



*Richard's School* of the *Dance*

**2011-2012**

**PARENT/STUDENT  
HANDBOOK**



*"The Well Trained Students of Today are the Stars of Tomorrow"*

219 STATE STREET • OSHKOSH, WI 54901 • Phone: (920) 235-1070  
website: [richardsdancestudio.com](http://richardsdancestudio.com) • email: [info@richardsdancestudio.com](mailto:info@richardsdancestudio.com)

# OFFICIAL REGISTRATION FORM SEPT. 2011- MAY 2012

PLEASE READ ENTIRE PACKET OF RULES AND REGULATIONS CAREFULLY.  
SIGN AND DATE AND RETURN TO THE OFFICE

~ KEEP ALL OTHER PAPERS FOR REFERENCE.

**\*\*All information is Required\*\***

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

\* E-mail address: \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

D.O.B: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Class Type	Day of Class	Time of Class

MEDICAL CONDITIONS: *If any please list* \_\_\_\_\_

## Payment Policy

PAYMENT OPTIONS: BY MONTH OR SEMESTER OR YEAR

We accept Visa & MasterCard ABSOLUTELY NO REFUNDS!!

Monthly Payments will only be accepted if Automatic Withdrawal is set-up  
through your Checking, Savings, Or Credit Card

“Past Due” accounts are any lessons not paid for by Sept. 15th , Dec.8th & Mar. 8th

Note: There will be a \$25.00 late fee for any payment past due. (This will be strictly enforced.)

**NO EXCEPTIONS**

Failure to pay account in full will result in removal from class instruction.

## PHOTO/VIDEO WAIVER AGREEMENT

I grant Richards-Olson School of Dance d/b/a Richard's School of the Dance, its representatives and employees the right to take photographs/videos of my child in connection with activities within the dance studio/recital. I authorize Richard's School of the Dance, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Richard's School of the Dance may use such photographs/videos of my child with or without my name and for any lawful purpose, including for examples such purposes as publicity, illustration, advertising and Web content.

1. WAIVER OF LIABILITY. The undersigned hereby waives any and all claims for personal injury the undersigned, or the minor child on behalf of whom the undersigned is executing this agreement, might otherwise have against Tricia M. Olson, Richards-Olson School of Dance, LLC d/b/a Richard's School of the Dance (hereinafter "Richard's") (including its teachers, volunteers, sponsors and insurers), arising out of or in any related to such child's participation in dance class sessions, dance recitals, dance practices and dance rehearsals (hereinafter "the Program").

2. EXECUTION ON BEHALF OF MINOR CHILD. The undersigned acknowledges and agrees that he/she is executing this agreement on behalf of \_\_\_\_\_, a child under 18 years of age.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents enrolling students in "Richard's School of the Dance" make an oral and written contract to abide by all studio and payment policies listed in the Parent/Student Handbook.

"A THOROUGH UNDERSTANDING WILL PREVENT MISUNDERSTANDING"

## **DRESS CODE POLICY**

Proper dancewear is required for all classes. Without students in proper dancewear, it is difficult to teach. Baggy and cover-up clothing does not allow the teacher to see and correct the line of the body; just as loose hair hinders a student's progress in mastering turns and neck placement. Jewelry is to be kept to a minimum. No hanging earrings or necklaces. No rings that extend or protrude from the hand. Students must be prepared each class with correct shoes, garments, and hair secured up.

**If a student does not wear required dancewear, he/she will not be able to take class and it will count as a absence. A notice will be sent home to the parents.**

### **Ballet**

- Leotard: Black or Pink
- Tights: Tan, Black, Pink or White
- Ballet skirt (Optional)
- Pink split sole ballet shoes
- Hair **MUST** be secured up in back
- **NO** T-shirts, cover-ups or sweats can be worn during class

### **Tap**

- Leotard: Black or Pink
- Tights: Tan, Black, Pink or White
- "HOT" shorts (Optional): Black or Pink
- Tight fitting T-shirt (Optional): Black, Pink, or White
- Black low heel tap shoes or Black high heel tap shoes (age 12+)
- Hair **MUST** be secured up in back

