



# Studio Handbook & Policies

Our handbook endeavors to have all the information available on our website plus a few additional policies. 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** – Each Fall registration is open to all students, new and returning on a first-come, first-served basis. Spring registration has a “priority” window of several weeks in which we allow current students to re-signup for the class they had in fall. Summer registration is always on a first-come, first-served basis. Payment options are cash, check, or credit card. You can sign up online, over the phone, or in person. 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 Semester. Payment for the first month is due in full at the time of registration. If you are in need of financial assistance, please reach out to us at [info@aspirekineticarts.com](mailto:info@aspirekineticarts.com).

**Tuition**–Tuition is calculated by the number of hours each dancer is registered for per week at the rates listed below. It is processed through our Family Portal which can be accessed at the top right of the screen or through our Registration page. For families with multiple students enrolled, tuition will be calculated based on the combined hours of the family's students. Creative Movement and Pre-ballet tuition is calculated per class at the rates listed on our website. Fall and Spring Semester are both 19 weeks. Tuition will be charged monthly on the 5th of the month or the proceeding business day automatically. Families who wish to pay in full for the semester may also do so by October 5th. Families may also choose to enroll in auto-pay in their Family Portal account. The first month of tuition is due upon enrollment.

**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.

**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 written recommendation for their classes and level the following Fall.

**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. To request 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). We do not allow classes to be made up during the first week of a semester, Watching 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.

**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 request that you respect all student’s learning environment and not disrupt class.

**Bathroom Breaks** – For dancers in our Creative Movement, 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 will look for a parent/guardian in the lobby to assist the dancer. If no parent/guardian is on site, a staff member will escort the dancer to the restroom and offer assistance with dressing/undressing if the student requires help.

**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 your child’s instructor 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 to remain past studio hours with the child, a fee of \$2 a minute will be charged to compensate the instructor 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 will 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 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.

**Communication** – Aspire will use text, email, the Family Portal, 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) and our Website. If you are not receiving Aspire communications via email or text, please contact us so that we may update your information.

**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 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** and **Tap** 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. For Tap classes, Tap shoes are expected.

For **Ballet** classes, female dancers are expected to wear a leotard in their level color, pink or flesh toned tights that match as closely to the student's natural skin tone as possible. 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 females 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): Light Blue [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](#)

## Fall Semester 2021-2022 Aspire Kinetic Arts Calendar:

Our Fall Semester Schedule reflects our calendar for Semester and Drop-In classes. During Holiday breaks, Drop-In classes may continue to operate on a separate, holiday schedule. When that is the case, it will be noted both here and on the Drop-In classes page on our website.

- ◆ **September 7th** (Tuesday): Fall Semester Begins
- ◆ **October 4th** (Monday): No classes
- ◆ **November 25th-27th** (Thursday-Saturday): Thanksgiving Break, No Semester classes, Drop-In classes TBD
- ◆ **December 17th-19th** (Friday-Sunday): Aspire Repertory Theatre's "A Nutcracker Dream" featuring Aspire Kinetic Arts students. Dates subject to change.
- ◆ **December 19th-January 2nd**: Winter Break, No Semester classes, Drop-In class schedule TBD
- ◆ **January 3rd** (Monday): Classes Resume
- ◆ **January 17th** (Monday): MLK Day, No Classes
- ◆ **January 24th-29th**: Watch Week for Families and Friends to come into the studio and watch class.
- ◆ **January 29th** (Saturday): Last Day of Fall Semester Classes