



Welcome to Tiptoz!

Mission Statement: Tiptoz is committed to providing a quality dance experience to small communities of the Flint Hills. Tiptoz believes that dance teaches valuable life lessons, helps children lead inspired lives, understand teamwork and responsibility and helps them strive for excellence. Tiptoz believes that every child is gifted and precious in their own way. Our dance company is family oriented, and strives for a balanced dance load for both technical dancers, and company dancers. Tiptoz creates a custom curriculum path for each studio location, focusing on the strengths and interests of that community. Curriculum focuses on technique, vocabulary and performance quality. Tiptoz is committed to the artistry of dance, and values conservative choreography, music and costumes. Tiptoz also provides a forum for studio owners and instructors to share resources, training and education methods and materials. Tiptoz believes in building a dance community, and in the process creating strong educated dancers that will earn a lifetime of confidence, poise, self-discipline, resiliency and passion.

Studio Policies

Technical Dancer vs. Company Dancer

A Technical Dancer is a dancer that attends their once per week class and participates at the end of the year recital. Most of our courses are Technical classes. A Company dancer is a dancer that has elected to take additional classes, auditions, rehearsals and travel opportunities to enhance their dance career. These dancers have additional requirements than Technical Dancers.

Attendance Policy:

Tiptoz takes regular attendance, and parents can view this via their Parent Portal. Students will be expected to be take responsibility for their attendance. Regular class attendance will help them be successful in their dancing. Dance classes are highly dependent upon time spent in class. If your dancer misses classes, they are not eligible for pro-rated classes. They may be able to attend "make-up" classes upon request.

Company Dancers (Shine, Soloist, Duets, Troop, Big Broadway) dancers that miss more than 2 classes per month for any given class/routine may be suspended from performances to include competitions-even if their registration fees are already paid for.

Parent Involvement Policy

Our parent attendance policy is that parents are not allowed to enter the classroom during classes. ***This is for the sole reason that it creates a better learning environment for the dancers.*** The children are not conflicted on where their attention should be focused; between teacher and parents. Parents are more than welcome to wait in our lobby, or request meetings with teachers in-between classes. "Parent Watch Weeks" will be held throughout the year. During these weeks, parents are invited into the classroom to watch the progress of their dancer. Grandparents/Family may also attend "Parent Watch Week". Siblings may attend as long as they do not disrupt the class. This is a very important time for parents to monitor their child's progress in their classes. We highly encourage every parent to make arrangements to attend these watch weeks, so they better understand the program, and their dancer's progress. This is also a helpful way to monitor children with any behavioral issues. Parents may choose to be as intimately involved or as liberally involved with the studio as best fits their lifestyle. Some families prefer a "recreational" involvement with dance-this is welcomed and supported at our studio. There are also families that enjoy the "pre-professional" level of involvement. This is where parents and students alike attend professional dance events, competitions, conventions, clinics, and professional dance performances.

NOTE: Dance involves a substantial investment of time, energy, emotion, and money. Because of this, it is sometimes a lot for children and adults alike to take on. For this reason we have an active group of parents and supporters called the "Recital Committee" that guide and mentor newcomers to the studio. Please reach out to them with any concerns or support needed throughout the dance season. These members are listed on the program pages

Parent Watch weeks for the 2019-2020 season are:

Sept. 30-Oct. 3

December 2-5

March 2-5

Dancers under age of 5: Parents of children ages 5 and under are asked to stay on the grounds for the duration of their dancer's class. (We do ask that you do not stay in the classroom.) This is for the safety and well-being of your child. Please try to arrive approximately 10 minutes early to dance. Parking is limited. Please be cautious when parking!

5 Ways to Help Your Dancer:

1. Encourage them—let them know you support their hard work.
2. Help them pick out proper dance attire and pack their dance bag. Teach them how to fix their hair for class so that it does not get in their face. Let them know it is their responsibility to have themselves "ready to go" on dance days. ***DANCERS NEED THEIR SHOES!***
3. Bring them to class regularly, and promptly. Missing class reflects poorly on both the child and the parent and will show during performances. It also holds back the progress of their classmates, as material missed will have to be re-taught to students who do not attend regularly.
4. Ask them if you can watch their routines while they practice at home. Ask them how their classes are going, maybe they need help!
5. Give them healthy snacks and plenty of water to stay fueled at class. "Hangry" is a real thing!

