

Studio Roxander

ACADEMY OF BALLET



ACADEMY HANDBOOK

2025-2026

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Welcome to

Studio Roxander

ACADEMY OF BALLET

At Studio Roxander, we are passionately committed to offering top-quality ballet training within a warm and welcoming environment. Our wonderful community of dancers and families truly values the holistic approach we take, nurturing both mind and body.

The experience your child will enjoy here goes beyond just mastering dance steps. While they learn the beautiful technical skills of ballet, they'll also gain confidence, motivation, and self-awareness—traits that will benefit them in many areas of life.

We invite parents and students to read and discuss this Academy Handbook together before starting classes. This helps everyone become familiar with our policies, expectations, and responsibilities, ensuring a smooth and enjoyable experience. By enrolling your child, you're kindly agreeing to follow the guidelines outlined here.

Our dedicated faculty is passionate about nurturing excellence in dance. Thank you for choosing Studio Roxander—we are excited about the year ahead and look forward to supporting your child's growth and enjoyment!

All our best,
David & Elyse Roxander
School Directors

PROGRAMS & SCHOOL INFORMATION

With a desire to support and encourage our students, while providing them with the highest caliber of training possible, we have created four complete programs. The programs are designed to bring a student through their entire training process, but students can join our program at any time.

TODDLER & PRE-SCHOOL PROGRAMS (ages 2-7)

The focus of our Toddler and Pre-School Programs is to support children in exploring movement, music and their imagination, all the while developing a better ability to focus and interact in a group environment. As students progress through the levels, not only are they exposed to classical ballet steps and vocabulary, but they also begin to follow the structure of a "real" ballet class.

Ages listed below are based on the age as of September 8, 2025.

- It Takes 2, ages 2-3 (with participating adult)
- Creative Movement 1, age 3
- Creative Movement 2, age 4
- Pre-Ballet 1, age 5
- Pre-Ballet 2, age 6 (younger dancers by teacher recommendation only)

BALLET PROGRAM (ages 7+) A placement class is required for new students entering our Ballet Program levels 1B and above. Older beginners (who have not graduated from our Pre-School Classes) should enroll in Beginning Ballet 1A at the start of the Fall Season. Students will progress through six levels within our Ballet Program. Advancement and promotions are based on many factors, with the primary one being the dancer's understanding of and ability to perform the material at their current level safely and correctly. This, along with the student's level of maturity and commitment, is considered above all other things. It is not unusual for a student to repeat a level of training. Requirements vary by level. The Summer Intensive Workshops are highly recommended and essential for advancement in our Pre-Professional Program.

PRE-PROFESSIONAL PROGRAM (ages 12+) A placement class is required for new students entering our Pre-Professional Program. Requirements vary by level (see the appropriate Session brochure). For the upper intermediate student who has flexible academic schedule, morning classes may be added to their full Ballet Program schedule (additional enrollment paperwork is required for the Intensive Day Program). The Summer Intensive Workshops are highly recommended and essential for advancement in our Pre-Professional Program.

DAY PROGRAM (ages 12-19) Designed for the serious pre-professional dancer to further develop their artistry, strength and technique through rigorous daily classes and workshops. Acceptance into this program is by audition or invitation only. Individual homeschooling or customized academic programs are required for all dancers. Special enrollment application is required. See Office for further information.

ACCELERATED TRACK/PROGRAM This program is recommended for our most dedicated and ambitious students. The additional technique and jazz classes provide focused, intensive training to help serious dancers progress more quickly and achieve their goals, all within our comprehensive curriculum.

OPEN ADULT BALLET CLASSES (ages 16+)

We offer a weekly beginning and intermediate ballet class for adults each week. Our "Beginning Ballet" on Tuesday night is recommended for dancers with little to no experience. The Friday morning class is an Intermediate level.

EVALUATION & PROMOTION PROCEDURE

Pre-School Program students are advanced by age, while dancers in our Ballet and Pre-Professional Programs are promoted based on ability and maturity. It is not unusual for a student to remain in a level for more than one year. Students who are inconsistent with their classes or take long periods of time off (Summer, for example) often stay back.

