

FOR ACADEMIC YEAR 2023-2024

# TIPPY TOE DANCE STUDIO



**STUDENT-PARENT  
HANDBOOK**

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# Tippy Toe Dance Studio

## Important Dates 2023-2024

### Fall Term 2023

<b>Sept. 11</b>	First Day of Classes - Fall Term
Oct. 1	Costume Payment Due
<b>Oct. 31</b>	STUDIO CLOSED (Halloween)
<b>Nov. 22-Nov. 26</b>	STUDIO CLOSED (Thanksgiving Break)
<b>Dec. 5</b>	Last Day of Classes - Fall Term
<b>Dec. 6-Dec. 12</b>	Rehearsal Week @ TTDS
<b>Dec. 13</b>	<b>Dress Rehearsal @ Elsinore</b>
<b>Dec. 14</b>	<b>Performance @ Elsinore</b>
<b>Dec. 17-Jan. 3</b>	STUDIO CLOSED (Winter Break)

### Spring Term 2024

<b>Jan. 4</b>	First Day of Classes - Spring Term
<b>Jan. 15</b>	STUDIO CLOSED (Martin Luther King Jr. Day)
Feb. 1	Costume Payment Due
<b>Mar. 24-Mar. 31</b>	STUDIO CLOSED (Spring Break)
<b>Apr. 28</b>	Class Photos & Spring Term Portraits
<b>May 10</b>	Last Day of Classes - Spring Term
<b>May 13-May 16</b>	Rehearsal Week @ TTDS
<b>May 17</b>	<b>Dress Rehearsal @ Elsinore</b>
<b>May 18</b>	<b>Performance @ Elsinore</b>

### Looking Ahead... Summer 2024

*Dates listed here are tentative and subject to change.*

June 3	First Day of Classes - Summer Term
June 19	STUDIO CLOSED (Juneteenth)
July 1	Film Fee Due
July 4	STUDIO CLOSED (Independence Day)
~July 18-31	Film Week Dates TBD

# STUDIO SAFETY & CONDUCT

## *Safety*

Tippy Toe Dance Studio is dedicated to providing a healthy, nurturing, and safe environment for all of our students; we are continually working to find ways to support our students' health and well-being. We strongly believe that a healthy student in mind and body makes for a successful student, and we are committed to this ideal. Each of our policies regarding in or out of studio procedures maintain student safety as the first priority.

### **Illness**

If a student has a contagious illness (upper respiratory infection, influenza, conjunctivitis, etc.) or symptoms that include fever, nausea, diarrhea, and/or vomiting, please report an absence due to illness. It is required that you keep the student home for 24 hours after the last sign of symptoms to avoid the spread of disease.

*\*Please see also: [COVID Policy](#)*

### **Injury**

Dance is a strenuous athletic activity. Because of building muscle tissue and stretching tendons, students of ballet will experience minor aches and pains from time to time. Most minor aches and pains will go away in time. Should a pain be particularly sharp, cause swelling or bruising, or become chronic, we recommend families make an appointment with their doctor or physical therapist right away to begin treatment and prevent further injury.

## *Conduct*

Tippy Toe Dance Studio cares deeply about the entire student, in all aspects of their life. We want their experience with us to help form them as a person as well as a dancer. Therefore, we expect maturity, responsibility, respect, and accountability from all students and parents, both in and out of the studio. Students must show consistent effort and progress, and behave in a disciplined, responsible, and respectful manner to fellow students, teachers, and staff. When we work together, the families of Tippy Toe can accomplish something extraordinary. Our studio promotes and supports community involvement, charity and volunteer work, and tolerance towards people from all walks of

life. Tippy Toe families represent us when they are at the studio and when they are in public.

If it becomes known that a student or parent is acting in an inappropriate manner (including but not limited to bullying & cyber bullying, untoward comments, disrespect towards the members of staff, theft, or possession of weapons) during class, at the studio, at performances/rehearsals, on social media, or otherwise outside of class in a way that becomes a distraction or interference (i.e. affects the ability of instructors to teach and students to learn), or is a detriment to Tippy Toe or the perception of Tippy Toe and its dancers, we reserve the right to take corrective action. Tippy Toe Dance Studio and its staff members reserve the right to determine what is or is not inappropriate or unacceptable behavior.

