Welcome to 

We look forward to working with you this dance season. If you have any questions throughout the season, please feel free to stop at our front desk or see your instructor. The Footworks studio handbook is available on our website, as well as sent via email from your portals and available in our information binder at the front desk. Every session, the handbook is updated with new information. Please review the handbook at the beginning of each session. Our website is [www.footworksdancecompany.com](http://www.footworksdancecompany.com). We may send home handouts throughout the season, post information on our website and post important information at our information/reception desk. We also send out e-mails, which is our primary source of communication, from Footworks Dance Company and Jackrabbit (our billing & registration software portal). Please provide us with an e-mail address and request to be on our mailing list by emailing Footworksdancecompany@gmail.com. The studio address is 728 Schelfhout Lane, Kimberly, WI 54136 and our telephone number is 920-423-7166. Once your registration/member fee is paid and you have registered for your desired classes, you will access your billing and account information from your student portal (access is available from our website by clicking on “go to student Portal” any time of day, where you can also make payments and register for classes). We do **not** send out regular monthly statements, therefore, please mark your billing information on your calendars now, or log in to your portal for this information. If you choose to pay by semester, quarter or month, **full session fees** will be due in accordance with your payment plan chosen for the session; we recommend setting up automatic payments. You can also choose to pay in your portal, in person when a receptionist is at the desk, by telephone or by mail (postmarked by the due date). If you have updates to your account, please log into your portals to make changes.

**Good Luck and Enjoy Your Season!**

**Kim Mader, Footworks Director**

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* A Footworks parent is an important and special advocate in their dancers training and potential in creating resilient, strong and confident leaders.

**Footwork’s parents are different and make our studio special.** The Footworks management and instructors know that the parents are an essential piece in the puzzle of leading dancers into a life with great purpose. Creating dancers from the inside out takes a team, working together for the same goal. The Footworks philosophy is simple, create great people, and the dancing will follow. There is no person or persons more important to advocate with in this mission than the parents of our dancers. This amazing group is brought together to build each other up. Footwork’s parents not only work together to build strong confident children of their own, but have a willingness to create a team atmosphere of leading by example for all studio dancers. They do this by building each dancer’s character at the studio, and encouraging each dancer to push to their greatest personal and technical dance achievements. They do this with an unwavering commitment to instilling values of integrity, morals and teaching the dancers to hold themselves to a higher standard in dance, and far beyond dance.

* Footworks parents will:
* ✓ Work together to help unlock each dancer’s hidden potentials and gifts
* ✓ Be a good role model with good character, and promote good work ethic within the group
* ✓ Reflect intentional gratitude with the dancers
* ✓ Help dancers recognize their own worthiness
* ✓ Work together to help create a positive culture with Footworks staff, students and families
* ✓ Understand that teaching more than dance is important, and they will work together with each other, staff and students to uphold the quality brand that Footworks has become.

Footwork’s parents should take note that:

✓ When ordering costumes, Footworks will be sensitive to a student’s body image and have awareness. We want dancers to know they are creative, unique and have a place in the world of dance while dancing in their costume. When choosing music, careful consideration of lyrics will be taken into account by instructors. When choosing dance moves, careful consideration of each dancers age, technical abilities and the “studio brand” will be carefully considered.

✓ Footworks staff has a goal of creating happy, healthy and safe dancers. Our studio is a safe zone for EVERYONE. Staff will protect students and direct them with a direction of a good moral compass. Staff will be a safe adult that students can confide in.

✓ Dancers are placed in classes after the director and/or staff have carefully evaluated each dancer. Dancers are placed in classes where EACH dancer can safely experience the most growth and they can work on skills they have in common. Our program is graded, therefore, we follow a set skill-set with each class. It is important for dancers to fully learn through our graded program.

✓ If a situation occurs, that the parent or student feels needs to be addressed, there is an open-minded and positive channel to address situations. We are all working for the same goal. Please direct your questions/concerns to our reception desk or to studio management. You can email Kim at [footworksdancecompany@gmail.com](mailto:footworksdancecompany@gmail.com) or schedule a time to meet outside of class time. Please understand that Footworks will gladly talk with you about your children, but we make it a policy to not discuss other people’s children without a parent present and we ask you to respect our policy.



**Important Footworks Definitions: We strive to teach so much more than dance!**

Leader: **Leaders** inspire people through a shared vision and create an environment where people feel valued and fulfilled.

**Confidence: Confident** people inspire **confidence** in others: their audience, their peers, their bosses, their customers, and their friends. And gaining the **confidence** of others is one of the key ways in which a self-**confident** person finds success.

Empowerment: a multi-dimensional social process that helps people gain control over their own lives. It is a process that fosters power in people for use in their own lives, their communities and in their society, by acting on issues they define as important.

Integrity: doing the right thing even when no one else is around. It is the ability to act with honesty and be consistent in whatever it is you are doing based on the particular moral value or belief compass you have.

Team: A group of people with different skills and different tasks, who work together on a common project, service, or goal, with a meshing of functions and mutual support.

Culture: an evolving set of collective beliefs, values and attitudes.  **Culture** influences management, decisions and all **business** functions

**About Footworks Dance Company:**

**The Beginning:** Ms Kim opened the dance studio 16 years ago, after working at various studios and dance programs in the area. She did this after completing a degree in accounting and passing a technical dance examination with CNADM, where she become a member **(of the Chicago National Association of Dance Masters and Dance Masters of Wisconsin)** who agreed to uphold her dance teaching to a higher standard. Her love for dance came from a long family tradition of dance, having been taught by her great-uncle in her childhood. Instilling the many benefits that dance brought into her life growing up, became a main goal when she began teaching dance. She wanted to share great dancing, while building the character and confidence of young dancers. She wanted students to always have a place they felt safe, and to call their “second home”. She wanted to be an advocate for kids everywhere, and a trusted and reliable adult in her dancer’s lives. She wanted the young dancers, to feel happy, confident, smart and capable of facing anything the world had to offer. She wanted to teach human acceptance of “all” in a loving and nurturing environment. She wanted dancers to find their value of self, far beyond looks and appearances, and find their value of self within themselves, while helping dancers spread this message to others. **Simply put, Ms Kim wanted to make an inspiring, positive difference in dancer’s lives, teach great dance techniques and do this while adhering to great integrity and moral compass.**

What a wonderful journey this dance studio life has taken Ms Kim on, and what wonderful people Ms Kim has had the pleasure of knowing over the years of dance. Today, Ms Kim’s desires remain the same. The goals of the ever-growing staff, students and families of Footworks Dance Company remain – “To make an inspiring and positive difference in dancer’s lives, teach great techniques and do this while adhering to great integrity and moral compass.” Thank you for joining us in this journey.

