



FALL-SPRING STUDIO HANDBOOK 2025-26

Thank you for choosing SB Dance Arts for your child's dance lessons! It is our 28th season and we are proud to have built a reputation on excellent dance instruction and involvement in the community. We trust that your dancer will have a positive experience, building confidence, poise, and self-expression.

We are more than just dance! SB Dance Arts provides a place to belong, leadership opportunities, and mentorship. Read below for studio policies and information to help guide you through your experience at SB Dance Arts!

Contact:

Studio Phone: 805-970-4422

Studio Address: 531 E. Cota St Santa Barbara, CA 93103

Website: www.sbdancearts.com

Summer: (June 16 - August 7) Monday – Thursday 8:30am-5:30pm

Fall: (August 18-Dec 20) and Spring (Jan 5- June 4) Monday-Friday 1pm- 6:00pm

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We are here to serve you! Meet the Team

Note: we do not check our emails outside of business hours! See above business hours.

- **Alana Tillim is the Owner and Director of SB Dance Arts.** She encourages you to go to the incredible team to help make your experience at Dance Arts smooth and positive. Want to learn more about our performance companies, or how to grow as a leader at the studio? She will have informational meetings and one-on-one Pathways Conferences throughout the year. Contact her to book! alana@sbdancearts.com
- **Hannah Hayward is our Educational Director & Competitive Team Director.** Go to her with any classroom, curriculum, teacher-related questions. hannah@sbdancearts.com
- **Jerelyn Alcantar is our Operations and Marketing Director.** jerelyn@sbdancearts.com
- **Maria Pantoja is our Senior Customer Care Manager.** She can assist you with billing inquiries, payment plans, scholarships and any other general dance support. She also manages our recital tickets! maria@sbdancearts.com
- **Michelle Mauk is our Customer Care Manager.** She is happy to provide information regarding enrollment, your account or to help answer questions while at the studio. michelle@sbdancearts.com
- **Erica Cruz is our Customer Assistant Manager.**



Staying in Touch

At Dance Arts, we go to great lengths to keep you informed and up to date!

1. We send a monthly Newsletter the first Wednesday of the month, starting in September. See below for important action steps to ensure you receive it.
2. Urgent and time sensitive communication reminders may be sent via text message.
3. Please follow us on Facebook and Instagram @sbdancearts.
4. **ACTION STEP – WE NEED YOUR HELP TO STAY IN TOUCH.**
 - ★ Go to your email contacts to add info@sbdancearts.com to your address book. This will ensure we do not end up in the junk box.
 - ★ If you miss an email the first week of the month:
 - Check your junk folder.
 - Verify info@sbdancearts.com is in your address book.
 - *Still no email?* Notify the office that you are not receiving communication from us.
 - ★ Go to the top right corner of the website to read the latest newsletter at any time!
 - ★ Please do not unsubscribe from our newsletters or your child will miss out on valuable information for classes, COVID, air quality, performances, LICE outbreaks, studio closures, and other important updates.

Visiting Us – Parking Information

1. Our parking lot is accessed off of Salsipuedes street.
 - Parking lot is for SBDA customer use only.
 - No stopping or waiting in the lot. If your dancer is not ready, please circle the block and return.
Please do not block other vehicles, double park, or block traffic flow.
 - Please do not ask your dancer to walk up/down the block unattended - this is unsafe and at your own risk.
2. Dance Arts is not responsible for dancers once they leave the studio.
3. Dance Arts provides customer parking at the rear of our building. We kindly ask that you be mindful of designated parking for Directors. There is additional street parking along Cota & Salsipuedes Streets. Please do not park in spaces reserved for Paragon or other businesses! They will tow. Refer to the Safety section for more info.

Important Calendar Highlights

NOTE: All studio holiday closures that affect your classes entitle you to a make-up class. These are the only classes that you are entitled for make-up. See Make Up Policy (page 8) for details and to learn how your dancer can take their make-up class.

Email info@sbdancearts.com to schedule a makeup for holiday closures.

Please click [HERE](#) for our google calendar.

Equity Statement

SB Dance Arts is devoted to the promotion and development of access to dance education, working with like-minded organizations and individuals to promote equity in the arts, and to operate with a spirit of inclusion. We believe dance should be accessible and universally welcoming to all, regardless of race, religion, socio-economic background, sexual orientation, gender identity, and physical or mental ability. Our facility is ADA friendly. We are committed to promote change, starting with our culture, environment, policies and our programs. We call on our staff, students, families, community partners, and fellow industry leaders to take this pledge to identify blind spots in our industry and make a safe and welcoming space for all who visit. We invite you to join us in this journey by following the @inclusioncoalition and @sbdancearts on instagram.

Teachers & Instruction – Important Service Policy

1. Teacher assignments will be made official as they are confirmed. Instructors may change throughout the season.
2. SBDA reserves the right to reschedule or combine classes or to provide a substitute.
3. **SBDA reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to, emergency, teacher absence, or governmental advisory. Refunds not available.**

Growth Program (Membership)

