

# Marie Moore School of Irish Dance

## Policies and Procedures

**Effective Date: September 16, 2018 For Internal School Use Only**

### Message from the Directors

To each student: We are delighted to have the enjoyable task of not only teaching you Irish dance, but also witnessing and enjoying the development of your mental and physical growth, coordination, grace, poise confidence, and personality. To our parents: we hope that by enrolling your child/children in the Marie Moore School of Irish Dance, you know that you are part of our dance family. We encourage you to take an active part in the family and help to maintain an enthusiastic and positive attitude for your child at all times. You must place your trust in us to make proper decisions in your child's best interest with regard to dance. We trust that your dance experience with us will be a meaningful one. We are here to teach your child the art of Irish dance and we look forward to working with your child in striving to achieve their goals each year.

At the Marie Moore School of Irish Dance, we provide each dancer with life skills and confidence. Although we are a highly competitive school and while competition is encouraged, it is not mandatory. We ensure you that there is a place for everyone in our Irish dance school. We will partner with you and your child to understand his/her goals and develop his/her individual programs accordingly. One of the unique pillars of our approach is that we teach all of our students directly and understand their dance strengths and weaknesses. We also strive to give back to our community, which is an integral part of our philosophy. We do this by dancing at nursing homes, hospitals and other such venues, as well as participating in parades throughout the year.

We invite you to join us on the journey and welcome you to the to the 2019-2020 dance season. As the Marie Moore School has been a well respected member of the Mid-Atlantic Region for almost 30 years, we have a good sense of what it takes to teach those first steps to a beginner on day one, as well as how to coach a senior dancer preparing for a World Championship recall round. And both of those students are very important to us and to our school. We treat all of our students and families with respect and handle all situations fairly and directly. As we kick off our new year, we have outlined our updated policies and procedures for everyone's reference. Please know that we take these seriously and please sign the attached and return to us with your Registration Form.

Thank you.

Marie and Frank

# Rules and Policies

## Studio/Class Rules

- All students must wear the Marie Moore School uniform when attending class
- Dance shoes must be worn at all classes and should not be worn outside the building
- There will be no food or gum permitted in the dance studio
- No horseplay will be permitted in the studio lobby or in the studio itself
- Scotch Plains – Pick-up/Drop-Off policy: Please DO NOT park in this parking lot if you wish to remain in the studio while your child is at class. There is parking along Park Avenue, or Mountain Avenue. Waiting in the studio is not encouraged, except for young beginners.
- Dancers should arrive 15 minutes before scheduled class and be picked up promptly after class
- Please notify the studio via email if you will be late picking up your dancer or if your child will not be attending a class
- If you must pick up your dancer early, or if your teenager dancer (who drives themselves) has to leave early, please send a written notice and the instructor will dismiss the dancer
- No videotaping of steps in class is permitted without the consent of the teacher(s).
- No posting of any videos, steps on social media without the consent of teachers is permitted
- Teachers reserve the right to dismiss any student from class who continuously causes a disruption
- A parent/teacher conference must take place before a “dismissed student” may return to class
- Students should not text/call their parents during class without our consent
- There is a zero tolerance for bullying

## Registration and Tuition Policies

- Registration is accepted on a first-come, first-served basis
- All students must be current with their tuition (no balance)
- Classes will be closed to further enrollment once maximum capacity has been reached
- An annual registration fee for each student will be collected at time of enrollment
- Initial payment will be collected at the time of registration

## General Policies

- Registration fees and tuition payments are non-refundable
- There will be no prorating or refunds given to missed classes (due to injury, sickness, vacation or other personal commitments)
- Each student is encouraged to make up missed classes in another appropriately-leveled class
- Withdraw Policy: You must complete a drop form 30 days prior to your upcoming tuition payment. You will be responsible for the next payment if you do not give a 30-day written notice. Please be aware that no prorating or refunds will be issued due to withdrawing from classes.
- Inclement weather: Marie Moore School of Irish Dance will cancel classes when we believe there to be a driving risk to all due to inclement weather. We will email all by noon of that day.
- Safety for your child is our utmost concern. All young dancers should be escorted to and from the building.
- If a health condition exists which will prevent full participation, please notify us in writing prior to class and keep us updated on any changes and progress
- No child will be allowed to leave the studio with anyone other than a parent/guardian without written notice
- You will be notified if your child will be moved to a different level or class via email.
- The studio will be closed during Christmas break, the Monday after Thanksgiving, the Monday after the Garden State Feis and for a few days around Easter.

## Emails, Texting and Communications

- Our method of communication with parents in delivering information will be via email. Please make sure you have given us the best and most current email address when registering. Please print your email address clearly.
- Any concerns, issues etc. will ONLY be addressed in person by requesting a meeting and not via email or texting.
- Emails should solely be between directors and parents (not children)
- The e-mail to use for communications is: [mariemooreirishdance28@yahoo.com](mailto:mariemooreirishdance28@yahoo.com). During business days (Monday- Friday, you can expect a response within 48 hours.

## Rules for Dance-Outs

As many of you know our school dances at many venues/dance-outs during the year, especially during St. Patrick's week in the month of March. It is required that our Prizewinner through Open Champion Dancers perform at a minimum of 3 dance-outs over St. Patrick's Day. Not only are we giving back to our communities, but where we get paid or pass the hat, the money goes directly to the Parents Association to be used for our students. Therefore, everyone must participate in raising these funds as the benefits are enjoyed by all.

As is the norm among all Irish dance schools, ALL dance-outs, at which students currently enrolled at the Marie Moore School of Irish Dance are asked to dance, must come through the school. Specifically: If you or your child are asked to perform at any event – whether it be at his/her local school, church, nursing home, county club, pub/ restaurant, Girl Scouts etc. please refer the contact person to us directly. All correspondence and organizing will be strictly between the venue hosting the event and the Directors of the School. There must be a director of the school or an assigned lead parent present at all dance-outs.

## Rules for Competition

- Parents/dancers will respect other competitors, judges, teachers/coaches and all others involved at a competition/feis and accept the results, favorable or unfavorable.
- Parents/dancers will respect and agree to the coaching by their teachers as to which steps they perform at a competition. When teachers are present at competitions, they will do their best to watch as many of their dancers competing as possible.
- If a parent/dancer has questions regarding the results of any competition, they will wait 24 hours to discuss this matter with their teacher(s). A time will be set aside to discuss this in person. Emails and texts on such topics are not encouraged.
- Parents/dancers must show respect for their teammates both during solo and team competitions and dancers should display support of one another during competitions

