

Children's Intro Program

CREATIVE MOVEMENT (age 3-4) Full Season Tuition: \$144

Saturdays 9:00-9:45 with Melyssa

CREATIVE MOVEMENT 2 (age 5-6): Full Season Tuition: \$144

Saturdays 11:30-12:15 with Melyssa

PRE-BALLET (ages 6-8)

**Full Season Tuition:
\$180 (\$309 for 2 days)**

Wednesdays 5:00-6:00 with Melyssa

Saturdays 10:00-11:00 with Melyssa

BOYS BASICS*: Full Season Tuition: \$144

Thursdays 4:00-4:45 with Rocky/Jake

*Pre-Ballet or Beginning 1A is highly recommended along with Boys Basics



WE ARE LOCATED AT

101 E. 10th Street, Medford

(across from the Medford Library)



MEET YOUR DIRECTORS

Originally from the San Francisco Bay Area, husband and wife, David and Elyse Roxander, have been teaching dance, directing and choreographing for over 30 years. They have trained and worked with children of all ages and abilities - from those seeking and attaining a professional career to those simply enjoying the process and the pride one feels from working on an art form and achieving their goals.

With a grand opening on September 9, 2009, this state-of-the-art ballet academy is dedicated to the memory of Mr. Roxander's mother, Jody White. Before her passing a promise was made that she would never be forgotten and that all of the children who came through the doors of Studio Roxander would know her. A dance teacher herself for over 55 years, she was and, through the Roxanders, will continue to inspire and educate thousands of children. It is our greatest wish that our studio environment will aid in instilling in our students a great respect and love for all art forms.

With a strong background in classical ballet and performing arts, both David and Elyse bring a tangible joy and love for dance and the theatre into the classroom.

Please visit our website for complete bios on Mr. and Mrs. Roxander and Jody White.

FOR MORE INFORMATION
PLEASE CALL US OR VISIT OUR WEBSITE

(541)773-7272

WWW.STUDIOROXANDER.COM



**SPRING SEASON
2021**

March 29 - June 19

Ballet Program

BEGINNING BALLET

BALLET 1A				BALLET 1B				BALLET 1C			
Students graduating from Pre-Ballet or older beginners. Recommendation: 2 classes/wk Tuition: \$180-\$525 (entire Season)				Placement class needed. 2 classes/wk required. *Fri 6:30 class is Stretch/Flex. \$309-\$525 (entire Season) Tuition:				Placement class needed. 2 classes/wk required;3 recommended. *Weds. 5:15 is Stretch & Strength. Boys Ballet encouraged (see Int 2/3) Tuition: \$372-\$729 (entire Season)			
DAY	TIME	STUDIO	INSTRUCTOR	DAY	TIME	STUDIO	INSTRUCTOR	DAY	TIME	STUDIO	INSTRUCTOR
M	4:30-5:30	2	M. Bates	W	2:45-3:45	3	E. Roxander	Tu	3:45-5:00	3	E. Roxander
Tu	5:00-6:00	2	M. Williams	F	5:30-6:30	3	M. Bates	W	4:00-5:15	3	J.Roxander/Bates
Th	2:30-3:30	3	E. Roxander	S	9:45-10:45	3	M. Bates	Th	3:45-5:00	3	J.Roxander/Bates
Sa	12:30-1:30	2	M. Williams	F*	4:45-5:15	2	M. Bates	Sa**	11:00-12:30	3	Bates/E Roxander
								W*	5:15-6:00	3	J.Roxander/Bates
								**Longer class/rehearsal. Required for participation in Surealia (beg. 4/17)			

