



Studio Policies

COVID-19 POLICIES & PROCEDURES

In an effort to keep everyone safe, Inspired Creations Dance Studio's policies regarding COVID-19 will follow the recommendations of the Centers for Disease Control and Prevention (CDC), the Michigan Department of Health and Human Services (MDHHS), and the Livingston County Health Department (LCHD). Based on current recommendations, our policies and prevention strategies are listed below.

Masks are required.

- Due to the circulating and highly contagious Delta variant, the CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors, regardless of vaccination status.

Physical distance should be maintained.

- The CDC recommends maintaining a minimum of 3 feet of physical distance to reduce transmission risk. We ask that you be conscious of keeping the recommended distance from others around you while you are in the building.
- At this time, due to the size of our lobby, we are asking that parents not hang around in the lobby unless absolutely necessary (with the exception of the parents of our very young dancers). Unless you are coming into the lobby to make a payment, parents should stay outside after walking their child to the door.
- In the dance rooms, students will be required to keep a physical distance from one another and not make physical contact with each other at this time.

Improvements in ventilation have been made.

- Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. We are adding an air purifier in each of the dance rooms and in the lobby to clean the air.

Hand sanitizer will be provided.

- Individuals should continue to practice handwashing and respiratory etiquette to keep from getting and spreading infectious illness. Hand sanitizer will be available in the lobby and each of the dance rooms.
- We ask that everyone uses hand sanitizer upon entering the building, and students will be given hand sanitizer before leaving the dance room.

The studio will be cleaned and disinfected regularly.

- Cleaning and disinfecting are important layers of prevention to help keep everyone safe. We will do our best to provide a safe environment for our dancers and families by keeping the studio clean using all EPA approved cleaning products. Our cleaning procedures are as follows:
 - The staff will disinfect door knobs and hard surfaces that are frequently touched hourly.
 - Teachers will wipe down barres with disinfectant after each class.
 - The dance floors will be cleaned and disinfected daily.
 - The lobby chairs and floors will be cleaned and disinfected daily.

Please stay home when sick, or if you have had contact with someone with COVID-19 or COVID-like symptoms.

- If you have a cough, fever or are feeling sick in any way, please stay home.
- Students, teachers, and staff should stay home when they have signs of ANY infectious illness and should refer to their healthcare provider for testing and care.
- Please do not come to the studio if you have been in contact with anyone who has tested positive for COVID-19 or has had COVID-like symptoms within the past 14 days.

Zoom classes will be available for any student absent due to quarantine or COVID-19.

- If a class has to be missed due to COVID reasons, please notify the studio immediately and we will send you a link to be able to participate in class virtually for the class(es) you are absent for, or we will send you a recording of the class.
- If you are not able to participate virtually, please notify us so we can make other arrangements with you.

Thank you for helping us keep our dance studio safe!

TUITION & FEES

Registration Fee

There is a \$20 non-refundable registration fee per family due at the time of registration.

Costume Fees

A \$40 costume deposit **per class** is due at the time of registration, with the exception of a few non-recital classes. Remaining costume balances are due when costumes arrive. If a student decides to drop a class before costumes are ordered, they will receive a full refund on their costume deposit. If costumes have already been ordered, the costume deposit will not be able to be refunded and the parent will be responsible for paying the rest of the costume balance.

Costumes will not be sent home until the costume balance and any outstanding class fees are paid in full. We will do our very best to keep the cost of costumes as low as we can.

Tuition

Monthly tuition rates are NOT based on the number of classes taken per month. Instead, total tuition is divided into 8 equal monthly installments (October - May) and is due the 1st week of each month. The first tuition payment will be due the first day of classes. Students will not receive a refund for classes they miss.

Students who drop a class will not be charged for future tuition and may be eligible for a partial refund on that month's tuition payment *only if* they contact the studio right away to let us know that they are dropping the class. Missed classes will not be refunded if the studio is not aware that the student is dropping the class.

A prorated amount for the first month of tuition payment will be calculated for new students who join late in the month, but all future payments will be paid at the regular monthly tuition rate.