Communications: Emails, Texts, Facebook messages, Phone Calls, or Face-to-Face communications that are made between parents (or students) and faculty or other patrons will be monitored. If communications are hostile, abusive, or harassing, they will be presented to management. They will be examined, and if found to be any form of bullying, these are grounds for suspension from the program, and even termination of program participation (See Anti-Bullying Policy).

Studio Texts & Emails: In order to receive texts and emails from Tiptoz, you must sign up for the "Remind" app, of which can be found on our website, and you must also add Tiptoz to your email's contact list. Some email providers block our email address. (TCTelco addresses will block our emails unless you add Tiptoz to your contact list.)

Parent-Teacher Respect Policy:

If you do have access to the personal phone number, or social media accounts of one of our staff members, please be respectful of their time when they are off work. Do not send late night texts or phone calls, especially if you are upset about something. We ask that you wait until normal business hours to send polite inquiries via email regarding concerns. You may always request a meeting with management or staff to discuss problems you are encountering.

Please do not contact teachers directly, first send concerns to management at tiptozcg@gmail.com.

After Hours Policy:

The studio is closed at the conclusion of classes each night. No parent conferences (in person or phone) shall be held, for whatever reason, after hours. Appointments should be made the following business day for conferences if issues arise.

Anti-Bullying Policy

Tiptoz is dedicated to providing a safe and positive learning environment for students; a productive business relationship with parents, as well as a good working environment for all teachers, managers, and volunteers. For this reason, Tiptoz implements an Anti-Bullying Policy that every Tiptoz dancer, teacher, parent, manager and volunteer are expected to uphold.

Participants in the dance program will not take part in bullying activities such as but not limited to the following:

1. Physical bullying: Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property.
2. Verbal bullying: Verbal bullying includes name calling, insults, teasing, intimidation, verbal threats, racist remarks, or verbal abuse.
3. Covert bullying: Covert bullying is often harder to recognize. It is designed to harm someone's social reputation and/or cause humiliation. Covert bullying includes: lying and spreading rumors, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.
4. Cyber bullying : Cyber bullying is overt or covert bullying behaviors using digital technologies. Examples include harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. Cyber bullying can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying. Facebook Offense: Patrons or students posting bullying behavior on the Tiptoz facebook site will be banned from the site upon first offense. If a dancer, parent, teacher, manager, or volunteer is discovered by Tiptoz management to be taking part in bullying behavior in any form; the following repercussions will occur:

First Offense: Bullying party will be warned in writing.

Second Offense: Bullying party will be suspended for one week from all Tiptoz classes, events, activities, performances, social media, and online forums.

Third Offense: Bullying party will be removed from the program, will receive no refunds, and will not be allowed to participate in Tiptoz programming in any form in the future unless they file a re-acceptance form, of which must be reviewed and accepted by Tiptoz management. Re-acceptance forms will also include a \$200 fee.

Etiquette Policy and Dress Code:

Tiptoz strives for a professional learning environment for our students. Students are expected to come to class prepared mentally and in presentation. Hair should always be worn up and fastened securely away from the face. Ballet students must wear hair in a bun.

Attire Requirements:

Jazz: Leotard/tights/jazz shoes:

(dance shorts/pants/tops/warm-ups may be worn in conjunction)

Tap: Leotard/tights/tap shoes:

(dance shorts/pants/skirts/tops/warm-ups may be worn in conjunction)

Ballet/Lyrical: Leotard/tights/ballet slippers :

(ballet skirts/shorts/warm-ups may be worn in conjunction)

Hip Hop: Comfortable athletic attire. Clean sneakers.

Male Dress Code: Black athletic pants and solid colored t-shirt, tucked in. Shoes should be the same as course requirement. Exception: Hip Hop has the same requirements as the females.

Class Etiquette

- Prompt and regular attendance.
- Always stay for the full duration of the course.
- No gum or candy in the classroom.
- Water only should be carried in closable containers into studio space.
- Shoe soles must be clean before entering the studio space.
- No foul language.
- No tearing down of peers or bullying (See Tiptoz Bullying Policy).
- Be polite and respectful to your teachers, peers, and other patrons at Tiptoz Dance Studio. Do not interrupt, "talk back", roll your eyes at, or whine to instructors.
- Clean up after yourself: food, candy wrappers, bathroom messes, spills, etc.