Registration, Open Enrollment & Rollover Registration

1. You have a two-week grace period to adjust your schedule for a partial credit (less classes taken) from the time of enrollment once the semester begins. Payment plans will continue, if you drop after this date. **NO REFUNDS.**
2. SB Dance Arts is a continuous program. You are registered until you opt out. You may opt out during the designated times: the two week grace period from the start of class enrollment, Open Enrollment (November), and Rollover Registration (May).
3. A \$49 non-refundable Membership Fee (formerly called Registration Fee) is required annually and will be automatically renewed and applied to your account in May/June (see calendar) unless you 'opt out'.
4. Tuition is divided into two payment modules: Fall & Spring. We charge a non-refundable \$90 per performance class costume in NOVEMBER – Be mindful of deadlines listed below with the [Inspire Recital Costume Auto Charge.](#)
5. All Spring registrants will be assessed the \$95 costume fee upon enrollment for Spring Session.
6. Some classes at SB Dance Arts have training requirements to enroll. Please review class requirements listed on the schedule before enrolling (Lyrical, Adv Jazz, Contemporary Pro). If you cannot meet the requirements, we will help you find a different class on the schedule.
7. If you would like to **ADD Classes** to your schedule, you may do this through your SBDA account at any time. The Spring payment module includes a \$95 costume fee for all NEW enrollments. If you want to add a S.T.E.P. class, you will need to refer to the placement policies and contact the office for evaluation options and/or to get a code (see page 10).

Open Enrollment and Rollover Registration

1. Open Enrollment

- a. Open Enrollment is the first two weeks of November (see calendar for specific dates), you can **drop and/or adjust** your schedule **before the Spring Payment Module**. See Withdrawal, Refunds section for policy and instructions.
- b. Our auto-charge for Spring Session (Jan- May) begins on the 1st Friday in December, (12/05/25). All payment plan requests for Spring must be communicated to maria@sbdancearts.com prior to 12/05/25.

2. Rollover Registration

- a. Rollover Registration occurs in May and allows families to 'opt out' of enrollment with SB Dance Arts via our Commitment Card. Students are otherwise 'rolled over' to our next Fall Session and the account is assessed the Annual Membership Fee.

Registration for Non-Beginning Classes- S.T.E.P. Program (Program details below)

1. Our S.T.E.P program classes (Style, Technique, Evaluation, Placement) are our intermediate and advanced level classes. Participation in evaluation and placement is necessary to receive a code to register for S.T.E.P classes.
2. **We highly recommend dancers participate in the Placement CAMPS**
 - a. A dancer who would like to be considered for a S.T.E.P. class should sign up for the Placement Camp AND register for the age appropriate beginning level class(es), in the event they do not advance.
 - b. Placement Requirements, dates, styles, and times are listed on the website and occur in August.
3. Placement Procedure: if you are unable to participate in Placement Session please contact maria@sbdancearts.com to arrange a private lesson or placement pass.
4. The instructors will discuss and determine whether staying, moving up, or concurrent enrollment is best for the student.

Season & Tuition

1. Our Season 28 is from August 18, 2025 through June 4, 2026

2. Customers will receive a notification via email when a payment is declined. They have 48 hours to update the card. In the event the card is declined again, there will be a \$15 fee assessed. The customer will be notified again and given 48 hours to make a payment or arrangement and then assessed an additional fee.
3. If a customer's card is declined more than 3x per payment period, the account will be placed on "cash only", payments must be made a day before the payment date (5th of the month) and they may lose their place in class.
4. SBDA reserves the right to reassess tuition and fees mid-season.
5. We do not allow make-ups for personal absences and/or health reasons. Studio Holiday Closures occur when the studio is closed, but classes have not been removed from your tuition. Your dancer is entitled to a make-up class of his/her choice within their ability level. **We urge families to schedule any makeups due early during the session and needs to be done within 30 days of absence/closure.**
6. Prorated pricing is used for any classes in the THIRD week. See office for details.
7. All payment plans are charged on the 5th of the month and if the 5th occurs on a weekend, the payment will be processed on the following business day.
 - a. The first installment will always occur at the time of enrollment.
 - b. If you elect to make payments on your account manually, your payment plan will still continue as scheduled until your balance is zeroed out.

Refunds, Withdrawal, Credits & Schedule Changes

1. No Refunds.
2. Enrollment is continuous and you must 'opt out' or formally withdraw. See policies and procedures below.
3. ALL PROGRAMS offer a **TWO-WEEK GRACE PERIOD** for classes from your agreed start date to formally withdraw (see below or make class changes. *You must follow the procedure below to receive a credit.*
 - a. If your drop/switch is within the grace period, a credit will be applied to your account, less the classes attended - no refunds, you will be charged the a la carte rate for the class(es) that occurred before you communicated your drop.
 - b. **If you are OUTSIDE of the two-week grace period, there are no credits or refunds and all installments will still be charged.**
 - c. After the two-week grace period, a \$5 class change fee will be charged to the account for approved transfers.
 - d. Class Change Fee: We understand families don't always have control over their schedule needs. However, we reserve the right to charge a \$15 fee for excessive change requests within a short period of either Fall or Spring sessions.
4. If your dancer does not attend class for two weeks in a row, we will make every effort to reach out to you via email and phone call. If your dancer does not attend class for 4 weeks in a row and you have not reached out to us or answered our communications, you will forfeit your spot and we will remove your dancer from the class to allow another child to attend. No refunds will be given.
5. Costumes for the Inspire May Recital are non-refundable and the costume will be available for pickup in late April/Early May.
 - a. Please note: if a switch is needed for costumes, a \$15 restocking fee will be applied.
6. **To withdraw, a guardian must:**
 - a. Email maria@sbdancearts.com, michelle@sbdancearts.com or contact the office.
 - b. Withdrawal is not complete until you receive a notification from Maria or Michelle.

