

# Get The Pointe Dance Studio

## Policies & Procedures

### How To Register:

- Read all policies and procedures thoroughly.
- Register ONLINE! [www.dancegtp.com](http://www.dancegtp.com); Once enrollment is submitted, your registration will be processed and a confirmation will be sent via email with further details. Please allow 5-7 business for processing registrations.
- Fall Classes Begin Monday, August 2, 2021 \*Please see our studio calendar (located on website) for important dates, throughout the season.
- GTP welcomes new students with open enrollment thru January. Enrollment after January is at the discretion of owner and instructor(s).
- Email [gtpdancestudio@gmail.com](mailto:gtpdancestudio@gmail.com) or leave a message at the studio 252.349.5974 for further enrollment questions.

### Class Placement & Requirements

GTP dancers are placed by age and social development, as well as technique and skill level. It is our mission to provide individual attention, proper dance technique training & progression, in the appropriate class, to ensure a fit for both the dancer's level and enjoyment. Therefore, the first few weeks of classes are considered a 'trial period'. It is recommended to register dancers according to age/grade level, however GTP instructors will make another placement recommendation, if we feel the dancer may be suited in another class. Free trial classes may be offered, until we find the right fit for everyone at GTP!

- Ballet is a requirement and prerequisite for all Contemporary, Jazz, Musical Theatre, Pointe, & Company Classes. Pointe requires instructor approval. Company Teams & solo/duets/trios also require instructor approval. Pointe: Students must be at least 12 years old with a minimum of three years dance experience (or otherwise recommended by instructor). Company Teams, Teen, & Senior classes must be approved by instructor and may require an audition.
- All classes & levels are determined by instructor(s). Class Schedule will remain the same for the first few weeks and may be changed, at director's discretion, depending on enrollment. Account holders will be notified, via email, if class is cancelled or changed. Minimum enrollment is required.

### Payment & Tuition Policies

- GTP operates on a seasonal ALL INCLUSIVE PLAN that is divided by ten monthly installments. Current season is August 2021-May 2022. Monthly installments include Enrollment Fees, Costume Fees, and Tuition Fees; these will be added, for the full season, and total will be divided by ten monthly installments (August-May). Monthly

payments will be automatically drafted from credit or debit card, provided upon enrollment; we accept major credit cards including: VISA, Mastercard, and Discover.

\*\*\*All dance fees are non-refundable; credits may be offered on a case-by-case basis, if studio is mandated to close, due to COVID-19 or any other reason.

- All fees are per individual student.
- All accounts will be drafted on the 1st of each month beginning August 1, 2021 and ending May 1, 2022.
- All dance fees, including annual, monthly, and company or performance payments, remain the same regardless of absences, holidays, weather cancellations, short or long months, recital dates, COVID-19 closures, and/or any other closure or schedule change. All dance fees are non-refundable; credits may be offered on a case-by-case basis.
- A 10% sibling discount is available for families with two or more dancers registered at GTP. 2+ Dancers = 10% off dance tuition only; 3+ Dancers = 20% off dance tuition only
- A 10% year in full discount is available for families making seasonal payment in full. Year in Full = 10% off dance tuition only \*\*\*This option IS NOT RECOMMENDED for the upcoming 2021-2022 season, as there will be NO REFUNDS or credits offered, if studio is mandated to close, due to COVID-19 or any other reason.
- Student Assistant discount is offered for any student that assists in a class. Assist 1 class = Take 1 class FREE \*\*\*Student Assistant requirements: must be in a high school, registered for advanced level classes, with at least 3 years dance experience, and approved by instructor.
- Company & Performance Fees differ and are separate from our seasonal inclusive plan. Please see below:

### **Company & Performance Fees**

#### Company Placement & Expectations:

- Our Company students are placed by experience, development, and skill level. Students must audition for placement on the GTP Company. Please let your instructors know if you are interested in competing and performing in our GTP Company events.
- GTP Company is a team that performs at any local events that may pop up throughout the season. We will expect our Company to be willing to perform at these events. Performing opportunities in the past have included: Mum Fest, Parades, Christmas and other holiday events, NBHS Pop Rock, and other community events.
- Ballet and Tech 1,2, or 3 is a REQUIREMENT for Company placement; we highly recommend our team members to take at least one other technique class.
- We plan to attend at least 2 competitions and 1 dance convention (locally; within approximately 1-4 hours driving time). Each competition and convention will require an 'Entry' or 'Registration' Fee per dancer and per routine.

