



EST . 2022

## 2025 - 2026 Parent Handbook

Unite was founded by four moms who dreamed of something different for their dancers—something our community didn't yet offer. Gathered around a dining room table, they envisioned a studio that prioritized positivity, growth, and health. From that vision, **Unite Studio** was born—the first non-profit dance studio in Prineville.

Creating a nurturing, encouraging space where dancers could grow both artistically and personally was at the heart of their mission. Every volunteer instructor at Unite was carefully selected, not only for their expertise but also for their shared belief in building a better kind of dance environment. Our teachers are committed to delivering top-tier, industry-standard dance education while also emphasizing body awareness and injury prevention, ensuring each dancer is supported and safe.

We're absolutely thrilled to welcome you to the **Unite dance family**! At our studio, we foster a positive, supportive, and inspiring atmosphere where dancers of all ages and skill levels can shine. Whether your dancer is here to grow, learn, or simply find joy in movement, you'll discover a community that celebrates every step of their journey.

We can't wait to see the amazing things they'll accomplish with us!

*This handbook is your go-to guide for everything you need to know about our classes, studio policies, and student and parent expectations. At Unite, our teachers and staff are committed to creating a positive, supportive experience for every member of our dance family.*

*We're excited to share an inspiring, joy-filled season with you and we look forward to making this year at Unite Studio our best one yet!*

## ***Studio Communication***

Due to our volunteer-based staff and our limited space, our dance studio operates without a traditional front office. Email and our mobile app serve as our primary form of communication. We email and send notifications of various newsletters and information throughout each session so parents can stay up to date with any important information.

For the fastest and most thorough answer to any questions you may have, please contact us via email at [unitestudio2022@gmail.com](mailto:unitestudio2022@gmail.com). We will do our best to respond to all emails within 48 hours with the exception of the weekends.

Please be respectful of our instructors and board members' personal numbers by not texting and/or calling unless the matter is urgent.

## ***Tuition***

Unlike most studios that bill separately for each class and costume, we combine everything into **one easy monthly fee**. No surprise charges or multiple invoices, just a consistent, predictable payment that covers it all.

## **All Inclusive Monthly Tuition Fees**

You can view tuition amount in the class details

*Includes tuition for performance classes, tech (if required) and costumes.*

## **Multi Class Discount**

*Our multi-class discount is based off each family, not per dancer*

2 classes receives a 5% discount

4 or more classes receive a 10% discount

## **Studio Payment Plan & Scholarship**

Our payment plan is designed to offer flexibility and support to our dance families. Approved participants can spread tuition payments across the entire session, providing more time to pay compared to our standard early due date. This option ensures all families have the opportunity to access our programs while maintaining financial ease. Payment plans must be pre-approved via email no later than the first day of the session. Families are responsible for adhering to the agreed schedule.

A scholarship application is available for families seeking financial assistance. If additional support is needed, families are encouraged to complete and submit the scholarship form for consideration. All applications will be reviewed confidentially.

## ***Registration & Enrollment***

All existing student's class enrollments are to be made through your parent portal. You will receive a packet with important dates, any information that might have changed and offered classes prior to the start of the next year. Dancers enrolled in classes that were not offered to them will immediately be dropped from that class and you will receive an email outlining further actions to get them enrolled in the correct class.

## ***New Families***

As a new member, you are entering a probationary period during which we will evaluate your dancer's attendance, attitude, and family's compatibility with our existing dance families for the first year you are a part of our studio. New families must adhere to our policies, dancer code of conduct, and parent code of conduct outlined in this handbook. We are committed to creating a safe, respectful, and inclusive environment for everyone. Thank you for your understanding and cooperation as we work together to uphold these standards.

## ***Student Evaluations & Level Information***

Instructors at Unite reserve the right to place students in the appropriate level for their skills and knowledge. All dancers will be placed in levels based on technical ability and maturity, not their age. We do this so your dancer is able to thrive in their class(es). Dancers are evaluated towards the end of each session to be placed in appropriate classes for the following session. Dancers in classes Level 1 and up should plan on spending at least two years in a level before continuing on to the next level.