Discounts*

7. Add a second ballet class OR add a second Tween Jazz, or Jazz 2a, and you will receive 10% off the second class.
8. If we require you to take a class concurrently after placement, we will offer you 50% off the higher-level class

Credits

1. If credits are available, these can ONLY be applied to tuition, classes, and camps.
2. Credits *cannot* be applied to merchandise, costumes, privates, birthdays or teams.

Referral Program

1. Referral coupons are generated by our software and can be requested by emailing maria@sbdancearts.com
2. The coupon will be sent to the friend you are 'referring', that they can add to their account at checkout.
3. The family being referred must not have attended any of SBDA's programs for 1 year.
4. Once the referring family has made their deposit payment and completed the two week grace period you will receive a \$75 CREDIT on your account.
5. There is no limit to the amount of families you can refer to join our dance family!

Make-Ups and Studio Holiday Closures

1. We do not allow make-ups for personal absences and/or health reasons unless you are enrolled at a Protege or Pre-Pro Membership level, in which case you are entitled to three personal make-ups per semester. There are no makeups for team classes.
2. **Studio Holiday Closures** occur when the studio is closed, but classes have not been removed from your tuition. Your dancer is entitled to a make-up class of his/her choice within their age and ability level. Please see an instructor or office for assistance with selection of an appropriate class.
3. Beginner dancers may take any age-appropriate, beginning-level class. Advanced dancers may take a lower level class. Students must receive office approval for all other classes.
4. Please email info@sbdancearts.com in order to schedule a makeup class.
5. Please see the [Calendar](#) on our website for a complete list of Studio Holiday Closures and all other important dates. (NOTE: Spring Break and Winter Break are not included in your tuition).
6. **IMPORTANT TIP - Make-Up classes should be taken early in the fall or spring sessions (or within 30 days) and do not carry over to the following semester.** After the first 5 weeks of the session, your dancer may not get the most out of class, as performing classes are learning choreography. Non-performing classes are a great make-up choice at any time in the session.
7. Air Quality Policy- Classes will be held if air quality is poor for sensitive groups, but you may receive a makeup if you choose to stay home. We will cancel the class if the air quality goes to POOR.

MEMBERSHIP

Growth Program - Membership

At Santa Barbara Dance Arts
2024-2025 SEASON

What's Included

Primary
1 class/wk

Protege
2-5 classes/wk

Pre-Pro
7+ classes/wk

ANNUAL MEMBERSHIP FEE ROLLOVER PRICING: \$45 per account 2024-2025 SEASON: \$49 per account	✓	✓	✓
FREE WIFI & LOBBY ACCESS	✓	✓	✓
PRIORITY ENROLLMENT ACCESS	✓	✓	✓
3 FLEXIBLE ABSENCE MAKE-UPS per semester	✗	✓	✓
Eligible to dance in the Downtown Tree Lighting Dec 6	✗	✓	✓
CLASS WAITLIST PRIORITY	✗	✓	✓
10% DISCOUNT on Merch, Pop-Up Classes, & Birthday Parties	✗	✓	✓
Thank you gift shirts for Protege Premium thank you gifts for Pre-Pro	✗	✓	✓
2 Week Early Access to Inspire Recital Tickets	✗	✓	✓
MULTI-CLASS DISCOUNTS 7th Class 20% off 8th Class 30% off 9th Class 40% off FREE Master Class & 60 min Private Lesson	✗	✗	✓
SUMMER CAMP DISCOUNTS 7 Classes- \$50 coupon 8 Classes- \$75 coupon 9+ Classes- \$100 coupon	✗	✗	✓

What classes should my dancer take?

AGES	TRAINING FOR GROWTH & PASSION	JOIN THE FAMILY! TEAMS at SBDA
5-7	2 classes per week Jazz & Ballet suggested	Mini Crew (6-9) Solo, Duet, Trio (Peak Performer)
8-9	3 classes per week Jazz, Ballet & Hip Hop suggested	Mini Crew (6-9) Solo, Duet, Trio (Peak Performer) Emerge (Pre-Company)
10-11	4-5 classes per week Jazz, Ballet 2x & Hip Hop suggested	Junior Crew (10+) Emerge Company Competition Team OR Solo, Duet, Trio
12-13	5-7 classes per week Jazz 2x & Ballet 2x and extra style suggested	Emerge Company Competition Team OR Solo, Duet, Trio
14+	6+ classes per week: Jazz 2x & Ballet 2x, Contemporary and extra style suggested	Company Competition Team OR Solo, Duet, Trio

Find your path at Dance Arts

Performances

Each month, check the Newsletter

December Showcase

- We will host an informal performance/showcase week at the studio from December 2nd-5th, 2024.
This will be a chance for dancers in preschool, youth, hip hop, lyrical, tap, and contemporary classes to perform the routine they have worked on since the beginning of our season.
Note Tween and STEP Jazz classes only perform in our May Inspire Recital.
- The day your dancer has class will be when the short performance is held. We will block our classes and teams together so you can be inspired by other dancers and friends!
- The performance schedule will be released in October with themed costumes (simple color palette), hair, and makeup released in November so your dancer can be prepared for our big week!
- The week following December performances is full of fun and celebration before we break for the holiday and return for the New Year excited for recital preparations!

May Inspire Recital Costume Fee Auto Charge for Performance Classes

1. **Inspire Recital - May 15th-17th, 2025**
2. **Fees: Costume cost is \$90 per performing class,** Ticket costs will be announced in March 2025 and generally range from \$18-\$65 depending on seat selection. Ticket Assistance is available.
3. Recital format/info available in December.
4. All classes perform unless there is a purple NP Diamond next to their class on the schedule.
5. A \$90 costume fee will be assessed with any dancer who adds a performance class after the Costume Auto Charge in November.