- During the dance season, the 'Company' is a class that meets once a week and is included in your monthly tuition. Occasionally we will set extra rehearsals, but we usually try to work with the team to make sure anything involving extra time works for everyone's schedules.
- Students will have one or two dances for Company (meaning we will perform one or two dances at competitions= approximately two costume fees with shoes, tights, and accessories).
- GTP Company Teams will require extra rehearsal times and additional fees. Extra tuition Fees, Choreography Fees, Competition Entry Fees, Costume and Accessories, and Team Warm-Up/Jacket will be mandatory. Fees range from year to year; All Competition Fees will have scheduled due dates and deadlines, however payment plans may be requested, if needed. Company Fees will be accepted via cash, check, or autodraft (checks made payable to Get The Pointe). Company fees are separate from your dance tuition and inclusive plan.

### **Attendance Policy**

Attendance is crucial for dance development and strongly encouraged at GTP!!!

- If student misses more than three classes within January-May, he/she will not participate in recital or other dance performances. January-May: MORE THAN THREE absences will result in the removal of the student from the recital dance(s) or any other performance(s).
- Rehearsal is mandatory for participation in Recital. If student is absent from a dance at Dress Rehearsal, he/she will not participate in that dance at recital.
- Missed classes are non-refundable. Tuition is still due, in order to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities over dance class, or simply skip class.
- We request that a parent call or email the studio to inform the teacher and staff of any absences, illness, or problem a student might be having.
- If your child has a contagious illness or is injured, please keep them out of class until they are recovered and can participate fully without risk or relapse or re-injury. In the case of serious injury or illness, that would require students to miss a month or more of class, tuition may be waived (this is determined by Get The Pointe staff on a case-by-case basis).
- Make-Ups: In the case of an absence, students may visit another class, appropriate to their level; Student and/or parent must notify the instructor of the class attending before she will be admitted. However, in order to receive Perfect Attendance, students must be present at ALL classes throughout the year, with no absence(s) or make-ups.
- Awards: Awards will be presented, at recital, for students who achieve Perfect Attendance throughout the year=students must be present at ALL classes with no make ups and have no more than three tardies (up to 15 minutes late: 1 tardy; later than 15 minutes: 1 absence).

- Tuition and other studio fee obligations remain the same regardless of absences and/or removal of a dance performance.

### **Unavoidable Studio/Class Cancellation**

- Get The Pointe reserves the right to change class schedule/ times, provide substitute teachers or replacement teachers, and cancel or combine any class that does not meet minimum enrollment. These decisions will be made by the owner and account holders will be notified, via email, prior to schedule change.
- Weather cancellations are usually unavoidable. Get The Pointe will follow the Craven County School cancellation policy for MOST emergency weather conditions, depending on severity. Instructors will contact account holder via phone and/or email if classes are cancelled due to weather conditions. If possible, a note will also be posted on the studio door.
- COVID-19 or any other mandated studio cancellations and closures may also be unavoidable. Get The Pointe will review local news and government orders, and make an education decision on how/when to cancel or proceed with classes. Account holders will be notified, via email. If possible, we will always try to make up missed classes. All dance fees are non-refundable; credits may be offered on a case-by-case basis, if studio is mandated to close, due to COVID-19 or any other reason.
- Make Up classes may be rescheduled for any cancelled class, at instructors discretion.
- Most major holidays are observed. (Labor Day, Memorial Day, Halloween, Thanksgiving, Christmas, Spring Break; please see important date sheet located on GTP Website)
- Please contact us for cancellation concerns.

