and information. This group will be monitored to ensure all content is appropriate and relevant. We also have a Fan page. Like it and become a fan!

**Closed Fusion Dace Company Facebook group:** <https://www.facebook.com/groups/1785205228381317/>

**Fusion Facebook Fan Page:** <https://www.facebook.com/FusionDanCo/>

**Instagram** [Fusion\\_Dance\\_Co](#)

We always display important information, dates and studio details on our communication board in reception. Please check the board every time you drop off and pick up your child in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on **727-938-9008** to chat with one of our helpful team members.

## 5/ Important Dates

We understand how busy the lives and schedules of our dance families can be, so we make every effort to plan and communicate our important dates at the start of the dance season (or shortly after the start of the season). Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.). More information will be provided to you as the date approaches. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please inform Miss Diana as soon as you are aware of the conflict of schedules.

Specific Dates will be posted in our monthly newsletter and e-mails will be sent the 1st of each month for upcoming events. Our dance season begins August 14<sup>th</sup> for 2017-2018 season and ends with our recital in June.

Parents and students agree to take responsibility to look and ask **Fusion Dance Company** personnel for the most current times, schedules, teachers, dates and events. Parents agree to keep a current email with **Fusion Dance Company**, and check their email or the **Fusion Dance Company** website every month for our newsletter.

Date	Event	Description	Who it involves
6/19 – 6/23	Team Intensive	Team Choreography Week – Mandatory for all team members	Team
6/26- 8/3/2017	Summer Session	Summer Classes, Dance Intensives and Workshops	Everyone
7/22/2017	Registration Day	Register for your 2017 classes and Be Our Guest	Everyone
8/14/2017	Classes Begin	Fall Dance Season Begins	Everyone
TBD	Party	Back to School Party at Astro Skate	Everyone
9/04/2017	Labor Day	Fusion Dance Company is closed for Labor Day	Everyone
TBD	Golf Tournament	2 <sup>nd</sup> Annual Fusion Dance Company Golf Tournament Fundraiser	Everyone
10/21/2017	Pumpkin Palooza	Halloween Dance Team fundraiser	Everyone
10/31/2017	Halloween	Fusion Dance Company is closed for Halloween	Everyone
11/20 - 11/24	Thanksgiving Break	11/18***Costume moneys due for recital Fusion Dance Company will be closed for Thanksgiving Break	Everyone
TBD	Parades	Perform at Parades Palm Harbor, Dunedin, Tarpon Springs	Comp Team Perf Team
12/23 - 1/7/18	Christmas Break	Fusion Dance Company will be closed for Christmas Break	Everyone
1/10/18	Recital Packet	Recital Packet Available for Parents	Everyone
1/20/2018	Team Showcase	Competition Team Showcase Fundraiser	Everyone
3/7 – 3/12	Valspar Golf	Competition Team Parents Work Opportunity	Competition & Performance Team
2/1 – 5/15	Competition Season	Competition Team competes on various Dates during this time	Competition Team
3/24-4/1	Spring Break	Fusion Dance Company will be closed for Spring Break	Everyone
5/28/2018	Memorial Day	Fusion Dance Company will be closed	Everyone
6/9/2018	Recital	Recital at Palm Harbor University	Everyone

