



**Parent &  
Student**



# Studio Handbook

2024-2025 Season



# WELCOME TO OUR DANCE FAMILY!

It is with great pleasure and enthusiasm that we extend a warm welcome to you and your family. We are honored that you have chosen us to be a part of your child's dance journey, and we are fully committed to providing an exceptional dance education experience.

At On The Edge, we strive for excellence in all aspects of our studio. From our highly-trained instructors to our carefully curated curriculum, we are dedicated to ensuring that each dancer receives the highest quality instruction in a professional and supportive environment.

As you embark on this exciting adventure with us, please know that you are not just joining a dance studio, but a community of passionate individuals who share a love for the art of dance. We are here to support and guide your child every step of the way, fostering growth, confidence, and artistic expression.

Thank you for entrusting us with your child's dance education. We are thrilled to have you as part of the On The Edge Dance Company family, and we look forward to witnessing the incredible journey that lies ahead.





On The  
Edge

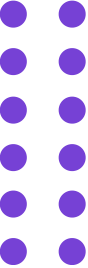
# About Us

Established in 2024, we are dedicated to pushing boundaries and moving souls through the power of dance. Karina Browne & Orlando Mercado are the power duo that run this amazing organization.

We pride ourselves on creating a family-oriented atmosphere where every dancer feels valued and supported. Our staff is not only extremely well-trained but also deeply passionate about sharing their love for dance and helping each dancer reach their full potential.

From classical techniques to contemporary styles, we offer a versatile training program designed to prepare dancers for a professional career in the industry. But beyond technical skill, we also prioritize the development of strong character, teamwork, and lasting friendships.

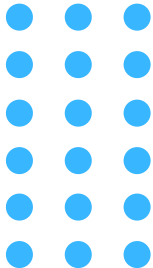
At On The Edge Dance Company, you'll find an encouraging, fun, and organized environment where dancers can thrive and create unforgettable memories. Join us and experience the joy of dance, the camaraderie of a supportive community, and the endless opportunities that await!



# Mission

At On The Edge, our mission is clear: to provide a safe and nurturing environment where dancers can freely express themselves and cultivate their skills.

We believe in fostering growth, both artistically and personally, and our team of highly trained professionals is committed to guiding dancers on their journey to excellence.



# STUDIO POLICIES, RULES, & PROCEDURES

## REGISTRATION

- Registration is completed online through our website and required for all students attending classes through On The Edge Dance Company. Registration is open for ages 18 months & up.
- Dancers may choose to register for a 6-week session, summer session, fall/spring session, or a full year session (July-June)
- Dancers that are registered as a drop-in dancer ONLY must register under the correct session and may attend classes on a drop-in basis by purchasing a Class Pass or Class Pass Package. It must be utilized during the session purchased.
- Children are required to register for classes they plan to regularly attend and may only attend classes on a drop-in basis with prior office approval. Enrollment in a class or classes requires full payment of a non-refundable registration fee of \$25 per dancer/\$35 per family, and the first month's tuition. Summer registration is discounted to \$15 per dancer/\$20 per family
- Registration fees are non-refundable and non-transferable.
- We do NOT accept enrollment for recital classes after January 31st, 2025. Dancers registering after this date are allowed to register for non-recital classes ONLY.
- Receipt of the On The Edge Student & Parent Handbook must be signed & returned on the first day of classes.

## ENROLLMENT

- Enrollment is on a first come, first serve basis and is based on class availability, age, and skill level. Enrollment is considered active until the end of each season unless written notice of withdrawal is received. On The Edge Dance Company's Fall/Spring session is from September 3rd, 2024- June 1st, 2025.
- At the conclusion of each season, all students are considered automatically unenrolled for the next session until they register again on our website.
- If this is a dancer's third consecutive year registering for classes, the registration fee will be waived.
- On The Edge will only pro-rate the first month's tuition if registration is received after the first of the month. There is no pro-rating for missing classes or withdrawing before the end of a month. On The Edge reserves the right to cancel class or combine classes with another appropriate class when enrollment is low.
- On The Edge Dance Company does not issue refunds for tuition or costumes if a dancer decides to quit, misses class, classes are cancelled, or for sessions already completed.



