



Studio Policy Sheet (Sample)

Important Note (For Studio Owners)

These are sample studio policies provided as a starting point. Each studio should adjust policies based on its own procedures, state requirements, staffing, facilities, and culture.

A studio handbook should be provided to new families at registration/enrollment so they clearly understand expectations from day one. The policies below represent only some of what is typically included in a complete handbook.

If you are interested in a full Studio Handbook Guide or Competition Team Handbook Guide, contact Studio Sidekick for additional materials. info@ssidekick.com, ssidekick.com

1) Financial Clarity (Tuition + Billing)

AutoPay + Tuition Due Date

- Tuition is billed through our studio software and is set up on AutoPay using the payment method on file (bank account, debit card, or credit card).
- Monthly tuition is due on the 1st of each month and will process automatically.
- It is the account holder's responsibility to keep payment information current to avoid failed payments.

Late Fees / Failed Payments

- If tuition is not successfully processed by the 5th of the month, a \$25 late fee will be added to the account.
- If a payment fails, our system may attempt to reprocess the payment. Any balance remains due until paid.

Unenrollment / Cancellation Notice

- If you wish to unenroll, we require written notice at least 5 days before the next billing date to stop the upcoming month's tuition.
- Notice must be submitted through an official studio channel (email or parent portal). Verbal requests at the front desk or with instructors cannot be accepted as official notice.

Past-Due Accounts

- If an account becomes more than 30 days past due, the student may continue to observe class, but will not be able to participate until the balance is brought current.
- Continued enrollment is based on maintaining an account in good standing.

Tuition & Missed Classes (No Proration)

- Tuition reserves your dancer's spot and is not prorated for missed classes, vacations, or schedule conflicts.
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2) Attendance & Commitment Expectations

Attendance Matters

- Consistent attendance helps dancers progress safely and helps our classes run smoothly—especially once choreography begins.
- If absences become excessive, we may adjust formations or participation to protect the group and keep rehearsals productive.

Make-Up Class Policy

- We do not offer make-up classes for missed lessons.
- If your dancer is falling behind, please reach out. When available, we can schedule a brief catch-up with an assistant teacher or recommend a private lesson option (if offered).

Extended Illness / Injury

- If a dancer is out for an extended period due to illness or injury, please contact us. We will work with you on a reasonable plan for returning (which may include observation, modified participation, or a gradual re-entry).

Mandatory Dates (Shared Before You Commit)

- All mandatory dates for performances/competitions (dress rehearsal, tech, picture day, call times, etc.) will be provided before you commit to a team, performance, or event.

If a Dancer Misses a Mandatory Rehearsal

(Studios should review and adjust this section based on their own procedures and expectations.)

- If a dancer misses a mandatory rehearsal, the studio will determine the safest and most fair outcome for the group. This may include adjusted choreography/spacing or changes to participation in the routine/event.
- Decisions are made to protect the full group experience and may not be changed on the day of the event.

** Competition dancers: Please refer to the Competition Team Handbook for specific attendance, rehearsal, and participation requirements.*

3) Code of Conduct, Studio Culture & Digital Citizenship

A Culture of Respect

- Our studio is a positive community. We expect respectful behavior and communication from dancers and adults—toward staff, students, and other families.
- Disrespectful, aggressive, or disruptive behavior in the studio, lobby, parking lot, or online may result in corrective action.

Student Behavior Expectations

Students are expected to:

- Follow teacher directions the first time.
- Use appropriate language and behavior (no foul/aggressive language; no bullying).
- Treat classmates with kindness (no teasing, exclusion, or mean-spirited comments).

Zero Tolerance Bullying

- Bullying is not tolerated—in-person or online—from students or parents/guardians.
- Confirmed bullying may result in a parent meeting and a behavior plan, and may include loss of privileges, suspension, or dismissal from the studio.

Parent/Guardian Conduct

Parents/guardians agree to:

- Address concerns calmly and directly through official studio channels.
- Avoid negative comments about staff, students, families, or teams in public areas (lobby/parking lot) or online.
- Never confront another child or parent about studio-related issues—please let the studio handle it.

Digital Citizenship & Social Media Policy

- Please do not post studio choreography/routines online unless the studio has given permission.
- Posting negative, aggressive, or harmful content about the studio, staff, students, parents, routines, or teams is not allowed.
- All concerns must be handled through studio channels—not social media.

4) Communication Channels

Office Hours + Response Time

- Office hours: [Insert days/times]
- We do our best to respond within [24–48] business hours.
- Messages sent after hours will be answered during the next business day unless it is a true emergency.