**Our Footworks brand of dance is:**

* nurturing & loving
* character-building and confidence-building
* for **“ALL”**
* full of finding self-value
* building each other up
* promoting of academic successes and character achievements
* integrity, good moral compass and values
* positive & inspiring
* safe
* and… teaches great dance techniques

Creating resilient, empowered and confident young leaders since 2003.

What makes Footworks Dance Company different? **Our teachers.** By working as a team to promote the confidence and independence of the young women and men throughout our community, we lead the next generation of leaders! That’s a task, but we are up for the challenge.

Our mission is to empower our youth, especially girls and young woman, to become leaders in all areas of their lives, with pride, integrity and confidence in themselves.

Through our comprehensive dance education program, we strive to encourage and create positive, confident leaders of the next generation.

**Footworks Dance Teachers:**

* ✓  Have experience working with children in an education setting.
* ✓  Have a passion for children and the performing arts.

✓  Aim for excellence in their teaching and strive to receive outstanding feedback from parents, students, and team.

* ✓  Build strong connections with dancers and their families.
* ✓  Thrive to provide an amazing class experience every day.
* ✓  Believe in continuous education for themselves and growing as an educator.
* ✓  Are eager for the challenge of working with students at different stages, levels, and  abilities.
* ✓  Care about being part of a team and will enthusiastically participate in all team trainings and contribute to the living of the studio values across every touchpoint in the student experience, while setting an example and promoting the positive culture Footworks is striving for among it’s staff, students and families.

Overview of Footworks Policies (details enclosed)

1. Footworks Provides a graded dance program – We progressively stack on skills to ensure safety and comprehensive progression - graded skills tested may be required for advancement.
2. Costume Fees are due September 30. Costume Sizing is due September 30. Parents are to choose the costume size. If parents, for any reason, do not choose a size, our policy is to order on the largest measurement. Parents are responsible for minor alterations. Costume fees are non-refundable once paid. **Costume fees not paid on October 1, will incur an additional $5 per costume fee. Costume fees with a remaining balance on October 31 will not be ordered until paid and are subject to a separate shipping and handling fees of $30 per costume and the delivery date is not guaranteed.** Soloists/duets – your costume ordering deadline is October 24 (costumes ordered on Oct 24 can expect shipment between Jan 30 – March 10, therefore order as early as possible)
3. Parents are responsible to check at the front desk for shoes, tights and accessory requirements.
4. 85% attendance is required in competition company classes. 80% attendance is required in all enrichment classes. Dancers who fall below, will be required to schedule a make-up class at a rate of $27 per half hour.
5. Parents are responsible to check these sources for studio information: Studio emails, studio handouts/bulletin board postings and facebook. Parents are responsible to read studio polices.
6. Footworks tuition is billed by the session. Payment options may be available and it is the parent’s responsibility to mark their calendars now with due dates (regular statements are not handed out). A $25 late fee is charged each month for any account with a late balance on the 2nd of the month. You are required to keep an updated debit/credit card or bank info on file in your portals **(if your account becomes more than 12 days past due, your card will automatically be charged the balance)**. All balances must be paid in full to participate in the recital or receive costumes. **ALL FEES MUST BE PAID IN FULL PRIOR TO THE RECITAL WEEK - any accounts with a balance (tuition or other fees) remaining the week before the recital: note that the card on file will automatically be charged for the balance**. A $30 fee is charged on any returned checks. NO REFUNDS ARE OFFERED. In-studio tuition Credit Vouchers are at the sole discretion of the studio director and must be accompanied by a doctor’s note. Students more than 45 days past due with tuitions or any fees, may be suspended from dancing until such time that the account is brought up to date.
7. All families will be billed a $30 registration fee upon registration in the fall.
8. Please maintain friendly-professional relationships with other parents, families and students. Footworks has an anti-bullying social media policy. Students, parents and teachers are to maintain professional relationships per our policies.
9. Please note, that Footworks respects your right to privacy. Your information, including health information, is to remain in the hands of our staff who needs the information, only. Our staff and teachers are glad to discuss you and your child and their dance progress with you. Please respect our policy not to discuss other dancers with you, as most of our students are minor children.
10. Smoking is not allowed on our premises.
11. For your child’s safety - parents and visitors will not be allowed backstage during our recital. Dancers will be checked in before show-time and dancers will be released when the show has concluded. NO DANCERS WILL BE RELEASED DURING THE SHOW OR INTERMISSION. No videotaping or pictures of our show are allowed without written consent of the studio director. No videotaping or pictures are allowed in the dressing rooms for children’s privacy and protection. Please be aware that our shows are open to the public. The school is also open to the public. The children of Footworks are our highest priority and we will take the necessary measures to keep your child safe during or shows that are open to the public. (students backstage are changing and such and our volunteers do not know family members). We apologize for the inconvenience of any of our policies, but please be aware that these policies are in place for your protection. Volunteers may be subject to background checks.
12. Competition Companies – please read the studio policies and team contract. Look for a calendar to come out with competition & convention dates. Please read competition company information. When registering for a competition company, you are agreeing to the studio policies and Company/team contract. Separate competition fees are due in accordance with the fee schedule. Fees are non-refundable. If you breech your team contract, an automatic re-choreography fee is due (per class), along with hourly fees for any additional time the teacher/director meets with the class due to your absence. The Competition Company Season runs from July 1 (preceding year) to July (following year – Nationals). Competition schedules come out about 1 to 3 weeks before the competition. A Footworks competition jacket is required of all competitors and is to be worn (or Footworks gear) at all awards. Specific make-up and shoes are required. Shoes should only be worn for dance. Select dances attend nationals (usually about 60 - 80%) based on the teacher/director’s discretion. **National fees are due in April.** Many competitions charge an additional media fee or their registration will include the media fee. Any media fees are due in January.
13. Footworks owns all rights to choreography

**STAFF AND INSTRUCTORS**

**Kim Mader** (Tap, Jazz, Ballet, Acrobatics, Pointe, Lyrical/Contemporary, Hip Hop, Modern, Shooting Stars) Kim is the owner and director of the dance program at Footworks Dance Company by Kim, LLC. She teaches as much as possible, since teaching is her true passion. She has passed both written and demonstrative examinations in tap, jazz & ballet and is a member of the Chicago National Association of Dance Masters and Dance Masters of Wisconsin. She focusses on teaching proper dance terminology along with proper technique. She wants to provide students with a strong foundation of dance, whether they are hoping to pursue a career in dance or dancing for their own love of the art. She also wants to build each dancer’s confidence, character and self-esteem. Kim is committed to continuing her own dance education, to further bring high quality training and choreography to the students at Footworks Dance Company. She works with some of the best instructors, professors and choreographers in the country each year.

