

Live Oak Dance LLC School Policies

Registration:

Live Oak Dance LLC requires an entrance interview for new students and parents participating in the school year. This interview is a great chance for the student and parent to ask any questions in a one-on-one setting before classes start. It is also an opportunity for us to get to know you better and see if our school will be a good fit for your dancer!

The registration fee is charged annually at the beginning of the school year, or when students take part on other special sessions like Summer Intensives, Winter Intensive or any short-term workshops.

Registration fees: \$55

Family registration discounts: Two students: \$85

Three or more students: \$130

Billing:

Tuition covers the cost of 9 months of classes and is divided evenly into 9 payments so families can anticipate and budget for a regular monthly cost. Please be aware that some months have fewer weeks so the months-to-month class count may vary. Under no circumstances will students be given discounts for scheduled studio closings (i.e., for holidays and breaks). All holidays are clearly listed on our website (liveoakdance.com) under Schedule of Classes.

You **will not be receiving a monthly bill/statement** from our office for your monthly tuition. All payments are due on the first of each calendar month. If at any time you would like a printed statement of your account, you may request one. Monthly statements will be emailed for overdue balances only.

Our students are in our database alphabetically by their first name. Many students have different last names from parents and/or grandparents who are paying for dance expenses. For us to properly credit your account, the following details will be important for us to know each time you make a payment:

1. When making a payment by check, please include the following information memo of your check:

- Student(s) first and last name
- State what you are paying for:
 1. If monthly tuition, e.g.: MEMO: Student Name- May fee
 2. Costume, e.g.: MEMO: Student Name - Costume fee

Please make all checks payable to Live Oak Dance LLC. A receipt is available upon request.

2. Online store:

- Fill out all required information including the **name of child** you are paying for

Payments are due on the first of each calendar month. Any account unpaid after the 15th of the month will have late charges assessed for \$15.00 each week the payment continues to go unpaid. Invoices are sent the first business day after the 15th of the month, and payment is expected upon receiving of invoice. Payments may be made at the studio or online. No credit is given for student absences or inclement weather cancellations. **If you make a late payment, please include your late fee or you will be billed.** Currently, we accept cash, checks or credit card. The returned check fee is \$25.00.

Any student with an overdue balance of more than 4 weeks will not be allowed into class until the full payment is received. Accounts with a balance overdue for over 8 eight weeks, with no communications or attempts to resolve the matter, will be automatically cancelled and students will not be accepted in the classroom. Families wishing to return to the program must pay all overdue balances and fees.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and, when applicable, graciously include your late fee in your next payment.

Thank you for your anticipated cooperation!

Tuition fees:

One class (45 minutes- 1 hour): \$65/month

One class (1 hour 30 minutes): \$70/month

One additional class: add \$20

Two additional classes: add \$35

Three additional classes: add \$45 Unlimited classes: \$145/ month

Family discounts:

2 students: \$20.00 from monthly tuition

3 students: \$25.00 from monthly tuition

4 or more students: \$30.00 from monthly tuition

Student Withdrawal:

We must be notified in writing when a student drops a class. Your account will continue to be billed each month until written notification is received. No exceptions to this policy will be considered.

From time to time students may decide to take a break in the middle of the session (this must also be notified in writing) but once a student is off our roll there is no guaranty he or she will be able to return to the same class. Once a class is full no more students will be accepted into it.

Attendance and Tardiness:

Regular class attendance is extremely important for your student's success in performing arts. Please be sure to arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room or just outside the studio to receive students when dismissed from class. Students will not be allowed to wait outside of the building. Classroom doors are the front doors of the studio and for that reason the doors will be closed and locked after classes start. Families coming in for the next scheduled class will be asked to wait outside until class is over so as to not disturb current class's progress. This policy may affect the ability of parents who arrive late to be allowed into the dressing room area. When running late, bring your child ready for class so the instructor can allow the student in and continue teaching as seamlessly as possible. In this situation parents will have to wait outside as walking across the dance floor to get to the dressing room area will disrupt the class.

A dance class is a group activity and it is not reasonable to students to have to take class alone. Please make every effort to bring you child to class, even if you are running late.

