



Studio

Guide

2023-24



Welcome to Ambition Dance Productions for the 2023-24 Season! We are excited to have you as part of our dance family and we look forward to an amazing season of growth for your dancer.

Enclosed you will find our studio policies, contact information, studio closure dates, tuition and payment guidelines.

Studio Contact Information:

Phone: 817-722-6014

email: wendy@ambitiondancepro.com

Website: ambitiondancepro.com

Address: 2140 Hall Johnson Rd. Ste. 109
Grapevine, TX 76051



Studio Policies

At Ambition Dance Productions, we take pride in creating the best experience for our dancers. To ensure our studio runs smoothly, all dancers and families are required to follow our studio policies. Please review these carefully so that you understand how we run our program. If at any time you need to clarify any of our policies, please reach out to Wendy@ambitiondancepro.com to schedule some time to meet to review.

The 2022-23 Season will begin on August 8th and end with our Spring Concert to be held on June 10th.

Studio Closure Dates:

Monday September 4th Labor Day

Sunday November 18-25 Thanksgiving Holiday Week

Thursday December 22- Monday January 2 Holiday Closure (classes will resume January 3rd)

Monday January 15th Martin Luther King Jr. Observance

March 9-16 Spring Break Holiday

Monday May 27th Memorial Day

Communication: Our primary form of communication is via email. Please be sure to look out for emails from us (payment processing, studio updates, spring concert info etc.)

Class Attendance/ Start Times: We ask that dancers are prepared for class by the start time of the class (hair, shoes on, warmed up if required). Good attendance is imperative absences and tardiness can hold back an entire class. If a student is late for class the teacher may not allow the student in class due to risk of injury (proper warm up or stretching is missed).

No Street Shoes allowed in studio classrooms: Designated dance shoes are required for ballet, jazz, tap, musical theater class. Tennis shoes / sneakers are required for Hip Hop but must be clean and only worn for dance class. No black soled shoes or boots are allowed in the studio classrooms at any time. Students will be asked to remove shoes if they walk in to the studio from the street into the classroom. No exceptions.

Studio Policies

Payment policy: Tuition is drafted monthly (within the first 5 business days) and other expenses are drafted as consumed (private lessons, studio purchases, drop in classes, etc.).

- A credit card on file is required for all families for processing monthly tuition and other season expenses (costume fees, performance fee, etc.). You may request an alternate payment arrangement (ex. check, cash, alternate dates) by emailing wendy@ambitiondancepro.com
 - Tuition is considered late / past due if not paid by the 5th business day of the month. Late fee assessment is \$30 per month until the account is current.
 - If for any reason the card on file cannot be processed you will be notified via email. It is your responsibility to update new payment information in your studio account (online) or to call or drop in the studio to update it. If you do not do this within the 5 day window, you will be assessed a late fee.
- A non refundable registration fee is due at the beginning of each season (Summer & Fall). Enrollment is not considered complete till the registration fee is paid in full. Registration fees are listed with tuition rates for each session.

Substitute teachers: Many of our teachers dance professionally and may need to miss their scheduled classes or they may become ill. We will assign another qualified teacher to teach the class in their absence. All teachers meet Ambition Dance Productions requirements.

Teacher Assignment: Due to teacher schedules we may need to revise teachers for a class time throughout the year. These changes will be communicated to classes via email.

Gum: No gum or gum chewing is allowed in our studio classrooms or common areas.

Cell Phones/Tablets: Dancers cell phones are required to be left in their bag and sound turned off during classes. If dancers are using their phones in class they will be asked to leave the classroom. If a student or family member is using a phone or tablet in common areas we ask that volume is turned off and/or headphones are used so not to disturb other clients in the waiting areas.

Studio Policies

Withdrawal from Class: If you would like to withdraw from any classes you must submit a request via email to wendy@ambitiondancepro.com **by the 15th of the month prior to the month you want to withdraw**. We do not offer any mid month drops. We will not accept withdrawals over the phone, voice mail message or text - NO EXCEPTIONS. If you notify us after the deadline you will be responsible for the next month's tuition. This does not apply to our Summer Session where withdrawals are not allowed.

Discontinue classes due to illness or injury: if you have an injury or chronic illness that prevents your dancer from taking class you may provide a doctors to wendy@ambitiondancepro.com note to discontinue classes when injury or illness occurs. Your space will be held till your dancer is cleared to resume activity. Your account will be frozen for tuition.

Camps / Workshops / Intensives / Master Classes: We offer many extra workshops, classes and intensives throughout each season. Once you register for any of these there will be no refunds or credits granted unless the camp or workshop is cancelled by Ambition Dance Productions, this includes rescheduling for an alternate date. In case of injury or illness a studio credit will be granted once a medical note is provided.