**Brittany Schroeder** (Tap, Jazz, Ballet, Pointe, Lyrical, Hip Hop, Shooting Stars, Modern). Brittany is a Lead instructor at Footworks. She loves teaching students of all ages. She is extremely knowledgeable in most dance forms, and is committed to teaching proper terminology and technique. Brittany wants each of her students to love dance, work to their fullest potential and gain a true passion for the art of dance. She is committed to continuing her own dance education with some of the best instructors, professors and choreographers in the country through conventions such as CNADM.

**Nicole Leitermann** (Shooting Stars, Inspire Company Instructor, Acrobatics, Assistant Instructor, Shooting Stars Assistant Coordinator, Competition Company Administration). Nicole has a degree in early childhood and is our Assistant Director of our Shooting Star Program and is very involved in helping organize our competive companies during the spring competition season. Her training and background in early childhood have given her the expertise in helping to develop a fabulous pre-dance program at our studio. As a lead instructor in our pre-dance program, she wants to give our youngest dancers a great foundation and love for dance, and encourage all dancers to pursue their dreams in dance. She regularly continues her own education and brings her knowledge back to her dance students.

**Jen Hebbe** (Tap, Jazz, Lyrical, Shooting Stars, Pre Ballet) Jen has a degree in education from the University of Wisconsin, Green Bay. She is an administrative assistant to the dance program and our communication director to our families. She works hard on helping organize schedules and communications with families and is very involved with organizing our competitive companies schedules. As a lead instructor, her knowledge and experience in teaching provides her with the skills to be a great dance teacher. She wants to build each dancers self-esteem and confidence. She is committed to continuing her own dance education with some of the best instructors, professors and choreographers in the country.

**Michelle Jansen** (Tap, Jazz, Ballet, Pointe, Lyrical/Contemporary, Hip Hop, Modern, Shooting Stars) Michelle is the assistant director of the studio, as well as an administrative assistant and lead instructor. She is committed to bringing the best dance training and choreography to the Appleton Area. She is a very talented dancer and competitor herself…. But on top of that, Michelle is a very talented and creative choreographer. She brings many fresh and cutting edge dance steps to our dance program. She is committed to continuing her own dance education each year with some of the best instructors, professors and choreographers in the country.

**Megan Jansen – (Tap, Jazz, Ballet, Acrobatics, Pointe, Lyrical, Hip Hop, Modern, Shooting Stars)** - Megan Jansen has danced for 16 years at Footworks. She has progressed through our student mentorship teacher training program. She is an accomplished choreographer and is known for motivating & training her students in technique improvements. She has experience in all major dance genres. She has attended numerous conventions with some of the leading dancers, choreographers and professors in the county each season. She was an extremely accomplished competitor with numerous awards and accolades. She regularly received top placements with her own solos while competing in the Elite division. Currently she is pursuing a degree in “Dance” at UW Stevens Point, where in the spring of 2018, she was named with the distinguished award of “Freshman Dancer of the Year”. She is excited to dance with you!

**Kaylee Vermeern – (Tap, Jazz, Ballet, Acrobatics, Pointe, Lyrical, Hip Hop, Shooting Stars, Modern) –** Kaylee Vermeern is a former competitive Footworks Dancer who has studied under Kim Mader for most of her training. She has progressed through our student mentorship teacher training program. She has experience in all major dance genres and has attended numerous conventions throughout her training. She was a brilliant competitor, having won numerous awards with her group dances, as well as accomplishing top honors as a soloist. She is known for her amazing technique as a dancer and loves to pass along her skills and training to her students at Footworks.

**Paige Jansen -–** Paige Jansen has studied dance and competed with Footworks since she was a young dancer. She has progressed through our student mentorship teacher training program. She is an accomplished choreographer and is known for her ability to bring her dancers to their best performance level with her unique and innovative choreography. She is experienced in all major dance genres. She has attended numerous conventions with some of the leading dancers, choreographers and professors in the county each season. She has been an extremely accomplished elite competitor having won numerous awards and accolades. She regularly received top placements, both regionally and nationally. She is currently pursuing a degree at UW LaCrosse, but comes back to teach classes and choreograph for Footworks. She is excited to bring out the best in you.

**STAFF**

Terri Smith……………………Assistant Instructor/Administration/Substitute Instructor

Kathy Heier………………………………………………………..……….Administration/Receptionist

Allyssa Aykens……………………………………………………………………….Administration/Receptionist

Todd Weyenberg…………………………………………………………Custodial Services

Aubree Leitermann, Tiahna Smith, Makayla Mitala ……………………………………………Student Mentors

Teacher & Substitute Teachers……………………………………..Aubree Leitermann, Mercedes Webb

GRADED DANCE PROGRAM, PLACEMENT and CLASSES

**Your dance success is important to us**. **At home practice and stretching** is recommended. Each dancer is an individual and will progress at their own individual pace, with their own individual strengths. We will help create individual goals for each student’s success each year. Footworks will work to train your dancer as a “whole” dancer, with a respect for themselves, the art of dance and each other. Our mission is to create confident dancers, who are leaders in all areas of their lives.

**Footworks Graded Dance Levels**

Level 1, Level 2, Level 3, Level 4, Level 5, Level 6

**About Class Levels and Class Placement**

Students are placed in classes based on a graded level system (Level 1 – 6). We love that dancers create lifelong friendships at Footworks, however each dancer progresses at their own individual pace and our goal is to ensure that dancers learn completely, and progress safely, based on their individual dance level. Upon a skills level evaluation, our staff will properly recommend and place you in the appropriate level classes. **Class placements are at the sole discretion of the FDC staff**. Pre-requisite skills & techniques are required at each level (with the exception of Level 1 and open level classes, where all dancers are welcome). Our staff reserves the right to move dancers to the appropriate level class, in the event that a dancer is registered at the wrong level. Age is considered, but age is not a final determining factor for level placement.

