

# Nye Dance Productions Studio Policies



## Welcome To Nye Dance Productions

Nye Dance Productions is a dance studio in Oregon, Ohio. The studio teaches various styles of dance both as recreation dance, performance dance and competitive dance for students ranging from toddler to adult. Teaching dance using safe techniques is essential to the growth and development, and overall well being of its dancers. Nye Dance Productions takes pride in providing an educational approach to its lessons requiring students to use correct terminology when mastering skills in the studio. Parents alike are given resources to help further educate themselves and their students on basic as well as intermediate to advanced fundamentals of dance.

## Class Registration

If you register through your account for and take a space in a class, you are committed to, and agree to pay tuition for that class until either the end of the season or you drop the class by completing a Class Cancellation Form **in person at the studio** and paying the Class Cancellation Fee **at the studio**. Drop in classes may be available, if not full, without commitment for a fee. Please schedule in advance with the front desk. To enroll in Season 5 classes the registration fee and first month's tuition must be paid in full. Account credits may be issued if scheduling needs to change before the Registration deadline, September 30th, 2023.

## Registration Fees

Each dancer will be charged a non-refundable annual registration fee payable upon registration. Individual dancers \$15 and siblings \$25. This is a requirement to have a spot in registered dance classes.

## Tuition

Fees for class are paid by the month. Families will pay one set fee per month which is due on the 1st of the month. Payment is to be made no later than the 10th of the month. If payment is not in by the 10th of each month there will be a \$15 late fee added to the total bill. Any returned checks will be assessed a \$35 fee and must be paid no later than 5 days after you have been notified. If your dancer is participating in the recital, you are committing to attend classes and pay tuition September through May. Tuition may be paid in advance, however, there are no refunds on pre-paid amounts of any kind.

Payment to Nye Dance Productions is accepted through cash, check or card. All families must register and have a credit card on file in their Dance Studio Pro Accounts. Card payments will be charged a \$3 credit card fee.

Auto payments are run on the 1st of each month. All accounts are put on auto payment when registering. If you wish to remove your auto payment settings please see the front desk to adjust your account.

Families with multiple dancers in the studio will receive a 10% monthly discount on tuition.

Nye Dance Productions reserves the right to have dancers sit out of classes, without make-up classes, if their account has any outstanding balances until the account is paid in full. Any balance that exceeds more than your monthly tuition is considered an outstanding balance.

All fees (tuition, registration fees, recital performance fees, costume fees, and tickets) are non-refundable. All outstanding balances must be paid in full before costumes are handed out and before any student can perform in a showcase or recital. All unpaid charges as of the 10th of each month are subject to late charge of \$15. All accounts must be paid in full before registering for the next session. Accounts with a history of non-payment or non-compliance with studio policies may be barred from registration and may be asked to leave the studio or may be asked to prepay tuition.

### Class Cancellation

**A written notice returned in person is required to cancel a class mid season (September - May).** In order to stop further tuition obligations for the session (beginning with the month after this notice is received), this form must be completed and turned into Nye Dance Productions front desk before the 1st calendar day (not the first class meeting) of the month you want to withdraw. The Account Holder is responsible for tuition payments, account charges and late fees incurred through the last day of the month a dancer is registered in a class regardless of attendance. **If a dancer is canceling class mid season (October - December) or (February - June) a \$15 drop out fee will be assessed AND that month's tuition.**

Dancers are given a month trial (September and January) to withdraw from class without a drop out fee. However, tuition and costume deposits are non refundable. If registered for recital, costumes must be picked up by the end of June or the costume becomes the property of Nye Dance Productions.

### Dance Studio Pro

All dancers at Nye Dance Productions are required to have a parent/guardian register for an account with the Dance Studio Pro system. Accounts give families access to input family/dancer information, view the studio schedule, enroll in classes, access documents, access music files and pay online. Families should become familiar with their account and check for class material and emails.

### Dress Code

Nye Dance Productions enforces a strict dress code to promote safety, discipline and uniformity in its classes. Proper dress allows instructors to view proper body alignment and muscle use. **Dancers who do not dress appropriately in class will be issued a dress code card.** If more than three incidents occur, dancers will be invited to observe class. Parents may be called.

Pick up all your dress code needs at Dancer's Pointe in Perrysburg, OH.

### Parent Viewing & Spot T.V.

Parents, friends and younger siblings are NOT allowed in classrooms during class (with the exception of the Parent & Me Class), it helps students keep focused without distraction. Recording class is not permitted without the approval of Nye Dance Productions, please check with the front desk or instructor. The studio's waiting area will accommodate families.

