

S4D STUDENT HANDBOOK

MISSION STATEMENT

- At Studio 4, our mission is to provide high-quality dance instruction in a fun, focused, and disciplined environment. We strive to create a nurturing yet challenging atmosphere that inspires students to grow—not only as dancers, but as confident, capable individuals. Whether you're looking for elite training or a joyful introduction to movement, Studio 4 offers a place for everyone.

CODE OF CONDUCT

- Studio 4 believes in helping dancers to develop and become confident and successful dancers/individuals with a large community of people to trust and lean on (#studio4family).
- We will use the Code of Conduct as a guideline to help dancers achieve this and create a positive S4D community (#weareteamfirst).
- Please take a few minutes to read over the attached Code of Conduct with your child(ren) to help them understand the expectations. [Code of Conduct](#)

INFORMATION SOURCES

Please use the following sources to receive important Studio 4 information:

- Monthly Newsletters
 - Emailed to recreational S4D families the 1st week of each month during the Fall-Spring Session.
 - Added to Band pages for competitive dancers.
 - Please note that when reading the monthly Newsletter the information applies to all recreational and competitive dancers unless it is designated for a specific program (Comp only, Rec only, Pre-comp only).
- Emails
 - billing@studio4dancers.com - All billing and enrollment related questions
 - info@studio4dancers.com - For all other questions
 - Emails will be responded to within 48hrs*. Contact the front desk for time sensitive topics.
- Texts - Texts to Studio 4 Families may be used periodically for time sensitive information.
- Website - www.studio4dancers.com
 - “Current Student Communication Hub” will include links for important pages such as Manage My Account, Important Dates, Tuition and Policies, etc.
- Band Pages (Competitive Dancers and Pre-Comp classes)
 - Competitive Teams/Specialty Groups/Pre-Comp - Used to communicate team/group specific info, practice videos and quick communication
 - AYB/YAGP - Used to communicate about scheduling and lesson signups.
 - Privates - Ballet, Conditioning, Acro lesson signups.
 - S4D Community Service and Fundraising - Used to communicate about fundraising opportunities and service work.
 - 25-26 S4D Comp Families - One location to share event photos, lost and found items, weather related closures...things that cross into multiple teams.

- 2026 Graduating Seniors - Used to communicate and collect all things “Grad Sr”.
- 25-26 Team Cheerleaders
- 25-26 Team Communicators

**To allow Studio 4 ownership and staff family time, emails may not be replied to over weekends and holidays.*

MANAGE MY ACCOUNT

- You can log in anytime via the “Current Student Communication Hub” at www.studio4dancers.com.
- We encourage families to check their portal regularly to stay informed and up to date.
 - View your account balance and payment history
 - Make payments
 - Review studio policies and waivers
 - Update information

REGISTRATION FEE

- A \$25.00 Annual Family Registration Fee will be automatically billed and processed to your credit card on file on 9/1 or at the time of Registration/Enrollment.
- There is no Family Registration Fee for summer classes.

TUITION (Fall-Spring)

- The first month’s tuition will be posted to your account and charged to the credit card on file immediately following your online Registration/Enrollment.
- After this initial payment is made tuition will run on the 1st day of every month and will be automatically billed to the credit card on file.
- It is your responsibility to keep your credit card updated to avoid Decline Credit Card Fees. Declined Credit Card fees will apply.
- If you elect to pay by cash or check, your payment must be made at Studio 4 prior to the 1st day of the month.
- Tuition payments are non-refundable except in the event of class closure or full class enrollment.
- If tuition is late, a dancer may be dropped from their class(es) until tuition is current.
- The current month’s tuition amount will be pro-rated for Recreational dancers joining in the middle of the month. No other discounts will apply.
- **A full list of tuition policies is available through Manage My Account.**

STUDIO 4 ETIQUETTE

- Dancers are not allowed into the dance rooms until the instructor invites them in.
- No food/drinks (aside from water) are allowed in the dance rooms.
- No street shoes in dance rooms with the exception of parents on parent observation days. Parents may wear their shoes into the rooms as long as they are clean/dry.
- No running/gymnastics/horseplay in the lobby area. Please walk when maneuvering throughout the facility.
- Use an inside voice at all times.
- Dispose of garbage/litter - Please be sure to pick-up after yourself.