Absences and Make-up Classes:

Parents, please inform the office if a student is sick and unable to attend class. You may email jarina@liveoakdance.com or visit our website www.liveoakdance.com and enter a message on our contact page. Pre-Professional students must email our office themselves. Students with a pre-existing sickness/injury are allowed to observe class. The parent must notify the studio if a student is to observe.

Students who fall ill during class will be asked to wait in the waiting area while a parent is called. Make-up classes are available and encouraged. Any student who misses his/her scheduled class should arrange, in advance, a makeup class within one month of the absence. Any student needing to leave class early should get approval from the teacher before the class starts. The student will be released when needed. Parents, please do not enter the classroom to take your student out.

At Live Oak Dance we understand there are extraordinary circumstances where a child cannot attend multiple classes. Keep in mind that long periods of time (two or more consecutively missed classes) away from our routines disrupts the learning process.

Holidays and Cancellations:

Live Oak Dance LLC posts all holidays on our website www.liveoakdance.com under Schedule of Classes. We will adhere to the Orleans Parish School Board schedule for most holidays.

The studio will be closed if the public schools are closed due to inclement weather.

Arrival and Departure:

Students should be accompanied by a parent or guardian when arriving at and departing from the studio. The front door is our classroom door, so for our safety the front door will be closed and locked after a class starts. Families coming in for the next class in the schedule will be asked to wait outside until current class is over, so as to not disturb the class's progress. This policy may affect the ability of parents who arrive late to be allowed into dressing room area. When running late, bring your child ready

for class so the instructor can allow the student in and continue teaching as seamlessly as possible. In this situation parents will have to wait outside as walking across the dance floor to get to the dressing room area will disrupt the class.

Dress Code:

A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance. For this and many other reasons, it is important for students to abide by the following dress code policy:

- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the faces and neck for all styles of dance. (Ballet requires a bun)
- Jewelry must not be loose or dangling
- Gum chewing is not allowed due to danger of choking and appearance
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.
- Dance shoes are to be worn only in the studio
- Street shoes are to be worn only on the street
- Please note that students will not be allowed to participate in class if not properly dressed.

Proper Attire:

The following dancewear is required for each dance class. Please make sure that all shoes are marked clearly with the student's name. Students should also have a dance bag with their name clearly marked. All belongings must fit into the student's dance bag while in class.

For flesh shoes and tights, we recommend:

<https://blendzapparel.com>

Pre-Ballet, Ballet 1 and 2 classes:

Girls:

- Any solid color leotard
- Flesh tone tights (please match to skin tone)
- Flesh tone shoes (please match to tights) leather ballet shoes (please double knot string and cut off excess) A ballet skirt may be worn

Boys:

- Solid white T-shirt
- Black dance pants
- Black leather ballet shoes (please double knot string and cut off excess)

Pre-professional:

Ladies:

- Any color leotard
- Flesh tone tights (please match to skin tone)
- Flesh tone shoes (please match to tights)
- A ballet skirt or sorts may be worn

Gentleman:

- Solid white T-shirt
- Black dance pants
- Black leather ballet shoes (please double knot string and cut off excess)

Contemporary:

Ladies:

- Any color leotard
- Black footless tights, tight fitting jazz pants, capris jazz pants, hot shorts
- No shoes required, no dance paws, and socks are optional (teacher will make this clear to student depending on their preference)

Gentleman:

- Solid black T-shirt
- Black dance pants
- No shoes required, no dance paws, and socks are optional (teacher will make this clear to student depending on their preference)

Classroom Etiquette: *Parents, please read this part with your child.*

Dance class is education and fun; however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Live Oak Dance LLC will be a pleasure for all concerned.

Dancers show respect for themselves by:

- Being prompt for class
- Being dressed properly for class in appropriate attire (no underwear under leotards), without jewelry other than small earrings, and with shoe strings either tucked in or tied in a knot and cut off
- Having hair up and off the neck- it must be in a bun for ballet. For shorter hair, pulled back from the face with a headband or clips is acceptable. No hair covering the neck or the face.