Each student is unique and any school that takes this into account should undoubtedly advance their students based on individual ability and maturity. The stronger the dancer's fundamentals are the further they will go with their dancing. Sometimes it will appear to the parent and/or student that they are "stuck" in a level or not moving fast enough or being left behind. Often this is not the case. In many instances the one who progresses too quickly loses momentum, while the other who is taking things slower will tends to build momentum and has the maturity to cope better with their growth.

Staff meetings are held throughout the year to discuss the progress of our students as well as what we as a group can do to make Studio Roxander an even more extraordinary school. Typically, students are promoted at the end of the Summer Session for the upcoming school year. We have a meeting in the Summer to determine Fall placement. Students will receive Fall placement information at the end of summer. It is not uncommon for a dancer to do two years in a level.

ENROLLMENT INFORMATION & BENEFITS

REGISTERING FOR CLASSES

Students can register in person at our studio, or online at www.studioroxander.com. Our website provides all necessary forms as well as online enrollment access. Please contact us with any questions.

By enrolling online or via paperwork you are **registering for the entire Season (ie. Academic School year or Summer Season)**. The Season tuition is billed in installments as outlined on the season's registration form and/or brochure.

CLASS PLACEMENT

We accept new students throughout the year, provided that space is available in the class(es) requested. New students with previous training should schedule a placement class for the purpose of evaluation by the staff, and they will be carefully placed in the level that best matches their technical ability. Introductory Program classes are based on age with some exceptions. Please contact the office with questions.

ATTENDANCE & MAKE UP CLASSES

Ballet is a very disciplined art form that requires a high level of commitment from both the student and their family. Students are expected to attend all of their classes, and those who regularly miss classes don't have the opportunity for the level of growth that consistent training stimulates.

If a student is unable to attend a class or rehearsal, the student or parent needs to call or email the studio to let us know not to expect them.

- Make up classes can be fulfilled in the same level on a different day, a lower level, or another type of class.
- Once scheduled, all make-ups are counted unless canceled prior to make up day

- Make up classes must be completed within 4 weeks of the original absence and are not carried over to a future session. If an anticipated absence is on the horizon, the make-up lesson can be scheduled and taken in advance absence.
- If the make-up lesson is longer than the missed class, the student's account will be charged the difference at the rate of \$10/hr.
- Students are limited to 5 make-up lessons per School Year, per class enrolled. 2 classes weekly - 10 make ups allowed; 3 classes weekly - 15 make ups allowed.

Our make-up class policy may be adjusted mid-year in response to potential Covid-19 restrictions placed on our business. **NO CREDITS OR REFUNDS WILL BE GIVEN FOR UNATTENDED CLASSES.**

WAITING LISTS

To be placed on a waiting list for a class that is full, simply complete a Registration Form or log on to our online enrollment system and attempt to enroll in the class. You will be placed on the waiting list. If /when a spot becomes available, students on the list will be contacted via email. If they are not confirmed and enrolled within 48 hours the spot will be offered to the next student on the list.

FINANCIAL INFORMATION

TUITION COMMITMENT

Enrollment is for the entire Season in which your dancer is enrolled (School year or Summer Season).

Tuition payments cover weeks of actual "active" class time. All studio breaks are factored into the tuition and you are not charged for these closures. Accounts are credited for school holidays. Tuition is pro-rated for dancers starting mid-season.

Tuition is non-refundable. No credits will be given for unattended classes. Remember, you are paying for your child's place in the class and are responsible for that tuition.

REGISTRATION AND OTHER FEES

- Registration Fees are charged for each season (Academic School year and Summer) as indicated on your Registration Form and/or Online Acceptance (for online registrations)
- A monthly **\$15 late fee** will be applied to all past due accounts. If you need an extension of time in which to pay your tuition, please contact the office. **Late fees are applied on the 5th of each month.**
- Our **NSF Fee for returned checks is \$25.00.**

DISCOUNTS

- **Family Discount:** We offer a **family tuition discount** of 10% for families who have 2 or more children enrolled. This discount is taken off the tuition for ALL members of the family. Discounts are NOT taken on Summer Intensive Program tuition. Registration fees are capped for families with multiple dancers.
- **Pre-Pay Discount:**
 - 5% discount for those who pay with cash/check before the 1st of the month (when the installment is due).
 - 10% discount for those who pay 2 full installments in advance (cash/check).