**Nye Dance Productions is excited to provide Spot T.V. available for viewing classes on a regular basis.** Parent watch week is now every week! Download the Spot T.V. Family App. QR Code on the studio window & brochures at the front desk.

**\*Please note screen recording is not allowed and could result in your account being suspended.** This is for the safety of all our dancers. Thank you for understanding!

## Attendance

Any missed dance class should be reported to the front desk via call, text, message or email. It is important we are aware of our dancers if they are scheduled to be in class. Attendance is taken at the beginning of each class.

If your dancer has not attended the class for 3 consecutive weeks without a parent request and payment to maintain his or her space, your dancer may be dropped from a class to allow others to participate without a refund or credit for tuition paid or owed.

## Make Up Classes

Any missed dance classes may be made up by attending an approved dance class by Nye Dance Productions, within the same calendar month. If the dancer misses classes in the last week of a calendar month, the dancer may make up the class in the following calendar month. No credits or refunds are given for missed classes. NDP is not responsible for tracking missed classes. **To make up a class, get a slip from the front desk before class. Makeup classes are not guaranteed. If we have full classes or during recital season we are not always able to schedule a dancer a makeup class. Makeup classes cannot be done by siblings or friends.**

## Class Levels & Placements

Nye Dance Productions will make class recommendations for all dancers based on class level and age. Current studio dancers can find their recommendations in their Dance Studio Pro Accounts. New dancers should contact the studio to talk with the front desk about class placement and audition.

Dancers who want to register for an Intermediate or Advance level class must be in a minimum of two hours a week of dance classes. Both classes do not have to be recital classes. Ask the front desk for class recommendations.

Class requirements and curriculum are posted on our website. It is typically for dancers to be at the same level for two - four years before moving up to the next level.

## Christmas Showcase

Christmas Showcase costume fees will be assessed to all dancers performing in the Christmas Showcase in December. Christmas Showcase costume fee \$100, regardless of the amount of classes a dancer is in. Christmas Showcase tickets are sold to families, friends and community members to cover the cost of auditorium rental, production expenses and staffing. Tickets will be on sale at least one month prior to the Christmas Showcase date.

Christmas Showcase Fee Schedule

September - Christmas Showcase Costume 50% Deposit

October - Christmas Showcase Costume Remainder Balance

Dress Rehearsal

**Dancers not in attendance during Dress Rehearsal will not participate in the Show. Dress Rehearsal is mandatory for its entirety for all dancers, no exceptions.**

## Recital

Recital costume fees will be assessed to all dancers performing at the end of the season recital in May 2023. Costumes typically range from \$60 to \$120 per class and a \$25 finale costume fee. Recital tickets are sold to families, friends and community members to cover the cost of auditorium rental, production expenses and staffing. Tickets will be on sale at least one month prior to the recital date.

#### Recital Fee Schedule

January - Recital Costume \$25 Deposit per Recital Class Costume

February - Recital Costume Remainder Balance

March - Finale Costume \$25

April - Recital Makeup Kit \$10 & Tights \$10

(Itty Bitty Ballet/Tap, Petite Ballet/Jazz, Petite Tap/Hip Hop & All Ballet Classes)

#### Dress Rehearsal

**Dancers not in attendance during Dress Rehearsal will not participate in the Show. Dress Rehearsal is mandatory for its entirety for all dancers, no exceptions.**

#### LATE Policies

No dancer will be admitted to class if they arrive 10 or more minutes after the class start time. If your dancer is more than 10 minutes late to class, you will need to make up for that class during the same calendar month. Dancers who are more than 10 minutes late to class are welcome to sit and watch.

#### Weather Policies

Nye Dance Productions will consider the local school district of Oregon City Schools when deciding on weather conditions. A message will be sent by 3:00 p.m. if the studio will be closed due to weather. No make-up classes will be given for the first weather cancellation. If the same class has more than one snow day we will schedule a make-up class on a Friday, Saturday or Sunday.

#### COVID-19

Families attending in studio dance class understand the risks involved with Covid-19. Nye Dance Productions has procedures put in place for the safety of their dancers, instructors and families.

If a dancer is unable to attend classes due to Covid-19 a Zoom option is available during that dancer's scheduled dance class. Arrangements for Zoom need to be made within 24 hours of the scheduled dance class. We cannot make these accommodations on the day of class. Zoom is only for Covid-19 cases.

