



# Studio Handbook & Policies

Our handbook endeavors to have all the information regarding our policies and procedures in one place. If you have any questions that are not answered in these pages, please reach out to us via email at [info@aspirekineticarts.com](mailto:info@aspirekineticarts.com) or phone at (206) 466-2258.

## Registration:

- When – Each Spring, Fall Registration opens first to returning families, then to new families. When Fall registration opens in the spring, tuition for the first month is due at registration. Students' enrollment automatically continues in each subsequent month. Current Fall students are automatically re-enrolled in the same classes for Spring Semester unless Aspire is given notice in writing that the student would like to change their enrollment for Spring. Summer registration is always on a first-come, first-served basis.
- During the Semester – Students will be auto-enrolled in their current classes for the next month and the next semester during a school year. If you wish to change your student's enrollment, you must notify us in writing by the last day of the previous month to avoid being charged for classes you wish to drop or change.
- Fees – There is a \$25 registration fee for Semester registrations. For families registering multiple students, your registration fee will be \$30 total. This non-refundable fee is due at registration and is due only once per Summer Session and per school year. Payment options in person are cash, check, credit card or ApplePay/Google Pay. Online payment options are ACH or credit card. You can sign up online, over the phone, or in person.
- Financial Assistance – If you are in need of financial assistance, we offer tuition assistance to qualifying families. Please reach out to us at [info@aspirekineticarts.com](mailto:info@aspirekineticarts.com) for the application.

## Tuition:

- How do we calculate it? Tuition is calculated by the number of hours each dancer is registered for per week at the rates listed on the Tuition page of our website. For Babywearing, Creative Movement, and Pre-ballet classes tuition is calculated per class. Fall and Spring Semester are both 19 weeks.
- How do I pay? Tuition is posted and processed through our Family Portal which can be accessed at the top right of the screen or through our Registration page. You can pay online, through your app, or in person. Payment options in person are cash, check, credit card or ApplePay/Google Pay. Online payment options are ACH or credit card. You can sign up online, over the phone, or in person.
- When do I pay? Tuition will be posted monthly on the 1st of the month or the preceding business day and is due on the 15th of each month. Families who wish to pay in full for the semester may also do so by October 5th or February 5th. Families may also choose to enroll in auto-pay in their Family Portal account or in person. Auto-pay tuition accounts will be automatically charged tuition on the 5th of the month.
- Autopay? We will ONLY charge tuition, drop-in class payments, or one-on-one sessions automatically through autopay. All other transactions require your approval.
- **All electronic payments made online or in-person via credit card are subject to a surcharge of 2.9%.** Transactions will include a 2.9% surcharge for credit cards, ApplePay, or GooglePay with a credit card saved. Payment can be made with an ACH online, or check or cash in person if you wish to avoid fees.

**Credits/Refunds** – All tuition is non-refundable, except in the cases of injury with a note from a doctor to explain the need to withdraw or in the case of a class not reaching the minimum enrollment. In select circumstances, tuition may be transferred to a credit on the family's account for future use.

**Cancellation for One-on-one sessions** – Late cancellations are defined as cancellations of scheduled one-on-one sessions with less than 24 hours of notice to Aspire. Late cancelled one-on-one sessions are subject to a 50% charge of the agreed upon session rate.

**Minimum Enrollment**– All classes are subject to minimum enrollment. In the event that your class or camp is cancelled, we will make every attempt to find a comparable class at a suitable day and time. If your schedule does not allow for a change, you will be refunded for the remaining classes in the session.

**Placement** – Students are placed in each class according to age, ability level, attention span, and effort. Placement is done carefully by teachers who wish each student to be supported and challenged in their level. At the end of Spring Semester, enrolled students will receive a recommendation for their classes and level the following Summer Session and Fall Semester.

**Makeup Classes** – If a class is missed, you may do a makeup in a class of the same level or lower level with prior approval from Aspire staff. Your make up class may be in a different style! To schedule a makeup class (one at a time, please), call us at (206) 466-2258 or email us at [info@aspirekineticarts.com](mailto:info@aspirekineticarts.com). Makeup classes may be scheduled in advance as long as the absence has been submitted through the Family Portal or communicated via email or to the Front Desk. We do not allow classes to be made up during the first week of a semester, Watch Week, or once the session has ended.

**Photos and Social Media** – Aspire Kinetic Arts maintains the right to take photos and/or videos of its dancers or guests. The photographs and videos are intended for marketing and promotional use on our website and social media and do not name or disclose personal information of those within the images. To request that no public photos be used of your dancer, please go to the Waivers section of your Family Portal and complete the Photo Opt Out Waiver. By entering our premises during Watch Weeks and Performances, you give your consent for your photo be taken as part of those events. Please inform the front desk if you prefer not to be included in any such event photos.

**Watching Class** – Parents, friends, and family are invited onto the studio floor to watch the entire lesson during Watch Week. At all other times, we do not invite families into the studio out of respect for the students' learning environment and to not disrupt class.