## 6/ Code of Conduct

1. Students are not permitted to talk during class except questions to the teacher. A teacher may remove a student from class or ask them to sit the remainder of the class for misbehavior after two (2) verbal warnings.
2. Students are expected to maintain low voices in the waiting areas and restrooms.
3. Students may not eat or chew gum in class. NO FOOD OR DRINKS allowed in the dance studios other than water in a non-breakable, sealable bottle. Food and drink can only be consumed in the studio waiting room.
4. Students and their families should not bring valuables to the studio. Fusion Dance Company is not liable for any lost or stolen items.
5. Students should NEVER wear dance shoes outside the studio. A cover up must be worn over dance clothing outside of the studio.
6. Students WILL NOT be allowed to wait outside the studio to be picked up; a parent must come inside to pick up their child, or call the front desk and ask the receptionist to send the student outside.
7. Students and their siblings under the age of 8 not in class must be supervised at all times. Please don't allow sibling waiting in the lobby to run in the hallways. Volumes must be kept low to minimize distraction to the children in class and the parents watching their child.
8. Parents are not allowed to sit in the studio to observe classes. They may view the class through our observation windows, or our closed-circuit television. This allows the student to learn without distraction.
9. Students and their families are expected to clean up after themselves; please be courteous of the people that will sit at the tables after you leave.
10. Dance bags must be brought into the studio with the student, or stored on the shelves or hangers provided; dance bags do not belong in the middle of the hallways. Please put dance bags and shoes, etc. in the cubby area while dancing so that people sitting in the lobby are not tripping over them.
11. Cell Phones are NOT permitted in the studios; if you have an emergency, or need to get a hold of your student during class time, please call the studio and we will get the message to your child.
12. Students MAY NOT leave the studio with other teenage drivers in between classes, after classes, or during rehearsals without written consent from a parent HANDED to Miss Diana. No exceptions will be made.
13. Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from classes or performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees. Costume fees are non-refundable
14. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class, and if messages or food/drink/medication needs to be passed on to a student, it must be done through a **Fusion Dance Company** staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.
15. The staff of **Fusion Dance Company** are unable to take responsibility for students before or after their scheduled classes. It is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform a staff member of the situation so we can keep your child calm and safe until they can be collected. A fee of \$1.00 per minute will be charged after 9:00 for late pickups unless pre-arranged with Miss Diana.
16. Any questions or concerns regarding your student's classes must be arranged through reception – parents and students are not permitted to contact **Fusion Dance Company** faculty via phone, in person, or via email/social networking with studio issues unless it has been initially discussed with Miss Diana. Personal meetings with the studio owner can be arranged via reception. Conferences will be held in private, and cannot be held during class time.
17. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the owner. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.
18. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct or fail to adhere to our Code of Ethics.
19. Only Fusion Dance Company students will be able to compete at Dance competitions and it must be with the permission of the teacher and studio owner.
20. **Fusion Dance Company** reserves the right to change teachers or class schedules when necessary at any time throughout the year.
21. Choreography, costuming, and studio policies remain the intellectual property of **Fusion Dance Company** and may not be reproduced or sold by any students, parents, or staff without permission of the studio owners.

## 7/ Age Groups/Class Requirements

### Preschool Classes

First Steps- is an introduction to classical ballet and Tap using creative, imaginative role-playing and fun props. This class may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using costumes and ribbons, or picking up “diamonds” (shhh...they’re actually just feathers) from the ground to develop their hand-eye coordination. This class is suitable for both boys and girls who are having so much fun that they don't even realize that they are learning the fundamentals of ballet technique along the way.

Tiny Tots is a class for our older preschoolers who are 4-5 years and about to get ready to start Kindergarten. The music for this class is fun and familiar to them and expands on the techniques learned by our younger classes. We do some warming up, stretching, progressions across the room (including skips, kicks and basic turning skills) as well as putting together a dance for the recital.

### Primary / Middle School Classes

Primary / Middle-School Ballet: In this class, our dancers build on their ballet technique using creative roleplay, costumes, props and will thrive from positive reinforcement. There are opportunities for students in this class to participate in ballet exams which will encourage them to progress through the program/syllabus and work hard to move up into the next graded level.

Primary / Middle-School Jazz: Our Primary / Middle-School Jazz students are building on the basics of jazz technique to popular and age appropriate music. Some examples of the techniques our jazz students will learn include turns, kicks, leaps and body isolations.

Primary / Middle-School Tap: In this class students would be learning the basics of tap technique as well as building on their sense of rhythm and their confidence when it comes to performances. Our tappers love dancing to popular, age-appropriate music and getting LOUD!

Primary / Middle-School Acrobatics: We’ve known for a long time that kids love nothing more than attempting and perfecting new “tricks.” Remember learning a cartwheel? We sure do, and it’s that sense of pride and exhilaration that we love to pass on to all students. Our Tumbling class is taught by our fully qualified gymnastic teachers and the class levels for this discipline are skill-based. The levels are beginner, intermediate and advanced and once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

### Class Requirements

1. **A weekly, one-hour Ballet class** is required in the Brown, Green, Orange, Purple, and Red levels to participate in the following classes: Lyrical, Contemporary, Modern, and Jazz. Ballet is not required for the Blue level combo classes, but is strongly suggested for the proper training of your dancer.
2. Placement in **Tumbling** classes are determined by skill level:
  - a. **Tumbling 1:** a beginning level class for ages 5 and older.
  - b. **Tumbling 2:** Student must be able to perform a standing backbend and a cartwheel.
  - c. **Tumbling 3:** Student must be able to perform a standing backbend and pull up on their own, a back walkover, and hold a handstand.
  - d. **Tumble 4:** student must be able to do Aerial, and back handspring

## 8/ Safety

Included in your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of closed-circuit cameras / observation windows / parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting room. All of our faculty have undergone official checks allowing them to work with children.