INTERMEDIATE BALLET

INTERMEDIATE 1					INTERMEDIATE 2 & 3				
By invitation. Both Int. 1 classes plus min of 1 Ballet 1C technique classes. (4+ technique classes/wk highly ecommended) Season Tuition: \$549-\$960					By invitation. 4 Technique required (can combine with Int. 1 with instructor auth). PLUS program optional. Additional enrollment paperwork needed for PLUS Program. Season Tuition: \$825-\$927. PLUS Program: \$590 to max Season tuition.				
CLASS	CLASS	TIME	STUDIO	INSTRUCTOR	CLASS	DAY	TIME	STUDIO	INSTRUCTOR
Int. 1 Tech	M	3:45-5:15	3	E. Roxander	Technique	M	5:45-7:30	1	M. Williams
Int. 1 Tech	F	3:45-5:15	3	E. Roxander	Technique	T/TH	3:30-5:15	1	Bates/E. Roxander
1C Tech	Tu	3:45-5:00	3	E. Roxander	Technique**	Sa	9:00-10:45	1	E. Roxander
1C Tech	W	4:00-5:15	3	J. Roxander/Bates	Pointe 3	Th/Sa	5:15-6:00/11:00-11:45	2 / 3	E. Roxander
1C Tech	Th	3:45-5:00	3	J. Roxander/Bates	Boys Class	T/Th	5:15-6:00	3	D. Roxander
1C Tech**	Sa	11:00-12:30	1	Bates/E. Roxander	"PLUS" Classes	T	9:00-11:45	1 / 3	E. Roxander
Stretch/Strength	W	5:15-6:00	3	J. Roxander/Bates	"PLUS" Classes	F	9:00-10:45	1	E. Roxander
**Longer class/rehearsal. Required for participation in Surealia (beg. 4/17)					**Sat required for Surealia. PLUS class by authorization only.				

ADVANCED BALLET

INT/ADVANCED					ADVANCED/PROFESSIONAL				
By invitation. All tech & contemp required. Full program recommend. PLUS program optional. Additional enrollment paperwork needed for PLUS Program. Season Tuition: \$1005-\$1143. PLUS Program add \$590 to full program.					By invitation. 6 tech, 2 pointe, 2 contemporary required, unless dancer is an advanced or professional guest. Additional enrollment paperwork needed for PLUS Program Full Program Season Tuition: \$1434. PLUS Program add \$540 to full program tuition.				
CLASS	DAY	TIME	STUDIO	INSTRUCTOR	CLASS	DAY	TIME	STUDIO	INSTRUCTOR
Technique	M/W/F	3:45-5:30	1	Roxanders/Swinson	Technique	M	11:45-1:30	1	E. Roxander
Technique	T/Th	5:30-7:15	1	Swinson/Bates	Technique	Tu-F	11:00-12:45	1	D. Roxander
Contemporary	W	5:30-6:45	1	H. Curran	Technique	Sa	12:45-2:45	1	D. Roxander
Pointe	M/F	5:30-6:15	1	Bates/Swinson	Pointe	W/F	1:00-1:45	1	E. Roxander
Floor Barre	M	11:00-11:45	ZOOM	E. Roxander	Contemporary	M/W	1:45-3:00	1	H. Curran
"PLUS" Classes	T	9:00-11:45	1 / 3	E. Roxander	Floor Barre	M	11:00-11:45	1	E. Roxander
"PLUS" Classes	F	9:00-10:45	1	E. Roxander	"PLUS" Classes	T/Th	1:00-3:00	1	Roxanders

ZOOM by request for Ballet Program classes (may be limited). All programming subject to change at the discretion of the directors.

IN-STUDIO CLASSES MAY BE SWITCHED TO ZOOM AT ANY TIME PURSUANT TO STATE MANDATES. Enrollment is for the ENTIRE Spring Season.

Important Academy Policies

PLEASE CAREFULLY REVIEW OUR SPRING 2021 ACADEMY HANDBOOK. Enrollment constitutes an agreement to the rules/policies provided therein.