CLASS LENGTH	TUITION
45 min	\$40/month
60 min	\$50/month
60 min 2xs/wk	\$76/month

Discounts: Students taking multiple classes will receive a discount on their monthly tuition. Discounts on the number of classes is on a per student basis. Families with multiple dancers will receive an additional discount on the total monthly family tuition to help reduce the cost of tuition.

# OF CLASSES	DISCOUNT	# OF DANCERS	DISCOUNT
2 classes	2.5%	2 dancers	5%
3 classes	5%	3 dancers	10%
4 classes	7.5%	4 dancers	15%
5 classes	10%		
6 classes	15%		

PAYMENT & LATE FEES

Payments can be made online through the parent portal or in person at the front desk. If paying online, you can login to your account through the parent portal on the homepage of our website. If paying at the studio, we accept payments of cash, credit cards, and checks made out to Inspired Creations Dance Studio LLC. A \$25 returned check fee will be charged for any checks that bounce.

Tuition payments are due the first week of each month. Payments that are more than 2 weeks overdue are subject to a \$25 late fee. If payments are overdue by a month or more, the student will not be able to participate in classes or performances until payment has been received. External debt collection may occur when fees remain overdue, and this will be at the expense of the client. If you are having trouble making your payments, please contact the owner at (517) 428-0120.

STUDENT & PARENT CONDUCT

The students and parents at Inspired Creations Dance Studio are expected to treat everyone with kindness and respect. Attitudes that are disrespectful and uncooperative are not tolerated, and students and parents exhibiting these attitudes will be asked to leave.

Social Media Use

Social media is a great way to stay connected and reach many people. As a member of Inspired Creations Dance Studio, we ask that you use discretion with what you are posting on social media sites due to the major impact your posts can have on others. We encourage you to share about our dance studio, but we ask that you abide by the following rules:

- Do not post negative comments about ICDS, it's teachers, it's students, or it's parents. If you have a complaint, please communicate it to our staff so we can help you.
- Do not use social media to communicate matters pertaining directly to the studio, such as payments, scheduling, placements, etc. We ask that you communicate these things with us through email or by phone.
- Be mindful of posting pictures and videos of ICDS students other than your own. Please ask for consent from the parents before posting to protect everyone's privacy.
- Please do not post videos of classes or rehearsals without consent from ICDS.

If it is brought to our attention that there has been improper use of social media, you will be asked to remove the content. Failure to do so could result in dismissal of the student.

DROPPING OFF & PICKING UP

We recommend that parents walk their children into and out of the studio lobby for their safety. It is a busy parking lot with lots of people around, and we want to keep all of our dancers safe! Dancers will be required to wait in the building for their rides unless they are of driving age.

Parents of younger children are expected to supervise their children when they are not in class. Inspired Creations Dance Studio is not responsible for children who are left alone in the lobby. We ask that parents arrive 5 minutes before class is over to pick up their children.

LOBBY RULES

The lobby is shared by all families of Inspired Creations Dance Studio. Help us maintain a safe, welcoming and friendly environment by following these rules:

- Please be courteous and mindful of conversation topics in the lobby area. Gossip or discriminative language will not be tolerated. If you have any issues concerning the studio that you need to discuss, please reach out to any of our staff so we can assist you.
- Dance bags and personal items should be placed underneath chairs, in cubbies, or on hooks in the hallway to keep the walkways clear.
- Food is allowed in the lobby area ONLY if dancers are at the studio for long periods of time. Please do not eat or drink anything that will be sticky or make a mess, and please clean-up after yourself. We discourage bringing food in that will leave any sort of smell in the lobby area.
- Dancers in the lobby who are over 10 years old must wear clothing over their tights and leotards unless they are entering or exiting the dance room.
- All younger dancers must be supervised when they are not in class. Do not leave them unattended in the lobby.
- Dancers are not allowed to leave the studio unless they are accompanied by a parent or are of driving age. With a busy parking lot and lots of other people around, we want to keep everyone safe.
- No pets are allowed in the building.

LOST & FOUND

Please mark all dancewear, shoes and personal items with your child's name. We will do our best to locate and return any lost items, but we are not responsible for any personal belongings that are damaged, lost or stolen. Please keep all valuables in a safe place.