### **Jazz**

- Leotard: Black or Pink
- Tights: Tan, Black, Pink or White
- Tight fitting T-shirt (Optional): Black, Pink, or White
- Jazz pants, Capri's or "HOT" shorts (Optional): Black or Pink
- Black Jazz slip-on boot
- Hair **MUST** be secured up in back

### **Elite Classes**

- Leotard: Black or Pink
- Tights: Tan, Black, Pink, or White
- "Hot" shorts (Optional): Black or Pink
- Proper dance shoes required for each class
- Hair **MUST** be secured up in back

### **Wednesday Night Classes**

- "Hot" shorts Black/Pink/White **ONLY**
- Tight Fitting T-shirts/Tank Tops in Black/Pink/or White Only
- **NO** Boxer shorts/loose fitting shorts will be allowed
- **NO** Loose fitting shirts will be allowed
- **NO** other colors than Black/Pink/or White allowed

### **Boys**

- Pants or Shorts: Black
- T-Shirt: Black or White
- Proper dance shoes required for each class

### **Hip Hop**

- Sweatpants
- Tight Fitting T-shirts/Tank Tops in Black/Pink/or White Only
- Black Dance sneakers or black tennis shoes
- Hair **MUST** be secured up in back

### **Modern**

- Leotard: Black or Pink
- Footless Tights: Tan, Black, Pink, or White
- "Hot" shorts (Optional): Black or Pink
- Bare feet or Footundez

**If dress code is not followed students will not be able to attend class and it will count as a miss.**

# Richard's School of the Dance

## Studio Policies

### Parent and Student Guide

- All registration paperwork must be filled out prior to class start date
- NO food, drink or gum allowed in classrooms (STUDIO A & B)
- Water Bottles filled with water are allowed. The water bubblers are used ONLY to fill water bottles between classes. There are NO drink breaks to the bubblers during class time. Please bring a water bottle to class, if you think you will need water.
- NO fast food allowed in the building
- Cell Phones are to be turned off in classrooms (STUDIO A & B)
- Proper dancewear, shoes and hair MUST be secured back for class (View and sign Dress Code Policy)
- Students are to wait inside the studio until their ride arrives. Students are not to leave the studio at any time after they are dropped off by their parents.
- Students should arrive to class on time and in full dance attire (10) minutes prior to class. If a student will be late please call the studio.
- Newsletters and class announcements will be mailed electronically to parents. If an individual does not have e-mail they must inform the office manager.
- Parents are responsible for reviewing e-mail handouts and posted information. A book of handouts will be located at the front desk. Parents are asked to check periodically for any missed e-mail handouts.
- We are a fragrance free dance studio. Perfumes/Colognes/Scented Lotions may not be worn to class, including individuals in the waiting room and classrooms. If fragrance is offensive, you will be asked to leave.
- Richard's School of the Dance reserves the right to dismiss any student, parent or observer whose behavior is unsatisfactory. Students, siblings and parents must conduct themselves in a quiet, controlled and appropriate manner in all areas of the building. Failure to remain quiet and controlled including using appropriate language will lead to dismissal from the waiting area and entire building. No refunds will be given.

### Registration Fee

A \$25.00 fee is required with the registration form to reserve class space. A Registration is not considered complete and class space is not reserved until this fee is paid.

### Payment Policy

The dance season is divided into three (3) semesters. Tuition is \$78.00 per semester per one (1) discipline.

Payment plans are Monthly, by Semester, or Yearly.

Fall Semester: September-November, Winter Semester: December-February, and Spring Semester: March-May. Payments are to be paid in full on or before September 15<sup>th</sup>, 2010 (Fall Semester), December 8<sup>th</sup>, 2010 (Winter Semester), and March 8<sup>th</sup>, 2011 (Spring Semester).

Monthly accounts are to be paid in full the 15th of each month. (No exceptions). Monthly payments will only be accepted if automatic withdrawal is set-up through a Savings, Checking, or Credit Card.

To set-up a a monthly withdrawal from your Checking, Savings or Credit Card account, please see an Office Manager to fill out the appropriate paperwork necessary to begin the automatic monthly withdrawal.