ALL Costumes

Costume fees are due September 30. Costume fees range from $69.95 to $120. Tights may also be required. Specific colors and brands of tights are required. The cost of tights is $10 for regular tights or $12 for specialty tights, per pair. Specific shoes are required and shoes are the expense of the dancer. **Please order shoes at our front reception desk.**

We cannot guarantee tights, supplies or shoes will arrive before the competition/recital if they are ordered after January 1.

Costumes are to only be worn for performances, competitions and pictures. Please do not wear them to class. We suggest you order costumes based on your largest measurement. **Minor alterations may be necessary and expected and are the responsibility of the dancer**.

Shoe requirements and accessory requirements will be posted at our front desk once costumes are selected. **Please stop at our desk for these requirements.**

**Parents must come in and select/comfirm costume sizes the week of September 30, or before, as available. If parents do not confirm a size, a costume will be ordered based on the child’s largest measurement.**

**There is an additional fee due for all XLC, XLA, XXLC and XXLA costumes.**  These fees are added to the portal after costumes are ordered based on your size selection.

**Costume fees are non-refundable, once ordered/paid for.**

**The Footworks staff is here to help you with costume sizing, but we are not responsible for the costume size. WE ALWAYS RECOMMEND ORDERING COSTUMES BASED ON THE LARGEST MEASUREMENT. All fees for costumes, shoes & accessories are to be paid to the studio, with the exception of Make-up (as you will purchase this on your own). For legal reasons, instructor and student protection and tax reasons - AT NO time should any fees be paid directly to teachers. All fees are to be paid directly to Footworks Dance Company.**

**Footworks is not responsible for any orders placed on your own or through an outside source.**

Soloists/duets – your costume ordering deadline is October 24 (costumes ordered on Oct 24 can expect shipment between Jan 30 – March 10, therefore order as early as possible)

**Attendance**

Class attendance

All students are expected to maintain an 80% attendance rate in regular classes and an 85% attendance rate in competition companies/teams. Students who fall below the attendance requirements will be required to attend a make-up class/classes, at the teacher’s time discretion, at a rate of $27 per half hour session. Make-up classes are likely NOT available during competition season (mid February – July). Students who fall below the attendance requirements, without completing make-up classes, will NOT be allowed to perform or compete with their class/team and are subject to company suspension/dismissal. **Competitors: Please see your company guidelines.**

**On-time attendance is required. Initial warm-up exercises are extremely important for a dancer’s safety and full class performance. Students more than 5 minutes late for class may be given a ¼ absence for the day and students more than 15 minutes late for class may be given a ½ absence and students who miss more than ½ of the class will be given a full absence. If a student is late, and if the teacher feels necessary, the student may be asked to observe class rather than participate.**

**Students are expected to come to the door of the classroom, at class time (teachers are not expected to search the studio for students). Please watch the time.**

**Competition and performance attendance**

Students on a team are expected and required to keep competition weekends and dates available and dancers are expected to compete with their company/team at all competitions and performances. If a dancer fails to meet this requirement, dancers may be suspended from the team or subject to disciplinary actions or additional fees. Please see the company guidelines and policies on attendance.

**All dancers** are expected to keep the recital weekend open and are expected to perform at the recital in the spring, along with rehearsal days.

If a dancer fails to meet this requirement, dancers may be suspended from the team or subject to disciplinary actions or additional fees. Please see the company guidelines and policies on attendance.

* **Parent/Customer Role**
* **Tuition Information**
* **Late fees**
* **Refund Policy and Account Credits**
* **Studio information**

Parents/customers are expected, and it is their responsibility to periodically check for information postings. Parents should look for notes to be sent home and emails. It is the parent/guardian’s/customers responsibility to pay all tuition/fees on time and mark their calendars at the beginning of the year, as we do not send home monthly invoices. Please write your dancers name/info in the memo section of every check. An automatic $25 late fee is charged for all late accounts each month on the 2nd of the month. A $30 fee is charged on all returned checks. Payments can be sent in the mail postmarked by the due date, made in person when a receptionist is on staff, made by telephone, **made on the student portal (24 hours a day)** or **automatic payments can be set up (recommended)**. You are required to keep an updated card on file in your portal **(if your account becomes more than 10 days past due, your card will automatically be charged the balance)**

If you are a divorced or single parent family, we apologize, but we cannot separate your account. It is the parent’s/guardian’s responsibility to make on-time payments to the account. We will not get in the middle of the legal responsibilities of each parent (it is the parent’s responsibility to work through payment arrangements with each other and make sure the account is paid in a timely manner). Those on the account are responsible for on-time payments. Thank you ahead of time for your cooperation in this matter.

A $30 registration/membership fee is charged, per family, when registering for fall classes in the fall session. Special session camps/classes already include tuition & registration/member fees in the rates listed for the short session. Please login and create an account in our student portal, located on our website at [www.footworksdancecompany.com](http://www.footworksdancecompany.com). **We do not send out regular statements.** Parents are to mark their calendars now. If you have billing questions, please see Terri or Kim, or log onto your student portal from our website. The portal and access to pay, is available 24 hours a day on the portal, from a device with internet access.

Please note: Full session fees will be due upon your registration,  **you are registering for the entire session/season upon registration**, regardless of payment option chosen or number of classes attended.

(if you should choose to **withdraw from a class/program mid -session**, your tuition payments will continue to be due in accordance with the payment option chosen throughout the remainder of the session, as no credits or refunds are offered, and fees are automatically billed by the session). Please remember, full session fees are billed to your account at registration, as Footworks offers classes based on the session. You can continue to pay in your portal, by mail or at our reception desk based on your payment option chosen.

ALL FEES MUST BE PAID IN FULL PRIOR TO THE RECITAL WEEK (ANY REMAINING FEES WILL BE CHARGED TO THE CARD ON FILE, THE WEEK BEFORE THE RECITAL).