Corrective action may be taken depending on the circumstance. Our goal with any corrective action is to help the student or family member learn from their mistakes, and move past the incident as a stronger and better person. Our general outlook is one of forgiveness and growth. However, we do not take bullying or disrespect towards any person lightly, and expect our dancers, families, and staff to hold each other accountable for their actions.

Tippy Toe staff members hold the right to ask both dancers and family members to excuse themselves from the premises or take appropriate corrective action, including but not limited to suspension or immediate termination from the studio, if they are not conducting themselves according to TTDS values.

# STUDIO RULES

## *Classroom Behavior*

Excessive talking amongst student dancers is distracting and disrespectful to teachers and classmates and is not permitted. It may result in the teacher's asking them to sit and observe class. Students should not sit down to "rest" during dance classes. This causes the muscles to cool down and may result in injury by resuming exercise when cold.

Cell phones are only allowed in the studios if they are turned off, no vibration, and put away in a bag for safe keeping. If a student is found using a cell phone during classes or rehearsals, it may be confiscated until the end of that student's scheduled classes/rehearsals. Photographing or videotaping class requires advance permission from the artistic director and teacher.

Tippy Toe Dance Studio recognizes that water intake is a crucial element to athletic activity and we encourage students to make sure they are drinking a sufficient amount. There are to be no restroom visits during barre or center. Your option will be to use the restroom before class or between barre and center if absolutely necessary. Visits to the restroom during class disrupt the class and cause the student to miss valuable instruction time. Water bottles must be kept away from the portable barres and dance floor. Students (and parents of younger students) must regulate their water intake as much as is possible so that restroom visits can be scheduled before or after class only.

## *Attendance*

Because absences pose a potential safety risk to the dancer, we take attendance seriously. During rehearsals, it becomes a safety risk when we do not have the people present to learn and execute their roles within the group. Missing technique in class is a detriment to the dancer, as they will lose the hours of training necessary if they would like to move forward with their dancing. It may affect class promotion as they need time to master the skills necessary to move up to the next level. The dancer and family take this risk on themselves when an absence occurs.

In the case of a class missed during the regular school term: students should expect to take on the responsibility of letting the instructor know before the day of the missed class

or absences known ahead of time. It is up to them to write their name on the attendance calendar (located just outside of the main studio door, please ask a staff member to direct you to the calendar if necessary) after discussing it with their instructor. In the case of an absence due to sickness, it is up to the student or family to notify the instructor as early as possible the day of the class. Email, text, private message through Facebook, or phone call are all acceptable ways of notifying the instructor.

For occasional classes missed, no disciplinary action will be taken provided the instructor has received appropriate notice. If late or no notice is given over multiple occurrences, the instructor and studio owner reserve the right to take the appropriate disciplinary action . including but not limited to removal from studio performances, excusing the student from classes, or expulsion from the studio. No refunds or discounts will be given for any missed classes. During the month before performances, no absences will be tolerated. Any pre-planned absences must be discussed with Miss Becca and/or the director of the show prior to the month leading up to the performance. Staff reserves the right to add or subtract mandatory rehearsals as needed.

### **Drop Off & Pick Up**

Students are encouraged to arrive about 10 minutes prior to class to make sure they are prepared for class and have enough time to warm up. Only students 8 and older are permitted to wait before class without a parent or guardian present, younger students must have a parent or guardian with them. Tippy Toe staff is not responsible for students waiting between classes. After class, we ask that parents or guardians be prompt with picking up their student. Students will wait in the lobby until their parent or guardian arrives and can be seen in the parking lot. For their safety, students are not permitted to wait outside after class. Parents are always welcome to call the studio if they are going to be late, if we have not heard from them up to 30 minutes after class ends, we will begin calling both parents and emergency contacts if necessary.

### ***Keeping the Studio Clean***

Food and drinks, except water, are restricted to the lobby or outside the building ONLY and are NOT ALLOWED in any of the studios, dressing rooms, or bathrooms. Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect. Please check the space you use for discarded toe

tape, tissues, water bottles, clothing, etc., when leaving the studio. Water bottles must be recycled; the recycling bin is located in the lobby. Barres are not to be hung on or sat on as they might break or cause injury. Mirrors are breakable and easily smudged; they are not to be handled or leaned on. Floors are susceptible to dangerous slick spots. No lotions or salves are to be used prior to class.