Inspire: May Recital At the Marjorie Luke Theatre (SB Junior High)

Each May, we end our season with our fully staged, professionally produced, Inspire Spring Recital at the Marjorie Luke Theater. We encourage, but do not require, participation. Our priority is to prepare your children for the performance experience of a lifetime.

1. **The following classes will participate in one of the Inspire recital shows!**
All Hip Hop, All Contemporary/Lyrical, Performance Ballet Classes, All Tap, Combo, Disney Dance, and All Jazz Classes (excluding Leaps and Turns)
2. **See the Inspire Recital Guide under PERFORMANCES on the website. NOTE: Some information is subject to change from the time of registration. Be sure to read the monthly newsletters to stay up to date and help us give your dancer a very special experience at their recital.**
3. **If your child cannot participate in the show, please let us know by March 15th so we can prepare accordingly.**
4. Specific show assignments/plans are published in the February Newsletter.
5. Tech and Photo Rehearsal and show order is published in the March Newsletter.
6. Tickets – ticket sale information will be released in April. Ticketing fees are an additional charge to cover costs of theatre rental, janitorial fees, and support staff to keep our students safe and sound:)

Special Performance Companies and Crews

1. Dance Arts has special performance groups for ages 6-17. These are the heart of our program.
2. Please visit the website to learn more about Mini Crew, Junior Crew, Emerge Pre-Company, Company and Competitive Teams.

Costume Timeline (for Inspire Recital)

1. Families must complete the withdrawal process (for performance classes) by 11/14 to avoid the costume charges.
2. Auto-charged costume payments made on 11/17 are non-refundable after 12/1.
3. Costume measuring will be conducted at the class in Late November/ early December. New students will be measured in January.
4. Each class has a costume fitting between Feb-April. If a costume does not fit*, we are able to exchange or alter at no charge to you. This must be communicated within 1 week of the fitting. After that week, there may be additional shipping/handling fees and/or limited availability and parents must pay for alterations.

**This means a child cannot get the costume on, or it is falling off. Exchanges for comfort reasons (if possible) will be at the expense of the parent and may include extra shipping and handling fees.*

5. Costumes are distributed last week of April/first week of May (NOTE: costumes are withheld for families that owe a balance to Dance Arts until balance is paid in full).
6. We order costumes 'off the rack' to keep costs down for our families. Custom costumes run \$150-\$300 each. As a result, the fit will not be tailor-made to each dancer, but we can ensure dancers can move, groove, and look good on stage! Costs reflect the increases in manufacturing and supply chain increases along with the staff time necessary to measure, order, sort, fit, and distribute costumes.

Take the next S.T.E.P in your training: Class Placement at Dance Arts

We want all students to have the opportunity to embrace the joy of dance while growing and improving with each class. Our S.T.E.P program classes include all our non-beginning classes that work on Style, Technique, and offer Evaluations while requiring Placement.

KEEP IN MIND:

1. Placement is a very important component to keep class sizes manageable, prevent injury, and promote long term growth. Placement follows our studio syllabus.
2. It is very normal for dancers to spend 1-3 years in each level.
3. Certain disciplines have more levels, so dancers will 'move up' at a faster rate than others.
4. Many factors go into the final placement decision including, but not limited to:
 - Performance and execution of movement
 - Age and body development
 - Number of students in the class
5. **Dance Arts Golden Rule for Placement:**
Never worry about anyone in class but yourself. If you want to move up, do not complain about being unchallenged.... **show us** you are ready!

Bridge Program: Pre-Placement for Ballet, Jazz, and Hip-Hop

The Bridge Program is designed to ease the transition between Tween/Teen and entry STEP levels (2 and 2a), ensuring dancers are fully prepared for the next stage of training. Rather than requiring our standard placement evaluations, this program allows selected students to **"bridge" the gap** through structured summer training.

Key Details:

- **Eligibility:** Tween dancers who demonstrate readiness for Level 2 or 2a advancement.
- **Promotion Structure:** This is a **one-time opportunity**—future, genre-specific level promotions will require standard placement evaluations.
- **Summer Training Requirement:** Dancers must complete **one week of required summer training** to solidify technique, confidence, and readiness. Families can choose from any available summer training weeks.

- **Why It Matters:** This program supports both students and families by providing a clear, structured pathway for advancement, ensuring dancers enter Level 2 or 2a with the technical foundation and confidence needed for success.
- **Please note:** they are still a TWEEN level dancer until they complete a year of STEP ballet and/or jazz. They are not eligible for our STEP Camps/Intensives until Summer 2026, however we do suggest the Tween Intensives to level up their training! They can also reference [this folder](#) that includes refresher skill videos so they can come back to their new higher level ready to dance on August 18, 2025. We may suggest a private lesson should they not remember their fundamentals when they return in Fall.

Syllabus for Jazz, Ballet, Lyrical, Contemporary and Hip Hop

1. We use a syllabus for all technique classes, and they establish very clear elements dancers need to master to move up. The syllabus is available on our website, or at the front desk.
2. Hip Hop placement is assessed primarily on the dancer's understanding and execution of the specific style, ability to pick up material, and performance. Age appropriateness is VERY important when considering hip hop.

Advancement in Acro and Tap: Placement given in the SPRING on your evaluation sheet

1. Acro: We follow the Acrobatic Arts curriculum. Strength, flexibility, and safety are additional considerations.
2. Tap: (when applicable) A smaller program at the studio where Placement is determined by the teachers based on the student skill set in the Spring.