- Respect Studio 4's staff personal time - Our staff are committed to your children and their development. Please be respectful of their time outside of the classroom.
- All Studio 4 decisions are made with the best intention of following #studio4family and #weareteamfirst. The trust and support of dancers and parents of this process are essential to your dancer's growth. Decisions are final.
- Follow Studio 4's Code of Conduct

DROP-OFF/PICK-UP EXPECTATIONS

- For your dancer's safety parents are always encouraged to walk into the studio to drop-off and pick-up their dancer.
 - Parents of preschool dancers and younger should plan on remaining in the facility for the duration of class.
 - Parents of dancers Kindergarten age and older are welcome to drop-off and pick-up if your child is comfortable being by themselves and can act independently (bathroom, shoes, etc...).
- Teachers dismiss from the classroom door and do not observe dancers leaving the studio.
- Remind your dancer they can always talk to their teacher and/or front desk if their parent is not present when their class ends.
- We highly encourage dancers to stay inside to wait for their rides. This is especially important during the winter months with colder temps and earlier sunsets.

PARKING LOT ETIQUETTE

- Always drive with caution and use the one-way traffic flow in the parking lot.
- If you are arriving to pick-up your dancer and your dancer is not ready please continue to drive around the one-way loop or pull into a parking spot until your dancer is ready.
- Handicap spots are for individuals with a handicap sticker needing additional assistance and should not be used as a brief parking spot.
- Be sure to have a conversation with your dancer about your drop-off, pick-up plans and parking lot safety.

LOST AND FOUND

- Items left behind at the end of each night will be placed on the Lost and Found table.
- These items will be bagged and donated on the 1st of each month.
- Please check this table periodically to claim your misplaced items.
- Studio 4 is not responsible for lost or stolen items.

WATER BOTTLE & BATHROOMS

- Dancers are expected to bring a water bottle with them to class with their name clearly labeled. There is a water bottle filling station, but no drinking fountains.
- We encourage dancers to go to the bathroom and drink water before class, when they change shoes or at the end of class to avoid missing valuable instruction time.

INJURY/CHRONIC ILLNESS POLICY

- Please be sure to email the studio info@studio4dancers.com with the following information for any injury/illness needing attention: the injury/illness, any modifications needed to be

made in class (i.e. no leaping), a doctor's note and return to activity plan. Teachers will be notified of injury once we receive emails.

- Absolutely NO dancing in a boot, even with doctor's approval.
- S4D reserves the right to remove/replace any competitive dancer sitting within a reasonable period of time prior to competitions or performances.

DANCERS OF THE MONTH

- Each month beginning in October teachers will refer dancers who exemplify the Studio 4 Code of Conduct and/or TeamFirst approach. From the list of referrals, a handful of dancers will be selected as Dancers of the Month.
- Referrals will be listed for recognition on our Studio 4 Facebook page Dancer of the Month post.
- Selected Dancers of the Month will receive a t-shirt and receive special recognition on the Facebook post.
- Each month's selections will be included in the following month's newsletter (ie: October selections will be shared in the Nov 1st newsletter).

SOCIAL MEDIA

- All pictures and video taken at Studio 4 or any Studio 4 related event can be used for advertising/marketing purposes.
- Be sure to join our Studio 4 Dance Facebook page and @studio4talent Instagram page. We encourage you to use this social media to post and share fun Studio 4 related events.

CLASS CANCELLATIONS

- As the weather in Minnesota is unpredictable, Studio 4 will make class cancellation decisions based on the most accurate information available. Studio 4 will also follow local school districts and after school activity closures. We will not be accountable for makeup lessons related to such cancellations.
- Cancellations will be communicated through email, text and/or social media.

RECREATIONAL RECITAL COSTUMES

- Recreational recital costume pictures will be posted to the Recreational Costume Spotlight page of the website as recital costume selections are made.
- Recreational costume details and expenses are provided on the Performance Info page of the website.
- We value and respect each dancer's gender identity and personal journey. We aim to choose costumes that support confidence and comfort for all students. If your dancer is ever assigned a costume that doesn't align with their identity, please reach out via email (info@studio4dancers.com). We'll be happy to work with you to find an alternative that feels right for them.