We do not carry overdue accounts. A \$25.00 late fee will be charged on any accounts automatically that are not paid for on or before each semesters deadline. (If you are going to be absent, sick or on vacation from class, please mail in your payment postmarked by the due date to avoid late fees. Any accounts more than 15 days late will be charged an additional \$25 late fee. Any student who is more than 45 days late will be dropped from the class unless specific payment arrangements have been made. All accounts must be paid in full prior to the recital, or you will not be allowed to perform.)

Payment types acceptable: Cash, Check, and Credit Card (Visa and Master Card). Reoccurring credit card payments can be set up for your convenience. All checks written must include the following information: first and last name, physical address (NO P.O. Box addresses), home phone number, Driver's License number, and Driver's License state. A \$30.00 fee will be charged automatically for any returned check.

The month of May, NO CHECKS will be accepted

### Class Placement

Class placement is up to the discretion of the teacher. Please do not ask us to exceed class limits, or place your child in the wrong age or skill level class. Every reasonable effort will be made to accommodate students with disabilities. In appropriate circumstances, personal evaluation of the student will be made to determine the availability of classes for the student. The determination of the owner will be final with respect to whether a disability can be accommodated.

### Attendance

Please be on time for class. Students should arrive to class in full dance attire (10) minutes prior to class. Attendance is taken at the beginning of each class. Absences and tardiness can hold back an entire class, so it is imperative you make every effort to have your child to class (10) minutes prior to start time. If your child is unable to attend class for any reason, please notify the Office Manager.

An accumulation absence of eight (8) misses will result in non participation in the May recital.

### Elite/ Upper Level Classes

Tryouts are required for Elite & Wednesday Night classes. Other requirements stated in the Tryout handout such as types of dance training, years of experience and rules are listed.

Elite/Wednesday night classes are only allowed five (5) misses throughout the dance season. Coming to class and Observing will not be permitted. If you come to class you must participate, or you will be unable to attend class and it will be considered a miss. The only exception and accepted excused absence with a Doctor's note is a hospital stay or severe injury. Doctor's notes must be presented the night of class on Doctor's letterhead. If the student will not be attending class then the Doctor's excuse must be scanned and emailed to the studio. If it is not received by 8:00 pm that evening, the Doctor's excuse will not be accepted and it will count as a miss. Sickness, School functions (concerts, sports, dance teams, etc.), vacations, funerals, religion etc. are ALL considered misses. Improper dance wear including clothing and absence of shoes will result in a miss.

Additional rehearsals are scheduled and students in the Elite/ Wednesday night classes are required to attend (NO exceptions). These additional rehearsal dates are available at the front desk. Students that are not present at these mandatory rehearsals will be removed from their Elite/ Wednesday night class. Mandatory rehearsal notices were handed out last spring.

### Dress Code Policy

Please refer to the Dress Code Policy that is attached. Students are to abide by the dress code rules that are stated in the policy. Appropriate dress code wear is available for purchase at the front desk.

### Appointments with Teacher

Classes at the studio run back to back. Classes can be delayed and disrupted due to parents/visitors walking into studio "A" and "B" to talk with the teacher or staff member.

We ask parents if there is a concern or any questions that they would like to have addressed, please leave a message on our Voice Mail system or with the Office Manager regarding the situation with the parent's name, student's name and phone number to be contacted at. We will return your call as quickly as possible.

If it is an immediate concern please inform the Office Manager and they will relay the message immediately.

### Class Observation

Parent/Visitor Observation will occur the week of November 7th-November 10th and February 6th- February 9th (ONLY for R&R, T&T , Pre-Tap, Pre Ballet and Pre-Jazz)

National Dance Week/ Awards Week Visitation will occur the week of TBD

### Snow or Bad Weather

If the Oshkosh Area School District cancels or dismisses classes early due to weather conditions, dance classes are also cancelled for that day. (The cancellation of after-school, extra-curricular activities will not result in dance classes being cancelled.) If in doubt, call the studio and/or check the website on whether or not class will be held.