Dancers show respect for others by:

- Keeping their hands to themselves during class

- Waiting quietly for others to have a turn and for instructions from the teacher
- Waiting until the music is finished before entering the classroom if they are late to class
- Talking with one another only during Share Time

Dancers show respect for their teacher and the art form they are learning by:

- Being properly dressed and ready for class on time
- Listening when the teacher speaks
- Always standing in a “proper dance stance” while listening to the teacher give combinations or corrections
- Being prepared for their turn
- Always asking before leaving the room for any reason and upon returning enter quietly and go around to the back of the room, never through the dancers who are dancing
- Always finishing every exercise, never walking off noisily or showing anger or aggravation

Dancers show respect for the studio by:

- Leaving gum, food, and drinks outside (bottled water is permitted)
- Never hanging or leaning on the barres
- Never running or doing gymnastics in the studio or lobby
- Putting trash in its proper place
- Putting away books and magazines when finished with them
- Always keeping belongings zipped inside their dance bag. Live Oak Dance LLC is not responsible for any valuables missing or stolen from studio grounds. Please avoid bringing valuable personal items to the studio.

Parents show respect for the dance class, teacher, and studio by:

- Knocking and waiting if in need to interrupt a class already in progress
- Making every effort to attend viewing day, and standing away from the viewing window if it becomes obvious that students are being distracted
- Not letting children stand and hit the viewing window
- Making sure their child has had the opportunity to go to the restroom before entering class
- Having students ready for class before entering the classroom
- Having students at class on time and picking them up promptly after class
- Letting us know in advance, if possible, if a student will be absent
- Making arrangements with their child’s teacher to make up missed classes
- Clearly marking all of their child’s items with the child’s name and leaving toys at home
- Teaching children to sit quietly and read while waiting, remembering that the waiting area is also a homework area for some dancers
- Teaching children to never run or scream in the studio, waiting areas, or dressing room

Outside the Classroom Etiquette:

- Students of Live Oak Dance of all levels can take dance classes with different teachers in town. If these classes are ballet classes, parents must first contact Live Oak Dance LLC for approval. The purpose of this rule is so that our training does not get undermined by disreputable or incongruous

styles of ballet instruction. Different, unstudied, or sloppy methods of ballet instruction can create confusion in students and can undo months of previous training. Please consult with Jarina before taking any “extracurricular” ballet classes.

- While the majority of the dance world is respectful and professional enough to refrain from “poaching” other students from other dance schools, at times even professionals get desperate. It is common knowledge and an understood principle that, in ballet as it is in the arts, when students and parents become part of a studio, and when teachers take those students under their wing, that it is *their studio and their teachers*. When a parent “shops around” between several studios and several teachers, this is problematic. In this circumstance, we will assume that there is no loyalty between that student and Live Oak Dance and reserve the right to proceed accordingly.

Please note that all previous employees who were asked to leave Live Oak Dance were dismissed for carefully contemplated reasons and never without cause. Parents and students should not maintain professional relationships with such individuals once they are asked to leave our company, as it is implied that those individuals are instructing in direct contradiction to students’ instruction at Live Oak Dance.

Social Media & Marketing Policies:

- Our marketing material is curated with much thought and care. The parents of students of Live Oak Dance are asked to sign a media release form during the registration process. We are very sensitive to your children’s privacy, and we are extremely thoughtful in the way that our ballet school and our students are presented to the outside world.
- Our parents and students are not allowed to participate in the creation of any photos or videos that could be considered marketing materials for any other competitor (studio or teacher) in the greater New Orleans area. In a world that everyone has a picture phone, and everyone takes pictures of everything, knowing when a photo crosses the line into marketing can be confusing.
- A **personal photo** of your dancer shared on Instagram, Facebook, Twitter, or Snapchat is not only allowable, but encouraged! If a friend of the family shares and tags your child dancing on social media, this is good for our company and is nothing but increased visibility for Live Oak Dance. Don’t forget to follow tag us (@liveoakdancenola) so that we can see!
- **A professional photo from another company or school shared on Instagram, Facebook, Twitter, or snapchat is not allowed. This is a photo taken by a ballet instructor or agent of a ballet instructor or company outside of Live Oak Dance, and/or a photo used on a page of a ballet instructor or company outside of Live Oak Dance.** This is a photo another professional entity is using for his or her professional gain. This is not only in bad taste on the competitor’s part, but it is confusing to people both inside and outside of our school. We ask in the event that our students are asked to take photos or videos by a competitor (a ballet instructor or company outside of Live Oak Dance) to politely decline.