Students that do not comply with the above dress code and class etiquette guidelines will be notified for counsel.

Weather Closures & Subs

Tiptoz follows the weather closures of the corresponding school district-unless specifically noted otherwise.

Note: We are migrating to using the Band app to update parents about class cancellations and important documents. Until then, please see below about our current system for informing parents about updates.

Class Cancellation Posting:

We will post closings on our Facebook site and send out a "REMIND" text. You must sign up for the REMIND texts on your own. All efforts will be made to also inform the schools and send

emails, but in the event of inclement weather, we can guarantee that Facebook will have the most up to date information regarding class cancellations.

REMIND Texts: The studios use the app “Remind” to help inform families of class cancellations or of upcoming events. **USE CODE: 81010**

You will not be signed up automatically, you must Sign up at the sites below:

Council Grove Remind: <https://www.remind.com/join/tiptoz>

Marion Remind: <https://www.remind.com/join/tiptozm>

Wamego Remind: <https://www.remind.com/join/tiptozwm>

Holiday Closures: Tiptoz will close on the following holidays: Labor Day & Memorial Day, Thanksgiving (same as school closures), Christmas & New Years. ***Tiptoz will not cancel dance on school in-service days or the following holidays: Halloween, Valentine’s Day, St. Patricks Day.***

Note: Tiptoz reserves the right to use a substitute instructor if primary instructor is ill or is unable to attend classes.

Emergency Plan: Tiptoz has updated Studio Emergency plans located on their website: www.tiptozcg.com. This includes inclement weather, active shooter, & community lock-down.

Tiptoz 2019-2020 Schedule

Scheduled Events/Important Dates: A more detailed and up-to-date list will always be posted on the studio home page at www.tiptozcg.com. *These dates are subject to change.*

*Indicates a date for Shine Competition Team

2019-2020 Dates

August 19: First Day of Classes, Tiptoz Council Grove

Sept 2: No Dance/Labor Day.

Sept 3: First Day of Classes, Tiptoz Marion & Tiptoz Wamego

Sept. 30-Oct. 3 : Parent Watch Week (1/3)

October 28-31: Wear Your Costume To Dance Week (Halloween)

Nov. 4-7: Costume Measurement Week

Nov 25: Final Costume Invoices Sent (with taxes and adjustments)

November 27-29: Thanksgiving Break

December 2–5: Parent Watch Night (2/3)

*December 7 & 14: SATURDAY SHINE REHEARSALS (Tiptoz CG) 10 a.m. - 12 p.m.

December 10 & 12: Tiptoz Marion Closed for Community Event In Building (Make up class is scheduled for the first week of May)

December 14: All Costume Payments Due

December 20: Christmas Break Begins

January 1: 10% Late Fee for All Unpaid Costumes Applied to All Open Costume Invoices

*January 5, 12, 19, 26: SUNDAY SHINE REHEARSALS (Tiptoz CG) 1 p.m. - 4:30 p.m.

January 6: All Tiptoz Classes Resume

*February 2, 9, 16, 23 : SUNDAY SHINE REHEARSALS (Tiptoz CG) 1 p.m. - 4:30 p.m.

*Mar 1: SUNDAY SHINE REHEARSALS (Tiptoz CG) 1 p.m. - 4:30 p.m.

Mar 2-5: Parent Watch Week (3/3)

*Mar 6-8, SHINE COMPETITION: Revel, Kansas City (Registration fees due Feb. 15)
(This is subject to change.)

March 9-13: No Classes/Spring Break

*April 3-5, SHINE COMPETITION, STAGEONE/WICHITA (Registration fees due Mar. 18)
(This is subject to change.)

April 6: Big Broadway Rehearsals Begin (Tiptoz CG only)

May 1: Tiptoz Wamego Dress Rehearsal (Date pending)

May 2: Tiptoz Wamego Recital (Date pending)

May 8: Tiptoz Marion Dress Rehearsal (Date pending)

May 9: Tiptoz Marion Recital (Date pending)

May 26: Tiptoz Council Grove Dress Rehearsal (Act 1)

May 28: Tiptoz Council Grove Dress Rehearsal (Act 2)

May 29: Tiptoz Council Grove, Show 1

May 31: Tiptoz Council Grove, Show 2

June 29: Company Auditions, Ages 6-11 (Council Grove)