The directors and staff at **Fusion Dance Company** are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines, and are wholeheartedly committed to ensuring children in all of our dance routines

are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and we will strive to avoid using such music. We are committed to restricting costumes that project sexuality and/or contain explicit graphics/content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products.

**Fusion Dance Company** does not carry medical insurance for students. It is required that all dance students be covered by their families' insurance policies. If injuries occur, it is understood that the student's own policy is the only source of reimbursement. Students and parents understand that the risk of injury from activities involved in this program is significant, and will not hold **Fusion Dance Company** faculty, staff members, officers, other participants, owners, and leasers of the premises liable with respect to any injury, disability, death, or loss or damage to person or property, whether arising from negligence of the student or otherwise, to the fullest extent permitted by law. Your signing of the registration form indicates your understanding and acceptance of this policy.

## 9/ Privacy

When you purchase or hire a product or service with **Fusion Dance Company**, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you, and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so. We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you, wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office at 727-938-9008.

## 10/ Class Schedule

Scheduling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. The most updated scheduled can be found at <http://www.fusiondancenow.com> and click on **Fall Session or Summer Session**

## 11/ Class Descriptions

**First Steps (ages 2 – 4):** A combo class of Ballet/Tap or Ballet/Jazz that helps toddlers learn about rhythm, basic movement, dance positions, and developmental motor skills. The class allows the children to be creative and have fun and learn while not even realizing it.

**Tutu Tots (ages 3 – 5):** A combo class of Ballet/Tap, Ballet/Jazz or Tumbling/Hip Hop that helps young children learn about rhythm, basic movement, dance positions, and developmental motor skills. These classes are for children who may pay attention a bit more than a First Step class member and really enjoy getting in to dance. Creativity is enhanced by role playing and age appropriate music, choreography and costumes are always used.

**Beginner (ages 5 – 8):** These are fundamental classes of Ballet, Tap, Jazz, Hip Hop, Lyrical, Tumbling and Musical Theatre styles of dance. Children will be introduced to the basics of all dances, learn dance vocabulary and body awareness. Most children spend 2 to 3 years in this level before advancing to the next level.

**Beginner (ages 8 – 10):** Students are still learning fundamentals of dance, vocabulary and body awareness at this level but begin to combine and remember floor progressions. The classes at this level move a bit quicker as the children have already had 2 to 3 years



of dance or they can pick up more quickly at this age. Children usually spend 2 – 3 years in this level before progressing to the next level.

**Intermediate/Advanced 1 (ages 9 – 13):** Students are expected to have a good dance vocabulary at this point or to be able to pick up on it quickly. Children will be more disciplined in class and have a pretty good work ethic. They should be able to take corrections and apply them in class when in this level. When this level is obtained, the children are expected to begin stretching on their own to progress in strength and flexibility. Classes move at a quicker pace because the children already have a basic understanding of dance terminology. Students usually spend 2 – 3 years in this level and need to show ongoing progress in order to be advanced to the next level.

**Intermediate/Advanced 2 (ages 13+):** These classes move at a rapid pace because students have had several years of dance training and they are beginning to perfect their technique and style. Combinations are set at a hectic pace to build endurance and strength that they will need for the advanced level classes. A strong ballet background is required at this level and students usually spend 2 – 3 years at this level before progressing. A student's willingness to stretch and gain flexibility is highly recommended for this level.

**Teen Intermediate (ages 13+):** This is a beginner to intermediate class for teenagers who chose to begin their dance story at later age. These classes are technique driven to get the teenagers ready for more advanced level classes for their age group. Teens are taught at an intermediate pace because they are older and able to catch on quicker. This level is meant to encourage confidence in teens who wish to progress in their dancing but not to be stuck with the little kids because they have just started dancing.

