



Student/Parent Policy Handbook
2025-2026



2025/2026 Dance Calendar

Sept. 2	First day of 2025/2026 dance season
Sept. 22-25	Bring a Friend for Free
Sept. 22-25	Free Week of Dance (free trial for new students or current students that want to try a new style)
Oct. 2	Recital costume Deposit #1 due, \$30 per costume/class (optional)
Nov. 6	Recital costume Deposit #2 due, \$30 per costume/class (optional)
Nov. 10-13	Costume Fitting
Nov. 17-20	Guys' Week – dancers bring dad, grandpa, or uncle to class
Nov. 27-30	Thanksgiving Break, NO CLASS (Class resumes Dec. 1)
Dec. 4	Final payment due for recital costume
Dec. 22-Jan. 4	Christmas Break – NO CLASS (Class resumes Jan. 5)
Feb. 9-12	Ladies' Week – dancers bring mom, grandma, or aunt to class
April 3-6	Easter Break, NO CLASS (Class resumes April 7)
May 9	Picture Day (tentative)
May 21	Last day of class
May 27-29	Recital Practice, Dress Rehearsal May 29 at 6 p.m.
May 30	Recital 7 p.m. Students arrive at 6:45 p.m.
May 31	Recital 2 p.m. Students arrive at 1:45 p.m.

Schedule is subject to change



2025-2026 Class Schedule

Monday

- 4:45 PM - 5:15 PM Private Lesson
- 5:15 PM - 6:00 PM Beginner Tumble Ages 6+
- 6:00 PM - 7:30 PM Intermediate Ballet Teacher Approval
- 7:30 PM - 8:30 PM Intermediate Tumble Teacher Approval

Tuesday

- 4:45 PM - 5:15 PM "Broadway" Tap Ages 10+
- 5:15 PM - 6:15 PM Contemporary Ages 10+
- 6:15 PM - 7:15 PM Ballet/Hip Hop Combo Ages 6-8
- 7:15 PM - 7:45 PM Adult Dance Fitness Ages 18+

Wednesday

- 4:30 PM - 5:00 PM Private Lesson
- 5:00 PM - 5:30 PM "Happy Feet" Tap Ages 6-9
- 5:30 PM - 6:15 PM Hip Hop/Jazz Combo (A) Ages 9+
- 6:15 PM - 6:45 PM "TuTu Cute" Ages 3-5
- 6:45 PM - 7:15 PM Private Lesson
- 7:15 PM - 7:45 PM Private Lesson

Thursday

- 4:15 PM - 5:00 PM Hip Hop/Jazz Combo (B) Ages 9+
- 5:00 PM - 6:00 PM "TuTu Beautiful" Ballet Ages 9+
- 6:00 PM - 7:30 PM Intermediate Ballet Teacher Approval

Saturday

- Pop-up classes TBD

CLASS DESCRIPTIONS

BALLET

Ballet is the basis for all dance forms. It teaches the strong foundation and terminology that is needed by all dancers. This style incorporates grace, precision, and strength. It is danced to classical music.

POINTE

This is an extended form of ballet. Pointe work is when a ballet dancer supports all her body weight on the tips of fully extended feet within pointe shoes. Students must be 12 years old and have 5+ years of ballet experience. Pointe shoes are required and must be approved by the teacher.

TUMBLE

Tumble combines dance technique with acrobatic tricks and tumbling. Students will learn flexibility, tricks, strength, and muscle control. Students must be 6 years old and are recommended to take another style of dance. They will be placed in class according to their ability.

BALLET / HIP HOP COMBO

This class combines Ballet and Hip-Hop to allow young dancers to explore movement and music. Students learn beginner ballet technique and funky hip-hop skills through creative, vibrant, and fun combinations. Tiny dancers must be 6-8 years old.

HIP-HOP / JAZZ COMBO

This class combines Hip-Hop and Jazz. Hip-Hop is often seen in music videos and refers to street dance styles that include a wide range of styles – primarily breaking, locking, and popping. Jazz is a funkier, quicker form of dance. The body is used in many different ways. Jazz is danced to more popular music. Students must be 9 years old.

CONTEMPORARY

Contemporary is based off Ballet and Jazz. This style of dance is inspired to express strong emotions one feels within the lyrics of a song. Various forms of music are used. Students must be 10 years old and are recommended to take ballet or have ballet experience.

TAP

Tap is a form of dance that deals with rhythms of the feet by striking the floor. This style includes various techniques, from basic steps to complex combinations to create sound. Many types of music are used. Students must be 6 years old.