June 20: Company Auditions, Ages 12+ (Council Grove)

Aug 3: CG Enrollment (2020-2021)

Aug 4: Marion Enrollment (2020-2021)

Aug 5: Wamego Enrollment (2020-2021)

Pricing and Payment Policies:

Billing inquiries should be sent to: tiptozbilling@gmail.com

Payments: Prices for classes are based on a monthly average. All months (including partial months) are the same price. This includes August for Council Grove. You may pay either monthly, or by lump sum. Please request specified billing preference upon enrollment. Invoices will be sent to the primary email address for your account. Any discounts will not show up on your account until a Tiptoz staff member has applied those discounts manually, and must be requested by the person asking for the discount. Military ID is required for proof of Military Discount.

Payment Methods:

Tiptoz accepts online payments with credit or debit cards. Tiptoz will not process cards at the studio or program facilities. If you would like to pay with check or cash, please mail those to:

**Tiptoz Dance Company
207 Hockaday Street
Council Grove, KS
66846**

The Council Grove location does have a secure payment box inside the studio for submission of payment. Please be sure to mark your payment with your dancer's name and put it in an envelope.

Automatic monthly payments are available upon request. Lump sum payments are available upon request, but may only be made by cash or check.

Note: The 2019-2020 season is a 10 month commitment for Council Grove, an 8 month commitment for Marion, and Wamego. Class prices are based on an average for the duration of the season. By signing up for a class you are obligated to continue payment for a minimum of 2 months. A signed agreement is required for enrollment. Each core class will prepare for the end of the year recital. Each core class will have one costume, at \$50 each min (some costumes may cost \$5-\$15 more). **All payments for costumes are due December 1 to ensure delivery for recital. A 10% late fee will be applied January 1.**

*******Enrollment Commitment Policy:**

We encourage all dancers to fully commit to the classes that they sign up for. For this reason we are requiring a 2 month commitment for all classes enrolled in. ***No class withdrawal requests will be accepted until 2 months past the start date of your program.*** Tiptoz does not process cancellations or withdrawals for any classes lasting for 30 days or less. Please choose your classes wisely and with the understanding that you are signing up for an entire dance season. Although we hope that all dancers will commit to the full dance season, we do understand that sometimes things happen that prevent dancers from completing their dance season. If you wish to withdrawal from a class, you must fill out a specific form that is available only upon request. Withdrawals will result in termination of specified classes after 30 days notice from the supplied form. This means, if today is October 5th, and you wish to withdrawal, your invoice change will go into effect on November 5th, which is after our billing due date of the first of the month, which would make you responsible both for October and November's invoices. This is because we operate our studios based on the number of enrollments we have, and in order to maintain our facilities, staff, and other expenses, we require at minimum 30 days notice before termination of contract can be applied. Facebook messages, text messages, even verbal notice of "quitting" are not acceptable documentation of withdrawal and will not be honored. **Only a completed and official, as well as approved, withdrawal form will be means to end the financial obligation of your dance tuition for the season in its entirety.**

Membership Fee:

Membership fees are \$10/student if enrollment is after Aug. 10, or if your account has a balance after this date.

Recital Fees & Ticket Fees:

We believe it is very important to pay the teachers, auditorium technicians, and Tiptoz staff that give up their time and energy to put on annual recitals. For this reason, the following recital fees and ticket fees will apply.

Marion: \$25 Recital Fee per family, due April 1 (Includes 4 tickets) Additional Tickets, \$5

Wamego: \$25 Recital Fee per family, due April 1 (Includes 4 tickets) Additional Ticket, \$5

Council Grove: Full August Tuition payment and ticket sales for recital.

Extension of Payment:

All monthly payments are due on the 1st of the month. If you wish to have your deadline extended to the 10th, that is possible; **however it will automatically accrue a \$10 service charge on the 11th of the month-no exceptions. An additional \$10 late fee will be added every 10 days after that.**

Shine Competition Fees:

All Shine Competition Dancers will be charged for their private Shine classes and will also be responsible for extra costume/accessory charges as well as registration fees for each competition. Registration fees include both what the competitions charge and also additional administration fees. These fees will vary for each competition and reflect each specific competition and the time and costs associated with each routine. Costs typically include the registration fees from the competition in addition to the studio fees (10%). Fees are due two weeks before the corresponding event. No refunds.