## **MAKE-UP CLASSES**

- If a student misses a regularly scheduled class, they are invited to attend any class that is their same level during the week. Classes may be made up for bad weather days, holidays, illness, injury, travel, or any other reason a dancer must miss a regularly scheduled class.
- Classes must be made up within 30 days of the missed class and within the current season the class was missed. Enrollment must be current; therefore, no make-up classes are allowed after a dancer has dropped nor after a session has ended.
- Make-up classes do not carry over into a new season.
- We do allow for anticipatory make-ups, meaning if students know that they will be absent in the near future, they can make-up the class before the absence.
- Make-up classes should be scheduled in advance by emailing request to [info@ontheedgecompany.com](mailto:info@ontheedgecompany.com), to ensure availability and avoid any inconvenience.
- No reductions or refunds are given for missed classes not made up.

## **TUITION**

- Tuition is paid monthly to hold a student's place in a class or classes and must be paid regardless of the student's attendance each month.
- No refunds or reduction in tuition will be given for missed classes due to vacations, illness, holidays, etc. Some months will have five weeks of class while others have two or three weeks of class; however, monthly tuition will remain the same.
- Tuition has been determined for the entire studio year and divided into equal monthly payments.
- The studio will send you a monthly statement at the end of each month. Tuition is due on the first of each month and considered past due if not in the office by the 5th of the month. A \$30 late fee per family will automatically be charged to all late accounts on the 6th of each month. If tuition becomes two months delinquent, students are subject to removal from classes. Once tuition has processed, no refunds of any kind will be given.
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## **PAYMENTS**

- Monthly tuition and incidental charges are payable by auto draft or prepayment.
- Acceptable forms of draft payment are debit/credit cards. Prepayment forms include checks or cash. All families must have a credit/debit card on file at the studio.
- On The Edge reserves the right to apply any unpaid tuition or past due fees to the credit card on file.
- If any check, debit, or credit card charge payable to On The Edge is returned, rejected or dishonored, On The Edge shall, in each instance, bill the account an additional \$30 to cover costs and expenses incurred in connection with collection.





## **FEES**

Welcome to our comprehensive range of class packages designed to cater to every individual's schedule and budget. Whether you're a novice looking to dip your toes into a new hobby or a seasoned enthusiast seeking to refine your skills, we have the perfect package for you.

### *Starter Package:*

- 1 half-hour class per week for \$35 a month

### *Basic Package:*

- 1 hour of class per week for \$60 a month

### *Standard Package:*

- 2 hours of class per week for \$100 a month

### *Intermediate Package:*

- 3 hours of class per week for \$135 a month

### *Advanced Package:*

- 4 hours of class per week for \$165 a month

### *Pro Package:*

- 5 hours of class per week for \$190 a month

### *Elite Package:*

- 6 hours of class per week for \$210 a month

### *Premium Package:*

- 7 hours of class per week for \$230 a month

### *Ultimate Package:*

- 8 hours of class per week for \$250 a month

### *Master Package:*

- 9 hours of class per week for \$275 a month

Once your enrollment reaches 9 hours, all additional classes are on us!

Our diverse array of packages ensures that there's something for everyone, accommodating various time commitments and financial considerations. Whether you're aiming to explore the basics, enhance your skills, or fully immerse yourself in our offerings, you'll find the perfect fit among our packages. Choose the package that aligns with your goals and let us guide you on your journey to mastery.

For a more specific breakdown incorporating more 30-minute and 45-minute classes, please speak to one of our staff members. We would be more than happy to help!





## **FEES (CONTINUED)**

### *Family Discounts*

Second child from the same family receives a 15% discount.

The third child enjoys a 20% discount.

The fourth child is eligible for a 25% discount.

The fifth child benefits from a 30% discount.

Please note:

The Family Maximum discount is set at \$350.00 per family for unlimited classes.

These discounts are applicable to immediate family members or siblings only.

### *Drop-in Class:*

\$10 for a 30-minute class

\$12 for a 45-minute class

\$15 for a 1-hour class

### *One-Month Class Pass:*

\$40 for a 30-minute class

\$50 for a 45-minute class

\$60 for a 1-hour class

\*\*\*Class passes can be used for a maximum of two consecutive months. Participants using class passes are not eligible for the recital. Class passes are non-refundable and non-transferable and must be used within the month of purchase.