TUTU CUTE

TuTu Cute is an engaging class that helps your preschooler learn age-appropriate dance steps in a creative, vibrant, and fun atmosphere. This class focuses on creative movement, props, songs, and games to introduce dance technique. Tiny dancers must be 3-5 years old.

PRIVATE LESSONS

In a one-on-one, personalized, supportive environment, dancers can work on technical skills, learn new styles, improve their artistry, gain confidence, and much more. Private lessons are available for dancers of any age or level, with multiple styles to choose from. Dancers have the opportunity to perform a solo in the year-end recital.

ADULT DANCE FITNESS

Jam to popular songs with easy-to-follow fitness moves. No dance experience required! This class is for ages 18 and older.

CLASS PLACEMENT

Class levels are divided based on age, ability, and dance experience. Unlike grade levels in school, students do not necessarily move to the next level each year. We have a great deal of curriculum to cover in each level and we want to make sure that the student is comfortable, strong, confident, and technically correct before moving up. Some students may take a level for a couple of years, others may move through a level in less time. The determination is made on an individual basis by the instructor. Each student progresses at his or her own pace. Students advance to more challenging levels as they safely master the requisite skills and techniques. Please be patient and encouraging with your child. Dance is an art form and cannot be rushed.

TUITION, DISCOUNTS, PAYMENT, & FEES

Tuition Prices

30 min. class - \$10.50/class \approx \$42/month

45 min. class - \$11/class \approx \$44/month

60 min. class - \$11.50/class \approx \$46/month

All classes meet once a week, except Intermediate Ballet. Intermediate Ballet is 90 minutes long, twice a week and costs \$12.25/class \approx \$98/month.

Private lessons are 30 minutes long and cost \$20/class \approx \$80/month. Students that take private lessons have the opportunity of a solo dance at the year-end recital.

Adult Dance Fitness has two sessions: (1) September 2 – December 16, and (2) January 6 – April 28. Class meets once a week for 30 minutes and costs \$80 per session. Payment is due in full.

Discounts

Students registered in multiple classes concurrently receive a discount.

1 st class - regular rate	2 nd class - \$9.50/class (30 min) \$10.00/class (45 min) \$10.50/class (60 min)
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3rd class or more - \$8.50/class (30 min)
\$9.00/class (45 min)
\$9.50/class (60 min)

A family discount is offered for families with multiple children taking dance classes concurrently.

3rd child or more - \$8.50/class (30 min)
\$9.00/class (45 min)
\$9.50/class (60 min)

If you are eligible for both discounts, you will automatically receive the discount giving you the most value. Discounts cannot be combined.

Payment & Billing

Season tuition and fees must be paid via cash, check, or card to On Pointe. When paying with credit or debit card, there is a 5% convenience fee per transaction.

Tuition is due by the first class of the month. Billing will be given to families one week before payment is due.

Rates will be adjusted for the number of weeks in a month. If a class is canceled more than twice in one month, dancers will attend a makeup class. Given the makeup schedule, there will be no tuition adjustment for the month.

Fees

Late Fee & Returned Checks

Late payments will result in a \$10 per month surcharge after the 15th of the month. Returned checks for insufficient funds will result in a \$25 returned check fee.

Registration Fee

There will be a seasonal one-time \$25 registration fee per student. There is no registration fee for the adult fitness class.

Costume Fee

Tuition does not include costume fees, which are paid separately. (See performance).

Non-Payment of Tuition

On Pointe Performing Arts Studio, LLC, at its discretion, may deny any student in cases of non-payment. After thirty (30) days of non-payment, students will not be allowed to participate in class or in a performance.

Withdrawal

We hate to see you go but understand sometimes withdrawals are necessary due to unforeseen circumstances. Please notify the owner, Vicky Boehler. Tuition will continue to accrue until she is notified.

Refunds

Refunds will not be given for the registration fee, late arrivals, early departures, inclement weather, or classes missed due to illness or other activities. Full tuition payment is required, regardless of reason for missing class or withdrawing.

Medical Situations

In the case of a medical condition which prevents a student from dancing and exists for 30 days or more, a student will not be charged under the following conditions: 1) a letter must be presented from a doctor stating the medical condition and the number of days a dancer is unable to participate in class; and 2) dancers, if physically unable to participate in class, must continue to attend and observe their classes so they do not fall behind in the curriculum.