In the chance Nye Dance Productions needs to close the studio for a period of time due to Covid-19 classes will remain as normal but through Zoom. Tuition will stay as is.

#### Injuries

Injured dancers are expected to be present and be put on a studio injury plan with Nye Dance Productions. A meeting will be scheduled with the director, parent and dancer. A copy of a doctor's note must be given to the front desk or logged in your Dance Studio Pro Account.

If your dancer has a behavioral issue or special need, please advise the front desk. If your child has an injury or illness that a physician has suggested he or she be limited from physical activity, you must provide a doctor's note to hold a space in class without billing AND your dancer must be cleared by the same physician in writing to return to dance. If your dancer has a cast, crutches, braces, etc. your dancer will not be allowed to participate in dance without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class.

## Privates

Our private lesson teachers' time is valuable and we ask that family's respect the time given in the studio for private lessons.

Privates will need to be scheduled through your Dance Studio Pro Account. Available private times and Nye Dance Productions will vary from week to week. Payment is due at the time of scheduling through your Dance Studio Pro Account.

To cancel your private A CALL must be made to the studio more than 24 hours in advance. Canceling the private less than 24 hours in advance will result in 50% of the private fee to the instructor and another 50% as an account credit. Less than two hours before a scheduled private will result in a full private fee given to the instructor with no refund.

Unlimited Tuition Dancer's Rates: \$15 a half hour & \$20 an hour.

Studio Dancer's Rates: \$25 a half hour & \$45 an hour.

## Copyrighting

Nye Dance Productions' name and logo is copyrighted. Copies and remakes of any sort are not accepted without permission. **Families do not have permission to make Nye Dance Productions attire without written permission.**

This includes:

- Car Decals
- All Tumbler Forms
- All Apparel
- Backpacks

## Renting Studio Space

The written and signed contract needs to be signed by both parties. Studio rental fee is due before the day you are scheduled to rent.

Studio A & B

\$15 a hour for 1-5 people

\$25 a hour for 6-10 people

\$35 a hour for 11 or more people

Studio C

\$25 a hour for 1-5 people

\$35 a hour for 6-10 people

\$45 a hour for 11 or more people

## Nye Dance Productions Instructors

Nye Dance Productions is PROUD to have professional instructors in the dance industry teaching our dance classes. We trust their training and curriculum put in place by Nye Dance Productions. Please get to know your dancer's teachers but remember their class change time is valuable to the dancer's in the studio. To schedule a time with one of your instructors please see the front desk.

**Nye Dance Productions instructors should not be contacted from NDP Families through their personal accounts. Please do not reach out to our instructors during their off time on their personal Facebook, Instagram or Cell Phones. Our teachers make their job their number one priority when they are scheduled. We believe as a studio that quality family time is essential for our team.**

Our dedicated teachers invest their time and energy to ensure a positive learning experience for all. Just as you value your personal time outside of work, so do they. Please be considerate and respectful of their boundaries and private lives. Remember, a balanced work-life dynamic enables them to be the best educators they can be. Let's support and appreciate them both in and out of the classroom setting.

### **Studio Hours**

Monday - Thursday: 4:00 - 9:30 pm

Friday: Closed

Saturday: 8:30 - 1:00 pm

Sunday: Closed

**Owner Office Hours with Amanda Nye:** Tuesdays 7:30 - 9:30 pm

\*No appointment needed. Stop at the front desk and stop to see Ms. Amanda Nye

### **Adult Dance**

Nye Dance Productions does offer Adult Dance classes under our Dance Studio Pro Account. Signing up for these class commits to the class for the season. We do not offer drop in Adult Dance Classes.

Adult dancers who have dancers enrolled in the studio will receive tuition for \$10 a month.

### **Contact Information**

Owners: Amanda & Tyler Nye

Email: [nyedanceproduction@gmail.com](mailto:nyedanceproduction@gmail.com)

Phone: (419) 779-8879

Website: [www.nyedanceproductions.com](http://www.nyedanceproductions.com)

Facebook: Nye Dance Productions

Instagram: nye dance productions

\*Nye Dance Productions will respond to messages within 24 hours of receiving them and is available during Studio Hours.

### **Other Studio Policies**

All parents/guardians are expected to read and comply with all studio policies, procedures, newsletter and recital requirements available in your Dance Studio Pro Account & Nye Dance Productions' website.

Nye Dance Productions has the right to dismiss any dancer and family for not following the studio policies.

Families agree to the above Nye Dance Productions Studio Policies when creating their Dance Studio Pro Account.