### Costume

Collection for costumes begins the first week of October. All costume money must be paid in full by Thursday, October 20<sup>th</sup>, 2010.

Cost per Costume will be \$51.45 tax included. There is no refund on costumes.

Costumes will be handed out in class throughout the months of January and February.

### Ticket Sales

NEW this year, families are allowed to purchase an unlimited amount of tickets for the Afternoon and Evening shows. Ticket Sales for families of graduating Seniors will be available Wed. Feb. 22nd - Mon March 5th. Graduating Seniors tickets will be stamped to allow family members early seating (1 hour prior to Show). Ticket sales for studio families will be available Mon. March 5th - Wed. April 19th. Tickets will then go on sale to the General Public beginning Wed. April 19th. Lost tickets are your responsibility! There are NO EXCEPTIONS for lost tickets. If you lose your tickets, we will not issue new tickets. Once tickets are sold: NO REFUNDS / NO EXCHANGES.

### Picture Weekend

Group pictures will be taken at the Oshkosh West New Gymnasium on TBD (We will let you know ASAP). The picture weekend schedule will be posted at the studio and on the website. Picture times will be emailed to the students, so PLEASE be sure to check your email!

### Recital

Our recital rehearsals are TBD (We will provide these dates/times as soon as we have them!)

### Videotaping

Videotaping is not allowed during the recital. Videotaping your child's class will occur at the TBD! dress rehearsal. A videotaping pass is required and is available at the front desk. Videos are for private personal viewing **ONLY**. Videos are **NOT** to be posted on, FaceBook, YouTube, or any other public network for Public Viewing due to Copyright Laws.

# IMPORTANT DATES 2011-2012

1st Day of Classes	Tues. Sept. 6th
1st Semester Tuition Payment Due	Thurs. Sept. 15th
Costume Collection Begins	Thurs. September 29th
Elite Class Mandatory Practice	Sun. Oct. 2nd
Christmas Parade Sign-up due date	Mon. Oct. 10th
Costume Money Due By	Thurs. Oct. 20th
Halloween Dress Up Week	Thurs. Oct. 20th-Wed. Oct. 26th
Mandatory Holiday Parade Practice	Sun. Oct. 23rd
Closed NO LESSONS (Oshkosh Schools Closed)	Thurs. Oct. 27th
CNADM Fall Dance Seminar	Sat. Nov. 5th –Sun. Nov. 6th
Holiday Parade (No Lessons)	Thurs. Nov. 10th
Thanksgiving Vacation- No Lessons	Wed. Nov. 23rd and Thurs. Nov. 24th
Elite Class Mandatory Practice	Sun. Dec 4th
2nd Semester Tuition Payment Due	Thurs. Dec 8th
Holiday Dress Up Week	Mon. Dec 12th-Thurs. Dec. 15th
Salvation Army Bell Ringing	TBD
Winter Vacation No Lessons	Mon. Dec 19th-Mon. Jan. 2nd
Kohler Winter Fest	TBD
Elite Class Mandatory Practice	Sun. Dec 4th
Valentines Dress Up Week	Thurs. Feb. 9th-Tues. Feb 14th
Oshkosh Polar Plunge	Sat. Feb 18th
3rd Semester Tuition Payment Due	Thurs. March 8th
St. Patrick's Day Dress Up Week	Mon. March 12th- Thurs. March 15th
St. Patrick's Day Irish Performances at Nursing Homes	TBA
Picture Weekend	
(Pictures taken at Oshkosh West Gymnasium)	TBA
Ticket Packets On Sale	Mon. March 5th- April 4th
Spring Dress UP Week	Thurs. March 29th-Wed. April 4th
Spring Break No Lessons	Thurs. April 5th-Sun. April 15th
National Dance Week/Awards Week	TBD
Last Day of Classes	TBD
Dress Rehearsal	
(Both Rehearsals are MANDATORY)	TBD
Show (2 Performances)	(Handicapped Seating 1 hour prior)
	TBD
	Afternoon Show – 1:00 PM
	Evening Show -7:00PM
Oshkosh Irish Fest	TBD
CNADM Summer Dance Seminar	TBD