SPRING ENROLLMENT PERIOD:

Enrollment is for the entire Spring Season: March 29 – June 19. Tuition is billed in 3 installments. Once enrolled, the family is responsible for tuition through the entire Winter Season. Students enrolled in Spring Season will have priority enrollment for our Summer Session (prior to open enrollment). All students' accounts are subject to the Spring Season registration fee of \$50. Accounts are credited for holidays. Refer to the Spring 2021 Academy Handbook for details.

COVID-19 POLICY / IN-STUDIO & ZOOM:

Please review our **Spring 2021 Academy Handbook** along with our Covid-19 Policies and Procedures sheet, which will periodically update pursuant to OHA guidelines. The Covid-19 Policies & Procedures sheet outlines our policies regarding Covid-19 including but not limited to drop off and pick up as well as lobby rules and viewing policies. **If for any reason our in-studio classes need to cease, we will continue with Zoom options** pursuant to the statement on page 5 of our Spring 2021 Academy Handbook.

ADULT & TEEN CLASSES

IN-STUDIO &/OR **zoom**

Ballet with Melyssa

INTRO TO BALLET *: \$204 entire Season

This Intro to Ballet workshop is for "true" beginners or those wanting to start over again with ballet! Class will begin once we have a min of 5 dancers.

Wednesdays 6:15-7:30

ADULT BALLET*: \$204 entire Season (1 class/wk)
\$372 entire Season (2 classes/wk)

This is a mixed level adult ballet class. Level is geared towards those enrolled.

Tuesdays 6:15-7:30
Fridays 9:00-10:15

* (**ZOOM** option by request)

PILATES WITH ANASTASIA

zoom only

PILATES/MAT:
Saturdays: 9:30-10:30 \$180 (entire Season)



SPRING SEASON 2021

March 29, 2021 - June 19, 2021

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			
	Studio 1	Studio 2	Studio 3	Studio 1	Studio 2	Studio 3	Studio 1	Studio 2	Studio 3	Studio 1	Studio 2	Studio 3	Studio 1	Studio 2	Studio 3	Studio 1	Studio 2	Studio 3	ZOOM
9am																			
9:30																			
10am	BLOCKED 9:00-11:00			PLUS Ballet 9:00-10:45 ER (MB)			BLOCKED 9:00-11:00			BLOCKED 9:00-11:00			PLUS Ballet 9:00-10:45 ER (MB)		Adult Ballet 9:00-10:15 MW	Int 2/3 Ballet** 9:00-10:45 ER	CreMov 9:00-9:45 MW		Pilates/Mat 9:30-10:30
10:30																		Ballet 1B 9:45-10:45 MB	
11am	Floor Barre 11-11:45 ER																		
11:30				Adv/Pro Ballet 11:00-12:45 DR			Int/Adv Pointe 11-11:45 ER			Adv/Pro Ballet 11:00-12:45 DR			Adv/Pro Ballet 11:00-12:45 DR			Ballet 1C/ Int. 1 ** 11:00-12:30 MB/ER	CreMov 2 11:30-12:15 MW	Pointe 3 11:00-11:45 ER/MB	
12pm	Adv/Pro Ballet 11:45-1:30 ER																		
12:30																			
1pm				PLUS Adv/Pro 1:00-3:00 (VARIATION, CHOREO, ETC.)			Adv Pointe 1:00-1:45 ER			PLUS Adv/Pro 1:00-3:00 (VARIATION, CHOREO, ETC.)			Adv Pointe 1:00-1:45 ER			Adv/Pro Ballet 12:45-2:45 DR	Ballet 1A 12:30-1:30 MW		
1:30	Advanced Contemporary 1:45-3:00 HC						Advanced Contemporary 1:45-3:00 HC												
2pm																			
2:30																			
3pm																			
3:30	BLOCKED			BLOCKED			BLOCKED 3:00-3:45			BLOCKED									
4pm																			
4:30	Int/Adv Ballet 3:45-5:30 DR	Ballet 1A 4:30-5:30 MB		Int 2/3 Ballet 3:30-5:15 MB			Ballet 1C / Int. 1 3:45-5:00 ER			Int 2/3 Ballet 3:30-5:15 ER	Boys Basics 4:00-4:45 DR	Ballet 1C / Int. 1 3:45-5:00 JR (MB)	Int/Adv Ballet 3:45-5:30 ES		Int. 1 3:45-5:15 ER				
5pm																			
5:30				Int/Adv Pointe 5:30-6:15 MB			Ballet 1A 5:00-6:00 MW			Pre-Ballet 5:00-6:00 MW		S&S 1C 5:15-6:00 JR (MB)	Int/Adv Pointe ** 5:30-6:15 ES(MB)						
6pm	Int 2/3 Ballet 5:45-7:30 MW			Int/Adv Ballet 5:30-7:15 ES			Contemp Int/Adv 5:30-6:45 Holly			Int/Adv Ballet 5:30-7:15 MB						Ballet 1B 5:30-6:30 MB			
6:30																			
7pm																			
7:30																			