### *Private Lessons:*

\$35 for a 30-minute session

\$70 for a 1-hour session

### *Private Lesson Packages:*

2.5 hours: \$165

5 hours: \$335

8 hours: \$545

10 hours: \$675





## **FEES (CONTINUED)**

### **Shoes & Dance Attire**

Please note that acquiring the necessary shoes and dance attire is an additional cost beyond the class fees. However, we firmly believe that this investment is integral to the dancer's progress and enjoyment.

For recommendations on where to purchase the required shoes and attire, please don't hesitate to consult a staff member at On The Edge Dance Company. Our knowledgeable team will be delighted to provide guidance and assistance, ensuring that you find the perfect gear to meet your needs.

### **Costumes & Recital Fees**

For our annual spring showcase, a recital fee will be implemented to cover the cost of costumes, tights, two recital tickets, and a commemorative recital t-shirt. This fee will be broken down into three manageable payments for your convenience.

The recital fee will cover the expense of costumes, which typically range from \$50 to \$80 per costume. We understand the importance of transparency, and as soon as costumes are selected in October, we will provide a detailed breakdown of the costs associated with each costume option.

To facilitate the payment process, a deposit for recital dance costumes will be collected in November. This deposit will amount to \$25 per class. The remaining balance for costumes will be collected in December.

In addition to costume expenses, the recital fee will also include a one-time charge of \$40, which covers two recital tickets and a recital t-shirt. This charge will be collected one month prior to the recital to ensure timely reservations and preparations for your convenience.

At On The Edge Dance Company, we are committed to transparency, fairness, and providing the best possible dance experience for our students. Should you have any questions or require further clarification regarding the recital fee or costume process, please do not hesitate to reach out to our dedicated staff. We are here to support you every step of the way.

## **UNPAID BALANCES**

All balances owed by a student and/or family that are in arrears are subject to a \$30 late fee applied on the 6th day after the due date. Any unpaid balances for tuition fees, goods or services may result in suspension of enrollment if unpaid for 25 days or more. The financially responsible party shall be obligated to pay any cost incurred by On The Edge for collection. On The Edge reserves the right to charge past due balances, plus applicable charges, to the student's account under the auto draft authorization.





## **WITHDRAWALS**

- Students are continually enrolled in classes from month to month unless written notice is received to [info@ontheedgecompany.com](mailto:info@ontheedgecompany.com) by the 15th of the month. If a withdrawal notice is received after the 15th of the month, the next month's tuition is still required.
- The withdrawal will be effective at the end of the paid month, and students may continue with classes during the paid month.
- Instructors are not permitted to withdraw dancers, and the office cannot accept verbal withdrawals.
- All balances and payments should be paid in full upon withdrawal.
- A student who drops and wishes to return to On The Edge within the same studio year will be responsible for the registration fee of \$25 per dancer/\$35 per family.
- Students that miss 4 or more classes consecutively will automatically be withdrawn from the missed class(es) and must re-register if they plan to return.
- There are no refunds or credits issued for drops received after the 15th of the month. There is no pro-rating for withdrawals.
- If a family has prepaid tuition for the season and must drop, a credit will be placed on the account for future use.

## **FREEZE POLICY**

In the case of serious injury or illness and a dancer must miss 3 or more weeks of classes, a student's family may request a freeze of his or her tuition for a minimum of 1 month and a maximum of 3 months. Families must provide a doctor's note at the time of requesting a freeze, submitted via email to [info@ontheedgecompany.com](mailto:info@ontheedgecompany.com). The cost to freeze an account is \$20 per month.

Should a dancer need to withdraw before the end of a season or need to request an extended absence of longer than 3 months, On The Edge will remove the student from classes and waive the registration fee should they choose to return later that season.

## **CLASS CHANGES**

Students must notify the office by email at [info@ontheedgecompany.com](mailto:info@ontheedgecompany.com) regarding any schedule changes. Due to year-end recital planning, we kindly request no class changes occur after November 30th.

## **CLASS PLACEMENT**

Class placements are assigned based on the sole discretion of the instructors. In the best interest of the dancer and level of the class, it is best to place students in age and level appropriate classes. Dancers must exhibit proper technique and vocabulary in lower level classes before advancing into higher level more advanced classes. If dancers are not in the appropriate level, the instructor may request the student move into a different class. If dancers feel they are ready to move into another level, it is best practice to discuss with the instructor which class is best suited, or what skills are needed to move into the next level class.