Evaluations (Youth, Tween, Teen, & STEP Classes)*

1. Dancers are evaluated in class in April and then the result is sent home in May (the first day of our Tech/Photo rehearsal). Evaluations give dancers tools to improve and grow in our program. They will be sent out electronically at the end of the year.
2. Evaluations include individual feedback from your teachers and recommendations for summer training for advancement.
3. Evaluations do not equal class placement, and all dancers must sign up for the Placement Camps to be considered for advancement in one of our S.T.E.P Classes.
4. Private Lessons can be conducted for a personal evaluation at any time to further personal goals for advancement.

* Preschool students receive a certificate of completion with personal notes from their teacher.

Class Policies- First Steps

Attendance/Observation /Participation

1. Parent/Guardian/Caregiver participation is an important and required part of the Boppin' Babies Curriculum.
2. Each class is unique and greatly depends on the needs of the children enrolled. The first month is treated as a transition period, and please know that it is very normal for kids to take time to warm up to a new environment.
3. Please make sure to notify the studio of any special needs or disabilities so we can best serve your dancer.
4. Our staff is equipped to support the class size and varying needs in this age group, however we do ask for support to help us w If a child's behavior is disruptive to the rest of the classroom.
 - a. If a child is disruptive to others in the class, we will ask parents to support and intervene to support a positive classroom experience for the rest of the class. We encourage parents to remove their child from the classroom so they can take a break and return when they are ready!
 - b. If a child cannot consistently participate in the class without being disruptive, we invite parents to observe the class so we can find the best way to support your dancer together!

- c. In the event your dancer cannot participate without disruption, we reserve the right to cancel enrollment and will provide a credit or refund depending on the circumstance.
5. NOTE - Please note that some class time may be spent working on non-dance activities, that are a part of the entire social and emotional process of dance education.

Class Policies- GROWTH

Attendance/Observation

1. If you miss more than two of the final classes before recital you may need to be staged out of a section or removed from participating in the recital routine at the discretion of the teacher.
2. It is important that your dancer attends class so they do not fall behind and so their group can properly practice their routine. Many dances utilize partners and formation changes that are challenging to execute when dancers consistently miss.
3. We encourage parents to observe classes, but we ask that you wait outside of the classroom and take advantage of our observation windows. We apologize in advance that observation is not possible for classes in Studio 5.
4. **Pre School Classes (3-5-years old)**, are unique and greatly depend on the needs of the children enrolled.
 - a. We find that we have greater success when the parents are not in the room, we will invite parents to watch for the last 5 minutes of class. We encourage you to give it a try; however, we support what works best for you and your child.
 - b. The first month is treated as a transition period, and please know that it is very normal for kids to take time to warm up to a new environment.
5. Please make sure to notify the studio of any special needs or disabilities so we can best serve your dancer.
6. Our staff is equipped to support the class size and varying needs in this age group, however we do ask for support to help us w If a child's behavior is disruptive to the rest of the classroom.
 - a. If a child is disruptive to others in the class, we will ask parents to support and intervene to support a positive classroom experience for the rest of the class. We encourage parents to remove their child from the classroom so they can take a break and return when they are ready!
 - b. If a child cannot consistently participate in the class without being disruptive, we invite parents to observe the class so we can find the best way to support your dancer together!
 - c. In the event your dancer cannot participate without disruption, we reserve the right to cancel enrollment and will provide a credit or refund depending on the circumstance.
7. NOTE - Please note that some class time may be spent working on non-dance activities, that are a part of the entire social and emotional process of dance education. This includes, but is not limited to, various improvisational and dance games, voting on costumes for December Showcase, voting on music and concepts, costume measurement, and trying on costumes.

First Steps: Boppin Babies & Tots

Registration & Tuition

1. Boppin' Babies and Boppin' Tots are unique classes in that they require parent/guardian participation at all times.
If a child is being disruptive to other students in either of these classes, even with the support of the parent/guardian

participation, we will ask the dancer to take a break outside of the dance studio until they are ready to return to class.

2. There are no refunds.
3. You will be charged first and last month's tuition at sign up and will remain enrolled until you drop 30 days notice.
4. Monthly tuition will be auto charged on the 1st of the month. *If you elect to make payments on your account manually, your payment plan will still continue as scheduled until your balance is zeroed out.*
5. We offer a **TWO-WEEK GRACE PERIOD** for **NEW** students in classes from your agreed start date to formally withdraw (see below). You must follow the procedure below to receive a credit.
 - a. If it is within the grace period, a credit will be applied to your account- no refunds, you will be charged the a la carte rate for the class(es) that occurred before you communicated your drop.
 - b. If you are OUTSIDE of the two-week grace period, a 30 day notice is required and any overpayment will be credited to your account.
6. Customers will receive a notification via email when a payment is declined. They have 48 hours to update the card. In the event the card is declined again, there will be a \$15 fee assessed. The customer will be notified again and given 48 hours and then assessed another fee.
7. If a customer's card is declined more than 3x per payment period, they lose their place in class.
8. SBDA reserves the right to reassess tuition and fees mid-season.
9. For the First Steps program, we offer a 'reasonable' amount of make-ups and we request you notify info@sbdancearts.com if you will miss class and the day and time you intend to take a makeup so we can keep class sizes manageable.
10. Prorated pricing is available for this program.