CREMOV

CREMOV 2

PRE-BALLET

BALLET 1A

BALLET 1B

BALLET 1C

PRIVATE

INT 1

INT 2 (2/3A)

INT/ADV

ADV/PRO

ADULT

ZOOM Option

ZOOM ONLY



RULES & GUIDELINES – IN-STUDIO CLASSES (Spring 2021)

Pursuant to the COVID-19 guidelines set forth by the Oregon Health Authority (OHA) as well as additional precautions we feel are necessary to ensure the safety of your child, we will be enforcing the following:

SICK POLICY

If a student is ill, they must wait a minimum of 72 hours before resuming In-Studio classes. The clock begins ticking when the student is symptom free (without the aid of medication). If the student or anyone in their immediate family has had contact with someone who tested positive for COVID-19, they must wait to return to In-Studio classes until 14 days have past since said exposure. A fever is 100.4 or higher.

MASK POLICY & SOCIAL DISTANCING

- Masks are required by all dancers, visitors and shoppers at all times. Full face shields are acceptable, but masks are preferred. Only exception is children under 5 years old.
- Everyone in the building will be expected to practice social distancing.
- When the studio is open for classes, all visitors and shoppers will be required to wash hands, get a temp check, and sign in at the check in counter with contact information.

BEFORE CLASS (AT HOME):

- Get ready at home. Dancers should arrive at the studio dressed and **100% ready for class** (hair done, dance wear on with warmups over the top).
- Check your bags. Bring only NECESSARY ITEMS to the studio (not the dancer's entire dance collection!)
- Check HOW YOU FEEL! If you are not well (in any way shape or form) you need to STAY HOME!

ARRIVAL:

- Dancers may enter the building 15 minutes before their class start time - **not before then.**
- Parents will not be allowed into the building unless it is necessary or they've signed up to observe a class.
- Upon arrival, dancers' must immediately wash their hands and then line up in the lobby for a **temperature check.** After they check in they can proceed to their assigned spot in the Studio.

WHILE THEY ARE HERE:

- Our **public water fountains have been turned off** pursuant to OHA. Bring water or money to buy bottled water.
- Dancers 5 years of age and older and required to wear a mask or face shield at **ALL** times while at the studio, this includes class time.
- DO YOUR BEST to maintain **6 feet of distance** between each other. This is BEFORE, DURING and AFTER class and means no TOUCHING and no talking in the back of the class. Teachers and staff will do their best to encourage this throughout the class. Dancers who have complaints should email the studio immediately.
- SHARING of food, clothing or anything else is prohibited. See the front desk if you need something.

DEPARTURE:

- Dancers need to be picked up **within 10 minutes of their final class ending.**
- Dancers under 16 may not LEAVE without saying goodbye to the front desk staff! Dancers should not leave without confirmation that their parent or ride is waiting for them outside.
- We ask that parents please not block the driveway with their cars but rather find a spot in the lot to park and wait in their car, in our driveway, or outside the front door for their dancer.