ATTENDANCE

Enrollment is assumed for the entire season – September to June. The studio must be informed of your withdrawal from the studio.

We cannot emphasize enough the importance of regular attendance and the commitment of the student to improve and polish his/her skills and talents. Students will attend all regularly

scheduled classes unless ill or a conflict arises. Attendance is taken daily by the teacher. A permanent record of attendance will be kept.

If your student will be absent, please send a message through the Remind app. (New families will be given the code to join Remind once the season begins).

Excessive absences inhibit a student's ability to progress and learn routines for the recital. Any student with excessive absences will have less time on stage during the recital and may repeat a year of their current level or be moved a level down.

Tardiness will not be tolerated. Students who arrive more than 15 minutes late may be asked by the teacher to observe class. Classes are designed to warm up muscles slowly and properly. Jumping into a class that has already started may cause injury.

Arrival & Departure

Dancers should arrive no earlier than 5 minutes before class starts. For children ages 3-10, a parent must escort their child to and from the dance room until class begins. For their safety, students should be picked up immediately after class. Dancers should use the restroom and be dressed for class prior to arriving to the studio.

Holidays & Weather

Holidays are listed on the On Pointe Performing Arts Studio, LLC calendar and monthly newsletter. There will be no charge during holiday closures.

Notices for weather closures will be posted on Facebook or sent via Remind by 4 p.m.

DRESS CODE

A dress code allows for discipline and professional appearance of our students. Our dress code was established to promote the students' freedom of movement and the instructor's observation of correct technique.

- Anyone not in the proper dress code may be asked to sit out and observe class.
- No jewelry except post earrings will be permitted.
- Students may wear warm-ups, such as leg warmers or jackets, but must remove items after the first exercise.
- NO costumes from recitals are permitted.
- NO baggy t-shirts, athletic crop tops, or pants allowed.
- NO leggings as pants/tights.

Attire

Dancewear can be purchased from our online boutique. Go to On Pointe's website and select "Dancewear" at the top of the ribbon.

- **ADULT DANCE FITNESS** – Comfortable workout attire, which includes socks, yoga pants, sweats, shorts, t-shirts, etc. We recommend having hair pulled back, away from the face.

- BALLET – Pink tights; any color leotard; dance shorts or skirt optional; pink leather or canvas ballet shoes; hair in a bun.
- BALLET / HIP HOP COMBO – Pink tights; any color leotard; dance shorts or skirt optional; pink full-sole leather ballet shoes (no tie); black leather jazz shoes (slip-on); hair in a ponytail or bun.
- CONTEMPORARY – Pink or nude tights; any color leotard; dance shorts or skirt optional; tan lyrical canvas half-sole footies; hair in a ponytail or bun.
- HIP-HOP / JAZZ COMBO – Pink, nude, or black tights; any color leotard; dance shorts or skirt optional; black leather jazz shoes (slip-on); hair in a ponytail.
- TAP – Pink, nude, or black tights; any color leotard; dance shorts or skirt optional; black full-sole lace up tap shoes; hair in a ponytail or bun.
- TUMBLE – Any color leotard or unitard; tights and shorts optional; barefoot; hair in a ponytail.
- TUTU CUTE – Pink tights; any color leotard; dance shorts or skirt optional; pink leather full-sole ballet shoes (no-tie); hair in a bun.
- BOYS – Fitted athletic shirt and shorts or pants; solid colors – preferably white and black; no graphic tees or sweats. See the above classes for shoes.

Personal Hygiene

Dance shoes are not to be worn outside of the studio or in place of street shoes.

Given the “hands-on” instruction of the classes, it is critical that all parts of the students’ attire be unsoiled and fresh.

Additionally, it is each student’s responsibility to use the appropriate anti-perspirant products before attending class.

STAR DANCER

Each month, two students will be selected as a Star Dancer. Students are selected based on good attendance, good behavior, working hard, and positivity. The students will receive a yard sign to display on their front lawn to show off their On Pointe pride.

- Signs must be returned the last class of the month. Families will receive a reminder the week before.
- Families will be charged \$25 for lost or damaged signs. If the family wishes to keep the yard sign, they must notify the owner, Vicky Boehler, and pay \$25.

GENERAL POLICIES

- Only water is allowed in the studio. No food, drinks, or gum.
- Children must be supervised at all times and are not free to run around the lobby, dance studio, or other areas.
- Parents/guardians may wait in the lobby or run errands while their child is in class.
- The waiting area must be kept quiet for the benefit of those taking or teaching class.
- Students are encouraged to use the restroom before class, so they don’t miss instruction.