**Bathroom Breaks** – For our Creative Movement dancers, we ask that you take them to the bathroom and wash hands before class begins to avoid interruption of dance time. If the dancer needs to use the bathroom during class, the teacher or staff member will escort the dancer to the restroom and may give assistance with dressing if the student requires and requests help. Teachers and staff members will make reasonable effort to ensure they are not alone in the bathroom with a student.

**Drop-off/Pick-up/Parking** – Parents and guardians are responsible for dropping off and picking up students on time and students who are minors must be accompanied by an adult when leaving their class or rehearsal. Please notify the front desk or email [info@aspirekineticarts.com](mailto:info@aspirekineticarts.com) if a different adult will be picking them up. If a parent is late for pick up after the last class of the day necessitating the instructor or front desk staff to remain past studio hours with the student, a fee of \$2 a minute will be charged to compensate the instructor or staff member for their time.

**Performing Classes: Attendance Requirements** – Attendance policy for Spring Semester asks that dancers miss no more than four classes in order to be eligible for the Spring Performance. If more than four are missed, the dancer may be removed from the performance choreography and no refund will be given. This policy ensures the safety of our dancers and that pieces are stage-ready.

**Emergency/Weather Closure** – If the Seattle Public Schools are closed or operating remote learning for inclement weather or emergency, then Aspire will be closed the same day. On late start days and non-school days (Saturday), we will assess the safety of opening the studio and post our decision to social media (Facebook and Instagram) as well as on the homepage of our website. Families of students with classes the day of the closure will be emailed.

**Communication** – Aspire will use email, the Family Portal, paper handouts and direct verbal communication with students as our primary ways to communicate with you. Announcements will usually be made on Social Media (Facebook and Instagram), on our lobby chalkboard, on our Website, and during monthly Newsletters. If you are not receiving Aspire communications via email, please contact us so that we may update your information. For urgent, day-of communication, Aspire may call you.

**Code of Conduct** – Aspire’s student and families are integral to maintaining a supportive learning environment. Students, families, and staff of Aspire Kinetic Arts are expected to conduct themselves with kindness, respect, and integrity. Respect for teachers and fellow students is paramount for a positive learning environment. Offensive racial or demeaning speech or obscene gestures or clothing will not be tolerated. All Aspire students and families are expected to show good will toward fellow students, staff, faculty, and Aspire community members both in person and on social media. Negative references—direct or indirect—on social media to Aspire students, staff, faculty, studio, or brand will be viewed as a violation of this Code of Conduct. Violations of this Code of Conduct could result in a student’s loss of privileges or removal from classes.

**Removal from Studio Activities** – Aspire Kinetic Arts reserves the right to discontinue a student’s participation in class if the student’s behavior becomes a distraction for the instructor and/or other students. In this instance, we will make every effort to work with the student— in concert with the parent – to resolve any behavior issues. Aspire also reserves the right to discontinue a student’s participation in class or any other related studio activities if Aspire determines that the student’s parent or guardian has treated staff, instructors, other students, or other parents in a rude, threatening, demeaning way or in any other manner it deems unacceptable in light of Aspire Code of Conduct for its community. In both cases, the family would be refunded for the remaining number of classes on a pro-rated basis, less the non-refundable registration fee.

## Dress Code:

For **Jazz**, **Tap**, and **Theatre** classes, all students are expected to wear close-fitting, comfortable, and stretchy clothing that they can move in safely. Dangling jewelry and accessories are discouraged as they can be dangerous. Attire should be respectful, please no jeans or crop tops. Long hair should be secured back and out of the dancer's face.

For Jazz classes, Split sole Jazz Shoes are expected in black. For Tap classes, black Tap shoes are expected.

For **Ballet** classes, our uniforms are gendered as is traditional. For our trans and nonbinary dancers, please choose the uniform or combination of uniforms that you feel is the best fit for you. Female dancers are expected to wear a leotard in their level color and pink or flesh toned tights that match the student's natural skin tone as possible, ballet skirts may be worn at the teacher's discretion. Male dancers are expected to wear a close-fitting, white shirt with black or navy tights/leggings, a dance belt (older boys). Long hair should be secured back from the face for all dancers. For dancers over 10 years of age with long hair, a bun or French twist is expected. Shoes for female dancers: pink or flesh toned ballet shoes and/or pointe shoes to match as closely to the student's natural skin tone as possible. Shoes for male dancers: Black ballet shoes

For **Pointe/ Variations**: Dancers may wear a coordinating ballet skirt for pointe or variations class.

### Ballet Level Leotard Colors:

- ◆ Creative Movement: Pale Pink [Ex. Bloch CL5402](#)
- Pre-Ballet (with Tap): Black [Ex. Bloch CL5402](#)
- Ballet 1: Lavender [Ex. Bloch CL5402](#)
- Ballet 2: Eggplant [Ex. Theatricals N5501C for Child's sizes](#) [Ex. Theatricals N5501 for Adult sizes](#)
- Ballet 3: Forest Green [Ex. Wear Moi WM238](#)
- Ballet 4: Dark Gray [Ex. Wear Moi WM212](#) [Ex. Lulli LUB274](#)
- Ballet 5: Navy [Ex. Motionwear MOT2150](#) [Ex. Mirella M207LD](#)