Please note: **No refunds or account credits** are offered. (if extenuating circumstances exist, a non-transferable exchange for future classes (in store credit) may be granted, at the sole discretion of the director, but no refunds or credits are available if a change in mind occurs after payment). Any in-store credit are valid for 1 year upon issuance.

We offer walk-in class rates by calling ahead and with teacher approval ($27 per half hour of class or $54 per hour).

We ask parents to be encouraging of Footworks dancers.

Foul language at the studio or at any event representing the studio is discouraged. Please do not talk negatively about dancers at our studio or another dance studio. Please represent our studio well at any studio event.

Parents should help their dancers attend class regularly and on time.

Please cheer on your child’s classes and other studio classes.

Please supply us with an e-mail address.

It is the parent’s responsibility to pick dancers up immediately following their classes. Footworks staff is not responsible for children outside of class or for children in the lobby. Dancers are to remain inside the building until their ride arrives. Each parent is responsible for their own children.

Parents are responsible to read the studio policies and etiquette.

Smoking **of any kind** is strictly prohibited in the studio or on the studio grounds as well as the use of any illegal substances. Alcohol is not allowed at the studio during scheduled children’s classes.

**Professional Relationships Between Students and Teachers**

Teachers **and studio volunteers** are to read and follow the employee/student relationship protocol. Footworks believes in providing a solid foundation of leadership and role models with our staff and student relationships, and follow a policy much like those found within the school systems. For more information, go to our website and read this policy. All events between teachers and students are to be approved with the studio director. Private gatherings between students and teachers without director **and** parent consent are not allowed. This is for everyone’s safety and protection.

**Age appropriateness and Industry Guidelines at Footworks**

**In an effort to be a dance industry leader and role model, Footworks believes in providing age appropriate music, costuming and choreography, among more, and holds itself to a higher standard. We take the responsibility of your children seriously. If questions should arise, we will look to the YPAD tools handbook as a source for guidance. You can find this handbook in our lobby.**

**Social Media and Anti-bullying**

All social media postings are to be age-appropriate and free of any type of bullying. Failure to comply may result in disciplinary action or removal from teams/classes (or termination or disciplinary action). FOOTWORKS PROMOTES TEAM SPIRIT, INCLUSION AND FRIENDLINESS.

**Recital**

Students will be assigned a recital time (s). Please look for your assigned recital during our 2nd semester of classes. Students or families in multiple classes may have different recital times. We apologize in advance, but it is nearly impossible to schedule all dances into 1 show. **No parents or visitors are allowed backstage during any performance or at intermission for any reason (**excluding medical emergencies). Please make note of this policy now. **Also, students are required to stay for the entire show… early dismissal is not allowed unless accompanied by a doctor’s note or for medical emergencies. Please understand this is for your dancer’s safety and to keep things organized during our show.** Since this is a public event, and many dancers will be backstage, many of which will be changing clothes, we take every effort to ensure that your dancer is safe and free from the public entering our backstage and dressing room areas.

Absolutely no videotaping or photography is allowed at any competition/ our recital / or any performance except our hired videographers.

**Class attire and shoes and Behavior**

No Baggy street clothes. No Jewelry or hoop earrings. Proper dance shoes must be worn at all times. Female dancers are required to wear a leotard or Sports Bra top at all times. Dance shorts and/or tights are allowed in all classes. Your body lines, including your center/stomach, legs and arms, must be seen at all times in tight fitting dance clothing. Your dance instructor/studio director has the final say on class attire. We recommend purchasing your dance shoes through the studio to ensure the correct style and fit.

Proper dance shoes must be worn. Competition dancers should wait to purchase new shoes until September when your instructor has informed you of the required shoes with your costume. Special shoes may be required for competition dancers.

**Please follow the class dress code. Teachers may have dancers sit out of class if they are not dressed properly**.

Competition Company Information

**Placement for Competition Company dancers and information**

We offer several competition companies/teams; each one with specific requirements and different commitment levels. WE offer a team for dancers of many commitments levels, interests and skill levels. Our teams are for ages 5 thru 19. For more information, see your teacher, studio director or check out our competitive information handouts.

Instructors will place dancers on the appropriate teams based on a skills evaluation, audition, previous class participation, commitment interests and age considerations.

**Students interested in a competition company, should start their training by enrolling in regular ballet classes and focus on technique training, along with performance skills training.** Team placements are final.

Footworks company dancers are required to take a regular ballet classes throughout the year and participate in performance/technique classes, along with their selected/required focus genres. Acrobatics is recommended. Spring/summer classes may be required in May/June/July/August along with a Fall Saturday Workshop. Students are required to participate in all scheduled regional and national competitions, unless a company dancer has a medical circumstance that arises, that is accompanied by a doctor’s note (or a written director approval). Conventions are recommended of ALL competitors. Instructors may be permitted to dance on a team with the director’s approval if they meet the age requirements. Team commitments are from July to July with fees due in a timely manner. Full session fees will be due regardless of payment option or number of classes attended.

**Solos/duet/trios/special goups**

All solos and special dances (duets & trios & special groups) are by audition only and for competitive company students. **Students must take an enrichment class or competition company focus genre, in the genre they will be performing the solo or special group in**.

Solos and duets are given based on availability and audition information. These classes are considered private lessons. 4.5 hours of time is initially purchased & reserved for you at a special rate. Additional private lesson time may be purchased. (Solos/duets must be paid in full and must be paid prior to meeting in full, by cash, check or card (to Footworks Dance Company)(**unlimited tuition payers** will have a separate fee sheet and they must be up to date on tuition to meet for solos & special groups). If your solo tuition is paid, you may begin classes in the summer, with director approval.

**ALL SOLO/DUET/PRIVATE CLASSES ARE TO BE SCHEDULED THROUGH THE FRONT DESK WITH DIRECTOR APPROVAL.** The studio director or an assigned studio representative will be present at **studio scheduled competitions**, at no additional charge. Please note that a studio representative will be present for competitions (however, it is not guaranteed that your choreographer/teacher will be at every competition).

Competition students are expected to practice regularly outside of class. Videotaping is a great way to review and practice. **These solo/duet/special classes are choreography classes only. The technique and skills will be learned in their regular classes.**  The director/instructor has the final say on dance genre and music selection (however we do welcome student ideas). Competition fees will apply and will be due 40 to 150 days before the selected competition(s). Space is limited at competitions and competitions can close registration early at any time.

