

WELCOME



**2024/2025**

**Dress Code**

**Policies and Procedures**

# 2024-2025 SABA Dress Code



<b>Ballet</b>	<p>Pink tights, black or pink leotard, hair in bun (boys need black shorts, white t-shirt, and black ballet shoes). Levels 1A-1B: Full Sole Leather Ballet (Pink) Levels 2A-4: Split Sole Canvas Pink</p>
<b>Jazz</b>	<p>Solid colored leotards preferred with appropriate tights or no tights with spandex shorts or spandex pants over, black leather jazz shoes (no mesh), hair in pony tail or bun.</p>
<b>Tap</b>	<p>Solid colored leotards preferred with appropriate tights with optional spandex shorts/spandex pants over, hair in pony tail or bun. Boys can wear workout shorts and t-shirts. Level 1: Black Patent Leather Level 2 and up: Black Oxford Lace Ups</p>
<b>Hip Hop</b>	<p>Comfy clothes which can include t-shirt, shorts, sweats, yoga pants, etc. We ask that students wear tennis shoes or athletic shoes without black soles, hair in pony tail.</p>
<b>Contemp</b>	<p>Solid colored leotards preferred with appropriate tights or no tights with optional spandex shorts/spandex pants over, hair in pony tail or bun. Boys can wear workout shorts and t-shirts. Contemporary students can wear turners, socks, or barefoot.</p>
<b>Creative Pre-School Combos</b>	<p>Pink tights, any solid colored leotard, pink leather ballet shoes (full-sole only), hair in bun or pony tail (boys need black shorts, white t-shirt, and black ballet shoes). Pre school jazz students will also need black slip on leather jazz shoes and pre school tap students will need patent leather black tap shoes with ties.</p>

# Tuition Agreement



## Mandatory for All Families

Each family enrolled at SABA chooses how they will make their monthly tuition payment. Families can provide a credit card for a monthly in-house auto draft, pay online through your dance account portal, or pay in the office with a check or card.

## Is there a form to fill out?

Glad you asked! Each family must click the link below and fill out the tuition agreement form and select how they will be making their monthly tuition payment to SABA



Link not working? Copy and past the URL below  
<https://fs29.formsite.com/EBSe2M/l9dboo2wf9/index>

# Policies & Procedures

We are SO EXCITED to start our 18th dance season at SABA! This document is filled with lots of information covering the entire dance season. If you have any questions or concerns, please contact the studio at your earliest convenience at 325-763-4807 or [sabaworkshops@gmail.com](mailto:sabaworkshops@gmail.com).

It is very important that you keep your contact information updated in your parent portal throughout the year as all communication for the school year goes out through our studio portal email or text messaging system. Your info must be updated in the STUDENT SECTION AND PARENT SECTION of your dance portal. Keeping an updated profile on both student and parent will ensure that you are up to date and fully informed on all studio communication, events & policies. Feel free to print out these studio policies and keep it in a file folder for easy reference to questions you might have. In this packet you will find scheduling, studio calendar, class cancellation, tuition/discounts, general studio policies, drop off and pick procedures

## Scheduling

SABA reserves the right to change the schedule if absolutely necessary, under special circumstances. Beginner classes are scheduled by age and grade, and advanced classes are placement based. PRIVATE LESSONS are available upon request. These lessons are 1-hour in length and are \$40.00 per lesson (45 min private lessons offered to our younger students). Anyone interested in private lessons will need to contact choreographers/teachers directly.

## Calendar

The studio will operate on a 9 month calendar, excluding ½ the month in August, December, January, and May. The studio will follow the San Angelo ISD Academic Calendar for holidays unless otherwise notified.

