



## Welcome to Tiptoz!

**Mission Statement:** Tiptoz Management was created by two passionate dance educators wanting to bring large studio curriculum to small communities of the Mid-West. Tiptoz creates a custom curriculum path for each studio, focusing on the strengths and interests of that particular set of dancers. Curriculum guarantees focuses on technique, vocabulary and performance quality. Tiptoz also provides a forum for studio owners and instructors to share resources, training and education tips. Tiptoz believes in building a dance community, and in the process creating strong educated dancers that will earn a lifetime of confidence, poise, and passion.

At Tiptoz CG Dance, we are committed to providing programs and services reinforcing dance education. We believe each Tiptoz student has the right to:

- Expect high quality dance education experiences.
- A welcoming atmosphere at studio locations.
- Clean and safe spaces.
- Assistance from all Tiptoz Instructors and Management with any questions or concerns about classes or purchases.
- Access to all Tiptoz policies.
- To be heard fairly and receive quick and reasonable responses regarding questions and concerns.

# Parent Involvement

Our parent attendance policy is that parents are not allowed to enter the classroom during classes. This is for the sole reason that it creates a better learning environment for the dancers. The children are not conflicted on where their attention should be focused; between teacher and parents. Parents are more than welcome to wait in our lobby, or request meetings with teachers in-between classes.

Special performances will be held throughout the year, as well as semester assessments. This will keep parents up to date on the progress of their dancer.

Parents of children ages 5 and under are asked to stay on the grounds for the duration of their dancer's class. This is for the safety and well-being of your child.

Please try to arrive 10 minutes early to dance. Parking is limited. Please be cautious when parking!

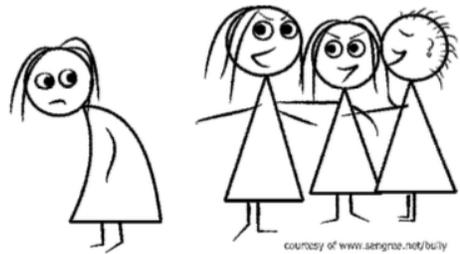
## 5 Ways to Help Your Dancer:

1. Encourage them—let them know you support their hard work.
2. Help them pick out proper dance attire and pack their dance bag. Teach them how to fix their hair for class so that it does not get in their face. Let them know it is their responsibility to have themselves “ready to go” on dance days.
3. Bring them to class regularly, and promptly. Missing class reflects poorly on both the child and the parent and will show during performances.
4. Ask them if you can watch their routines while they practice at home. Ask them how their classes are going, maybe they need help!
5. Give them healthy snacks and plenty of water to stay fueled at class.

Emails, Facebook messages, Twitter Posts, Phone Calls, or Face-to-Face communications that are made between parents (or students) and faculty or other patrons will be monitored. If communications are hostile, they will be presented to management. They will be examined, and if found to be any form of bullying, these are grounds for suspension from the program, and even termination of program participation (See Anti-Bullying Policy). **Please be responsible for the energy that you bring into our program.**



# Anti-Bullying Policy



Tiptoz is dedicated to providing a safe and positive learning environment for students; a productive business relationship with parents, as well as a good working environment for all teachers, managers, and volunteers. For this reason, Tiptoz implements an *Anti-Bullying Policy* that every Tiptoz dancer, teacher, parent, manager and volunteer are expected to uphold.

**Participants in the dance program will not take part in bullying activities such as but not limited to the following:**

**1. Physical bullying:**

Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property.

**2. Verbal bullying:**

Verbal bullying includes name calling, insults, teasing, intimidation, verbal threats, racist remarks, or verbal abuse.

**3. Covert bullying**

Covert bullying is often harder to recognize. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes: lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.

**4. Cyber bullying**

Cyber bullying is overt or covert bullying behaviors using digital technologies. Examples include harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying.

**Facebook Offense:** Patrons or students posting bullying behavior on the Tiptoz facebook site will be banned from the site upon first offense.

**If a dancer, parent, teacher, manager, or volunteer is discovered by Tiptoz management to be taking part in bullying behavior in any form; the following repercussions will occur:**

First Offense: Bullying party will be warned in writing.

Second Offense: Bullying party will be suspended for one week from all Tiptoz classes, events, activities, performances, social media, and online forums.

Third Offense: Bullying party will be removed from the program, will receive no refunds, and will not be allowed to participate in Tiptoz programming in any form in the future unless they file a re-acceptance form, of which must be reviewed and accepted by Tiptoz management. Re-acceptance forms will also include a \$200 fee.

**I have read and understand the above policy on bullying and agree to comply with Tiptoz Anti-Bullying Policy, or face the outlined repercussions. I am aware that this is a contract of responsibility and accountability. I have signed this document voluntarily and of my own free will in exchange for the privilege of program participation.**

Signature of Dancer(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



# Dress Code & Etiquette Policy



Tiptoz strives for a professional learning environment for our students. Students are expected to come to class prepared mentally and in presentation.

## Dress Code:

**Hair** should always be worn up and fastened securely away from the face. Students will not be allowed to participate without their hair up. Ballet students must wear hair in a bun.