WITHDRAWAL POLICY & PROCEDURE

- **School Year:** 4-week's notice must be given as outlined below. **No withdrawals after March 31, 2026.**
- **Summer:** Provided that the tuition due date has not passed, students may withdraw by giving 4 weeks written notice. However, once the summer installment due date(s) has passed, parent/guardian will be responsible for any and all Summer tuition that is now due and payable.

- **WRITTEN NOTICE MUST BE GIVEN:** Parent/Guardian must submit their Withdrawal Request **in writing** via email or by submitting a Student Withdrawal Request form. Annual tuition will be prorated based on the final day of enrollment (4 weeks from receipt of written notification) and any tuition owed is due and payable. If a credit remains, it will be forfeited. No withdrawals will be accepted after 03/31/26.
- **Keep in mind – if we are not notified of your dancer’s withdrawal, you will be responsible for tuition payments whether your child attends class or not.**
- **Exception:** Enrollment in the Day Program is for the entire school year.

DELINQUENT ACCOUNTS

We understand that accounts occasionally become overdue, even if it’s by oversight, and are willing to work out payment plans with our families, but **communication is key!** Accounts that are overdue for more than 45 days will result in the student being temporarily removed from classes, until brought current or a payment plan is agreed upon. If a payment plan has not been established after 60 days of delinquency, the student will be dropped from all classes and the account sent to our collection agency.

TERMINATION OF ENROLLMENT BY STUDIO

Studio Roxander reserves the right to accept or deny registration forms and may cancel registration at any time without notice. In such case, and if necessary, a refund will be issued within 48 hours.

POLICIES & GUIDELINES

SICK POLICY

PLEASE be conscientious and do your best to not bring illness into the studio! If your child is not feeling well, they SHOULD NOT attend class.

- Children with fever, vomiting or diarrhea need to stay home. **A fever is 100.4 or higher.**
- If your child has a fever, has vomited or has had diarrhea TODAY, they may NOT attend TOMORROW
- If you need to medicate to “get them through the day”, they should not come to class that day.
- If your child has a cough, please take them to the doctor to be checked out before returning to class.

ARRIVAL & DEPARTURE OF STUDENTS

The safety of our students is extremely important to us. We want everyone to maintain awareness of how to be safe when coming to and from classes at our studio. The safest situation is for you to walk your child to our front door (in our private parking lot.) Car drop off via our parking lot works great as well.

Studio Roxander has a private lot, which can be used for QUICK drop off. ENTER FROM FRONT STREET and **PULL ALL THE WAY FORWARD.** **PLEASE do not park/wait in your car in our driveway at pickup.**

Dancers may be dropped off a maximum of 15 minutes prior to the start of their first class and need to be picked up within 10 minutes of their final class of the day ending. If you arrive more than 10 minutes after the end of your child’s class or rehearsal, you will be charged if your lateness caused staff to have to remain in the building past expectation. We understand that delays in pick-ups and emergency situations do happen. Please call the studio if this occurs.

LATE ARRIVAL

If you are late to class **DO NOT OPEN THE DOOR AND JOIN THE CLASS** without direct permission from your instructor. **Please WAIT** until the teacher *invites* you into the studio.

If your child is going to be more than 10 minutes late, please call and schedule a makeup class. Unless arrangements were made in advance and approved by the instructor (under extraordinary circumstances),

the dancer will not be allowed into class if they are more than 10 minutes late for any reason.

PARKING

There is 1 hr. street parking on Front Street and S. Central. The public parking lot just West of our building has ample parking as well. **Lot is #4896.** Rates are posted. Use the machine in the center of the lot to pay for your parking before entering the building. The parking machine accepts VISA/MC as well as change. There is also an app (PayByPhone) for your phone (fee is charged). Please check the street signs carefully for time limitations. Please let us know if you are ticketed, as we have discounted ticket vouchers at the desk.