All new dancers age 8+ must complete an evaluation to be placed in correct level classes prior to the session starting.

## ***Attendance***

If a student is going to miss class for any reason, an email must be sent *prior to the class's scheduled time* in order for the absence to be considered excused.

Attendance is critical to a dancer's progress, safety, and readiness for performances. Absences will be evaluated on a case-by-case basis. There is no set number of absences that automatically disqualifies a student from performing; however, if a student's progress is impacted due to missed classes, the instructor may place the student on attendance probation. This may include restrictions on participation in performances or performance-based classes until sufficient progress is regained.

## ***Recital Attendance Requirement***

Dancers are required to attend all classes during the final two weeks of the session in order to participate in the recital. Absences during this time may result in removal from recital performances, as these classes are critical for final rehearsals, staging, and preparation.

## ***Injuries & Illnesses***

All dancers must inform their instructor(s) of any injury. If your dancer's injury is severe enough they are not able to participate in their class(es), we encourage your dancer to come and observe their class(es) so they are prepared for when they return. If your dancer feels under the weather, but is not contagious, we encourage your dancer to come and observe their class(es). If your dancer is contagious, we ask you please stay home until you are not contagious anymore. Doctor's notes are not required, but are appreciated.

## ***Class Cancellations***

Unite Studio is subject to the cancellation of any class for any reason.

Unite typically follows Crook County School District's inclement weather decisions. However, we will make the final decision. For unexpected cancellations or ongoing classes, we will send out a studio wide notification. Any canceled performance classes will be made up within the session. Technique classes will not be made up.

## ***Classroom Expectations***

Dancers are to be ready to enter class on time, have used the restroom, with appropriate dress code and hair for the class they are preparing to enter. Dancers are expected to make corrections in a positive way. Instructors correct dancers to prevent injuries and encourage dancers to push themselves to their full abilities. Instructors in no way use corrections in a negative way. Dancers are expected to come into class with a positive, ready to learn attitude.

## ***Restroom Independence***

To ensure a smooth and uninterrupted class experience for all students, it is important that dancers are able to use the restroom independently. Dancers must be fully potty trained and able to manage their bathroom needs without assistance. Ensure your dancer uses the restroom before class begins, as instructors are unable to leave the class to assist with restroom needs.

## ***Class Observation***

No one is permitted to enter the studio at any time during class hours unless invited in by the instructor. Remember that this is as a courtesy to your dancer and all other dancers in the studio. Their dance education is of utmost importance to us and observers tend to distract our younger dancers, harming their education.

## ***Lobby Expectations***

No parents or family are permitted to "hang out" in our lobby. The lobby is to be used for pick up and drop off only. Our lobby is a designated area for our **dancers only**. While you wait to pick up your dancer, please be conscious of classes going on. Just as you can hear some of the instructions coming from inside the studio, dancers and instructors inside the studio can hear voices and noises from the lobby. We understand some dancers need a snack from time to time. Please avoid messy or sticky snacks. Absolutely no drinks except water are allowed inside of our building.

## **Dress Code**

It is incredibly important that your dancer follows our guidelines for dance attire and footwear within the walls of our studio. Our dress code was created to keep your dancer safe, prevent injuries, and ensure that he or she receives the best dance instructions. If your dancer is not in the appropriate attire as it is stated in our studio's dress code, they will be asked to sit and watch class. We do have a borrow bin your dancer is welcome to borrow from. We ask that, if your dancer does borrow something, he or she returns it before leaving class.

If your dancer has more than one class style back to back, please advise them to layer their dance clothes. We ask this to avoid wasting valuable class time.

Absolutely no sweatshirts, sweats, or baggy clothes in any dance class.