# Tippy Toe Dance Studio

## Dress Code Requirements

### Ballet

#### Class Attire Options

- black leotard of any style
- flesh tone footed or convertible tights
- black or white fitted dance shirt or tank
- black ballet tights

#### Undergarments Options

- dance belts
- athletic sports bra top
- no visible underwear

#### Shoes

- flesh tone flat ballet shoes
- Pointe & Advanced Levels: pointe shoes with approval

#### Optional Accessories

- Intermediate: white pull-on skirt
- Pointe: ballet pink pull-on skirt
- Advanced: black wrap skirt
- Advanced: black no-tie shrug

### Electives

class attire must be black, gray, white, or teal

#### Hip Hop/Breakdance

- fitted athletic attire (joggers, athletic shorts, etc.)
- all-black sneakers (no decals, no outside shoes)

#### Tap/Jazz/Broadway

##### Class Attire Options

- black leotard of any style
  - black, white, or gray fitted top
  - flesh tone footed or convertible tights
  - black leggings
  - black dance shorts, worn with tights
- 
- black jazz shoes
  - OPTIONAL: black tap shoes with screws (no nails)

#### Contemporary/Acro

##### Class Attire Options

- black leotard of any style
  - black, white, or gray fitted top
  - flesh tone convertible or footless tights
  - black leggings
  - black dance shorts, worn with tights
- 
- close-toed contemporary shoes
  - knee-pads recommended for Contemporary 3 & 4

### Hair & Jewelry

No jewelry in class with the exception of small studs (under instructor discretion). No jewelry of any kind will be allowed onstage, including new piercings.

**For Ballet:** Hair must be in a secure ballet bun (see our website for tutorial).

**For Electives:** Hair must be tied securely away from the face in a bun, ponytail or braid(s).

**All Classes:** Bangs or short-cut hair must be pulled back securely away from the face with a headband or clips.

# DRESS CODE

## Purpose

During the regular school year terms, Tippy Toe does have a dress code in all classes. These requirements are in place to allow instructors to watch a student's alignment and muscle movement in order to make the necessary corrections to their technique. When the dress code is not followed, it is difficult for progress to be made for both the student and the rest of the class, and can become a safety risk if corrections are not able to be made. We allow the first 30 days post-registration for families to acquire the required dance wear for their dancer, after that, the instructor holds the right to remove a dancer from class until they are in the appropriate dress (this includes meeting hair requirements).

## Hygiene

As a courtesy to staff, faculty and fellow students, please use deodorant immediately before class. Offensive personal hygiene will be confidentially addressed. Dress code items should be laundered on a regular basis. It is suggested that multiples of each dress code item be purchased so that clean items can be worn to each class. Ballet shoes can hold unpleasant odor. Canvas ballet shoes should be machine washed on a cold, delicate cycle with liquid detergent. Allow them to air dry in a warm place. Pointe shoes should be hung to air on a regular basis.

## Where can I find dance attire?

Cost can often be a limiting factor in choosing dance as an extracurricular, some of which comes from the initial and recurring costs of dancewear. With that in mind, we recommend finding all dance attire through Discount Dance Supply, an online wholesale store. They have a wide variety of options for up to half the cost of retail prices! Please feel free to use our teacher code: **TP116254** at checkout to receive our studio discount! Our staff is happy to help guide you in sizing your dancer, or you can place an order through our Parents Page on our website!

Pointe shoes may only be purchased or worn with instructor approval. Please speak with your instructor about when you may be ready for pointe shoes.

# DANCER EXPECTATIONS

## *Preparing for Class*

To make sure they are prepared for class, we encourage students to eat a light and healthy snack, use the restroom, and make sure they are dressed accordingly before class starts.

### **Warming Up**

Just like in any other sport, dance requires you to do a quick warm up before you get started. Warm-ups prepare the body for the physical exertion you'll be partaking in later. They help raise your internal body temperature and will help increase your heart rate and blood flow to the muscles so you can perform better. Joints will also be better mobilized with an increase in synovial fluid and it's the perfect way to prepare yourself both mentally and physically for your dance lesson ahead. Warm-ups are important for getting your body ready for the task ahead and it will also help prevent the risk of injury and can even help prevent muscle soreness. Warm-ups (and cool-downs) may be incorporated into your instructor's lesson plan, but students should take some time before class to warm up individually.

