

## **Studio Policies & Procedures**

### **A Message from the Directors:**

*Welcome to the Nevada Dance Workshop family! We are honored to be part of your dancer's journey and are committed to providing a positive, encouraging environment where every student can grow. Our mission goes beyond teaching dance technique. We strive to help each dancer build confidence, discipline, coordination, creativity, poise, and respect while fostering a lifelong love of dance. Through quality instruction and meaningful experiences, we aim to inspire both artistic and personal growth. We believe that a dancer's success is strengthened through a positive partnership between our families and faculty. Your encouragement at home, combined with the guidance of our experienced instructors, helps create the best possible experience for every student. Thank you for choosing Nevada Dance Workshop. We look forward to inspiring, encouraging, and empowering your dancer through the art of dance.*

*With love and appreciation,*

*Erica & Oliver*

## **RULES & POLICIES**

### **Studio Rules**

- All students must wear a cover-up over their dance wear to and from the studio.
- Dance shoes should not be worn outside of the building.
- No horseplay is permitted in the lobby, studio, or anywhere on the studio property. This includes, but is not limited to, climbing trees, jumping off rocks, or swinging on railings.
- Dancers should arrive five minutes before scheduled class time and be picked up promptly after class.
- Please notify the studio if you will be late picking up your dancer.
- If you must pick your dancer up early, please inform the front desk staff so they can get permission from the teacher. No parents are allowed to disrupt the class.
- No smoking anywhere on premises.

### **Class Rules**

- All students should arrive to class on time.
- If a student arrives late, please check in with the office to receive access to class.
- Students should come into class fully prepared, both mentally and physically, with a positive attitude, hair properly secured, appropriately dressed according to the dress code (see below) and dance shoes on.

- All students must follow the Dance Workshop dress code.
- There will be no food, gum or soda permitted in the studio.
- Attention should be always directed toward the instructor. Absolutely no talking unless permitted by the teacher.
- Absolutely no sitting down in class unless permitted by the teacher.
- Teachers reserve the right to dismiss any student from class who continuously disrupts.
- If a student is dismissed more than once, a parent/teacher conference must take place before a “dismissed student” may return to class.
- Don’t forget to smile, be supportive of your fellow dancers and keep a positive attitude!

### **Dress Code**

- Dancers must obtain the required dance wear and shoes within their first month after signing up. As a convenience, you will find all of the dress code items in the storefront on our website or by clicking this link: <https://www.shopnimbly.com/danceworkshop>. You will be able to order everything that you will need for your classes in just a few clicks or a phone call.
- No jewelry may be worn during class other than small earrings.
- No bootie shorts, bras or crop tops that show bare midriff.

## **Dress Code for 2026-2027**

\*\*\*Dress Code must be adhered to and will be enforced by Dance Workshop Staff\*\*\*

|                            |                                                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Baby Tunes                 | <b>LAVENDER</b> tutu leotard with pink tights, pink ballet shoes & black tap shoes.                                                                            |
| Tiny Tunes                 | <b>PINK</b> tutu leotard with pink tights, pink ballet shoes & black tap shoes                                                                                 |
| Combo Ballet/Tap           | Basic short-sleeved <b>LAVENDER</b> leotard with pink tights, pink ballet shoes and black tap shoes. Hair pulled back into bun.                                |
| Combo Hip Hop/Jazz         | Can be more casual with t-shirt or tank but no crop tops or bare midriffs. Black pants or shorts (no bootie shorts) black jazz shoes and sneakers for hip hop. |
| Level 1 Ballet             | Basic short-sleeved <b>MULBERRY</b> leotard with pink tights, pink ballet shoes. Hair in bun.                                                                  |
| Level 2 Ballet             | Basic short-sleeved <b>SOFT BLUE</b> leotard with pink tights and pink ballet shoes. Hair in bun.                                                              |
| Level 3 Ballet/Teen Ballet | Classic tank <b>ROYAL</b> leotard with pink tights and pink ballet shoes. Hair in bun.                                                                         |
| Level 4 Ballet/Pointe      | Classic tank <b>TEAL</b> with pink tights and pink ballet shoes and “if specified” pink pointe shoes. Hair in bun.                                             |
| Level 5 Ballet/Pointe      | Classic tank <b>BLACK</b> leotard with pink tights and pink ballet shoes and “if specified” pink pointe shoes. Hair in bun.                                    |