GENERAL STUDIO POLICIES

Please make sure dancers arrive on time and prepared for class. Dancers must be dressed according to the Dress Code. Failure to be dressed properly will lead to a warning. After three warnings, dancers may be asked to sit out if the dress code is not followed. We have lockers available for rent if carrying a dance bag does not work for your family.

1. **All Classes** – Dancers should have hair off their face. No jeans or skirts/dresses. Dancers should wear clothes in which they will be comfortable in all positions. Those identifying as a boy may feel more comfortable wearing a 'dance belt' once they reach intermediate levels. Footwear and genre specific requirements can be found here: [Please click here to view dress code.](#)
2. *We have great sensitivity and acceptance in relation to gender pronouns. Please assume and apply the words 'those who identify as' in front of these terms throughout the information.*

Cancellation, Rescheduling and Substitution

Dance Arts requires 6 paid students to hold a class. If enrollment is below the minimum, we will offer a credit/refund for the remaining classes and/or help place your child in a different class.

3. SB Dance Arts reserves the right to provide a substitute teacher in a different style of dance if the regular teacher is ill or is otherwise unable to teach. SB Dance Arts reserves the right to reschedule or combine classes.

Between Classes & Liability:

1. We do not charge extra fees for children to wait at the studio between their classes in the afternoon. There is always an adult present, but we are not responsible for individual children left in the waiting area outside of class time.

2. We are not responsible if dancers leave the facility.
3. Dancers should never wait outside unattended- see above.
4. Dancers are welcome to use the facilities before/after a class. You may not use the facility on any day when you do not have classes.
5. Dance Arts is not responsible for dancers outside of the facility. Once the doors are locked, dancers will not be able to re-enter the building! Children should not wait in our outdoor area in the dark - stand at the door and look for your parents to pull up.
6. Please be respectful of the space. No vandalism, disrespect, or bullying. **This is a safe space for everyone.**

Safety: Drugs, Alcohol, Vaping, illness and Lockdown:

1. We have implemented a lockdown program. All teachers and staff are trained in what to do during a lockdown.
2. All instructors and staff receive a background check. We have staff onsite with CPR certification and First Aid Training.
3. There is no photography allowed in the bathrooms.
4. Santa Barbara Dance Arts strives to create, promote, and maintain a positive, healthy, productive, and safe environment. SBDA has a zero-tolerance policy for the use of illegal drugs, marijuana, illegal prescription drugs, vaporizers, cigarettes, and alcohol. The use and/or possession of illegal drugs, marijuana, illegal prescription drugs, alcohol, vaporizers, and cigarettes is strictly prohibited in or near Santa Barbara Dance Arts. Dancers under the influence of or suspected to be under the influence of illegal drugs, marijuana, alcohol, or illegal prescription drugs and/or suspected to be under the influence of vaping or cigarette use (or found to be providing these things to other students/dancers) are at risk for penalties such as immediate dismissal from the studio. We are mandated court reporters and may have to involve official authorities.
5. Please do not send ill students to class or camp. If your dancer will miss class or camp due to illness, please email info@sbdancearts.com or call the studio. If your dancer becomes ill while here, we will reach out to the primary account contact. If an ill student has been deemed no longer contagious by their doctor, they are clear to attend class or camp. Please check in with staff with any questions or concerns.

Private Lesson Policy

1. Privates are booked with maria@sbdancearts.com
2. Private lesson payments will be charged at the time of booking.
3. No refunds for privates. Credits available if cancellation is within the stated window listed below.
4. If you need to reschedule a private lesson, you must provide **two business days' notice (before Friday at 4pm going into the weekend)** in order to credit towards a rescheduled lesson.
5. In the event of an EMERGENCY CANCELLATION over the weekend, you can try our after hours emergency number 805-263-7566. **IF** our staff is able to pick up the message and communicate the cancellation to staff, we will hold \$25 from the original lesson and apply the difference to the next lesson.
6. An email will be sent following your booking to confirm your private lesson date and time and the primary card on file will be charged and your booking is official.
7. You can book a semi private pack for up to four students (pricing will vary)!
8. You must use your private lesson and packages within one year of purchasing.
9. Private lesson rates are subject to change.
10. If Dance Arts makes an error on booking, you would be eligible for a refund.

11. You must use your private lesson within one year of purchasing.
12. Private lesson packages expire after 1 year of purchase.

Private Lesson Package Policy

1. Some Dance Arts teachers are accepting private lesson packages! Please inquire with Abby for details.
abby@sbdancearts.com
2. Your package will be valid for one year with the agreed upon teacher, starting from when the package is purchased.
3. If you would like to book a package, you will need to confirm your decision and the full payment will need to be processed prior to your first private lesson.

Custom Class Policy

1. Custom classes require five or more students.
2. Can be thirty minutes to an hour long.
3. Occur for a minimum of six weeks, though they can be extended if you would like.
4. Custom classes do not have the option of a payment plan. The payment must be processed prior to the first class.
5. Everyone taking the class will need to create an account through our system and add a payment profile.
6. In order to participate in the custom class, each account participating in the class will be charged a one-time \$49 Membership Fee for the current season.
7. There will be no make-up classes if you are unable to attend a class.
8. If SBDA must cancel a class due to unforeseen circumstances, we will work together to find a time to make up the class for everyone involved.
9. You are only guaranteed your class for the dates that you have initially agreed upon. If you would like to extend your class, please let Abby know ASAP. Once this class is confirmed, you will be charged for the extended class(es).