## *Practicing at Home*

"Practice makes perfect with perfect practice". While you can learn all the necessary skills in the studio, practicing outside of the classroom is what will really help your dancing excel - especially when it comes to memorizing choreography and increasing flexibility. Sometimes your instructor may assign you specific moves to practice at home, but often practicing from home requires self-motivation and self-discipline.

Just like your dance lessons, you should also schedule a time to practice your dance skills at home. A schedule will help to hold you accountable, and make it easier to remember when it's time to practice. To avoid making excuses, try creating a visual calendar in plain sight and schedule in practice time each week. Tape your dance classes and then take the time at home to analyze yourself on the video. This can help you improve and correct areas that you're struggling with. It can also help you learn the steps that you often forget in class.

Practicing at home is best for working on those corrections and mastering the moves before the next class. The more repetition of the movements, the faster you can advance to more new and exciting routines during studio time. To become a professional dancer, it takes lots of demanding work and practice. Scheduling some time each week to work on your dance routines at home can take your dancing quickly to the next level.

## *What goes in your dance bag?*

We encourage all students, but especially those in Intermediate 2 and above, to have a dance bag with the “essentials” they may need for class. These items include:

- dance shoes (flats, pointes, and any other styles your students may require)
- extra tights (clean with no rips)
- warm up clothing
- full water bottle
- no mess snack
- hair ties & accessories
- toenail clippers
- hairbrush, hair ties, bobby pins, etc.
- hairspray for shoes and runs in tights
- hairties/bobby pins
- deodorant
- sanitary products
- sewing kit with scissors

# CRITIQUE & EVALUATIONS

## Critique

Dance is an athletic skill that requires hard work and attention to detail to improve, and coming to class is an opportunity to work on those skills with the help of your teacher. Our instructors at Tippy Toe are there to provide constructive feedback for their dancers to help them learn what works and what doesn't for any given movement. You go to dance class because you want to get better - critique is an essential part of the learning process, and should be taken as an opportunity to improve and get a student closer to their goals.

Learning how to receive corrections is a skill in and of itself that dancers, just like anyone, will gain over time. Most people never experience critique in the volume and frequency as a dancer does so it can be understandably difficult for students of any age or level to process at times. Instead of becoming frustrated, reframe the issue by learning to work within your body's limitations. Try not to take criticism personally, especially when it relates directly to your technique. Getting negative feedback doesn't mean you aren't talented—even professionals get criticized. Remember that your teacher or coach is on your side!

## Evaluations

At the end of each term, our instructors will evaluate their students for level advancement. Depending on the needs of the class, this may be a casual review or a formal evaluation. Older ballet students will be quizzed on their retention of the ballet vocabulary used in class and choreography.

## *Level Advancement*

Students progress in their training by developing work ethic, discipline, strength, and technique. Students also progress at their own, individual pace. Most importantly, technique milestones must be reached before progression can occur.

Placement and progression to the next level is by the recommendation of TTDS staff. With the exception of beginning levels, students are not placed or advanced based on their

age or on their level at a previous ballet school. It is common for students to spend multiple years working at their level of dance before being ready to move on in their training. Although every student is different, you can expect your dancer to spend approximately 2 years in each level of dance.

Our instructors think carefully about students' placement, especially when a student is ready to move up in levels. Our main goal is to place students in classes that will enrich their training and personal growth. Students are encouraged to communicate questions or concerns with regard to level progression, technique, injuries, etc. by speaking directly with their instructor.

# How to Do A Ballet Bun



1. Brush your hair back into a tight ponytail—position it on the crown (highest point) of your head—and secure with a hair elastic.
2. Twist your ponytail tightly as you wrap it around your ponytail bun to keep stray ends from breaking free. You can also braid your ponytail to help keep everything together.
3. Tightly wrap a hair net that matches your hair color over your ballet bun to contain any stray ends.
4. Use U-shaped hairpins or bobby pins to hold the hair net and bun in place. Direct each pin down toward the scalp at the edge of the bun, grabbing some bun hair. Then, “scoop” a bit of the scalp hair with the tips as you direct the pin into the base of the bun, parallel to the head.
5. Use gel or hairspray to slick down any fly away hairs or loose ends.\* Bobby pins can also be used at the back of the head to pin short hairs up towards the bun.