**Advanced (13+):** Very strong technique is the basis for this level, along with a quick pace and the ability to focus on their dancing. Students should be disciplined in class, pay attention without being told, have full body awareness and a complete understanding of terminology. Flexibility and strength should be peaking at this point and the dancer should be working on achieving their goals in the dance world.

(Please Note: the ages designated are just a guideline for where children may be in their dancing. Your child will be put in a class based on their ability, maturity level and potential – not their age.)

## 12/ Dress Code

1. All students are required to adhere to the dress code. There are NO exceptions. Students breaking the dress code will be given a warning. If a second offense occurs student will be sent out from class, and parents will be notified immediately.
2. Pink tights are REQUIRED FOR all BALLET classes. We recommend footed tights with shoes to prevent hot itchy feet.
3. All Hair (including bangs) MUST be pulled back and secured off the face. Hair MUST be in bun for all classes except Hip Hop, Musical Theatre, Break Dancing, Acting, Tap 4&6, and Tumbling (a tight slicked back ponytail is acceptable...no bangs). If a child has another class after Hip Hop, Musical Theatre, or Tumbling, they must wear their hair in a bun so as not to be tardy for their next class.
4. Appropriate attire to class is REQUIRED:
  - **Ballet** – (First steps to Beginner Ballet) Leather full soled Ballet shoes, (Intermediate to Advanced Ballet) canvas Ballet shoes, any colored leotard, and pink tights, hair in a bun
  - **Tap**- (Levels; First Steps and Blue level) Tan Mary Jane's with buckles (no laces) (Levels; Brown, Green, Orange Purple and Red) Tap (Black Hard Toe lace up tap shoes), sports Bras and booty shorts or leggings. **\*\*\* Tap shoes must have screws in the bottom and not grommets or nails. No Payless or Walmart tap shoes allowed. \*\*\***
  - **Jazz**- Tan slip on jazz shoes (no laces), any color leotard and tights, sports Bras and booty shorts or leggings.
  - **Hip Hop** – Converse, sneakers, or combat boots; leotard, sports Bras and booty shorts or leggings; Hair in tight slicked back Pony Tail. (No street shoes worn in the studio).
  - **Lyrical, Modern, or Contemporary** - slip on lyrical shoes, any color leotard and tights, sports Bras and booty shorts or leggings.
  - **Tumbling** - Leotard and tights (stirrup or footless) of any color sports bra and booty shorts, hair in tight ponytail, bare feet.
  - **Musical Theatre or Acting**- tight fitting clothes a student can move in. No street shoes in studios.
  - **NO TRUNKS OR BLOOMERS ARE TO BE WORN IN AN CLASSES**

## Boys

**Black shorts or leggings, Black or white shirt and appropriate shoes for class (Black Ballet, Tan Jazz, Black Tap)**

### 13/ Fee Structure

Enrollment and the tuition fees are for the ENTIRE SCHOOL SESSION, from the date of registration until the date of the recital, unless otherwise requested and agreed upon (in writing) by the owner of **Fusion Dance Company**. Tuition installments are due **no later than the 1<sup>st</sup> of each month**. A \$20.00 late fee will be added on the 2nd of each calendar month.

Please sign up for auto pay (you will be billed on the 1st), mail your payment, or drop off payment(s) when your child comes to class on or before the 1st. We do not send bills. Statements are sent out only when your account is past due. You are responsible for payment of all classes in which your student(s) are enrolled (even if absent from class) until **Fusion Dance Company** receives written notice of withdrawal by using the Withdrawal and Exit Form available at the reception desk and handed to the receptionist. Children will not be allowed to dance until tuition is paid. You are paying for approximately 40 weeks of instruction, broken down into monthly installments. You also have the option of a discounted rate for semester tuition. As an incentive for paying semester tuition or auto pay, you will receive the benefit of pre sale week on recital tickets.

A \$25 service charge fee will automatically be applied to your account for checks returned to us by the bank. Returned checks cannot be re-deposited. After two (2) returned checks you may only pay tuition by credit card or cash.

Refunds will not be issued for missed classes due to cancellation or public holiday.