Single Billing Recipient:

Some families have multiple parents (or family members) that wish to pay for different parts of a dancer's tuition. While we support this decision, it is our policy that there is to be only a single billing recipient per student. *For example, if a mother and father are divorced, and would like payments split, it will be up to the Single Billing Recipient to work out those details, not the Tiptoz staff. Tiptoz will send one bill, in full amount, to one person, and from there that person may negotiate further payment to themselves with other parties. Parents may also wish to set up separate Parent Portals to alleviate this issue.*

Unpaid Bills:

When an account becomes overdue by 30 days or more, invoices may be sent to a third party collection agency. From there, the billing recipient who signed the contract will be responsible for any additional fees assessed by the collection agency.

Dancer's accounts must have a \$0.00 balance to participate at rehearsals / recitals.

Costume Payments:

Each class that performs at recital (all classes except conditioning classes) will be required to purchase a \$50 costume. Some classes may be asked to purchase additional accessories, but all efforts will be made to keep costs minimal. We will measure for these in November. ***Payments for all costumes are due DECEMBER 1, no exceptions.*** If you are paying for costumes monthly, you will be in charge of going into the Parent Portal and making those payments. It will not be included in tuition, it will be a separate item within your portal. A 10% late fee will be added to any costume payments past due on January 1st. An additional late fee, an added 10%, will be added every 10 days following. Tiptoz hires a professional seamstress to make necessary alterations; however, any personally requested alterations are at the expense of the student/parent.

Discounts:

Tiptoz offers several tuition discounts as outlined below. *No other discounts will be offered.* Discounts apply to tuition only, never costumes, registration fees, or dance wear. Discounts cannot be combined. Discounts must be requested and approved, and will not be automatically applied.

Family Discount: 10% off for families that pay \$250+/month.

Dual Shine Discount: 15% off for families with two or more dancers participating in Shine

Travel Discount: 10% off for families that travel more than 20 miles to regular classes. Camps, Intensives, and Special Events do not qualify for this discount.

Military Discount: 10% off for active duty military families.

Herington Discount: 25% off for families that were formerly members of Tiptoz Herington and travel to another Tiptoz location. This discount is raised to 30% if carpooling with 2 or more students.

Note: discounts may be removed for patrons that are abusive or harass Tiptoz staff at the discretion of Tiptoz Management.

Scholarship Policy:

Tiptoz will offer scholarships on some occasions. Information on family income, including current tax documents are required for any requests for scholarship awards. If your dancer is presented with a scholarship, they must submit certificate of scholarship at enrollment.

Liability:

Dance is a physical activity, and with all physical activities comes risk. Tiptoz does not cover costs of dancers injured at regular lessons in the studio, or at events outside of the studio. Tiptoz does not cover costs for any accidents that occur while traveling to or from studio events. Please fill out the liability waiver on the back of the signature page, and list all of your dancer's allergies, illnesses, or pre-existing conditions.

Discipline Policy:

At Tiptoz we believe more important than building great dancers, is building great kids. For this reason, we are implementing studio wide rules and a discipline policy to help our children understand boundaries and how their behavior affects themselves and those around them. Each class will be informed of their classroom rules at the beginning of class and asked to abide by these rules. These rules help build responsible young people that respect their teachers, themselves, and their classmates.

Studio Rules:

- 1. Listen and follow directions the first time.**
- 2. Always do your best.**
- 3. Be on time, and prepared for class.**
- 4. Respect yourself, your teacher, your class and your studio.**
- 5. Be kind.**

Tiptoz will follow a strict 3 strike policy as outlined below.3 Strikes:

Strike 1: Verbal Warning: Dancers will be asked stop bad behavior.

Strike 2: Dancers will be asked to sit down and observe until they can correct their bad behavior. (For every year old the child is, that is how many minutes they must sit and observe.)

Strike 3: Dancers will have parents notified of their behavior, and parents will be asked to wait outside their lessons for following class in case student should be dismissed.

Teacher Communication:

It is difficult to address teachers on nights they teach, as they have back-to-back classes to optimize our limited window of time to hold class. Please try to save your questions for email to: tiptozcg@gmail.com and we will address your questions and concerns promptly. We can set up private meetings upon request, and you can also monitor your dancer's progress by attending the 3 Parent Watch Nights listed in this packet.