\*Use a small amount of baking soda in the shower to help break up gel & hairspray when washing your hair after the performance!

# How to Apply Stage Make-Up

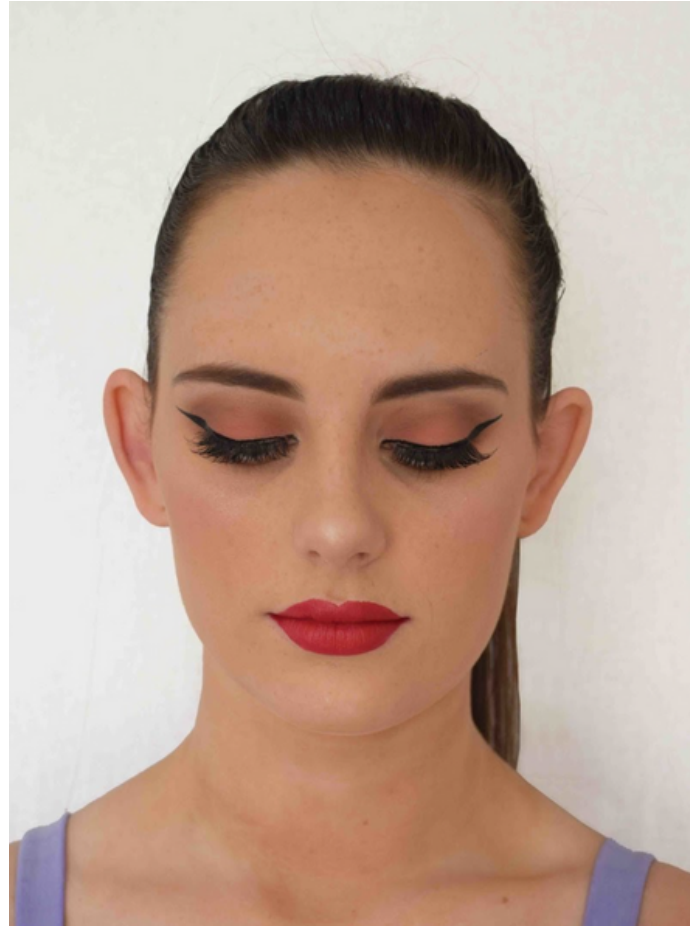
Stage make-up is very different from regular makeup because the harsh stage lights can drown out features, making it important to exaggerate and draw out lines from the face. Dancers of all genders must wear make-up when performing.

1. Start with a clean, freshly washed face. (Optional: exfoliate and moisturize after washing. Add foundation primer for long-lasting makeup.)

2. Apply full coverage **foundation** all over the face, blending the color into your neck and hairline for an even application. Choose a product one or two shades darker than your regular skin tone.

3. Apply **contour** to the face to prevent from looking "flat" from the stage lights. Apply a darker color below the cheekbones, on the sides of nose, and at the temples. Apply a lighter color above cheekbones, on the bridge of the nose and add a **concealer** under the eyes. Blend the contour with a damp blending sponge or a blending makeup brush. (Optional: Color in the eyebrows if they are light or if you want a more defined shape. Make sure your eyebrow pencil or gel is similar to the color of your hair.)

4. Apply a light color shadow to the crease of the eye and the brow bone to add a highlight. Add a neutral color to the eye crease, and a dark color to the corner creases of the eye to create a smoky look. Make sure you blend these in to create a seamless transition from colors.



5. Line the eye both top and bottom using an eye pencil or liquid eyeliner so the whites of the eyes stand out on stage. Add two "wings" to the top line to over exaggerate the shape of the eye.

6. Apply mascara to the top and bottom lashes. (Optional: Apply false lashes for a more dramatic look.)

7. Apply blush to the cheeks making sure the color is dark enough to be seen from stage. Make sure this is blended in and doesn't look like two pink circles on the cheeks. Tip: smile big when applying blush to exaggerate the "apple" of the cheek where the blush should be applied. (Optional: Additionally add highlighter above the cheekbones and on the bridge of the nose for a glow. This creates a sparkle when the light hits the face.)

8. Powder the entire face to set the makeup, apply a setting spray if you have one.

9. Apply red lipstick color to the entirety of the lips. Check with your instructor if you are unsure of the exact color to use.