Solo and special group dances are required to attend the competition placement day in November for staff to determine approved competitions. All solos, duets and special groups are **required to attend at least 1 competition**. The instructor & director will have the final say on what competitions the dancer(s) attends. National Competitors will be announced sometime prior to May 1 with fees due sometime in April (National competitors must meet the studio guidelines and regional scoring standards for Nationals, as set forth by the studio director. Competitors must pay for their fees in advance of any competition, as space is available. Any soloist who is not done with their choreography (memorized) 30 days prior to a competition, will **NOT** be allowed to compete. **Entries may not be allowed to compete if competition fees, costumes or tuition is not up to date.**

**Please Note: Some competition may have a required media fee due – in addition to regular fees.**

Other fees: Competition dancer’s fees will include expenses for teacher hotels & travel, large studio props and other administrative expenses associated with the company. Accessory props (such as hand-held props that each dancer will need such as a book, flower or wand) **are subject to additional fees**. Accessory props will belong to the dancer at year end of the season, if an additional fee is required. Large studio props will belong to the studio at year end.

**All dancers are required to purchase a pair of competition earrings and dance jacket**. **Specific shoes, tights and hair pieces will be announced and the responsibility of the dancer.**

**Competition Hair & Make-up**

**Hair**

Competition companies will have a standard hair style. Most teams will wear the studio style. **Some select teams will be given a unique style designed just for their dance, as time allows and with director approval**. Adequate time before and after the dance for hair style/makeup changes need to be allowed for. Depending on the circumstances, 12 dances in between is usually considered adequate time for simple changes. If time does not allow for a unique hair/make-up, the studio hairstyle/make-up will be worn automatically. The staff of Footworks is not responsible for the hair or make-up of the dancer. Parents are to do their child’s hair & Make-up or make arrangements to have the hair/make-up done.

**Tentative 2019/ 2020 hair style: middle part with a low straightened pony.**

**Make-up**

Competition Dancers will need a specific supply of blush, lipstick, foundation, eye shadows, black mascara, fake eye lashes and black eyeliner. Students will need to outline their eyes with the black eyeliner. Mascara is to be worn on the top and bottom lashes. **Students must wear fake eyelashes (exception – ages 4 - 8)**. (we recommended: Ardell style 101 demi black with Glue (duo eyelash adhesive in a white box) (dark tone is the color) or Eylure 020 (other eyelashes may be approved with director or teacher). **Please plan to purchase new make-up each season, as make-up can get old and has an expiration**.

2019/2020 make-up

* **Eyelashes - recommended – Ardell style 101 demi black or Eylure No020**
* **Foundation (any brand is acceptable but it will need to adequately match your skin tone)**
* **Black Mascara (any brand)**
* **Black liquid eyeliner (recommended – Revlon Color Stay, Sephora Liquid Liner, Too Faced Liquid Liner)**
* **Blush (recommended – Cover Girl Pretty Peach, Sephora Shame on You or Too Faced Pappa Don’t Peach)**
* **Lipstick (REQUIRED – Sephora – #42 Rosewood)**
* **Eye Shadow (REQUIRED – Sephora – Eye Love Palette Light Cool) and Sephora Shimmer #345 Go Wild**
* **Contour (recommended – Wet ‘n Wild Contouring Palette, Sephora Contour, Hoola Matte Powder)**
* **Powder foundation (any brand – match your skin tone)**
* **Concealer (any brand – this should be 1 shade lighter than your skin)**
* **Highlighting powder – gold color - (recommended – Wet ‘n Wild Highlighting powder, Milani 03 Sunlight, Sephora golden hour, Too Faced You light up my life Gold**
* Brows – optional
* **Highlighting powder, contour and blush may be bought together sometimes**

**Competition and performance attendance**

DANCERS ARE REQUIRED TO MEET THE 85% ATTENDANCE REQUIREMENT IN THEIR COMPANY CLASSES AND THE 80% ATTENDANCE REQURIEMENT IN THEIR ENRICHMENT CLASSES. Students falling below the requirements may be offered make-up classes at a rate of $27 per half hour, otherwise dancers may be suspended or removed from a team without refund or account credit. **Please note, make-up classes are NOT available during the competition season (Mid-February – July).**

Students on a team are expected and required to keep competition weekends and dates available, and dancers are expected to compete with their company/team at all scheduled competitions and performances. All dancers are expected to keep the recital weekend open and are expected to perform at the recital in the spring. If you will be absent from a competition, **a doctor’s note is required**, or prior **written director** approval. An immediate family members funeral, may be considered an extenuating circumstance, and will be considered by the director at the time of the event. Please see the director regarding any extenuating circumstances. **Competition fees & costumes are non-refundable, regardless of circumstances, and not eligible for account credit.** The schedule/calendar is handed out sometime in August or September. Dancers should mark their calendars accordingly. Occasional extra performances or competitions may come up throughout the season. We encourage all dancers to participate in these opportunities, however, if you are given less than 1 ½ months-notice, you will not be penalized for non-participation.

Contract Breech: Students who breech their contracts, who are unable, unwilling, have changed their mind or have **failed to meet the requirements of the company/team** (without a physician’s note stating their inability to dance, or the director’s prior written approval), **will be charged an automatic re-choreography fee of $100 per dance and will be charged an additional $54 per hour for the additional time required of the instructor to work with the class to teach the new choreography and formations & administrative fees.** This fee is for the salary of the time the teacher and additional administration work/fees. **Also, students failing to meet team requirements, or choosing not to compete, will be required to pay for any replacement dancers competition fees, and will be required to supply their costume to the replacement dancer. NO EXCEPTIONS.**

**The competition session runs from July 1, 2019 to July 2020 (after the nationals competition has commenced). Part of the season includes teachers working on choreography and teaching the dancers choreography. All choreography rights belong to Footworks Dance Company by Kim, LLC. Upon registering for classes/competition company, you are agreeing to full session fees, regardless of payment option or number of classes attended. You are also agreeing to timely full payments of your competition and costume fees.**

* At competitions, students will go backstage on their own or with their teacher or studio representative. Per competition rules and guidelines, parents are not to be backstage with students.

**Competition Time announcements**

Please keep the entire weekend from Friday at 7 a.m. to 11:59 pm Sunday open for scheduled competition weekends. Competitions announce the exact times about 4 to 9 days prior to a competition. We will email these times out as soon as they are available. Please understand that these times and schedules are out of Footworks control. Occasionally a competition will start already on Thursday, although this is unusual in our area.

