



## **RULES + REGULATIONS**

Our School Year begins in August and ends in June. Payments are made based on these 42 weeks. Ten ( 10 ) hours in our Fee Schedule have been allotted for our additional End of the Year Rehearsals. MVSA will follow Miami Dade Public Schools with regard to school closures due to weather or any unprecedented circumstances.

At MVSA we believe Ballet is the foundation of solid dance technique, therefore our Ballet classes meet twice a week. Ballet students must take the required two hours of ballet class per week in order to participate in our End of the Year Performance or qualify to receive the perfect attendance award.

Students must have a valid excuse for not attending class. In the event that a student must miss class a “make-up” class may replace the absence within the same month provided a doctors note was turned in or absence was due to a family emergency. Long term absences may be made up with other classes, but absence does not excuse payment for the registered time period.

## **PAYMENTS, CREDITS & REFUNDS**

Tuition Payments can be made monthly or quarterly. We require a credit card on file. This card will be auto billed on fee dates provided. Reminders will be sent via e-mail prior to due dates.

Late payment is subject to a late fee of \$25.00 after eight (8) days.

All production and registration fees are non-refundable. If a dancer is unable to perform in our end of the year performance their costume will be available for pick up after the performance date.

Unexcused absence does not excuse payment for any registered time period.

In the event of a school closure under any unprecedented circumstance. An opt out will be permitted. Credit will be applied to your account. Credit may be used towards Virtual programming if available or any future programming.

In the event of Yearbook Photoshoot cancelation, any payments will be credited to your account to be used towards any future programming.

Pro-rating will only occur upon new student sign up and only after a full 2 weeks of classes have elapsed.

*\*If you feel you've been wrongfully charged please reach out to our office staff by phone, email or in person so we can resolve any problems or errors on your account.*



## MVSA STUDIO RULES

We ask that Parents, siblings and friends wait in the lobby while students take class. All hallways should be clear while classes are running. Siblings of students should never be left unattended to roam the building.

Students must wait for class to begin in the dressing room areas or quietly by their classroom. Students must be silent and not engaging in loud conversations which could be disruptive to classes. We recommend students take this time to hydrate, use the restroom or warm-up before class.

We ask parents to remind their dancers, especially their younger dancers, to use the restroom prior to class time and to please wash their hands. If an emergency visit to the restroom is necessary during class time, dancers must ask their teacher for permission to use the restroom.

## DRESS CODE

- No jewelry is to be worn during any classes or performances at MVSA.
- Hair must always be neatly slicked back in a bun or ponytail ( hip-hop only ).
- Students are required to wear their complete uniform to every class.  
Complete uniforms are defined per class as follows;

**Ballet:** Class Color leotard, pink tights, split sole leather or canvas ballet slippers, class hair piece

**Jazz:** Class color leotard, dance shorts, black free form jazz shoes or GT boots.

**Contemporary:** Class color leotard, dance shorts, tan half soles.

**Tap:** Class color leotard, dance shorts, black slip on tap shoes.

**Hip Hop:** Crop Top, Black Leggings, combat boots or high top sneakers.

**Acro:** Class color leotard, black dance shorts, no shoes.

**Pointe:** Class color leotard, pink tights, pointe shoes, hair piece, and skirt.



## **DROP OFF & PICK UP**

For our youngest dancers, we require parents or guardians pick up their dancer personally in the lobby.

Dancers in Kindergarten or above may be dropped off and picked up at the front door. Students may walk out to their car upon parents arrival.

Parents may drop students off no earlier than 15 minutes prior to class time. Parents or Guardians may drive by drop off or walk students inside. Pick-Up may be done by drive-thru as well.

MVSA is not responsible for any student who leaves the premises without permission.