CLASS OBSERVATION & LOBBY GUIDELINES

All of our studios have viewing and lobby areas, and parents are welcome to observe any scheduled classes (not rehearsals). Parents PLEASE be aware of your influence and possible distraction and observe accordingly. Parents are asked to remain in the viewing and lobby area at all times. **Please do not enter the studio or interrupt the lesson by speaking directly to your dancer or the instructor during class.**

We are responsible for the students during their class(es), however, the parent/guardian is responsible for their behavior and safety before/after class. **Children must be supervised at all times.** We recommend the south-side viewing hallway for families with small children, as the **Dance Shop area is considered a QUIET ZONE** and no food or drink is allowed in this area.

OUTSIDE DANCE INSTRUCTION

Curriculum and training methods vary significantly from school to school. Our 30+ years of teaching have shown us that, more often than not, dancers studying in more than one school can become very confused and fall significantly behind. It is for this reason that our students train exclusively with Studio Roxander throughout the year, summer included. Carefully handpicked guest instructors will be brought in for our Summer Intensives (int and adv levels) and other outside experiences such as Youth America Grand Prix are also an option. At the age of 15, with permission from the directors, students may audition for outside summer intensives.

COMMUNICATION

Academy personnel are available during class times to provide assistance. We also answer or return calls and emails throughout the day Monday through Saturday. We are happy to take time to answer questions and give our parents and students the attention they deserve. Parents are encouraged to contact the **Academy directors or instructors** to discuss any questions or concerns through email or phone. An email, appointment, or phone call will be set up in response. Please allow 48 hours for a response.

EMAIL is our main form of communication. Please take time to read all emails that you receive from us. The Studio will communicate billing, class cancellations and other important information to families through email. Remember: you can have more than one email address associated with your account. Please monitor the Studio Roxander website, Facebook, and emails for important information. We ask that you read each correspondence thoroughly and inform us of any changes in your email address, home, or mobile phone numbers or home address and please be sure to add us to your contact list: info@studioroxander.com.

IMPORTANT: If you mark one of our emails as “SPAM” our system will put you on a DO NOT EMAIL list. If you suddenly stop getting emails from us, please check in! If you’ve been “blocked” we can fix it.

We post updates and important info on our **Bulletin Board** - near the drinking fountains and restrooms.

PARENTAL INVOLVEMENT & POSITIVE SUPPORT

There are many ways that parents can aid in their child's development as a dancer. One of the best ways they can help their children is to expose them to live performances, art galleries, ballet books and videos. This will open a whole new world not only for your child but for yourself as well. Also, always explain to your child the value and importance of being as open as possible to corrections when taking class. They should have a clear understanding of their corrections so they can apply them. Applying corrections is one of the quickest ways to advance. **We ask that parents NOT "coach" their students at home or correct &/or discipline them from the viewing windows.** Students should progress when working in the classroom with a qualified and experienced professional, and they tend to have more success when focused on what is expected in the classroom rather than what their parent is thinking or feeling about their work. **We strongly urge our students to stretch at home** - parental encouragement is extremely helpful in accomplishing this.

In addition, we kindly request that you refrain from negative discussions with your children or other parents concerning Studio Roxander or its students – in our lobby, parking lot, and on social media. If you have any concerns with any aspect of our academy, we ask that you contact the Academy Directors.

CANCELLED CLASSES/EXTREME WEATHER POLICY & COVID-19 ADJUSTMENTS

Classes must meet a minimum of 5 students enrolled (some classes have larger minimum requirements). Classes with insufficient enrollment may be cancelled at the discretion of the directors, and a refund issued.

Extreme weather, "Snow Days" or events beyond our control such as power outages can cause closure. In these instances, if a makeup class is offered, no credit or refund will be issued. Please be sure to check our website or Facebook page if you think classes may be cancelled.

If an instructor is out for personal reasons, illness or due to out-of-town competitions or conventions such as YAGP and an appropriate substitute isn't available, the student's account will be credited.