\*Make sure to remove your makeup thoroughly at the end of the day to prevent skin irritation!



# POLICIES & WAIVERS

## *Liability waiver*

Tippy Toe IS NOT RESPONSIBLE FOR ANY INJURY (OR LOSS OF PROPERTY) TO ANY PERSON WHILE PRACTICING, TRAINING, TAKING CLASS, PARTICIPATING IN OPEN GYM, PARTIES, OR IN ANY OTHER WAY INVOLVED IN ANY ACTIVITIES AT Tippy Toe FOR ANY REASON WHATSOEVER, INCLUDING ORDINARY NEGLIGENCE ON THE PART OF Tippy Toe, ITS OWNERS, OFFICERS, AGENT OR EMPLOYEES.

In consideration of my participation, I hereby release and covenant not to sue Tippy Toe, the owner, any of their employees, teachers, coaches or agents, including the building owner and agency, from any all present and future claims resulting from ordinary negligence of Tippy Toe or others listed for property damage, personal injury or wrongful death, arising as a result of my engaging in or receiving instruction in Tippy Toe or any other activities or any activities incidental thereto, wherever, whenever or however the same may occur. I hereby voluntarily waive any and all claims resulting from ordinary negligence, both present and future, that may be made by me, my family, estate, heirs or assigns.

Further, I am aware that the activities practiced at Tippy Toe are vigorous sporting activities involving height and rotation in a unique environment and as such they pose a risk of injury. I understand that Tippy Toe activities and related ventures always involve certain risks, including but not limited to death, serious neck and spinal injuries resulting in bruising, complete or partial paralysis, brain damage and serious injury to virtually all bones, joints, muscles and internal organs and that the safety equipment and apparatus provided for my protection, including the active participation of a coach or teacher who will spot or assist in the performance of certain skills may be inadequate to prevent serious injury. The risk of harm may be limited by all of the safety equipment and trained coaches, but never eliminated. I understand that participation in Tippy Toe activities involves activities incidental to active participation in Tippy Toe, including conditioning, stretching and other activities which may leave me vulnerable to the reckless actions of other participants who may not have complete control over their actions or knowledge of the risks involved and hereby agree to accept my and all inherent risks of property damage, personal injury or death.

I/We agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/We may cause the facilities utilized by the studio. I/We give permission for the student(s) to have private lessons with any staff members of Tippy Toe Dance Studio, Salem, Oregon.

I further agree to indemnify and hold harmless Tippy Toe and all others listed for any and all claims arising as a result of my engaging in or receiving instruction in Tippy Toe activities or any activities incidental thereto, whenever, wherever or however the same may occur.

I understand that this waiver is intended to be as broad and as inclusive as permitted by the laws of the State of Oregon and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be within the State of Oregon.

## *Privacy Policy*

We understand your concern for privacy and online safety regarding your personally identifiable information. Please review this document as it outlines what information we collect and how we use it.

By doing business with Tippy Toe Dance Studio ("Tippy Toe", "TTDS") we may collect information about you, the parent, the

dancer or any other information that is relevant for us to conduct business and provide our services. Simply by doing business with us you understand and acknowledge that this occurs and any information you share with us may be recorded. While we do collect and record information in order to conduct daily operations of our business, we protect this information as we would our own. TTDS, it's owners or agents will never distribute, sell, lease or otherwise release your information, or the information that is collected about you, unless it is determined to be necessary to conduct the daily operations of our business. Tippy Toe uses a variety of methods to ensure that all communications are received by our clients. These types of communications may include, but are not limited to: e-mail messages, SMS/MMS (text or picture) messages, phone calls, voicemail messages, fliers and hand-outs and letters/notices. Some of these features (ie: SMS/MMS (text or picture) messages, phone calls, voicemail messages and e-mail messages) may incur an additional fee or data charges from your carrier or provider. TTDS is not responsible for these charges. If you prefer not to be contacted by one or more of these methods please notify a staff member, or send an email message to [contact@tippytoedancestudio.com](mailto:contact@tippytoedancestudio.com).