CLASS OBSERVATION

To keep our students focused, parents and visitors will not be allowed in the dance room. Class will be displayed on a TV in the lobby where parents will be able to observe. On occasion, we will bring parents into the dance room at the end of class for a special viewing to showcase what we have been working on. We ask that parents be conscious to not walk through the dance room with dirty shoes to help keep our dance floors clean for our dancers.

CLASSROOM RULES

- Parents, students and siblings are not allowed in the dance rooms when classes are not being conducted.
- Parents and students should never interrupt a class that is in session.
- No street shoes are allowed in the dance room. Only shoes that have never been worn outside can be used for hip hop classes.
- No food, drink or gum is allowed in the dance room, except for water. Please label your water bottles, and put them along the front of the room upon entering.
- Dance bags and other personal belongings must remain in the lobby.
- Cell phones are not allowed in class.
- Keep hands off the mirrors.
- Do not hang on the barres.

CLASS ETIQUETTE

- Come to class on time and be prepared and ready to dance with the proper attire, shoes, and positive attitude.
- Use time at the beginning of class to stretch or work on dance skills instead of socializing. Conversations should be kept in the lobby.
- Be kind and encouraging to your classmates and always try your best.
- Be respectful to your teacher and follow instructions that were given.

- Keep talking during class to a minimum, and do not talk while the teacher is talking.
- Listen for corrections from your teacher and apply them.
- Do not leave the classroom for any reason without the teacher's permission unless it is an emergency. Use the bathroom in between classes to avoid needing to leave during class.
- To eliminate disruptions, wait for the teacher to give the class a water break before going to get a drink from your water bottle. If it has been a while since the teacher has given a water break, raise your hand and ask.
- End class by applauding the teacher and saying "thank you." Ballet classes should also be ended with a curtsy or bow.

CLASS PLACEMENT

Teachers work very hard on making sure students are placed in the correct level of class. Please respect our decisions regarding our professional expertise in class placements. We are watching the progression of each student on a daily or weekly basis. It is our desire to place students in classes where they will have the most growth and success. Not taking the time to build the proper foundational and technical skills will hinder the dancer's ability to master more difficult dance steps in the future and could increase the chance for dancer injury. The proper strength, flexibility, alignment and body placement for a dancer is essential!

ATTENDANCE

Missed classes will not be deducted from tuition payments.

Students must arrive 10-15 minutes before class to allow for time to use the bathroom and get themselves ready for class. All students must be ready to dance at the start of each class.

Attendance is very important to the growth and success of your child, but we understand that things come up and your child will have to miss class on occasion. If you are going to be absent, please notify the studio. The student will be responsible for learning choreography that was missed. If attendance becomes a problem, it will be discussed with the parent with the possibility of not being able to participate in an upcoming performance if we feel the student isn't properly prepared.

Please do not come to class if you are sick! We want to keep everyone healthy and safe, so even if you are only feeling a little sick, please stay home.

DRESS CODE

We ask that all dancers not wear jewelry with the exception of non-dangling earrings. No jeans will be allowed. All shirts worn in class must cover the stomach completely. Warm-ups may be worn into class on extremely cold days but will need to be removed shortly after class begins.

PreDance

Girls: Leotard and tights, pink leather ballet shoes, mary jane style black tap shoes, hair secured in a bun or ponytail.

Boys: T-shirt, pants that expose the feet, black slip-on jazz shoes, black lace-up tap shoes.

Dancely: Comfortable clothing such as t-shirts or tank tops with leggings or sweatpants, clean sneakers that have never been worn outside (any color), hair secured in a bun or ponytail.

Ballet

Ballet (ages 5-10): Any color leotard, pink tights, pink leather ballet shoes, hair secured in a bun.

Ballet I, II, & III: Black leotard, pink tights, pink canvas split-sole ballet shoes, hair in a bun. Black, form-fitting shorts can be worn but are not required. Sports bras may be worn underneath leotards if the dancer needs extra support.