FORCED CLOSURE. If the studio is forced to close due to Covid-19 OR any other state or federal mandates, we will offer comparable classes via the ZOOM platform and no credits or refunds will be issued.

PHOTOGRAPHY, VIDEOS, SOCIAL MEDIA, SECURITY FOOTAGE

In addition to our website, Studio Roxander also uses Facebook, YouTube, and Instagram to post announcements, photos, videos, and other newsworthy items regarding the studio and its performances, students, graduates and the dance world at large. We encourage all Studio Roxander families to follow us on these social media sites to view up-to-date announcements.

Please also be mindful of your children and their own personal use of social media sites. Young people often use such sites to share personal information with friends and contacts. **Studio Roxander students and parents are asked to exercise good judgment when sharing personal information online— especially when privacy settings are set to restrict public access to individual posts —and to refrain from mentioning Studio Roxander in any disrespectful or defamatory manner. This not only reflects poorly on the studio, but on the individual as well.** We encourage our students and parents to use social media as a healthy communication and networking tool. Still, we expect them to represent themselves and the studio in a manner consistent with Studio Roxander's professional image and standards.

Please be advised that under no circumstances is a student/family permitted to post video content of Studio Roxander classes, choreography and/or performances on any social media platform without

receiving explicit permission in writing from the Studio Roxander administration and/or choreographer. In most cases, permission will be happily granted if the request is for the purpose of sharing video material with family and friends. This is to ensure that the integrity of the choreography is maintained and that copyright regulations are honored, and is standard policy at pre-professional ballet schools, companies, and arts organizations. Personal photos are exempt from this policy.

For the safety of our students and staff, **SURVEILLANCE CAMERAS** are located throughout the building. Most of these cameras also record audio.

NOTICE OF NON-DISCRIMINATION POLICY

Studio Roxander does not discriminate and admits students of any race, national or ethnic origin, religion (creed), gender, gender expression, or sexual orientation in any of its activities or operations to all the rights, privileges, programs and activities. We are committed to an inclusive and welcoming environment for all members of our staff, students, volunteers, and patrons.

CODE OF CONDUCT

It is the policy of Studio Roxander to promote a healthy and positive environment for all students and staff. Students are expected to behave in a responsible manner and should always show exemplary conduct. Other students, staff, faculty, and volunteers should always be treated with respect. Studio Roxander reserves the right to dismiss any student whose conduct is found to be unsatisfactory.

The following are prohibited at Studio Roxander:

- Verbal harassment, physical threats or intimidation, acts of violence of any kind
- Alcohol or drugs of any kind (students and parents alike)
- Theft, destruction of school property or property of others
- Firearms or weapons of any kind
- Smoking: No smoking is allowed in our building, on our property or 30 feet from the entry doors.
- Inappropriate use of the internet, social media, or cell phones (onsite photography or videography).

Studio Roxander reserves the full authority to enforce the Code of Conduct and violation of any of these rules will lead to immediate disciplinary action. Actions may include (but are not limited to) Expulsion, Dismissal from the Program, Suspension, Probation, or Police &/or Child Protective Services report.

STUDENT EXPECTATIONS

CLASSROOM EXPECTATIONS

- Out of respect of the studio and classroom space, and also for safety reasons, Children's Program dancers should not enter the classroom before the teacher invites them in – even if the door is open.
- Talking in class is not allowed. Hands should be raised when there is a question for the teacher.
- Gum is never allowed in the classroom.
- Students in Ballet 1A and above are expected to confine trips to the restroom to the break between barre and center work, except in cases where leaving is unavoidable, in which case the student (when returning) should wait at the door until the class is in between barre exercises.
- If a student needs to leave class early, please let the teacher know prior to the start of class. At the given time, the student should thank the teacher and then quietly leave.
- Throughout the class, the instructor gives “corrections” to the students. Students should not interpret these corrections to suggest that they are not doing well, but rather they are a means of progressing in this art form. All corrections apply to everyone. Corrections, even when given to a single student, should be worked on and applied by the entire class.