## **BI-YEARLY ASSESSMENTS/PROGRESS REPORTS**

To ensure the continual growth and development of our students, yearly assessments and progress reports will be conducted in December and May. These assessments are designed to evaluate each student's progress, skill level, and readiness for advancement.

The assessments will be distributed in the form of a written evaluation conducted by the respective dance instructors. These progress reports will be distributed once in December and once in May, allowing dancers to receive important feedback throughout the year to help them improve.

Each teacher will evaluate students' progress in dance class across five main areas:

1. **Technique:**
  - Evaluation of students' execution of fundamental dance techniques relevant to their level, including posture, alignment, balance, flexibility, strength, and coordination.
  - Assessment of students' ability to perform technical elements specific to their dance style(s), such as jumps, turns, footwork, and transitions.
2. **Performance:**
  - Observation of students' performance quality, expression, and artistry during class exercises and combinations.
  - Assessment of students' ability to embody and interpret choreographic nuances, musicality, and dynamics in their movements.
3. **Retention of Material:**
  - Assessment of students' ability to retain and apply previously learned choreography, combinations, and dance vocabulary.
  - Observation of students' adaptability and proficiency in recalling and executing dance sequences with accuracy and confidence.
4. **Attitude:**
  - Evaluation of students' attitude, work ethic, and engagement in class activities, including their willingness to take corrections, apply feedback, and push themselves to improve.
  - Assessment of students' receptiveness to instruction, cooperation with peers, and overall enthusiasm for learning and participating in dance.
5. **Attendance:**
  - Monitoring of students' attendance and punctuality in class sessions, rehearsals, and other dance-related activities.
  - Consideration of students' commitment to their dance training, including their consistency in attending classes and their dedication to maintaining a regular practice schedule.

Each teacher will use a combination of observation, feedback, and assessment tools to evaluate students' progress comprehensively in these areas. Feedback will be provided through written evaluations. For questions regarding a student's progress, individual conferences can be requested by appointment only with individual instructors.





## **PRIVATE LESSONS**

Private lessons help advance dancer's skills and give dancers one on one attention. This is beneficial when trying to reach a specific dance goal, prepare for an event, learn & perfect choreography, or help a dancer get to the next level of class. Please see our fees regarding private lessons under our fees section. If you are interested in working with a specific instructor, we recommend talking to your instructor directly. Private lesson availability varies depending on the goal of the lesson and the instructor's availability. Private lessons are paid directly to the instructor and will include rental fees for use of On The Edge studios.

## **HOLIDAYS**

Check the website or calendar for a list of holidays On The Edge celebrates. There will be no classes and the office will be closed during these holidays, unless otherwise notified. Please remember there is no pro-rating for holidays; however, students may make up missed classes if they choose to do so.

## **WEATHER**

In the case of bad weather and On The Edge must close, delay or close early, an email will be sent to all students, as well as notices posted on social media and our website. On The Edge does not use a specific school district as a guideline, as many times the weather is clear by the time our evening classes begin. Our management team will carefully monitor the weather to make the best decision for our students and staff. We will notify everyone no later than 2:00pm of any class cancellations or delays.

## **LOST AND FOUND**

Lost and found items are kept in an accessible location in our office. Please check with our office manager regularly as items are cleaned out and donated monthly. We cannot be held responsible for lost or stolen items.

## **DRESS CODE**

To maintain a focused and respectful learning environment, we've implemented a dress code policy for class participation. Our dress code fosters professionalism, respect, and focus in the classroom. Clothing should be clean, modest, and suitable for a classroom. Dress in a manner that reflects the seriousness of dance education pursuits. Adherence to the dress code is mandatory for class participation.

See specific requirements for each class on our website:  
[www.ontheedgecompany.com](http://www.ontheedgecompany.com)

Your cooperation ensures a positive learning atmosphere. If you have questions, feel free to ask.





## **COMMUNICATION:**

A current email address is required for all families registered at On The Edge. This is solely for the purpose of receiving notices including receipts, bad weather class cancellations, and upcoming events. Your name and email address will not be sold or given out to anyone without your consent. Always check the On The Edge website ([www.ontheedgecompany.com](http://www.ontheedgecompany.com)) and social media pages for new information. Any parent wishing to discuss any questions or concerns with the directors or teachers will be asked to make an appointment other than during class time. It is sometimes impossible to talk to parents before, during, or after some classes, as we need to keep on a tight schedule, and want to give parents our full attention.