## **Combo**

*Pre Combo, Kinder Combo, & Level 1 Combo*

- Pink full-sole ballet slippers
- Black no-tie tap shoes
- Tights and a leotard (with or without a skirt)
- Hair must be secured out of the face

## **Ballet**

*Ballet 1 & Ballet 2*

- Pink full-sole ballet slippers (no-tie preferred)
- Tights and a leotard (with or without a skirt)
- Hair must be secured out of the face

*Ballet 3, Ballet 4 & Ballet 5 (we will discuss lyrical & contemporary attire in class)*

- Pink split-sole ballet slippers (properly fitted)
- Pink tights
- Dark-colored leotard (with or without a detached skirt)
- Hair must be secured in a ballet bun

## **Tap**

*Tap 1 & Tap 2*

- Black no-tie tap shoes
- Tights and a leotard or other appropriate dancewear
- Hair must be secured out of the face

*Tap 3*

- Black Tap shoes (Triple Threat style preferred, but not required)
- Age-appropriate dancewear
- Hair must be secured out of the face
- If purchasing Triple Threat tap shoes is a concern due to growth or cost, please contact us to discuss options

## **Jazz**

*All Jazz Levels*

- Black Jazz shoes
- Age-appropriate dancewear
- Hair must be secured out of the face

## **Dancer Code of Conduct**

### **All dancers are expected to:**

- Practice honesty and respect.
- Not to distract, bully, or harass other dancers.
- Be polite and display good manners at all times.
- Refrain from cursing, using offensive racial or obscene speech/gestures.
- Refrain from physical, mental, emotional, or cyber bullying other dancers, staff, or instructors. This includes social media postings referencing directly or indirectly to a student, staff, studio brand, and/or affiliations to the studio.
- Participate to the best of their ability and put forth 100% effort, energy, and enthusiasm.
- Be punctual. Warm up is conducted at the beginning of each class. Warming up is crucial to all dancers to make sure their muscles are warm, stretched and ready to dance to prevent any injuries.
- Adhere to the dress code.
- Show respect for all instructors, board members, volunteers, and fellow dancers.
- Focus and pay attention to all instructions.
- Respect their instructors and fellow classmates' time by staying focused in class and avoiding talking, with the exception of questions related to dance.
- Be quiet and courteous to the dancers, instructors, and assistants while observing a class, whether due to sickness or injury.
- Treat the studio, the premises, and the possessions of all other dancers with respect, care and consideration.
- Clean up after themselves and any mess that they create while at the studio
- No drinks, food, gum, or candy allowed in the ballroom. Water bottles are permitted.

## **Parent/Guardian Code of Conduct**

### **All parents are expected to:**

- Demonstrate honesty and integrity.
- Encourage and support their dancer's involvement and help them enjoy the art of dance.
- Demonstrate respect for faculty, staff, and volunteers at all times.
- Not raise issues of disagreement publicly.
- Not engage in inappropriate conduct towards instructors, staff, other dancers, and families.
- Discourage challenging and inappropriate conduct towards instructors, staff, other dancers, and families.
- Refrain from physical, mental, emotional, or cyber-bullying other dancers, staff, instructors, or families. This includes social media postings referencing directly or indirectly to a student, staff, families, studio brand, and/or affiliations to the studio.
- Remember that children participate in dance for their own enjoyment.
- Teach their children respect for other students, teachers, and adults, and lead by example.
- Encourage and guide their child to accept responsibility for his/her own performance and behavior.
- Respect instructors' time by avoiding asking questions during passing times.
- Respect instructor's and board member's personal phone numbers and avoid texting and/or calling unless the matter is urgent.

On the occasion that repeated failure to comply with the Code of Conduct occurs, Unite Studio reserves the right, at its discretion, to dismiss or take disciplinary action on any students or parent/guardian/family member who breach Unite's code of conduct.

*Please remember – it is a privilege to participate in classes and performances. One's behavior must emulate that privilege.*