PARENT VIEWING

Our viewing area is closed to the public and parent viewing of classes will be limited and by **sign up only.** Sign up instructions will be sent closer to the start of each Session. Parents viewing classes must wear masks and be screened at the desk before entering the viewing area. Siblings or extra family members are not allowed. Not all classes will be open to viewing. Children's Intro Program classes are not closed to viewing, in fact we appreciate having a parent on site (especially for 3-4 year olds). That said, viewing is limited to one parent per child.

Studio Roxander

ACADEMY OF BALLET



ACADEMY HANDBOOK

Spring Season - 2021

School Directors
David & Elyse Roxander

101 E. 10th Street, Medford, Oregon 97501

www.studioroxander.com

541.773.7272

info@studioroxander.com

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Welcome to

Studio Roxander

ACADEMY OF BALLET

Studio Roxander is committed to providing high quality professional ballet training in a nurturing, supportive and friendly environment. We are supported by an amazing community of dancers and their families – all of whom value the training of mind and body that Studio Roxander provides.

The education your child will receive here involves more than simple dance instruction. Not only do students learn the technical skills of this beautiful art form, but they also develop self-motivation, self-confidence, and self-assessment skills that will serve them well in all aspects of their lives.

Parents and students of Studio Roxander are expected to read and discuss this Academy Handbook prior to attending the first class in order to familiarize themselves with our policies as well as the expectations and responsibilities of being a student and/or parent at Studio Roxander. By enrolling your child in our Academy, you are agreeing to the policies and guidelines herein.

The Studio Roxander faculty is dedicated to excellence in dance training. We thank you for choosing us and look forward to an exciting and rewarding year!

All our best,
The Roxanders

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 three complete programs. The programs are designed to bring a student through their entire training process, but students can join our program at any time.

CHILDRENS INTRODUCTORY PROGRAM (ages 3-8)

The focus of our Introductory Program 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. Kinetic skills, musicality, inner awareness, and focus improve through our Introductory Program. 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. Please see "Special Message Regarding Pre-School Students" on page 6.

- Creative Movement, ages 3-4
- Creative Movement 2, ages 5-6 (younger dancers by teacher recommendation only)
- Pre-Ballet, ages 6-8 (younger dancers by teacher recommendation only)

BALLET PROGRAM (ages 7-19)

A placement class is required for new students entering our Ballet Program levels 1B and above. Older beginners (who have not graduated from our Children's Classes) should enroll in Beginning Ballet 1A at the start of the Fall Season. Students will progress through several levels within our Ballet Program and each student advances at his/her own rate as the training is dependent on both physical development and maturity. Requirements vary by level (see the appropriate Session brochure). The Summer Intensive Workshops are highly recommended and essential for advancement in our program.

OPEN ADULT CLASSES (ages 13+)

We offer ballet, yoga, and Pilates classes for adults and teens. We also offer a special limited-commitment, 12-week "Introduction to Ballet" class every Fall and Spring.

EVALUATION & PROMOTION PROCEDURE

Each student is unique and any school that takes this into account should undoubtedly advance their students based primarily 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.

For the most part, students in the Children's Program are advanced by age, and students in our Ballet Programs are advanced by 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) may stay in levels longer.

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. 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 access. Please email or call us at 541.773.7272 with any questions.

By enrolling online or via paperwork you are **registering for the entire Spring Season**. The Season tuition is broken into 3 installments: due April 1st, May 1st, June 1st. **If you choose not to attend classes, once enrolled, you will still be responsible for the entire Spring Season tuition. Also - there are no refunds, transfers, or credits of tuition funds paid.**

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. Our programs are:

- CHILDRENS' PROGRAM & BALLET PROGRAM LEVEL 1A: Class placement is based primarily on age. Often a child will do 2 years in one of the levels.
- BALLET PROGRAM – LEVEL 1B through ADVANCED: A placement class is required for enrollment in Beginning Ballet 1B and above. Placement in this Program is based solely on ability and not by age. Please contact the office to discuss class options and to arrange for a placement class.
- ADULT BALLET: No placement class is needed, select the appropriate class for your level, or the level of your student.