- On the last class of the month, one parent or guardian may watch the last 10 minutes.
- Never speak negatively about teachers, students, or parents from On Pointe Performing Arts Studio, LLC.
- All students and adults must show respect for staff at all times. Inappropriate behavior could result in dismissal from the studio.
- On Pointe Performing Arts Studio, LLC is not responsible for lost or stolen belongings, such as cell phones, money, accessories, or clothing. Theft will NOT be tolerated.

STUDENT CONDUCT

Students enrolled at On Pointe Performing Arts Studio, LLC must conduct themselves in a manner that is respectful to the studio, the staff, and their peers.

Students must arrive to class on time, prepared, and dressed properly (see Dress Code).

Students must conduct themselves appropriately while at On Pointe Performing Arts Studio, LLC. This includes, but is not limited to, no running or yelling, profanity, and destroying property. Students and parents are expected at all times to maintain decorum that is respectful to the studio, its staff, and its policies. On Pointe Performing Arts Studio, LLC reserves the right to dismiss or refuse business to anyone not adhering to this policy.

Cell phones are not permitted in class and should be kept on silent or vibrate.

STUDENT AND PARENT USE OF SOCIAL MEDIA

Use of Facebook, Twitter, Instagram, Snapchat, and other online social-media vehicles is commonplace. This policy is intended to provide On Pointe Performing Arts Studio, LLC, students, and parents with guidelines to eliminate any confusion concerning the use of social media.

- You **DO NOT** have permission to reveal any information that compromises On Pointe Performing Arts Studio, LLC. You are forbidden to share personal information about the owner, teachers, other students or their families, or anything that is proprietary and/or confidential to them or On Pointe Performing Arts Studio, LLC.
- If you post videos of class or rehearsals, do not post any choreography in its entirety. On Pointe Performing Arts Studio, LLC owns the copyright to all choreography taught at the studio.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about On Pointe Performing Arts Studio, LLC or teachers.

PERFORMANCES

There will be a formal recital in June. The following rules apply to all performance participants:

- Students will be fitted for their recital costume in the studio in November. A parent or guardian must sign off on the size and is responsible for maintaining the costume until the recital.

- A professional photographer will take photos of students in the spring, typically in early May. Although this is not a requirement, we ask families to keep the tentative date available to be in the group picture for the yearly poster.
- Students are required to attend all scheduled rehearsals in the studio and/or in the location where performances are to be held. Families are informed of these dates months in advance and must keep the dates available for mandatory practices.

On Pointe Performing Arts Studio, LLC must be notified if a student will be absent at a rehearsal for the recital. Unexcused absences will not be tolerated, except in the event of an urgent personal emergency. Failure to be present for rehearsals shall be reason for suspension from the performance. The owner will evaluate each absence from rehearsal on a case-by-case basis and will retain the sole discretion to determine whether the student may participate in the performance. No refunds are given for show dismissal.

- Parents and students are expected to cooperate in every way to make On Pointe Performing Arts Studio, LLC productions polished and professional. Any misbehavior or conduct during rehearsals or performances deemed inappropriate may be cause for dismissal.
- Parents may volunteer in pre-show preparation, as a house-mom, or in backstage assistance during performances and receive free admission to the recital.

Fees

Each student (and his/her parent or guardian) will be responsible for the additional cost for participating in performances.

- Costume fees can be paid in full or in three (3) installment payments.
 - Deposit #1** due October 2 – \$30 per costume/class
 - Deposit #2** due November 6 – \$30 per costume/class
 - Deposit #3** due December 4 – remaining balance per costume/class
- If a student drops the class or decides not to participate in the recital after the deposit(s) has been paid, the deposit(s) will NOT be refunded.
- Costumes will NOT be ordered until the full amount is paid, and the family will be responsible for the shipping fee of \$15.
- Students that join the season after December can still participate in the recital and order a costume. The family will be responsible for the shipping fee of \$15.
- If a costume needs to be returned due to fit issues, families will be charged a return shipping fee of \$15 and must cover other costs, if applicable. It is not guaranteed that families will be able to get a new size due to availability and arrival time.

FOR THE PARENTS: “WE’RE IN THIS TOGETHER”

We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education. Our programs rely on a positive atmosphere and educational experience for our teachers and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the teachers—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting. Your child’s presence at all classes is imperative. The spirit

of teamwork and the lesson of dedication are a big part of our school's educational process. Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.