Late Pickup Fees:

10. We charge for late pick-up after the business office closes:
11. Monday @ 7:30pm, Tuesday @ 7:30pm, Wednesday @7:00pm, Thursday@7:15pm, Friday@5:30pm, and Saturday mornings@11:30am
12. We allow a 15-minute grace period after the end of class; beyond this you will be charged a late pick-up fee of \$15.00 per 15 minutes.
13. Please phone with any emergencies that will delay pickup beyond the grace period.
14. If it has been over 30 minutes and you are unreachable, staff/instructors may choose to take your child to your home.
15. Please do not park in Paragon spaces - you will be towed!
16. Please do not park in the ramp in the back or in the Directors' spaces.
17. Please make sure your dancer waits for you inside the studio.
18. Please circle around if your dancer is not out of class.

Divorced/Multiple Partner Families:

1. We require 1 account for divorced or families with multiple partners.
2. SBDA will not act as a go-between for parents/partners/guardians to communicate.

Gossip, Social Media, & Solicitation

1. Keep it positive. :) We have a ZERO TOLERANCE for cyber bullying and/or slander against Dance Arts on public forums, at events or at the shows. Parents and/or dancers calling out SBDA dancers or staff through social media can result in dismissal from the studio.
2. Keep the studio a gossip-free zone.
3. No soliciting.
4. SBDA Buddy List is meant to support parents/guardians with carpools, friendship, and community. This information cannot be used or shared for personal or business use. While information is kept behind a password, your information should be shared at your own risk.

Inside the Dance Studios

1. No gum!
2. No food in the studios - water only!
3. No cell phone use in the studios – we suggest keeping phones and valuables in designated baskets.
4. Please use cubbies outside of the studios to store your belongings. Only water bottles are allowed in the studios. Lockers available for rent. Please see the office.
5. Please arrive prepared with proper dance wear, footwear, and be ready to dance!
6. We want your dancer to have fun in class, however, we expect a high level of respect and attention during class time. Talking should be kept at a minimum out of respect for the teacher and other students. Students who are constantly disruptive may be asked to sit out of class. After three warnings, we will phone home for a discussion and solution conversation. If there are further problems, we will set up a conference with the guardian and teacher.

Loss Prevention and Security

1. The Lost and Found area is found under the counter in the lobby. Ask the office for assistance. Please check the lost and found basket regularly. All lost and found items are donated to Goodwill before winter break and again the week after the Inspire recital.
2. We have several cameras in place to monitor activity for security purposes.

Liability Waiver and Release:

Updated 1/30/24

ANNUAL PARTICIPATION, RELEASE AND ASSUMPTION OF RISK AGREEMENT

In consideration for being allowed to participate in activities offered by Santa Barbara Dance Arts, Move With Purpose, their agents, owners, officers, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as "SBDA"), I, on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representatives and estate, hereby agree not to sue, to release from all liability, and to indemnify and discharge SBDA, as follows:

I acknowledge that my participation in Dance, aerial arts, aerial silks, Pilates, aerial yoga, Yoga, acrobatic training, jumping, trampoline activities, and instruction activities both individual and group, via in person instruction or instruction via Zoom or other on-line media, entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to

myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

1. **The risks include, among other things and without limitation:** slips and falls; falling from equipment; rope burns; pinches, scrapes, twists and jolts that could result in scratches, bruises, sprains, lacerations, fractures, concussions, or even more severe life threatening hazards; strains, cuts, bruises, muscle soreness and fractures; musculoskeletal injuries including head, neck, and back; injuries to internal organs; the negligence of other people; my own physical condition; and the risk of emotional and psychological injuries or physical damage associated with this activity. Traveling to and from shows, meets, and exhibitions raises the possibility of any manner of transportation accidents. In any event, if you or your child is injured, any medical assistance will be at your own expense I expressly agree and promise to accept and assume all the risks existing in this activity, whether known or unknown, including travel to, from and during the activity. My participation in this activity is purely voluntary, and I elect to participate despite the risks.

2. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless SBDA from any and all claims, demands, or causes of action, which are in any way connected with my participation in this activity or my use of SBDA's equipment or facilities, including any such claims which allege negligent acts or omissions of SBDA.

3. Should SBDA or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.

4. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition I may have.

5. I accept liability for any property damage that may occur as a result of participant's instruction, and I understand and accept that no promises or guarantees are made, explicit or implied.

6. I agree to abide by all of SBDA's policies, regulations and procedures, as they are presented to me now and as they may change from time to time. Students must wait inside for their parent's collection and SBDA is not responsible for students that leave the studio before or after their scheduled activity. SBDA hereby refuses to accept responsibility for watching your student outside of their scheduled activity time.

7. In the event that I file a lawsuit against SBDA, I agree to do so solely in the state of California, county of Santa Barbara, and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state.

8. I understand the activity may be offered by SBDA in conjunction with one or more other persons or organizations. I agree and acknowledge that such persons or

organizations are completely separate from SBDA and that SBDA is not responsible for the conduct of such other persons or organizations.

9. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Release of Liability for Photos and Videos

I hereby give SBDA, Move with Purpose, Alana Tillim, its directors, instructors, trainers, independent contractors, officers, employees, consultants, agents and film crews permission to film, videotape and/or photograph me and/or my child for the purpose of producing promotional materials in print and online. I have been advised that this film, video, and/or photography will be used to promote SBDA, Move With Purpose, Alana Tillim, its directors, instructors, trainers, independent contractors, officers, employees, consultants, agents and film crews, as well as healthy lifestyles and the benefits of dance. I also understand that the film, video and/or photography may be viewed in collateral material and/or online for the purpose of promoting SBDA and its affiliates. I release SBDA and Move with Purpose,, Alana Tillim, its directors, instructors, trainers, independent contractors, officers, employees, consultants and film crews from all liability arising from the use of the film, video and/or photography of myself or my child. I also understand and agree that no compensation will be paid to myself or my child for participating in this film, video and/or photography.