Official Ways to Contact Us

Please use:

- Parent portal/app messaging: [Insert]
- Email: [Insert]
- Studio phone: [Insert]

Instructor Boundaries (Important)

- For privacy and work-life balance, instructors and staff are not available via personal texts, personal emails, or personal social media accounts.
- Messages sent to personal channels may not be seen or responded to.

What Counts as an Emergency

Emergency examples:

- Immediate safety concerns.
- Same-day urgent pickup issues.

Non-emergency examples (answered during office hours):

- Class placement questions, schedule requests, general recital questions, etc.

How We Handle Concerns

- If a topic needs more than a quick reply, we may ask you to schedule a short phone call or meeting so it can be handled privately and thoroughly.
 - We do not handle sensitive issues in the lobby or during quick class transitions.
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5) Drop-Off & Pick-Up / Student Supervision

- Dancers may arrive no more than 10 minutes before class unless they are enrolled in a class immediately before.
 - Pick-up must occur within 10 minutes after class ends.
 - For safety reasons, students under the age of 11 may not be left unattended before class begins or after class ends.
 - Young children must be dropped off and picked up by a parent/guardian or an authorized adult. Please ensure your child knows who will be picking them up.
 - If late pick-ups become a pattern, the studio may require an updated pick-up plan and may apply a late pick-up fee [optional: insert fee/details].
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6) Illness & Contagious Conditions Policy

- To protect our dancers and staff, please keep your child home if they have a fever, vomiting, or a known contagious illness.
 - Dancers should return only when they are fever-free for 24 hours without fever-reducing medication and symptoms have improved.
 - If a dancer becomes ill during class, we will contact the parent/guardian for pickup.
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7) Dress Code & Class Attire

- Dress code is in place for safety, focus, and proper technique. Appropriate attire allows instructors to see alignment and helps dancers move correctly.
 - Dress code expectations for each class level/style (leotard/tights, shoes, hair requirements, and what layers are allowed) are listed in the Student/Studio Handbook and must be followed.
 - Dancers should arrive dressed and ready to participate, including proper shoes and hair secured.
 - If a dancer arrives out of dress code, the instructor may address it in a way that keeps class running smoothly and supports studio standards.
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8) Class Observation Policy

- We love supportive families—and we also protect a classroom environment where dancers can stay focused and build independence.
 - Observation options (when available) will be communicated by the studio and may include scheduled observation weeks or designated viewing areas.
 - Parents/guardians may be asked not to observe on certain days to reduce distractions, protect learning flow, and maintain choreography/privacy when applicable.
 - If you have concerns about your child's progress, please contact us to schedule a conversation. We're happy to partner with you.
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9) Photo & Video Release / Media Policy

- The studio may take photographs and video during classes, rehearsals, events, and performances for educational and promotional purposes (social media, website, ads, and printed materials).
 - **By enrolling, families grant permission for the studio to use a dancer's image/likeness unless the parent/guardian completes an opt-out.**
 - **Opt-Out Option: Families who do not want their dancer photographed or recorded must submit a written or digital opt-out form to the studio office.**
 - [Insert: link to opt-out form OR "Opt-out form available at the front desk."]
 - Families may take photos/video only where permitted and in a way that respects dancer privacy and choreography rules.
 - Photos/videos may not be used to criticize, shame, or target any dancer, family, or staff member online.
 - The studio reserves the right to request removal of posted content that violates studio policies.
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10) Competition Policies (Handled Separately)

Competition participation includes additional expectations and financial responsibilities. All details related to competition fees, attendance requirements, mandatory rehearsals/dates,

performance eligibility, travel expectations, and conduct standards should be outlined in a separate **Competition Team Handbook** provided at the time of commitment.

Closing Note (For Studio Owners Using These Samples)

These policies are examples only. Please review and adjust them to match your studio's needs, staffing, procedures, and program structure.

For your protection and clarity, policies are only enforceable when the parent/guardian has reviewed and agreed to them—please collect a written or digital signature on an acknowledgment form prior to the student attending class.

Acknowledgment (Signature)

Parent/Guardian Name: _____ Date: _____

Dancer Name(s): _____

Parent/Guardian Signature: _____

If you are interested in a full **Studio Handbook Guide** or **Competition Team Handbook Guide**, contact Studio Sidekick at info@ssidekick.com and we would be happy to provide it. You can also visit ssidekick.com for additional resources.



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