Ballet (Adult): Any color leotard, pink tights, pink canvas split-sole ballet shoes, hair in a bun. Form-fitting shorts or ballet skirts can be worn but are not required. Sports bras may be worn underneath leotards if the dancer needs extra support

Pointe

Pointe: Black leotard, pink tights, Pointe shoes, hair in a bun. Black, form-fitting shorts can be worn but are not required. Sports bras may be worn underneath leotards if the dancer needs extra support. Dancers in this class are allowed to wear ballet skirts if they choose.

PrePointe

PrePointe: Leotard or form-fitting top (no spaghetti straps), leggings or shorts with tights underneath, socks, hair in a bun. Therabands are required for strengthening.

Tap

Tap (ages 5-7): Any color/style leotard with dance shorts or a skirt, any color tights, black lace-up tap shoes, hair secured in a bun or ponytail.

Tap (ages 7 & up): T-shirt or tank top (no spaghetti straps), shorts or pants that expose the feet, black lace-up tap shoes. Thin socks or tights are recommended with shoes to prevent blisters. Shirts must be worn over leotards. Tights must be worn under shorts.

Boys (all ages): T-shirt, long shorts or pants that expose the feet, black lace-up tap shoes.

Jazz

Jazz (all ages): Any color leotard or form-fitting top (no spaghetti straps), leggings or shorts with tights underneath, tan slip-on jazz shoes (no laces), hair secured in a bun.

Hip Hop

Hip Hop (all ages): T-shirt or tank top (no spaghetti straps), sweatpants or long shorts, clean sneakers that have never been worn outside (any color), hair secured in a bun or ponytail. Shirts must be worn over leotards.

**Lyrical &
Contemporary**

Lyrical/Contemporary: Any color leotard or form-fitting top (no spaghetti straps), leggings or shorts with tights underneath, nude/natural half-sole shoes (lyrical) or nude dance paws (contemporary), hair secured in a bun.

Purchase your required shoes through our online Dance Boutique (for most classes) or from our dance studio page at Discount Dance (for tap shoes for older classes). On both sites you can also find suggested dancewear for your classes, but you can also buy or wear your own dance clothes as long as they meet the dress code requirements for your classes. Hip Hop classes do not have required shoes, but you will find suggested shoes if you need to purchase shoes for Hip Hop.

The links to the sites are on the Dress Code page of our website, or you can type the following into your web browser:

<https://www.shopnimbly.com/inspiredcreationsdance> (Online Dance Boutique)

<https://www.discountdance.com/search/teacherid:135944?tp=135944> (Discount Dance)

INCLEMENT WEATHER PROCEDURES

If Inspired Creations Dance Studio needs to close for snow or other inclement weather, a text message and email will be sent out, and it will also be posted on our website and Facebook page. There may be instances where daytime classes are cancelled but evening classes will run, or daytime classes will run but evening classes will be cancelled. Inspired Creations Dance Studio reserves the right to cancel classes at our discretion. We do not want to put any family in danger due to weather conditions.

We will not make up weather-related cancellations unless the class has been cancelled more than two times. In that case, make up dates for those classes will be posted in the lobby and sent out via email.

HOLIDAY BREAKS

Thanksgiving Break: November 22nd - 28th

Christmas Break: December 20th - January 2nd

Spring Break: March 28th - April 3rd

END OF YEAR RECITAL

All dancers are required to participate in the end of the year recital. This is the big performance that highlights all of the dancers' hard work that was put in throughout the year.

Dress Rehearsal

Rehearsal schedules will be sent out when we start getting closer to our recital date. Students are expected to be at rehearsal and stay for the duration of their scheduled time. This is the only opportunity dancers will have to practice their dances on stage, learn where they need to go, and make adjustments to their spacing. Even one dancer missing can negatively impact the entire group, so please make sure you are there!

Dance Pictures

Dancers will be able to sign-up to get their picture taken in their dance costumes at the end of the year. Picture day and times are TBD. The cost of pictures is determined by the photographer.

Recital

Recital information will be posted on our website and sent out as soon as it is available. Tickets for recital will be available for purchase in advance.

ADDITIONAL PERFORMANCE OPPORTUNITIES

We will work hard at trying to find additional performance opportunities for students who want to participate. Additional performances are not required. The information for each performance will be sent out as soon as it is available. Students must let us know in advance if they are going to participate so we are able to plan accordingly.