This document is subject to change upon 30 day's notice of participants. Anyone who does not agree to be bound by their modified terms and conditions upon notice must withdraw from the program. Otherwise they agree to be bound by the updated terms and conditions as published. Hard copies of the Studio Handbook are available upon request.

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing SBDA from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in the activity, including travel to, from and during the activity. I allow participants to participate in this activity. I understand that I am responsible for the obligations and acts of the Participant as described in this document. I agree to be bound by the terms of this document.

This program is being offered in conjunction with Santa Barbara Trapeze (August 5-9, 2024: Dance In The Air Camp). Santa Barbara Dance Arts and SB Trapeze are separate entities with separate program offerings. By participating in this program you understand and acknowledge that Santa Barbara Dance Arts is not responsible for the actions of SB Trapeze and its employees,

volunteers, or other agents. You may be required by Santa Barbara Trapeze to complete a liability waiver or other documentation.

By signing this document/agreeing to terms online, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I may be found by a court of law to have waived my right to maintain a lawsuit against SBDA on the basis of any claim from which I have released them herein. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Withdrawals and Refunds

If a client withdraws after payment of the tuition and fees, there will be no refunds. Furthermore, if a student is signed up for a session and is scheduled on autopay, the client is still responsible for the full payment of the session they signed up for. Unless specifically opted out, all dancers will be enrolled in “rollover” registration. Rollover registration will provide for fees to be charged to the payment method on file. Failure to provide 30 days’ notice of withdrawal will result in a forfeiture of tuition.

This document is subject to change upon 30 days’ notice to participants. Anyone who does not agree to be bound by their modified terms and conditions upon notice must withdraw from the program. Otherwise they agree to be bound by the updated terms and conditions as published. Hard copies of the Studio Handbook are available upon request.

Youth Protection Advocates in Dance® Certified!

- Background checked and CPR certified teachers.
- Safer Studio™ Policy
- Teacher training & proven curriculum
- A focus on safety, wellness, and inclusion
- Secured facilities and professional sprung floors



Safer Studio™ Plan for Students and Families

Last Updated 8/26/22

Santa Barbara Dance Art is proud to launch our **Safer Studio™ Plan**. SBDA is a More Than Just Great Dancing™ affiliated studio and Youth Protection Advocates certified studio. Safety is our primary concern. Our plan is designed to address operational changes, precautionary measures, and policy adjustments to facilitate the safest possible in-person services. We are committed to providing service while following the County and CDC’s guidelines for low risk settings.

As you read through this, we want you to remember that many of these measures will be temporary or evolving, and while they may be inconvenient, we are leading cautiously and conservatively to make SB Dance Arts the safest dance studio in Santa Barbara.

Thank you for your continued loyalty and support of a small business. We are so grateful!

Classification for Operations per SB County

- Over summer, we are classified as a SUMMER CAMP.
- We lack specific guidance for after school activities, we operate differently than both a school and a fitness operation, so we will utilize CDC and local guidelines for each to develop best practices.
- As of March 14th 2022
 - We are open to the public and can operate indoors and outdoors.
 - Masks are optional for indoor and outdoor classes.

Cleaning, Maintenance, and Extra Steps

- Freshly maintained filters in our classroom ventilation systems.
- Our studios are sanitized and maintained for a safe dance environment.

Screening, Attendance, and Illness Policy

All health questions and concerns are to be emailed to info@sbdancearts.com

Screening for COVID Symptoms:

Before and after coming to the studio, please monitor for the below symptoms and notify the office immediately if any of the following present:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion
- Runny nose
- Nausea or vomiting
- Diarrhea

Masking

- ★ In alignment with state and local health officials, masks are not required indoors or outdoors
- ★ Free disposable masks are available at the front office.

PPEs & Dance – Advice from a local Pediatric Doctor

We have a local healthcare consultant on retainer for matters concerning COVID-19. If you have any questions or concerns not addressed in this document, please reach out to our office staff, and we will

contact our consultant. The following advice regarding PPE's comes directly from our healthcare consultant:

1. If choosing to wear a mask, dancers and instructors should wear a simple cloth mask or disposable mask. We suggest consulting your pediatrician regarding exercise indoors wearing a PPE.
2. Cloth face coverings should be washed after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering.
3. No dancer should wear a N95 mask or other respirator type mask to dance or exercise in. Simple cloth (cotton) masks offer adequate filtration and are easiest to breathe through.
4. If any dancer is feeling light-headed, has any trouble breathing, or has general discomfort, they should stop dancing immediately and sit down and rest while they catch their breath. Dancers should remain hydrated.
5. If the symptoms subside and the dancer is feeling normal again, it is up to both the dancer and instructor, if activities should resume for that dancer.
6. If a mask cannot be worn due to above concerns or there is a return of symptoms, the dancer may need to leave the class and a staff member will take them outside where they can remove their mask at a safe distance.
7. Dancing (exercising in general) with a mask in place can be difficult for many people. A trial of exercise while at home with a mask on is recommended so your dancer will know what that feels like before coming into the studio.

Bathroom Procedures

All students and staff MUST wash their hands for at least 20 seconds with soap and water before leaving the restroom to return to the studio or office.

[CDC School Guidance K-12](#)

[CDC Masking Guidance](#)