### **Studio/Class Procedures**

- Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes, and hairstyle. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. \*Please review website for Dress Code.
- Before/After Class: Dancers should arrive 5 minutes early; Usually instructors use time before class for preparation purposes, so we ask you to arrive no earlier than 10 minutes prior to class time. When one class ends, another begins; teachers are not responsible for watching students once class is dismissed. Please instruct your child to wait inside the lobby for their rides and to inform the instructor if rides may be late.

### **NEW! Safety/PROCEDURES:**

- Please use Main Entrance (to Enter building); Side/Corner Door to EXIT (signs will be posted)
- Drop & GO! During drop off and pick up, we ask that parents do not accompany students inside the building (to reduce indoor lobby traffic).

Parents please drop off at the entrance and pick up at the exit. \*\*\*However, if you are new to GTP -or- a 'tiny' dancer, we understand those parents may want to accompany their children in to the building and will allow you to do so (we will just limit the number of parents, in lobby, at one time). Thank you for understanding!

- We will encourage 6ft social distancing (we will have spots on the floor in both lobby area and dance rooms)
- Face masks, hand sanitizer, and anti-bacterial soap will be on site, if needed.
- Face coverings are to be worn in the lobby and for Combo K1, Combo 2/3 , and leveled classes. We will re-evaluate this policy when it is safe to do so.
- Staff will be sanitizing restrooms, lobby area, and studio rooms between each class.
- Please eat a light snack and use restroom, before class.
- Please bring your own water bottle and snack, each day, with STUDENT NAME ON IT!
- No 'dangly' jewelry
- No gum or sugary drinks (water only)

### **Dropping/Adding Classes**

If a student would like to add a class after they are already enrolled, they are welcome to a free trial class. At which time they must inform the instructor that they are trying the class. After the free trial, if you'd like to add the class to your schedule you MUST inform instructor. Any extra tuition associated with the class will be due upon the addition of the class to their schedule, but will be prorated if it is in the middle of the month. Since annual fees are charged as monthly installments, you may drop out of a class at any time. If you have paid a month's fee and drop during the beginning or middle of the month you will not receive a refund. You may however, finish the rest of the month and drop at the end of that particular month. If class is dropped in the middle of the month and have not paid for that particular month, account holder will be billed at normal monthly rate for the entire month. To ensure that you do not get billed after you have dropped a class, please make sure to speak with instructor. (30 days written notice via email or letter is required for withdrawal) so that we have ample time to remove student from that class list and our billing records. REMEMBER, UNTIL PARENT NOTIFIES INSTRUCTOR (OR A LETTER/EMAIL) IS COMPLETED, SIGNED AND DATED, WE ARE STILL SAVING YOUR CHILD A SPACE IN THE CLASS AND WILL BILL YOU ACCORDINGLY

### **Withdrawal Policy**

- Account holder is responsible for submitting a 30-day notice, in writing, to Get The Pointe Dance Studio and/or PERSONALLY NOTIFYING INSTRUCTOR.

- Accounts will be charged, accordingly, regarding tuition fees, costumes, and any other dance accessory or associated, until the withdrawal notice has been received.
- If you are re-enrolling in the same season, after having dropped all classes from the studio, there will be a re-enrollment fee of \$15.
- \*\*\*All dance fees are non-refundable; credits may be offered on a case-by-case basis, if studio is mandated to close, due to mandated COVID-19 closures, personal absences or withdrawal, schedule changes, or any other reason.
- REMEMBER, UNTIL PARENT NOTIFIES INSTRUCTOR (OR A LETTER/EMAIL) IS COMPLETED, SIGNED AND DATED, WE ARE STILL SAVING YOUR CHILD A SPACE IN THE CLASS AND WILL BILL YOU ACCORDINGLY.

Further studio information can be found on our website, including:

- Dress Code (located under 'Schedules, Fees, & Policies' tab)
- Online Registration (located under 'Enroll' tab)

## **Contact Information**

Get The Pointe Dance Studio  
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252.349.5974 • gtpdancestudio@gmail.com  
www.dancegtp.com