DRESS CODE

All students are expected to maintain a clean, neat appearance and to abide by the Dress Code guidelines outlined for their level. Students out of dress code will be asked to sit out of class

HAIR: Hair must be TIDY, UP and AWAY from the dancer's face– either in a bun or (if short) in 2 pigtails. We begin working on turning with our youngest of dancers. Hair that is not properly secured is very distracting, continually gets in the dancer's face and eyes, and can cause the dancer to develop bad habits, such as blinking and neck tension.

TODDLER & PRE-SCHOOL PROGRAMS – GIRLS/BOYS DRESS CODE

Jewelry and costume items are not permitted in class (crowns, bracelets, necklaces and watches). Small, simple earrings are allowed. **Please help avoid disappointment by removing these items before arriving at the studio.**

- Leotards, unitards, biketards or dance dresses are allowed. Any color, any style.
- Tights are optional and can be full-footed, convertible or footless. Any color.
- Skirts are allowed but must not fall below the knee. Tutus are permitted in CM/CM2 only
- Proper ballet shoes are required. Pink, flesh-toned, white or black. Please DO NOT purchase shoes at Target, Walmart, Kohls or Payless - these are poor quality and not suitable for class. **PLEASE DOUBLE KNOT your child's ballet shoes (no bows) and tuck them in.**

BALLET & PRE-PROFESSIONAL PROGRAMS – BOYS/MENS DRESS CODE

- Biketard or unitard; Tights (footed or footless) or dance shorts with tight fitting t-shirt or tank top (any color).
- White, grey, black or flesh-toned ballet slippers (canvas or leather). Please DO NOT purchase shoes at Target, Walmart or Payless - these are not suitable for class.

BALLET & PRE-PROFESSIONAL PROGRAMS – GIRLS/LADIES DRESS CODE

- **Leotard:** any color, any style – however cut must be tight-fitting (ex: no loose sleeves)
- **Tights:** FULL FOOTED or CONVERTIBLE Pink or flesh colored. Tights should be translucent and matte (not shiny or Lycra), with no holes or runs. Underwear should not be worn under tights.
- Skirts are permitted during rehearsals or pointe classes only - at the discretion of the instructor.
- **Ballet Slippers:** canvas or leather. Please DO NOT purchase shoes at Target, Walmart or Payless - these are not suitable for class. Ballet slippers must align with tight color.
- **Pointe Shoes** (for those en pointe). Pointe shoes must align with tight color.

CONTEMPORARY, JAZZ & HIP HOP

- Hair must remain up and out of face for all Contemporary and Jazz classes, unless directed to do otherwise by the instructor.
- Biketards, shorts or leggings may be worn in place of tights.
- Loose tops may be worn at the discretion of the instructor.

OPEN ADULT BALLET

- Ballet shoes are required.
- Traditional ballet or fitness attire. No specific requirements or restrictions.
- Hair should be up off of the dancer's neck and away from their face.

ADDITIONAL STUDIO RULES

- There is **NO running or rough housing** permitted in any of our lobby areas. We also ask that you keep the level of your voice down while in the building. Please respect the on-going classes, our Dance Shop customers, parents watching classes, and our front desk staff.
- **The Dance Shop area is for shop customers and school inquiries. Please do not sit under the clothing racks or on the floor and please do not move additional seating/chairs into the Dance Shop area.**
- **No food** is allowed in the studios, but dancers should bring a water bottle into class with them.
- If you eat in our lobby areas, you must clean up after yourself and dispose of any food containers. Food and drink can be consumed in the area outside of Studio 3 and in the south-side viewing hallway. **NO FOOD or DRINK is allowed in the Dance Shop lobby area.**
- We are not responsible for lost or stolen items. Please do not bring valuables into the building.
- Bags/personal belongings should be stored in the cubbies or tucked away under the benches. Items left out in the middle of the floor will be placed in Lost & Found. Lost & Found will be purged on the 1st of each month. Please mark your child's dance clothes & shoes with their name so you can be contacted if items are found. **Cell Phones must remain in dance bags or in cubbies with personal belongings.**
- Only staff members are permitted in office & storage areas (without permission).
- No pets are allowed in the building without consent from the studio owners.