|                                   |                                                                                                                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boys Ballet                       | Any fitted white t-shirt, black shorts or black tights/leggings, black socks and black ballet shoes.                                                                                                              |
| Level 1 Jazz/Lyrical              | Basic short-sleeved <b>MULBERRY</b> leotard, black fitted leggings or pants. Shorts ordered from storefront or must be approved by DW staff. Appropriate class-style shoes. Hair pulled back in ponytail or bun.  |
| All levels Acro                   | Ballet or gymnastics leotard. Tights or bare legs. Bare feet. No loose clothing! Hair pulled back and out of the way.                                                                                             |
| Level 2 Jazz/Contemporary/Lyrical | Basic short-sleeved <b>SOFT BLUE</b> leotard, black fitted leggings or pants. Shorts ordered from storefront or must be approved by DW staff. Appropriate class-style shoes. Hair pulled back in ponytail or bun. |
| Level 3 Jazz/Contemporary/Lyrical | Classic tank <b>ROYAL</b> leotard, black fitted leggings or pants. Shorts ordered from storefront or must be approved by DW staff. Appropriate class-style shoes. Hair pulled back in ponytail or bun.            |
| Level 4 Jazz/Contemporary/Lyrical | Classic tank <b>TEAL</b> leotard, black fitted leggings or pants. Shorts ordered from storefront or must be approved by DW staff. Appropriate class-style shoes. Hair pulled back in ponytail or bun.             |
| Level 5 Jazz/Contemporary/Lyrical | Classic tank <b>BLACK</b> leotard, black fitted leggings or pants. Shorts ordered from storefront or must be approved by DW staff. Appropriate class-style shoes. Hair pulled back in ponytail or bun.            |
| All levels Hip Hop                | Comfortable clothing that you can move in but no bare midriffs or bootie shorts. Supportive sneakers.                                                                                                             |
| All levels Tap                    | Comfortable clothing that you can move in but no bare midriffs or bootie shorts. Tap shoes.                                                                                                                       |

### **Registration & Tuition Policies**

- Registration is accepted on first come first serve basis. There is a \$25 non-refundable registration fee plus \$5 per additional student per family.
- Classes will be closed to further enrollment once maximum capacity has been reached.
- An annual registration fee will be collected at time of enrollment.
- Initial payment will be collected at the start of the season.
- The Dance Workshop Season is like a school year. Monthly fees are due at the first of each month. If you are on Auto Pay, fees are automatically deducted or charged to your credit card

on the 1st of each month during the season. A \$25 late fee will be added after the 15th of the month.

**\*\*\*IMPORTANT NOTE\*\*\***

Some monthly “sessions” during our season have 5 weeks of dance classes, some have 3 (ex. Thanksgiving, Winter Break, Spring Break). From August 1st to June 1st, tuition is calculated on a per month basis, regardless of how many classes are in that month.

### **General Policies**

- Registration fees and tuition payments are non-refundable.
- There will be no prorating or refunds given due to missed classes.
- Each student is encouraged to make up missed classes in another appropriately leveled class.
- Withdrawal Policy: We require a 30 day written notice for dropping classes/students out of their classes. Please be aware that no prorating or refunds will be issued due to withdrawing from classes.
- Inclement Weather: Dance Workshop chooses to close due to inclement weather.

### **Safety**

- Safety for your child is of our utmost concern.
- All young dancers must be escorted to and from the building.
- If a health condition exists which will prevent full participation, please notify Dance Workshop as soon as possible.

## **Tuition and Fees**

| Hours/Week                                 | Cost/Month | Hours/Week | Cost/Month                                    | Hours/Week | Cost/Month |
|--------------------------------------------|------------|------------|-----------------------------------------------|------------|------------|
| 30 mins                                    | \$50       | 4.5 hours  | \$225                                         | 9 hours    | \$320      |
| 45 mins                                    | \$60       | 5 hours    | \$235                                         | 9.5 hours  | \$320      |
| 1 hour                                     | \$65       | 5.5 hours  | \$250                                         | 10 hours   | \$320      |
| 1.5 hours                                  | \$90       | 6 hours    | \$265                                         | 10.5 hours | \$320      |
| 2 hours                                    | \$120      | 6.5 hours  | \$275                                         | 11 hours   | \$320      |
| 2.5 hours                                  | \$145      | 7 hours    | \$285                                         | 11.5 hours | \$320      |
| 3 hours                                    | \$165      | 7.5 hours  | \$295                                         | 12 hours   | \$320      |
| 3.5 hours                                  | \$190      | 8 hours    | \$305                                         | 12.5 hours | \$320      |
| 4 hours                                    | \$210      | 8.5 hours  | \$315                                         | 13 hours   | \$320      |
| 1 Student/Family Unlimited Classes = \$320 |            |            | 2-3 Students/Family Unlimited Classes = \$410 |            |            |
| 4+ Students/Family - talk to us...         |            |            |                                               |            |            |

### Performance Commitment Fee:

**Any Dancer that wants to participate in the Christmas shows (December 15th - 20th, 2025), will pay a non-refundable \$20 performance commitment fee due November 1st, 2025. (This fee WILL include costumes). For any dancer that would like to participate in the end of the year performance, (June 27th & 28th, 2026), there will be a \$50 non-refundable performance commitment fee due March 1st, 2026. (This fee includes a performance T-shirt with all of the students' names on the back but does NOT include costumes).**

### **\*\*\*NOTE\*\*\***

**For the End of the Year Performance we will have three shows, June 26th @1:00pm & 6:00pm and June 27th @2:00pm. ALL students Level 1 and up are expected to dance in ALL three shows. Baby Tunes, Tiny Tunes and Combo level dancers will dance in only one of the three shows.**

Withdrawals and Refunds: One-month written notice is required to discontinue any classes. If your child wishes to withdrawal, you must notify the office in person and complete a withdrawal form one month in advance, or you are responsible for that months tuition. All automatic bank debiting or credit card charges will stop after the one- month notice period.