Class Cards: Class cards are only offered for our summer session. There will be no refunds or credits given once a class card is purchased. Class cards are good for summer class and Drill Team Workshops only. They cannot be carried over to fall classes. In case of injury or illness, studio credit will be granted once a doctors note is provided.

Pro-Rating of Classes: Ambition Dance Productions does pro-rate monthly tuition. If you join mid month you will only pay for classes taken. We also pro rate for June classes since our season ends mid month.

Trial Classes: Ambition Dance Productions does offer 1 complimentary class per dancer (not per style or per season). After this class is taken, any additional class the student tries must be paid for via tuition or drop in rate.

Studio Policies

Make Up / Missed Classes: Class attendance is strongly encouraged but we understand there are times when classes must be missed. If you miss a class for any reason please follow these guidelines:

- If possible please make up the class within 2 weeks
 - For summer session, you must make up the class within the summer session and cannot carry make up classes from one season to the next.
 - You can make up a class in advance or after you have missed
 - Classes not held on holidays or breaks cannot be made up as it is accounted for in our monthly tuition calculations
- A sign in sheet is available at the front desk. It is required that you sign in for any and all make up classes or you will be charged for a drop in class at the drop in rate.
- There will be no credits, refunds or pro-rated tuition for missed classes.

Lost/Stolen Items: We ask that all students take all of their bags and personal belongings with them to each class. We have storage cubbies in each room to accommodate this. Please do not leave items unattended throughout the studio and in the dressing room. We do have a lost and found where we place items found. Ambition Dance Productions is not responsible for any items that are lost or deemed to be stolen.

Class Observation: We have cameras in each classroom and display all classes in our lobby for parent observation. There will be no photography / filming of the monitors at any time. We will have set observation dates where parents can observe inside the classroom. We will have 2 designated weeks where parents will be invited into classes in the last 10 minutes to observe your dancers in class. The designated observation weeks are:

- December 11-15, 2023
- May 2024

Class Schedule / Enrollment: If a class does not have adequate enrollment, Ambition Dance reserves the right to cancel the class. An alternate class will be recommended and if that does not work a credit will be given to the student.

Studio Policies

Bad Weather Policy: In case of bad weather Ambition Dance reserves the right to cancel or delay classes. Ambition Dance will communicate closures via email, social media or on their voice mail.

Food & Drinks: We strive to keep a clean studio environment for our dancers. Please follow these guidelines:

- Water is only allowed in the studio classrooms
- Other food and drink is allowed in common areas and the dressing room but we ask that all trash and food is thrown away and not left in the studio.
- Drink containers containing liquid are asked to be dumped in the bathroom sink before throwing in garbage containers.

Refusal of Service: Ambition Dance Productions reserves the right to ask anyone to leave if they are not acting in the best of interest of our students, staff and families at Ambition Dance Productions.

Private Lessons: Private lessons are agreed to between the parent and the instructor. Length of lesson is agreed to prior to a lesson being scheduled. We require that a parent sign a private lesson agreement to engage in private lessons. This agreement details out cancellation policies etc.

Liability Waiver: Each parent must fill out a new waiver for each season at Ambition Dance Productions. We will not allow dancers in the classroom unless updated waiver are complete.

COVID-19: At this time we do not have any restrictions in place for COVID-19. We ask that if your child has any symptoms please do not bring your dancer to the studio (for COVID 19 or any other illness (flu, strep, etc.)). We will follow any state mandates that are passed and will announce any changes studio wide.

Spring Concert Information

Our Spring Concert is held annually and this season we will host our Spring Concert in June. Please save the following dates in your calendar:

- DRESS REHEARSAL: June 14 (approx. 2-9 pm)
- SPRING CONCERT: June 15th (Multiple shows held)

Spring Concert Performance / Costume Fees: All classes that are not designated as technique only classes will perform in our Spring Concert. All costume and performance fees are non-refundable - NO EXCEPTIONS. If you withdraw from classes after any fees are paid, they will not be refunded.

Costumes: Classes will either be assigned a "studio purchased" costume or an "At Home" costume.

- A studio purchased is one that has a costume fee. The dancer is measured and a costume is ordered for them. They will arrive in March through early June. Each dancer is fit, and alterations are done if deemed necessary.
- An "At Home" costume is one that is sourced by the dancer. It is typically items that you may already have or are easy to find. This is usually done in classes with older dancers or classes with many dancers from our dance company are enrolled.