## **CORAL GABLES STUDIO PARKING**

As per City of Coral Gables regulations, parking is allowed on Country Club Prado, facing 8th street, but not on the grass. Parking spaced begin spaces 5ft after the stop sign. The few parking spaces directly in front of the studio are reserved for staff and pick-up and drop-off. We highly encourage using our pick-up & drop-off option to avoid parking issues with the City of Coral Gables. If you are parked on the grass too close to the stop sign, blocking Ferdinand Street or blocking a driveway you will receive a parking ticket. During pick-up time, there should be no more than three ( 3 ) cars waiting in line.

## **MIAMI STUDIO PARKING**

Drop-off and Pick-Up is located at the front door. Parking is available in our parking lot and along the side of the building on the grass.

## **KEY BISCAYNE STUDIO PARKING**

Drop-off and Pick-Up is located at the front door of KBCC. Parking can be found below the building in the Community Centers garage.

## **LOST & FOUND**

MVSA is not responsible for any items forgotten or left behind in the studio. We recommend name tags and labels on all of your personal belongings including shoes, dance bags, water bottles etc.

Found items will be placed in our dressing room. At the end of each month any unclaimed items will be donated.

## **FOOD & BEVERAGE**

NO Food or Beverages are allowed in the studio spaces with the exception of water. Food and Beverage may be enjoyed responsibly in the Lobby or Cafe areas. We ask that you remind your dancers to pick-up after themselves. Littering will not be tolerated on the property.

Gum Chewing is prohibited during class or anywhere in the building.

We are a peanut free school. For the safety of those with allergies please do not bring snacks containing nuts.

If your child has a food allergy please notify staff and fill out an allergy form. For serious allergies parents may provide MVSA with an EpiPen® for use in an emergency.



# SAFETY PROCEDURES

## PANDEMIC PROTOCOLS

- Masks and Social distancing will be required
- Screening + Temperature checks upon entry. Students who are visibly sick or mark a fever of 100.4 or more will be sent home
- Students MUST stay home if they are feeling sick
- Student must use designating entrances and exits
- Drop off / Pick Up only
- Students must abide by safe spacing marked in each studio
- Common areas will be CLOSED ( lobby, locker room, dressing rooms, water fountains etc. )
- Students must come in dressed & ready for class - restrooms are reserved for hand washing & bathroom visits
- Adjustments to class sizes and studio rotation will be implemented to minimize exposure.
- Dancers will wipe down any equipment or surfaces used in class.
- We remind all students and parents to please wash their hands often regardless of the circumstances.
- Frequent sanitization of high touch points and Daily Studio Cleanings will be implemented

## SICK STUDENT

- Students MUST stay home if they are feeling sick
- If a child or family member tests positive or you suspect exposure please E-MAIL your home studio to notify our team immediately.
- We will alert all students in effected classes of potential exposure via e-mail.
- In the event of a positive case. An effected classroom will go virtual for 1 week. Well students may return to regular class settings the week that follows. \*Prices remain the same.
- In accordance with CDC guidelines, students who test positive must quarantine for 10 days after symptoms or provide a negative test to return to in-person classes.
- Sick students can take their virtual class if they feel well enough or make-up their class virtually within the month.

## SHUTDOWNS

- In the event of a mandated City or State closure of over 2 weeks virtual programming will be provided in place of regularly scheduled classes at a discounted rate with the option to temporarily opt out, freezing your account.

# SAFETY PROCEDURES

## EMERGENCY LOCKDOWN PROCEDURE

- Close and lock all classroom door and stay away from windows
- No student is permitted to leave the classroom FOR ANY REASON
- Take attendance & Stay calm
- All staff and students remain in lockdown mode until an ALL CLEAR notice has been given.

## FIRE SAFETY

- When you hear the fire alarm, evacuate immediately to your designated evacuation area.
- Take attendance of students in class and note any students that may have left class prior for any reason.
- Remain outside until ALL CLEAR notice has been given to return to the dance studio.

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## OFFICE HOURS

Monday - Friday: 10:00am - 1:30pm  
Saturday: Closed  
Sunday: Closed

## STUDIO HOURS

Monday - Friday: 3:30pm - 7:30pm  
Saturday: Rehearsals  
Sunday: Closed

@mvsa\_dance 



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