#### **Tuition Rates:**

- One (1) Half hour \$42.00
- One (1) 45 Min Class \$52.00
- One (1) class per week: \$63.00
- Two (2) classes per week: \$99.00
- Three (3) classes per week: \$145.00
- Four (4) Classes per week: \$190.00
- Unlimited classes: \$225.00
- Family Maximum: \$225 plus an additional \$50 per person within the immediate family

### 14/ Attendance

1. Students are expected to take all the classes in which they are enrolled.
2. If you are absent or know you will be absent, it is your responsibility to call the studio and report the absence. The studio number is 727- 938-9008. Competition Team members are REQUIRED to call to report any absences.
3. Any classes missed may be made up in the same level or lower level. All classes must be made up by the end of the school year. No refunds or credits are given for missed classes.
4. Tardy students may only be admitted at the consent of the instructor. Students later than 15 minutes from the start time of the class may be asked to sit and observe the remainder of class. For safety reasons, the first fifteen minutes of class are the most important for proper warm up.

Your child's attendance in class is very important to their peers and our faculty. It is a commitment for you to ensure your child attends their classes on time each week. Not only do absences impact the recital routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

#### **Temporary Drop-Outs**

**Fusion Dance Company** is responsible to give continued training to all the students attending class. We cannot hold back the entire class for a student that temporarily suspends their training. The student will be placed in an appropriate class upon return. If the student would like to return to their original class (provided there is an available space in the class), private lessons may be required at the expense of the student's family.

### 15/ Minimum Class Size

Minimum class size is six (6) active students. Less than six (6) students may result in a schedule change or the class being cancelled.

## 16/ Social Media

**Fusion Dance Company's** Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins).

1. Anonymity on Social Media is never guaranteed. Exercise particular caution when posts, images or videos identify children in your care.
2. Student's behavior on Social Media must adhere to **Fusion Dance Company's** code of conduct as outlined in chapter 6 of this handbook. Competition Team members will be removed from team status if any Code of Conduct or Code of Ethics is broken.
3. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards **Fusion Dance Company** staff, students, or families may subject the person posting to disciplinary or legal action.
4. If someone chooses to engage on Social Media while identifying as a studio volunteer or employee, he/she may only do so with integrity, respect, and adhere to our code of conduct.
5. Any content revealing or referring to sensitive studio information is not permitted to be shared online.
6. Intellectual property laws (for example, costume design and choreography) must be observed by all families and staff when posting online.
7. While affiliated with our studio, (for example, images of your child in **Fusion Dance Company** merchandise), we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
8. All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated directly to the studio owners.
9. **Fusion Dance Company** discourages parents/students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family, and as such feel the obligation to respect and monitor personal boundaries.
10. Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed student/parent Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
11. Photos or Videos taken from performances or rehearsals may NOT be posted online.
12. You may not post photographs / videos that feature **Fusion Dance Company** dancers, other than your own, online without the proven consent of their parent/guardian.
13. Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

## 17/ End of Year Production (Recital)

1. Our end of the year production is slated for the 1st or 2nd week in June. Our theme this year is Seasons Change.
2. Costumes will be ordered during the Thanksgiving holiday to ensure on time delivery. Everyone is having recitals at this time, and costume orders get backed up.
3. Costumes run anywhere from \$65.00-\$85.00 per costume and are non-refundable, must be paid for in full by the date provided in the **5/ Important Dates** section or they will not be ordered. A \$10.00 late fee will incur per costume per month after November 18, 2017
4. Your student must have the shoes and tights selected for each class by the faculty for Picture Week, which will be given out after Winter break.
5. You will be given a recital packet after winter break, which explains hair, make up, tights and shoes, rehearsal and show dates and times, ticket, picture, and video information.
6. Students are required to be at tech and dress rehearsals to perform in the show, unless permission has been given by the studio owner. Attendance is crucial to have the quality productions that we provide.
7. You are responsible for your student's costumes, alterations, shoes, tights, hair and makeup. If your child(ren) do not adhere to the policies and procedures given in the production packets, **Fusion Dance Company** reserves the right to withhold the student(s) from performing.

**Fusion Dance Company** is committed to offering you the most professional experience in dance performance. Our staff is professional and caring with your children, and we ask the same respect from you. We only have your child(ren)'s best interests at heart, and want to make sure you get the most out of your experience with us. Thank you for giving us the opportunity to work with your child(ren).