ATTENDANCE & MISSED 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 the classes they are enrolled in. 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.

Because of the restrictions we and the state have put into place due to Covid-19, makeup classes will be not be allowed and missed classes will be forfeit. NO CREDITS OR REFUNDS WILL BE GIVEN FOR UNATTENDED CLASSES.

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.

On occasion the school must cancel classes due to **extreme weather**, "Snow Days" or events beyond our control such as power outages. 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.

There are also occasions when an instructor is unable to teach and no appropriate substitute teacher is available. This can be for personal reasons, illness or due to out of town competitions or conventions such as YAGP. If this occurs and a make up class can't be offered, the student's account will be credited.

COVID-19 SCHEDULE ADJUSTMENTS. If the studio is forced to close due to Covid-19, we will offer comparable classes via the ZOOM platform and no credits or refunds will be issued.

SCHEDULED HOLIDAYS (CLASSES CANCELLED)

Because makeup classes are not offered at this time, accounts will be credited for pre-scheduled holidays as follows: **Memorial Day: Monday May 31, 2021**

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 associated with the class(es) of your choice. 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

Spring Season is made up of 11 active weeks, and enrollment in the entire Season is required – **No mid-season withdrawals will be accepted.** Spring Season tuition is due in 3 installments. April 1st, May 1st and June 1st. There are no refunds of tuition and, once enrolled, the family is responsible for the entire Spring Season tuition, regardless of whether or not the student attends classes.

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 Fee for the Spring Season is \$50 per student, with a family cap of \$100. Families with 3 or more students enrolled must email the office to have their registration fees adjusted. Spring fees will be released in that updated Handbook. Discounts are offered for early-bird registration.
- A monthly **\$10 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.**

DELINQUENT ACCOUNTS

We understand that on occasion accounts get overdue - even if by oversight. If an account is delinquent, we will reach out by email. We are very understanding and 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. Student will be allowed to return if payment is 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 withdrawn and the account sent to our collection agency.

FAMILY DISCOUNT

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.

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

Now more than ever, we need to be conscientious about not bringing illness into the studio! If your child is not feeling well, they **SHOULD NOT** attend class(es).

- Children with fever, vomiting or diarrhea need to stay home. **A fever is 100.4 or higher.**
- If your child has a fever TODAY, they may not attend TOMORROW.
- If your child vomited or has had diarrhea TODAY, they may not attend TOMORROW.
- If you feel the need to give them Motrin or Tylenol 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 bringing them to the studio.
- **REVIEW OUR COVID SHEET for info regarding returning to the studio after Covid Exposure!**

OUR RESPONSE TO COVID-19

Studio Roxander TREASURES your family and our students, and for the emotional health and well being of our dedicated dancers, we need to **STAY OPEN** as long as we are able. We pledge to follow OHA guidelines and add more of our own to help ensure that our students and their families stay safe and healthy.

OUR PROCEDURES:

- EVERYONE washes their hands when they enter the building and then their temperature is checked. This includes: staff, students, parents, and dance shop patrons.
- We limit the number of unnecessary bodies in the lobby space. Only a limited number of parents are allowed in at any given time to observe class(es) and for most levels, a pre-sign up is required.
- We limit the number of students in each class. This depends on the studio space. Larger studio spaces allow for more students.
- We disinfect commonly touched surfaces such as barres, doorknobs, benches, and bathroom fixtures in between “stable groups”.
- We follow OHA guidelines in regards to masks and face coverings, as well as business closures.

The above procedures may be changed/adjusted per updated State and OHA guidelines and requirements.