**Competition Etiquette**

Students are expected to behave with respect and professionalism at competitions at all times. Students are not to question judge’s decisions or put down other dance studios in any way. Please be sure to include dancers from our companies/teams in your activities. Please clap respectfully for all dancers and dances from all studios. Please be polite and courteous at all times. Have fun, but do not act obnoxious in a way that could disturb others. If you see anyone from our studio or another studio that needs help with anything, please be willing to offer your assistance. How you act and treat others at a competition is just as important as your performance or an award. Please always do your best and follow the competition rules. To represent our team spirit and unity, warm-up jackets/Footworks attire is required to be worn at competitions when not performing.

**About Competitions**

The competition reserves the right to decide the judges, the scoring and the times and days dancers compete. Each competition has their own set of rules. All competitions have a limit on time allowed for each dance. Dancers must be prepared to compete at least 2 hours ahead of their scheduled time and they occasionally run behind. Scoring is different at every competition. Each team may receives 1 trophy or award and occasionally a pin for each dancer. Team trophies are the property of the dance studio. All awards are the property of the dance studio and cash prizes are written out to the studio only. Cash awards for solos will be credited to the dancer in accordance with the studio policy and checks will be written out to the studio only.

**CHOREOGRAPHY**

ALL **Choreography is copyrighted and owned by Footworks Dance Company and is only allowed to be performed with studio permission.**

**Absolutely no videotaping or photography is allowed at any competition. Teams can get disqualified or points taken off their score.**

Students are expected to be on-time for their competition performance and arrive 2 hours ahead of the performance time ready to dance in costume, hair and makeup. Dancers are responsible to find their team when they arrive. Dancers are expected to properly warm-up and stretch on their own.

**National competition requirements**

Not all classes or competitors will compete at Nationals, although most students will have at least one dance attending nationals. National competitors will be announced sometime in spring and National fees will be due in the spring (usually in April).

**Hotel and Meals**

Hotels and meals are the responsibility of the parents/students. Sometimes parents consult with each other and stay at a common hotel with their teammates.

**Extra Rehearsals**

Extra practice times are at the teacher’s/director’s discretion and may be subject to additional fees.

**Regional Competition fees and Due Dates**

Your Competition fees cover your dancers entrance to the selected competition, your free attendance for audience guests at a competition and at least 1 (one) **studio staff representative**(s) will attend the competition with the team/studio. Fees include costs for props, transportation of props, studio representative and/or instructor travel (hotel & gas), instructor salary while at competitions for group routines, administrative costs associated with the team along with other competition associated expenses. Fees are due in accordance with your payment plan option.

If there is a behavior problem, the instructor will try to handle the issue in class. If it is necessary, parents will be contacted and a plan will be discussed.

**We reserve the right to dismiss Parents or students whose behavior or language is not appropriate for a business or children; or who is a danger to oneself or others. No refunds or credits will be offered.**

**COMPETITION COMPANY/TEAM CONTRACT**

You must pay a $25 registration fee upon acceptance (and make your first tuition payment on or before July 12). All audition decisions are final. Special rates or discounts may be available if you pay your tuition early or on time. Your company/team commitment is from July 2019 to July 2020 (nationals). **Spring/summer classes are required for company/team members and fees are due on the designated due dates**. Initial competition fees and costume fees are due in September (payment options may be available) and national fees are due in the spring. Once registered, your spot in class is reserved for you for the **entire season** (July 2019 – July 2020), and full tuition & competition fees (for regionals and nationals) will be due regardless of the number of classes attended. Students are expected to attend **al**l assigned regional and national competitions, meet attendance requirements and pay all fees in a timely manner. Please read the studio handbook and welcome letter. **Failure to comply with the competition team contract guidelines may result in suspension or removal from a team/company or another disciplinary action may be enforced.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participation on a competition company/team is privilege, not a right. Instructors and/or the Studio Director have the final say in any and all matters concerning these groups.

Company/team dancers have read, understand and agree to the following participation guidelines upon their registration and team acceptance:

\_\_\_\_\_ We will be committed to our team from July 1 2019 to July 31, 2020, putting forth our best efforts to meet the demands and requirements as set forth by Footworks Dance Company. All practices and performances will take place at Footworks in Kimberly, or at studio sponsored events.

\_\_\_\_\_ Regular attendance and participation in classes is required by all company/team members. Members must maintain 85% attendance throughout the year. Tardiness may be counted as a full or partial absence/demerit. Absences exceeding those mentioned will require make-up classes at the availability of the instructor, at the cost of $27 per half hour session. Failure to comply will result in suspension from competitions or removal from the company/team without refund or account credits. **Instructors may not have make-up times available during competition season**.

\_\_\_\_\_ All tuition, costume, and competition registration fees, as well as any other related fees and expenses, are required to be paid in full by the dates set by Footwork Dance Company. All payments are the sole responsibility of the company/team member. Failure to comply will result in suspension from competition. I have read the policies on payments, late fees and refunds. **Footworks does not offer refunds**. Account tuition credits are available on a prorated basis only, for dancers with a serious medical condition accompanied by a doctor’s signed statement of your inability to dance.

\_\_\_\_\_ Competition company/team members must follow the Footworks Dance Company dress code at all times. Dress code is not solely attire, but includes wearing appropriate shoes at all times. Students coming to class not properly dressed may receive a ½ absence/demerit for each class.

\_\_\_\_\_ Competition Company/team members are expected to set an example in technique and performance in all classes. Students are expected to give 100% effort during all class periods. Students not performing to the best of their abilities may receive a ½ absence at the discretion of the instructor.

\_\_\_\_\_ Participation in your initial **Performance Company** (with technique) and an **enrichment ballet/pointe class**, is required of competitive dancers in accordance with their team requirements, along with any required or desired competitive focus companies and enrichment classes. Please see your instructor regarding specific company/team requirements. Company/Team members are automatically enrolled in spring/summer dance classes or camps, in addition to the fall session in their dance genres. A 2019 summer camp/classes are required in May/June (tuition is due upon the due dates).