## **PARENT/VISITOR CONDUCT**

It is important that all our families feel welcome, comfortable and safe at On The Edge at all times. Parents should not enter a classroom during class time for any reason unless invited in by the instructor. Please also do not open the door to the studio or yell through the doors to discipline your child while the child is in class. Siblings and visitors are not allowed to play in open studios at any time. If you have a concern, please ask for a meeting with studio management to discuss in private. Foul language, inappropriate behavior, or negative conduct of any kind is not acceptable in the On The Edge culture. Any parent or visitor displaying such conduct will be asked to leave the studio immediately.

## **DROP-OFF/PICK-UP**

To ensure the smooth flow of traffic and the safety of all students, we strongly encourage parents to utilize drop off and pick up services only, as parking availability is limited on our premises. Parking options are available at the laundromat, gym, medical building, and Chinese restaurant nearby. Please refrain from parking at the Theosophical Center, as unauthorized vehicles will be towed.

Parents are kindly requested to drop off their dancers 10-15 minutes before the scheduled class time and promptly pick them up after class. For the safety of young dancers under the age of 10, parents must accompany them inside the studio during drop off and pick up.

Students aged 10 and above may be dropped off and picked up curbside, but parents are reminded that they are responsible for ensuring their children's safety outside the studio premises.

For the security of all students, parents are advised to instruct their children to remain inside the studio while they are not actively participating in class. In the event that you anticipate being more than 10 minutes late for pick up, please contact the studio office to make appropriate arrangements.

We kindly request that dancers avoid arriving late to class, as it can be disruptive to both their fellow classmates and instructors.

Thank you for your cooperation in adhering to our drop off/pick up policy. Your assistance in maintaining a safe and efficient environment is greatly appreciated.



## YEAR-END SHOWCASE

The year-end dance showcase is a culminating event where dancers showcase their skills, creativity, and hard work they've put into their training throughout the year in their classes. Each individual class will have a choreographed routine that is presented onstage with all the elements of a professional stage show. It's typically a performance featuring various dance styles, levels, choreographed routines, and sometimes even original compositions. Dancers often perform solos, duets/trios, or as part of larger group pieces, demonstrating their progress and artistry.

Tickets for the showcase will be available for purchase starting one month prior to the show. This allows ample time for interested attendees to secure their seats and ensures a smooth ticketing process leading up to the event. More information on recital tickets and where to purchase will be available as we get closer to the event.

- The 2025 Recital Showcase will be held Saturday, May 31st at 7pm & Sunday, June 1st at 2pm with dress rehearsal on Friday, May 30th at 4pm. Location will be announced at a later date.
- Studio recital pictures will be held on Monday, May 26th, and Tuesday, May 27th. The timing is yet to be announced. Studio rehearsals are scheduled for Wednesday, May 28th, from 4:30 pm to 6:30 pm for Act I, and Thursday, May 29th for Act II.
- **DRESS REHEARSAL IS REQUIRED FOR ALL DANCERS PARTICIPATING IN THE YEAR-END SHOWCASE.** Attendance is **REQUIRED** for all studio rehearsals in order to participate in showcase. Please plan accordingly.
- Recital is optional for students; however, participation is encouraged and is a great way for families to see what dancers have learned throughout the year. If your dancer is unable to participate in Recital, or will only participate in certain classes, you must complete the **RECITAL OPT-OUT** form by November 1st.
- All fees relating to recital are non-refundable. If a dancer is unable to attend recital after paying recital fees, the dancer may still pick up the costume during the following summer season. We will hold on to the costume until then in case another dancer needs it. In that case, a refund will be issued via check 3 weeks following recital. Any costumes not picked up by the end of the following summer season are forfeited to On The Edge Dance Company.





## **STUDIO SAFETY:**

At On The Edge Dance Company, we are committed to creating an environment where passion for dance meets uncompromised safety. Our mission is to provide an exceptional dance education while ensuring the utmost security for our students, staff, and families. Here's how we set ourselves apart from other dance studios:

### **Unparalleled Instructional Safety:**

Our instructors are not only skilled dancers but also trained in best practices for safe dance instruction. We emphasize proper technique and injury prevention, ensuring that each student learns to dance in a way that promotes long-term physical health. Classes are designed to be age-appropriate and tailored to the developmental needs of our dancers, minimizing the risk of injury. All of our instructors also receive background checks.