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 small private lot on the North side of our building, which can be used for drop off/pick up of students. PLEASE ENTER FROM FRONT STREET and **pull forward, against the Farrell Glass building** so other cars can enter. **Please do not park in our driveway** – instead park in the parking lot or on Front St.

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.

Please arrange to pick up your dancer at the end of their class time. 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, but current COVID-19 restrictions and guidelines prohibit us from providing childcare of any kind.

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, however these areas are closed to the public (outside of Dance Shop customers) until further notice. Our staff and students' safety is our primary concern and we must limit the number of bodies in the building as much as possible. That said, depending on our County Risk level, parents will have the opportunity to request to view some (but not all) classes via an online sign-up link (to be provided). Sign up information will be emailed to families approximately 1 week prior to the start of the Season. **Class viewing is for adults only (1 adult per household), no siblings.**

COMMUNICATION

Academy personnel are available during class times to provide assistance. We also answer or return calls and emails throughout the day Monday thru 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 accidentally mark one of our emails as "SPAM" our system will put you on a DO NOT EMAIL list. We try to catch these human errors, but sometimes miss them. If you suddenly stop getting emails from us, please check in! If you've been "blocked" we can fix it. 😊

A **Bulletin Board** is located on the wall near the drinking fountains and restrooms. Students should check the board daily for update or important messages.

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, or on social media. If you have any concerns with any aspect of our academy we ask that you contact the Academy Directors.

PHOTOGRAPHY, VIDEOS & SOCIAL MEDIA

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, its students, its 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 use good judgment when sharing personal information over the internet-- even when privacy settings are set in a way where the public cannot view the individual's personal posts-- and to refrain from mentioning Studio Roxander in any disrespectful or defamatory way. 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, but we expected them to represent themselves and the studio in a way that is consistent with Studio Roxander's professional image and standards.

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

ZOOM CLASSES & INTERNET ISSUES

Studio Roxander offers LIVE/Virtual classes for dancers unable to participate "in-studio" via the Zoom application platform. Technology can be challenging at the best of times and our studio will do its very best to make the online learning experience beneficial for our students, however, unavoidable issues do arise – poor internet connection, issues with computers or personal devices, etc. Studio Roxander cannot be held responsible for these issues, and tuition will be charged whether the student is able to attend the class or not. We appreciate our families understanding of the challenges we all face during this restrictive time. *Classes may be recorded for school/staff purposes, or for staff/student review.*

OUTSIDE DANCE INSTRUCTION

Each class level follows a carefully planned curriculum, which can vary significantly from school to school. Our 30 years of teaching have shown us that dancers training in more than one school often become very confused and can fall significantly behind. It is for this reason that our students study exclusively with Studio Roxander throughout the year, summer included. Carefully handpicked guest instructors will be brought in for our Summer Intensives (int/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.

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 are required to adhere to the School's Policies and Procedures as outlined in this Academy Handbook. Students are expected to show exemplary conduct at all times, to treat other students, staff, faculty, and volunteers with respect. Studio Roxander strives to ensure that the rules are reasonable and clear, and we reserve 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, including 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

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: Students with long hair must have their hair up and away from their 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 create bad habits with blinking and neck tension.

CHILDREN'S PROGRAM – GIRLS/BOYS DRESS CODE

Jewelry and costume items are not permitted in class. This includes crowns, bracelets, necklaces and watches. Simple, studded 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.
- Skirts are allowed but must not fall below the knee.
- Tutus are permitted in Creative Movement and Creative Movement 2 only.
- Proper ballet shoes are required. They can be pink, 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.**

Pre-Ballet students, keep in mind that the dress code will change in the Ballet Program. It's a good idea to start to practice Primary Program dress code habits early.