* **Inspire dancers ages 4-9, are required to take a ballet class (a combination class with ballet, bunheads, ballet, or tappers and tutus are acceptable classes to meet the ballet requirement)**

\_\_\_\_\_ All company/team members must have or purchase an official team jacket. Ordering information will be made available in September.

\_\_\_\_\_ **Competition company/team members and their family and friends are never to degrade or put down any other dancer’s ability, performance, appearance or personality, or put any one down in general, either at Footworks Dance Company or at any public team event or on any public media source such as facebook (among others).** We are representing the studio whether we are on or off the stage, and need to do so with professionalism and good sportsmanship. Working as a team and not degrading each other is required of all Team members. Failure to work together as a team in accordance with the director, studio and instructor’s guidelines may result in suspension or removal from a team. BE NICE!

\_\_\_\_\_ **Participation in scheduled regional competitions is required of competitors**. **Participation in nationals (as determined in the spring, along with fees due) is required of selected teams.**  If any dancer is unable or unwilling to compete for any reason at regionals or nationals, other than those accompanied by a doctor’s note or prior written consent, will be subject to a re-choreography fees of $100.00 per dance **and** for any substitute dancer’s competition fees in accordance with the fees **and** for additional time the teacher must work with the class at a rate of $54 per hour **and** will be suspended from select future competitions or the entire company, without refund or credit. We will always listen to extenuating circumstances before making a final determination on suspension or team removal, for example, a close family member’s funeral will constitute extenuating circumstances.

\_\_\_\_\_ I have read, understand and will abide by the studio policies available at the studio and on the Footworks website. I have read and agree to my select team requirements.

\_\_\_\_\_ COMPETITION COMPANY FEE SCHEDULES AND PAYMENT DUE DATES: Fall tuition fees are due in full for the entire session/season in accordance with your payment option due dates, Costume deposits/fees are due September 30, Regional competition fees are due in fall (see payment options), Spring and/or summer session fees are due in accordance with the payment option you have chosen, National Competition fees are due in April (on a designated date to be announced)

EMPLOYEE/STUDENT RELATIONS Protocol – Footworks Dance Company

**PURPOSE**

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adult. This policy applies to all Footworks staff and volunteers. For purposes of this policy and procedure, the terms FDC staff includes volunteers.

**GENERAL STANDARDS**

The Footworks Director expects all FDC staff to maintain the highest professional standards when they interact with students. FDC staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that FDC employees have for students.

The interactions and relationships between FDC staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of Footworks Dance Company.

FDC staff will not intrude on a student’s physical and emotional boundaries unless the instruction is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the dance studio. Additionally, FDC staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their director or supervisor whenever they suspect or question whether conduct is inappropriate or constitutes a violation of this policy.

The Director recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violation of this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their director or supervisor. These situations may arise most often when a staff member has a child in the dance program. Special consideration to staff with children in the dance program is given if handled professionally, but should be discusses with the director or supervisor.

**USE OF TECHNOLOGY**

The Director supports the use of technology to communicate for educational purposes. However, FDC staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, studio policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face discipline and/or termination, consistent with the studio’s policies and procedures and acceptable use standards of Footworks, as applicable.

The Director/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

**PROCEDURE**

**BOUNDARY INVASIONS**

In a professional staff/student relationship, staff maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a staff member that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a staff member that does not have an educational purpose and results in abuse of the staff/student professional relationship.

**Inappropriate Boundary Invasion Examples with minors and any student under age 19**

Examples of possible inappropriate boundary invasions by staff members include, but are not limited to the following:

* Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Footworks policies or sexual harassment by the law; prohibition of harassment, intimidation and bullying; Title IX of the Educational Amendments of 1972 (title IX); or the Wisconsin state law against discrimination; or that constitutes misconduct; or any conduct that could be in violation of state or federal law.
* Showing pornography to students. Displaying or being displayed in inappropriate pictures with students. Pictures that violate the descriptions listed at docs.legis.wisconsin.gov for child abuse, policies 948.01 to 948.99.
* Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship.
* Socializing where students are consuming alcohol, drugs or tobacco.
* Sending students on personal errands unrelated to any educational purpose.
* Banter, allusions, jokes and innuendos of a sexual nature with students.
* Disclosing inappropriate personal or sexual or employment matters with one or more students.
* Maintaining personal contact with a student outside of school by phone, email, instant Messenger, internet chat rooms, social networking web sites, letter or among others (beyond dance practice or other legitimate business) without including the director/supervisor and parent/guardian.
* Exchange personal gifts, cards or letters with individual students. Group/team efforts will be considered okay with director approval.
* Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activites.
* Giving a student a ride alone or being alone in a vehicle in a non-emergency situation. If a situation should arise where a students need a ride for something, the director may give approval based on individual circumstances only, with a written parent approval form (such as attending a convention or competition and a student needs a ride).
* Unnecessarily invading a student’s privacy (example: walking into the restroom)
* Soliciting phone, email, text messages or other forms of written or electronic communication to students without director and parent permission when the communication is unrelated to dance class or other legitimate studio business.
* Any other conduct that fails to maintain professional staff/student boundaries.

**APPEARANCE OF IMPROPRIETY**

The following activities are boundary invasions and can create an actual impropriety or appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the director. If not pre-approved, the staff member must report the occurrence to the director as soon as possible.

* Being alone with an individual student out of the view of others
* Inviting or allowing individual students to visit the staff members home
* Visiting a student’s home or other locations outside of school for non-educational purposes
* Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to studio business, except where the parent/guardian and the director has consented to such communications and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

**REPORTING VIOLATIONS**

Students and their parents/guardians are strongly encouraged to notify the director or supervisor if they believe a staff member may be engaging in conduct that violates this policy or procedure.

Staff members are required to promptly notify the director if an employee is suspected of engaging in inappropriate conduct that violates this policy or procedure.

All professional FDC staff who have reasonable cause to believe that a student has experiences sexual abuse by a staff member are required to make a report to Child Protective Services or law enforcement. You should also report suspected abuse to the director, however this does not limit your responsibility to report to the proper authorities in a timely and responsible manner.

**DISCIPLINARY ACTION**

Staff violations of this policy may result in disciplinary action or termination. The violation may also be reported to the appropriate authorities as required.

**PROTOCOLS OF THIS POLICY**

This policy and procedure will be included on the website and in the FDC employee handbook. Annually, or upon any changes, all staff will receive emails with the policies and protocol.