Costume & Performance Fees:

- If you are registered for a performance class, costume fees of \$90 plus tax per class will be automatically drafted from your account on November 15, 2023
 - Combo classes will only have 1 costume fee although they may perform 2 dances (varies by class and age)
- If you are participating in 3 or more classes that require costumes, we will split up payments as follows:
 - First 2 costumes due on 11/15/23
 - Remaining costumes due on 12/15/23
- Performance Fee of \$90 per dancer will be automatically drafted on February 15, 2024
 - This fee is separate from your costume fee and is used to pay for the venue, programs, insurance, props, backdrops, staff, technicians etc.
- Costume and Performance fees are non-refundable – no exceptions

Spring Concert Information

The following classes will not participate in our Spring Concert:

- Leaps & Turns, Tumbling, Acro, Drill Team Prep, Kick Technique

We will communicate all information via email and it will also be posted on our website.

- Show Assignment will be communicated by end of April
- Show Orders will be communicated in early May
- 4 tickets per dancer will be provided at no charge. Extra tickets will go on sale some time early June

Dress Code & Shoe Guidelines

YOUNG CHILDRENS PROGRAM:

Includes all combo classes (Age 3-5 Ballet, Tap, Tumble; Age 5-8 Tap & Jazz Combo; Age 5-8 Ballet, Tap, Jazz Combo)

Dress Code	LIGHT PINK only leotard, pink convertible tights (with hole in bottom). Attached skirts only. *If your dancer attends a pre-ballet class before or after a combo class they can wear the required ballet leotard to this class
Shoes Required	PINK Leather full sole ballet shoes; Black Patent Leather Tap Shoes with snaps (no ties please). If Jazz is included Tan Bloch Pulse Jazz Shoe
Hair	Neat Ponytail or Bun secured

Dress Code & Shoe Guidelines

BALLET: Pre Ballet, Levels 1-5 Pointe

<p>Dress Code</p>	<p>Regular Season August through Mid June : Ambition Dance Studio Leotard (teal) to be purchased. We also offer designated skirts.</p> <ul style="list-style-type: none"> • Pink or skin colored tights with no rips or tears worn under leotard <p>Summer Session: Any color leotard and skirts are allowed</p>
<p>Shoes Required</p>	<p>Pink canvas split sole ballet shoes (So Danca or Capezio Hanami recommended)</p>
<p>Hair</p>	<p>Neat low bun secured with bobby pins and hair net</p>

Jazz, Lyrical / Contemporary, Musical Theater, Leaps & Turns, Drill Team Prep

<p>Dress Code</p>	<p>Bottoms: Form fitting leggings, shorts, jazz pants Tops: Form fitting bra tops, tanks, leotards</p> <p>Loose fitting tops can be worn for warm up but just be removed at time determined by instructor. Tank tops, sports bras must be worn under t-shirts / cover ups. Dancer should be prepared to be asked to remove loose fitting tops. Observing body lines is important for proper instruction.</p>
<p>Shoes Required</p>	<p>Tan Bloch Pulse Jazz Shoes (jazz, lyrical, musical theater, drill team)</p> <p>Barefeet/Socks (contemporary only; allowed in other classes if approved by the instructor)</p>
<p>Hair</p>	<p>Neat, up in any style and out of face (ponytail, bun, etc.) secured so that adjusting in class is not needed</p>

Dress Code & Shoe Guidelines

TAP

Dress Code	Bottoms: form fitting legging, form fitting short or tap short. No loose, baggy pants allowed. Tops: Leotards, form fitting tanks, form fitting t-shirt, sports
Shoes Required	Black Oxford Tap; Company dancers should have Bloch Audeo or Bloch Jason Samuel Smith (based on age & company)
Hair	Neat low bun secured with bobby pins and hair net

Hip Hop including Mini or Beginner, Mini Hip Hop

Dress Code	Bottoms: Loose fitting pants (joggers, sweatpants) preferred; shorts allowed but best to have pants available for floor work Tops: Any style top; loose fitting OK
Shoes Required	CLEAN tennis shoes / sneakers that have not been and will not be worn outside – no boots or black / marking soles. Shoes should be only worn at the dance studio.
Hair	Neat, up in any style and out of face (ponytail, bun, etc.) secured so that adjusting in class is not needed

Dress Code & Shoe Guidelines

Acro/Flexibility, Tumbling, Stretch & Condition

Dress Code	Bottoms: form fitting leggings or shorts Tops: Leotards, form fitting tanks, form fitting t-shirt, sports bras
Shoes Required	None
Hair	Neat, up in any style and out of face (ponytail, bun, etc.) secured so that adjusting in class is not needed

Thank you for dancing with us!

*We build talent with experience, technique
& dedication*