Policy on Bullying and Intimidation: all students must know and understand these rules. Please review this entire section with your child.

Live Oak Dance is vehemently committed to remaining a refuge for children and adults looking to expand their dance knowledge.

Live Oak Dance believes in personal growth, inclusion, and tolerance.

Bullying and intimidation is a practice that is in direct contradiction to our values as a ballet school. Live Oak Dance employs a no tolerance policy on bullying, intimidation, and harassment. For the purposes of this policy, the term “bullying” is in an act or pattern of behaviors that may result in:

- The disruption of a student’s educational experience
- The intimidation or shaming of or towards another student
- The hesitancy of another student to attend classes at Live Oak Dance

Bullying and harassment can take many forms, including slurs, jokes, rumors, innuendos, demeaning comments, pranks, gestures, physical acts, threats, and name calling.

We expect the “elder” students of our program to uphold our values and emulate kindness and grace to the younger children in our program, with the knowledge and understanding that they are the role models to which these children look up to. Students should value and appreciate this role, not use it to put down other students.

Harassment can come from many sources in a dance studio. Students can be just as harmed via the behavior of parents as they can via the behavior of another student. As such, **undermining gossip regarding students or teachers of Live Oak is prohibited.**

Bullying both inside and **outside** of the studio is included in this policy.

Live Oak Dance reserves the right to suspend or expel a student due to bullying behavior towards another student or students.

Live Oak Dance requests that any and all bullying behaviors as defined in this policy be reported immediately to a member of management or to Jarina Carvalho, owner.

For more information please visit;
<https://www.stopbullying.gov/get-help-now/index.html>

Waiting Area:

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, stretching, reading, snacking, conversation, and homework. We ask that you please respect the activities of others and the classes in session. **All young children in these areas must be under adult supervision.** Remember that we can hear the activities going on outside of the classroom! Waiting areas are waiting room, and the dressing room. This

reminder is for their safety. Our waiting areas are small so please make every effort to keep them pleasant and safe for all.

We encourage healthy snacks after school. Please be aware that a snack consisting of sugars and caffeine can make it very difficult for the student to concentrate while in class. Please do not bring foods that leave odors or grease such as **hamburgers** or popcorn. Absolutely **no fast food** packaging is allowed inside the studio.

For drinking, only water is allowed inside the studio. Please make sure that all water bottles are tightly covered and that all empty bottles and snack bags are thrown away.

Any unbecoming behavior or rude comments made in the waiting areas or on the premises is **strictly prohibited**. Gossip about other students in the studio done by parents or Live Oak students will be considered a violation of our policies. Any deviation from this policy will be cause to withdraw your student from our roll.

Student Assistants:

A group of reliable, responsible, and talented dancers will be needed from time to time to work as student assistants to help the faculty inside and outside of the classroom. These dancers will act as ambassadors for Live Oak Dance LLC and should be viewed as role models for younger dancers, as well as their peers.

Please let us know if you are interested in applying for a Student Assistant position. Students must be in a **full-time student** (age 13 and up). Space is limited.

Communication:

Any important information concerning shows, holidays, or changes in schedule will be communicated through email which is Live Oak Dance's preferred form of communication. Emails will be answered by one of our staff members in a timely manner. Please refrain from sending text messages or phone call as a way to do everyday communications. Use the latter for **emergency** communications only. Parents and students should respect instructors' personal time and withhold phone and text communications during off-hours.

Our website www.liveoakdance.com is a resource where you can find **many answers to common questions** you or your dancer may have. Please make sure you familiarize yourself with the site and visit it often.

Parents must provide a functioning email for our monthly email newsletter, and it is the parent's responsibility to read these emails. If more than one parent would like to be in the mailing list, we ask you to send a written request. Some information will also be posted on our Facebook page, be sure to "like" us!

Thank you so much for joining the Live Oak Dance LLC family! We look forward to a wonderful and very exciting time with your dancer!

Thank You!
The Live Oak Team