Business Matters: Must be directed to our office. To voice any concerns or questions with directors, you must make an appointment for a scheduled meeting. No Instructor or Director is to be stopped before, after or during a dance class with questions. This takes away from scheduled classes and will NOT be tolerated. Under no circumstance should a parent walk into a dance class room before, during or after a dance class.

**No parent should be reaching out to teachers directly!** This must go through the artistic directors, Erica and Oliver Adams, either by phone: 775-782-8717 or email: [erica@danceworkshoponline.com](mailto:erica@danceworkshoponline.com), and we will then contact the teachers.

Extreme Weather or unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added at the next possible date. No refunds for lessons missed due these reasons will be given.

Substitutions: Dance Workshop reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made-up.

Level Placement: For Baby Tunes, Tiny Tunes and Combo classes, students will be placed in a level based on their age. For level 1 and up, level placement is no longer about age but instead is based on technique, movement, the ability to pick up the movements, focus, alignment and strength. We require a minimum of two to three years in each level before advancing to a higher level. The number of hours that students train in-studio each week significantly impacts their ability to learn and retain dance movement, and to perform it technically correct. When we feel that a student is ready to move up a level, we will reach out to you. Placing students in classes that are too advanced for their technical level can be physically dangerous as well as detrimental to their confidence and motivation. It is important to remember that each student progresses at different rates, we care deeply about their progression and we make our decisions based on each student's best interest as both individuals and dancers.

**No parent should be reaching out to teachers directly!** This must go through the artistic directors, Erica and Oliver Adams, either by phone: 775-782-8717 or email: [erica@danceworkshoponline.com](mailto:erica@danceworkshoponline.com), and we will then contact the teachers.

Missed Lessons and Make-Up lessons: Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice (via phone or email) has been given to the office. Make-up lessons will be limited to 2 per year and will require a doctor's note. No refunds or prorated tuition are given for missed classes. School activities such as ski trips or programs, band trips, Spring Breaks that differ from our school's Spring Break, sports games, etc. do not qualify for make-up classes.

Dance Class Attendance and Lateness: Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons.

Parent's Responsibility to be aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on social media as well as sending Newsletters via email. It is the parent's responsibility to regularly check their emails to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, telephone, or email address change.

Care of Students: The school is not responsible for providing before or after class care for the students. Students are not to be left at the school for excessive time before or after classes. Please be prompt when picking up your child.

The Risk of Injury: Please be aware that dancing and exercises associated with it places unusual stresses on the body and carries with it the risk of physical injury. The Dance Workshop will not be held responsible for personal injury.

Medical Emergency Policy: In case of emergency, Dance Workshop will take first aid or emergency measures as judged necessary for the care and protection of the child while under the supervision of the studio. In case of medical emergency, the child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems it necessary. In some medical situations the staff will need to contact the emergency resource before the child's parent, physician, and or other person acting on the parent's behalf. The child's parents or legal guardians shall be responsible for any expenses incurred.

Lost or Stolen Property: The Dance Workshop is not responsible for any items lost or stolen on our premises. Items left overnight in the studios will be placed in the lost and found which will be donated to charity after each semester.

Physical Contact: Teaching dance is a physical activity and appropriate physical contact between students and teachers in class is essential to dance training. Teachers will use their hands to illustrate a concept to a student or to adjust parts of a student's body (especially with more inexperienced students).

The Dance Workshop recognizes that such physical contact is a potentially complex area; and the School also fully recognizes its responsibilities for safeguarding students and teachers and for protecting their welfare.

The following principles and procedures are in place to fulfill the School's obligations:

- a) Contact by the teacher is made with particular awareness of the needs of each individual, to assist the young dancer in correcting placement.
- b) All teachers will treat any physical contact with due sensitivity and care.
- c) Contact will not involve force.
- d) Teachers will be mindful of location and avoid situations where they are isolated with a student; all classes should be held in studios and dance areas.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, social media, posters, advertisements and other promotional materials.

### **Non-Discrimination Policy**

Dance Workshop admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other programs.

## **IMPORTANT DATES FOR 2026/2027 SEASON**

**August 17th - 2026/2027 Dance Season Begins**

**September 7th - Labor Day - STUDIO CLOSED**

**October 25th - November 1st - Fall Break - STUDIO CLOSED**

**November 1st - \$20 Christmas Show Commitment Fee Due**

**November 22nd - November 29th - Thanksgiving Break - STUDIO CLOSED**

**December 14th - 19th - DWS Christmas Performances**

**December 20th - January 11th - Christmas Break - STUDIO CLOSED**

**February 15th - President's Day - STUDIO CLOSED**

**March 1st - \$50 End of the Year Performance Commitment Fee Due (T-shirt included)**

**April 18th - 25th - Spring Break - STUDIO CLOSED**

**May 31st - Memorial Day - STUDIO CLOSED**

**June 26th & 27th - DWS End of the Year Performance**

**June 29th - 2026/2027 Dance Season Ends**