

## Studio Policies 2025-2026



### **Attire**

Dancers should be dressed appropriately for class using the following guidelines:

- Ballet Levels Pre-3: **pink canvas/leather ballet shoes**, solid color leotard, pink/suntan tights, hair pulled back from face in a ponytail.
- Ballet Levels 3-10: Monday/Wednesday **pink ballet shoes**, black leotard, pink tights, **hair must be in bun**. Tuesday - pink ballet shoes, any color leotard, tights optional, crop top and bootie shorts/leggings, hair in a ponytail. Thursday - pink ballet shoes, any color leotard, pink tights, hair in a bun.
- Tap Levels Pre-4: **tan tap shoes**, any color leotard, pink/suntan tights or crop top/tank and leggings or shorts, hair in a ponytail.
- Tap Levels 5-12: **black jazz oxford tap shoes**, leotard, pink/suntan tights or shorts/leggings/tank tops, hair in a ponytail.
- Jazz Levels Pre-4: **pink ballet shoes**, any color leotard, pink/suntan tights, hair in a ponytail.
- Jazz Levels 5-12: **slip on jazz shoes or turning shoes**, any color leotard, pink/suntan tights, or shorts/leggings and tank/crop tops, hair in a ponytail.
- Tumbling All Levels: no shoes, any color leotard and footless tights or t-shirt/crop top and biker shorts/leggings, hair in a ponytail.
- Stretch: no shoes, any color leotard, footless/convertible tights or shorts/leggings and tank/crop top, hair in a ponytail.
- Hip Hop All Levels: close fitting tank top and black dance pants/capris/shorts with gym shoes, hair pulled back.
- Hip Hop/Tumbling: no shoes, t-shirt/leotard/crop top, shorts/leggings/convertible tights, hair in a ponytail.
- Pre Dance: pink ballet shoes, any color leotard and convertible tights, hair pulled back.
- Musical Theatre: dance clothes or shorts, t-shirt, hair pulled away from face.
- Contemporary: socks/bare feet, any color leotard, footless/convertible tights or shorts/tank top, hair pulled away from face.
- Boys: may wear t-shirt and sweatpants or shorts to class and the appropriate shoes.

### **Communication**

Email is the main form of communication; please make sure we have an accurate email address for you as this is our only method of contacting you or the designated persons if the need arises. Monthly newsletters will be e-mailed through Constant Contact. Newsletters will also be available on our website at [justoffbroadway.net](http://justoffbroadway.net). Please make sure that registration is completed and up to date through your Parent Portal. **If you need to drop a class, please contact Katherine Pallotta ([katschwing@gmail.com](mailto:katschwing@gmail.com)) and she will drop you from the class. You may add classes at any time on the Parent Portal.**

### **Attendance**

Attendance in class is crucial for a dancer's development. When emergencies arise, dancers are asked to notify the studio prior to the class. See your teacher for a list of appropriate make-up classes. No refunds will be given for classes missed due to illness and or cancellation due to weather. Students may make up in a comparable class during the regular dance year or summer session. Class sign-up will be on a first come, first serve basis. If a student incurs a long term injury, it is the parents' responsibility to submit an injury credit request by emailing Katherine Pallotta at [katschwing@gmail.com](mailto:katschwing@gmail.com). Classes should be observed by the dancer if recital dances are being choreographed.

### **Adding/Dropping Classes**

Please make sure that your parent portal is up-to-date and you have signed up for all of your classes for the dance season. You will be able to sign-up and add your classes via your parent portal, however you must contact Katherine Pallotta if you would like to drop a class at [katschwing@gmail.com](mailto:katschwing@gmail.com).

Any fall classes that need to be added, dropped or changed after August 15th, please contact Katherine Pallotta so she can make all of the necessary class and tuition changes and let the teacher know about the adding or dropping of the class.

### **Cleanliness**

For the health and comfort of all our students, please pay close attention to personal hygiene. Students are asked to bring their own water bottles, and therabands/stretch bands to class. Students are expected to clean up after themselves in the classes and the break room.

### **Questions or Problems**

Parents and students having questions or problems should address them as follows:

ATTENDANCE, PROGRESS, CLASS CONFLICTS: Student's teacher

BILLING: Katherine Pallotta (katschwing@gmail.com)

PERFORMANCE TEAM: Dawn Meyer (dmsdjob@gmail.com), Kathy Meyer (kathamey@hotmail.com)

HOT SHOTS: Jessie Wing (jwingphoto@gmail.com)

OTHER CONCERNS: Dawn Meyer, Kathy Meyer, desk staff (jobdeskstaff@gmail.com)

### **Parents' Observation**

Parents are invited to observe classes one designated week in the winter. When observing Levels 2 and under, no younger siblings may attend as it is distracting to the students in the class. Parents are also requested to silence cell phones and refrain from talking during the class out of respect to the dancers and teachers.

### **Private Lessons**

Private lessons are available to all students at JOB. See the Solo/Duet Form for suggested fees. Payment to the teacher is due at the time of the lesson. Arrangements can be made by calling the studio at 513-528-1214.

### **Snow Policies**

Morning classes will follow West Clermont School District's cancellations. Early afternoon students should call the studio after 11:00 a.m. and late afternoon students should call after 2:00 p.m. to check on class cancellations. We will also email cancellation information.

### **Conferences**

Parent/Teacher Conferences will be held at JOB throughout the year. Contact your teacher to set up a time.

### **Costume/Tights**

Costume and tights fees are placed on your account on October 15th and are due by Nov. 1 for the Spring Recital. Prices for levels Pre-4 classes will be \$85 per class. Levels 5-12 and PT classes will be \$95. Costume and tights are partially refundable before Jan 15 and can be canceled with a \$25 fee. Tights are a la carte for high level classes. Partial payments can be made beginning in September.

### **Recital Fee**

Each family is required to pay a recital fee of \$85 for the first dancer and an additional \$25 for each additional dancer due the first week of May to perform in the annual dance recital. Each family receives 5 complimentary tickets for the recital. Technique classes and some PT classes do not have a recital dance. See your teacher if you have questions about whether a dance is being performed.

### **Recital Procedure**

All students are required to attend dress rehearsal to review their dances. At dress rehearsal, videotaping is permitted. During the recital, videotaping, and flash photography are not permitted. Audience members will not be permitted to leave the auditorium while a dance is in progress. All students must stay in the dressing room area during the show when they are not performing. Most classes will have a helping mom. If you are interested in this position, please see your teacher and sign-up via the recital sign-up genius. We have festival seating for the dance recital, the theater doors open approximately 15 minutes before the show. Additional tickets will be available after May 1 for \$12 at the studio or at the theater. We will offer Senior Citizen discounts the day of the show for \$7.00.