### **State-of-the-Art Facility Safety:**

1. **Security Cameras**: Our entire facility is monitored by high-definition security cameras, strategically placed to cover all common areas and entrances. This continuous surveillance ensures a safe environment and peace of mind for parents.
2. **Motion Sensor Lights**: Our studio is equipped with motion sensor lights, enhancing visibility and reducing the risk of accidents in low-light conditions. These lights also contribute to energy efficiency, reflecting our commitment to sustainability.
3. **Adult Monitors**: To further ensure safety, adult monitors are present at all times during classes and events. These dedicated professionals oversee the studio's operations, providing an additional layer of supervision and immediate assistance if needed.

### **A Comprehensive Approach to Safety:**

Beyond these physical security measures, we implement strict protocols for emergency situations. Our staff is trained in first aid and CPR, and we conduct regular safety drills to ensure everyone knows how to respond in case of an emergency.

Safety is the cornerstone of our philosophy at On The Edge Dance Company. We believe that when students feel secure, they are free to express themselves fully and reach their highest potential. Join us and experience a dance studio where safety and excellence go hand in hand.



## **STUDIO ETIQUETTE**

### **In the Studios -**

- Dancers should wait in the lobby or dressing room until the teacher arrives and opens the studio for class time. The studios are not a playground for dancers; therefore, do not allow your dancers to run freely in the studio, lobby or hallways. We are not responsible for injuries, and items broken by dancers are the responsibility of the dancer to pay the cost of repairs.
- There are no cell phones, or gum allowed, and there is no food or drink allowed in the studios. Only closed top water bottles are permitted inside the studios.
- In order for dancers to reach their full potential and attain their dance goals, consistent attendance is expected. Dancers should make every effort to minimize absences the month prior to recital.
- Dancers should arrive a 10-15 minutes early to prepare for class and to ensure they are in the class on time.
- Although we understand traffic and other unforeseen circumstances may prevent a dancer from arriving on time occasionally, dancers that are consistently late to a class may be asked to move to another class to prevent future disruptions to a class.
- Please get permission in advance from the instructor/choreographer before recording or posting videos of choreography to social media.

### **In the lobby areas -**

- Since we want everyone's time spent at the studio to be as pleasant as possible, we ask that noise be kept to a minimum in the lobby & dressing room areas. In the front lobby our office is working very hard to answer questions, take care of phone calls, etc. Please also be aware loud noise from these areas can be heard in the studios and disruptive to our students and instructors.
- Please dispose of all trash and try to keep the studios, lobby, restrooms, and dressing areas clean for all families to enjoy. We ask that diapers are wrapped, and large food containers are disposed in the large trash cans in the bathroom.
- Students are allowed to eat in the dressing room and lobby area. Please clean up after yourself! If we find that this privilege is being abused, we will take this right away and there will be no food allowed in our facility.
- We love our dancers and their families; however, please be aware that On The Edge cannot be held responsible for unattended students or siblings left in the lobby areas. Please do not drop off young dancers more than 10 minutes before class without a parent or guardian to watch them. We also ask that you do not leave dancers under the age of 8 with an hour or more between classes. If you are late, you assume full responsibility for your child's welfare.
- Small children should be supervised and within arm's reach of their parents at all times, if not taking a dance class. Please do not let your children play in any unsupervised area clean up after your child in the restroom and lobby area.
- Parents of dancers in Early Childhood classes should wait in the lobby to assist with water breaks and restroom emergencies. To minimize distractions, please keep doorways clear and utilize the TV in the lobby to view your child's class or other classes. Dancers should also use the restroom prior to class so they are not leaving in the middle of class for restroom breaks.



## **BEHAVIOR POLICY FOR FAMILIES**

As a dance studio committed to providing a positive and respectful learning environment for all students, we have established the following behavior policy to ensure the well-being and enjoyment of everyone in our dance community:

### **Respect:**

- All students are expected to treat their instructors, fellow dancers, staff members, and studio facilities with respect and courtesy at all times.
- Disrespectful behavior, including but not limited to, derogatory language, bullying, teasing, or physical aggression, will not be tolerated.

### **Discipline:**

- Students are expected to demonstrate self-discipline and focus during class sessions, rehearsals, and performances.
- Disruptive behavior, excessive talking, or distracting actions that interfere with the learning process of others will be addressed by instructors promptly.