### Attire Requirements:

**Jazz:** Leotard/tights/jazz shoes:

(dance shorts/pants/tops/warm-ups may be worn in conjunction)

**Tap:** Leotard/tights/tap shoes:

(dance shorts/pants/skirts/tops/warm-ups may be worn in conjunction)

**Ballet/Lyrical:** Leotard/tights/ballet slippers :

(ballet skirts/shorts/warm-ups may be worn in conjunction)

**Hip Hop:** Comfortable athletic attire. Clean sneakers.

**Male Dress Code:** Black athletic pants and solid colored t-shirt. Shoes should be the same as course requirement.

## Class Etiquette

- Prompt and regular attendance.
- Always stay for the full duration of the course.
- No gum or candy.
- Water only should be carried in closable containers into studio space.
- Shoes soles must be clean before entering the studio space.
- No foul language.
- No tearing down of peers or bullying (See Tiptoz Bullying Policy).
- Be polite to your teachers, peers, and other patrons at Tiptoz Dance Studio.
- Clean up after yourself: food, candy wrappers, bathroom messes, spills, etc.

***Students that do not comply with the above dress code and class etiquette guidelines will be notified for counsel.***

**I have read and understand the above policies on dress code and classroom etiquette and agree to comply with Tiptoz Policy. I am aware that this is a contract of responsibility. I have signed this document voluntarily and of my own free will in exchange for the privilege of participation.**

Signature of Dancer(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



## Registration & Payment Policies

Monthly invoices are based on the total number of classes in the entire dance season, divided by 10 months. The monthly payments remain the same even if one month there are 2-3 classes, or if there are 4-5 classes. This is to provide a consistent monthly invoice.

\$15 Enrollment fee / student

\$20 Family Enrollment

Students must have a signed waiver of liability before starting classes.

Class placement is based on Instructor discretion. We will place the student in the class that is best suited and most appropriate for them.

All invoices will be sent out via email.

All sales are final and are not refundable or transferable.

Payments can be made via our merchant pay system through an e-mail sent to the primary account email address. The payment can be made with a Paypal account or a debit/credit card.

Payments will now be accepted at the studio via cash/check.

Classes that cancelled will have make-up classes scheduled. Classes will not be pro-rated under any circumstances unless the class was cancelled by Tiptoz Management (and a make-up class was not offered).

To dis-enroll in a course requires a written 30-day notice to [tiptoz@outlook.com](mailto:tiptoz@outlook.com).

Tuition that is one week past due will accumulate a \$10 late fee.

Tuition that is two weeks past due will result in suspension of dancer from classes and programming.

### **Discontinuation:**

Of course at Tiptoz we hope everyone will love dance and stay with us for the full season, and we believe it is important to teach children to finish what they start. However, we also know sometimes life changes, or a child's interest or focus changes. Therefore, if for any reason you need to cease your year's obligation at Tiptoz, please notify the office of your withdrawal by providing a completed withdrawal form, only available by request, prior to the month you plan to discontinue, and your billing commitment will be cancelled. You will not be discontinued without notifying the office and simply not coming to class will not relieve you of your tuition obligation- so please follow procedure and notify us of any change in intention regarding enrollment.

### **Missed Classes:**

If a student is absent because of illness or is on vacation, there are no discounts given for classes missed. You may not skip a monthly payment if you do not attend classes, but you are invited to make-up the classes at your convenience or forfeit them. Once again, this is because you are not paying a monthly fee for the classes taken in any given month- the year's tuition has simply been broken down into convenient payments reflecting the total number of classes offered for the entire year, and a payment is due each and every month regardless of attendance.

### **No Refunds:**

There is a strict NO REFUND policy for moneys paid in advance for tuition or costumes, even in cases where students have not taken a class. For this reason we ask our students to carefully choose the classes they want to take, knowing in advance the payment is taken as a guarantee of holding that student's space for a class. A student may, however, apply her tuition towards other classes if he/she chooses to change the day or subject he/she wants to study. Tuition is not transferable to other students or family members. In cases where payment is made for a costume that you will not be using at recital, you are still required to pay for it, and will still receive your costume for dress-up or play.

### **Returned Checks:**

All returned checks will acquire a \$35 fee.

The logo for Tiptoz, featuring the name in a stylized, cursive script font.

## Tiptoz Communication and Miscellaneous Policies:

- All email communication should be sent to either [tiptozcg@gmail.com](mailto:tiptozcg@gmail.com) or [tiptoz@outlook.com](mailto:tiptoz@outlook.com)
- Newsletters will be regularly available for studio updates.
- Only clean dance shoes are permitted in dance studios.
- Tiptoz is not responsible for lost or stolen items.
- Tiptoz management and its instructors are not liable for injuries sustained on the premises.
- Tiptoz classes are subject to cancellation or change of time, location, teacher or substitution based on management discretion.
- Filming and/or photography of any sort are not permitted at any time unless prior written consent is given.
- No animals are permitted on the premises except identified service animals.
- Food and/or gum are not permitted in the studios. Bottled water is acceptable.
- Choreography learned in class is property of Tiptoz and cannot be used outside of the lesson without written consent.
- Children under the age of 12 in waiting areas should be supervised at all times by a parent or guardian.
- Tiptoz is not responsible for children in the waiting areas before or after classes.
- Emergency closings are posted on our Website and Facebook site.