## *Media Policy*

I, the undersigned, do hereby allow or deny Tippy Toe Dance Studio ("the studio"), its owners, agents and/or employees to capture, record, retain, reproduce and/or distribute my image, likeness, voice, movement and/or character in whole and/or in part by any media format or means now known or hereafter devised, without limitation or repercussion for a period of time that is determined to be indefinite. I understand that these "recordings" become the property of the studio, and that the studio is granted "Unrestricted rights" to use the content in any way. Examples include, but are not limited to: the display, distribution, publication, transmission and/or otherwise use of photographs, images and/or video in materials that include, but may not be limited to: printed materials such as brochures and newsletters, videos and digital images such as those on the studio web site. By agreeing to these terms I hereby release any claims or entitlements to any form of compensation, royalties and/or fees, monetary or otherwise, that may or may not arise from the use or distribution of these "recordings" for a period of time that is determined to be indefinite. I understand that the studio is not obligated to provide notice if the content is used and may or may not provide this information as a courtesy. My signature below indicates the acceptance or denial of these terms as indicated by the selected option. I further understand that once permission is granted it may only be revoked by completing and submitting this form again; and is only valid upon acceptance from an agent of the studio. In the event that permission is given and then revoked at a later date all "recordings" taken while authorized remain the property of the studio and may continue to be used in accordance with this agreement for a period of time that is determined to be indefinite. In the event that these terms apply to a minor child the undersigned parent and/or legal guardian signature indicates and acknowledges the preference and either allows or denies these "recordings".

## *Production Disclosure*

These terms apply to any person, company, entity or organization doing business (business is defined as any interaction with TTDS on an "official" basis as determined by TTDS, it's owners or agents) with TTDS. These terms are made available upon request or demand. Simply by doing business or partnering with TTDS, all parties agree to be bound to these terms. The terms of this document may be modified at any time with or without prior notice by TTDS, it's owners or agents. This is the most current version and supersedes all other versions of this document. "I understand that the choreography, concept, design, art direction, creative content and productions at Tippy Toe Dance Studio ("the studio") are the intellectual property of the studio and/or Miss Rebecca Swisher. All choreography, concept, design, art direction, creative content or productions created at the request of, for the purpose of, under contract to, donated to/for, created and designed "on behalf of" or for the benefit of Tippy Toe Dance Studio are included in this disclosure, even if they are not directly created by TTDS, it's owners or agents. These designs and concepts are protected by law and may not be reproduced, in whole or in part, without prior written consent from Miss Swisher and/or TTDS, it's owners or agents. I further understand and agree that Tippy Toe Dance Studio (TTDS) may incorporate the use of video recording, audio recording, live or still photography

or other media formats now known or hereafter devised. I authorize TTDS to capture my likeness or character and use said likeness or character in any media format now known or hereafter devised, without regard to limitation, without compensation, royalties or any form of compensation indefinitely. In the event that this disclosure applies to a minor child the parent(s) or legal guardians authorize and agree to the terms of this document on behalf of themselves and their minor child(ren)". I have received a copy of the production disclosure for TTDS and understand that failure to adhere to TTDS policies may result in my separation from any and all classes from TTDS and possible legal action. I further understand that any use of choreography or design that is not my own is considered to be copyright infringement and that legal action will be pursued if it is discovered that copyright infringement has occurred. Any and all legal expenses as a result of this shall be recovered by TTDS.

## *Tuition Payment Policy*

By enrolling in Tippy Toe Dance Studio (and/or Empowerment), I agree to take full responsibility for monthly tuition payments. The rate is to be determined by Tippy Toe Dance Studio at time of enrollment. Tippy Toe Dance Studio reserves the right to alter these payments at any time, provided notice is given to the student.

Tuition payments are automatically charged on the first of each month to the bank credit or debit card provided at registration. At the start of each term, your first payment will be automatically charged no later than the fifteenth so our office can make any necessary account updates. Charges reflect payment for the corresponding calendar month.

After 7 days, unpaid balances or failed payments will incur a \$15 late fee. Unpaid balances or failed payments may result in removal from class until balance is paid. I understand and agree that all tuition and fees are non-refundable. In the case a refund is applied, there is a 3.5% processing fee deducted for any card payment.

All cancellations or withdrawals must be made with written notice at least 72 hours prior to your first class or next billing date. We are not responsible for charges incurred due to late notice of a cancellation.

## *Costume Payment Policy*

Costume payments are a flat rate average of costume pricing per dancer, per show. Costume payments are scheduled to be drawn on specified dates (see calendar) automatically at the time of registration and are required for all dancers participating in a performance.