### **Attire and Hygiene:**

- Students must adhere to the studio's dress code policy by wearing appropriate dance attire and footwear for each class.
- Maintaining personal hygiene, including clean dancewear and proper grooming, is essential for the comfort and health of all participants.

### **Safety:**

- The safety of our students is paramount. Students must follow all safety guidelines and instructions provided by instructors during class, rehearsals, and performances.
- Reckless or careless behavior that may endanger oneself or others will not be tolerated.

### **Attendance and Punctuality:**

- Regular attendance and punctuality are crucial for students' progress and the overall success of dance classes and rehearsals.
- Students are expected to arrive on time and participate fully in all scheduled activities. Persistent lateness or unexcused absences may affect a student's participation in performances or advancement opportunities.

### **Positive Attitude:**

- Maintaining a positive attitude, open-mindedness, and a willingness to learn and improve are essential for personal growth as a dancer.
- Students are encouraged to approach challenges with resilience and embrace constructive feedback from instructors as opportunities for growth.





## **Handling of Violations:**

### **Immediate Intervention:**

- Any instances of violation of our rules will be addressed promptly by instructors or studio staff members.
- Students engaging in such behavior will be removed from the situation immediately and counseled on the studio's expectations for respectful conduct.

### **Counseling and Education:**

- Students involved in any rule violations will be required to participate in counseling sessions to understand the impact of their actions and learn alternative ways of handling problems, communicating and resolving conflicts.
- Educational sessions on empathy, tolerance, and respectful communication may be provided to all students to reinforce positive behavior norms.

### **Parent/Guardian Involvement:**

- Parents/guardians of students involved in rule violations will be notified promptly and invited to participate in discussions regarding their child's behavior and the studio's expectations.
- Collaboration with parents/guardians is essential to ensure that supportive measures are implemented both at home and in the studio environment.

### **Disciplinary Action:**

- Depending on the severity of the violation and the student's history of behavior, disciplinary actions may include written warnings, probationary periods, suspension from classes, or ultimately, dismissal from the studio.
- In cases where the safety or well-being of individuals is compromised, immediate action will be taken to protect the affected parties, including involvement of appropriate authorities if necessary.

### **Restorative Measures:**

- Restorative practices, such as mediation sessions facilitated by trained staff members, may be utilized to repair harm, restore relationships, and promote reconciliation among affected parties.
- Emphasis will be placed on fostering empathy, accountability, and mutual respect as essential components of the restorative process.

We appreciate the cooperation of all students and parents/guardians in upholding the standards outlined in this behavior policy. By working together to create a positive and respectful dance environment, we can ensure a rewarding and enjoyable experience for everyone involved.

**THANK YOU FOR TRUSTING ON THE EDGE  
WITH YOUR DANCE TRAINING!**





## **Student & Parent Handbook – Signature Page**

(please sign and return to the studio upon your first class)

I, the undersigned, do hereby hold harmless, On The Edge Dance Company, or anyone associated with On The Edge Dance Company, for any injuries received by the student listed below. I also realize that I am fully responsible for the student prior to and immediately after his/her class. I hereby grant permission for any faculty member of On The Edge Dance Company to take whatever steps they deem necessary to obtain emergency medical care for the student listed below.

In consideration of your acceptance of the enrollment, I, intending to be legally bound, do hereby waive, release and forever discharge all rights and claims against On The Edge Dance Company and/or any involved personnel for damages or injury sustained by me or my child in classes or on studio premises before or after class, or at any other outside studio activities, including recitals, workshops, performances or visits to surrounding businesses.

I authorize On The Edge Dance Company to use photos and videos taken of my child while at dance or dance functions, for marketing and promotional material.

I understand that any dancer enrolled in classes at On The Edge Dance Company is enrolled for each season continuously month to month unless written notice is provided according to our regulations above. After the 15th, the next month's tuition will still apply.

I agree to pay all tuition and fees at the beginning of each month and do not expect any refunds for classes missed due to absences, bad weather or holidays. In addition, I understand late fees are applied for any unpaid tuition or fees not received by the required due date.

I agree to abide by the On The Edge Dance Company's rules and regulations and any amendments and/or modifications thereto which may be made from time to time by On The Edge Dance Company's sole discretion.

Student Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