BALLET PROGRAM – BOYS/MENS DRESS CODE
<ul style="list-style-type: none"> • Biketard or unitard; Tights (footed or footless) or dance shorts with tight fitting t-shirt or tank top (any color). • <u>White, grey, black or tan ballet slippers (canvas or leather).</u> Please DO NOT purchase shoes at Target, Walmart or Payless - these are not suitable for class.
BALLET PROGRAM – GIRLS/LADIES DRESS CODE
<ul style="list-style-type: none"> • Leotard: any color, any style – however cut must be tight-fitting (ex: no loose sleeves) • Tights are optional Level Ballet 1A. If tights are worn they must be pink and worn over the feet (not pulled up or footless). • Pink tights (full footed or convertible) are required for dancers in Levels 1B through Advanced. • Skirts are not allowed (except at rehearsals). Dance shorts are permitted <u>at the discretion of the instructor</u> but must be tight-fitting. Dress code approved shorts are sold in our Dance Shop (Please do not purchase shorts that are too big for you). • <u>Pink ballet slippers</u> - canvas or leather. Please DO NOT purchase shoes at Target, Walmart or Payless - these are not suitable for class.
BALLET PROGRAM - CONTEMPORARY & JAZZ
<ul style="list-style-type: none"> • Hair must remain up for all Contemporary and Jazz classes. • Biketards, shorts or leggings may be worn in place of tights. • Black tights are allowed. • Lyrical sandals may be worn in place of ballet slippers. • Loose tops may be worn at the discretion of the instructor.
CHARACTER DANCE
<ul style="list-style-type: none"> • Character shoes are HIGHLY recommended for girls. Boys should wear jazz shoes. • Long (knee length) full circle character skirts are recommended as well.
OPEN ADULT BALLET
<ul style="list-style-type: none"> • 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.

LATE ARRIVAL

Because of our current restrictions and screening process of students upon arrival, dancers who are late to class MAY NOT be allowed to participate. Students should arrive within 5-15 minutes before the start of their class time in order to be screened by staff and prepare for class. **IF THE STUDENT IS NOT IN THE BUILDING BY THE START TIME OF THE CLASS THEY MAY NOT BE ALLOWED TO PARTICIPATE.** If you have an issue and are running late, please call the studio to check in and see if you should still come. (541) 773-7272.

Once class has started, **DANCERS SHOULD NOT OPEN THE DOOR AND JOIN THE CLASS** without direct permission from the instructor. **They must WAIT** until the teacher *invites* them in.

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 **MUST** bring water bottles into class with them. **Due to Covid-19 State law, our public water fountains have been turned off.** Water is available for sale at the front desk, but water bottles are

encouraged. You're welcome to email us to give ongoing permission to charge \$0.75 to your tuition account for bottles of water.

- 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.

ADDITIONAL STUDIO RULES

- There is **NO running or rough housing** permitted in any of our lobby areas. Students must respect the on-going classes, our Dance Shop customers, parents watching classes, and our reception area staff.
- The Dance Shop area is for shop customers and school inquiries. **We ask that dancers not sit under the clothing or on the floor in the Dance Shop area.**
- Please remember to keep your voice down while in the building – the studio walls are not soundproof.
- **No food** is allowed in the studios themselves, however, students are strongly encouraged to drink water during class and are welcome to bring a water bottle into the classroom with them.
- If you eat in our lobby areas, please 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.**
- Please do not bring valuables into the building. We are not responsible for lost or stolen items.
- Dancers should store personal belongings in the cubbies, lockers, or tuck them away under the benches. Items left out in the middle of the floor will be placed in Lost & Found.
- Lost and Found will be purged on April 1st, May 1st and June 20th. Please mark your child's dance clothes & shoes with their name so that you can be contacted if items are about to be donated to charity.
- Only staff members are permitted in office & storage areas.
- **If your child feels ill, please do not bring her/him to class.** Please review our COVID-19 Handout and our Sick Policy on pg 7).
- Pets are not allowed in the building without consent from the studio owners.