### Holidays Observed

Monday Sept 2nd: Labor Day  
Friday Oct 11th and Monday Oct 14th: SAISD Holiday  
Thanksgiving Week Break (November 25th -November 29th)  
Parent Visitation Week/Open House (December 9th-13th )  
Christmas Break (December 14th-January 12th)  
Jan 13th: First Day of Spring Classes at SABA  
Jan 20th: 2025: SAISD Holiday  
Monday, Feb 17th: SAISD holiday  
Spring Break: March 17th-21st  
April 18th: Good Friday  
Spring Recital: May 18th, 2025 (rehearsals May 16th and 17th)

# Policies & Procedures

## Class Cancellation

During periods of severe weather we will consult with SAISD and the media. Should weather conditions make it unsafe to the dancers; all efforts will be made to notify families in a timely fashion through our dance portal via email and text message. In case of teacher illness, when a substitute teacher is not available, a make-up class will be rescheduled based on the availability of the teacher and the studio schedule. Credits or refunds on monthly tuition will not be made.

## Tuition and Discounts

Monthly tuition rates are \$55 for a 45 minute class and \$60 for a 60 minute class. If a student adds a second class and or more, the student will receive a 10% double class discount. SABA also offers a 10% discount for siblings.

## Payment Policies

- Tuition will be posted through your dance portal by the end of the previous month or the first day of the current month (this may slightly vary with holidays). SABA accepts payment in the form of checks (made payable to SABA), credit cards/debit cards, and auto pay via credit or debit (NO CASH PLEASE). Payments are due by the 1st of each month with a 10-day grace period. All payments made after the 10th will have a \$10 late fee assessed. Payments can be made through the parent portal, at the front desk during office hours, or dropped off in our payment box at any time. Fees for returned checks are \$35.00, and returned checks are also subject to additional late fees. Overdue accounts are required to be paid in full before costumes are released. Severely unpaid accounts will be subject to student suspension until paid. Any other forms of payment such as Venmo will need to be discussed with the business office.
- Dancewear/shoe orders-All shoes, dancewear, costumes, or other dance supplies are required to be paid for in full at the time of order.
- At SABA, we understand that from time to time financial matters may arise, and we are more than willing to work with your family to come up with a payment plan that works best for you, or a more convenient payment date. Please contact the studio director should you need to make alternate payment arrangements. Our studio also has limited scholarships available to students in need. Please request these at [abrooks@sabroadwayacademy.org](mailto:abrooks@sabroadwayacademy.org)

# Policies & Procedures

## Payment Policies

### Don't forget to fill out the mandatory tuition agreement link on page 2

- There will be no refunds for missed or canceled classes. Registration, costume fees, and competition fees are non-refundable and non-transferable. Accounts cannot be placed on hold due to vacation, however if a child must be out of class longer than 2 weeks for medical reasons or family emergencies, the student will be placed on a medical hold and not be charged tuition until they return back to class. The studio must be contacted to discuss any tuition holds. If there is no communication the account will continue to be billed.
- Our students are in our database alphabetically by their last name. Many of our students have different last names from parents or guardians who are paying for dance expenses. If writing a check, in order for us to properly credit your account, please include the following information in the memo of your check.

Student(s) First & Last Name

State what you are paying for: Monthly Tuition (State the month), Dance Supplies, Costume, Etc

If you have any questions concerning your account balance, please inform the office at your earliest convenience and we will be happy to look everything over. You can do this by emailing [info@sabroadwayacademy.org](mailto:info@sabroadwayacademy.org) or calling the office at 325-763-4807.

## General Studio Policies

### Please note the following guidelines regarding all classes

1. Parents and dancers alike: please practice kindness and respect. SABA strives to be a positive and welcoming environment for students, staff, and clients. Please do your part to make sure we continue offering an incredible program
2. All students must carefully observe our dress code
3. **Closed Door Policy:** Parents and/or guests are not permitted in the studio while classes are in session. It can be very distracting to our younger dancers, and many are uncomfortable with strangers watching. To keep all our dancers comfortable and happy dancing, we will only allow viewing to occur during the designated viewing weeks. We appreciate your cooperation in this matter! Special request for parents sitting in on class can be made by contacting the director.
4. SABA is a nut-free zone for the safety of all dancers.

# Policies & Procedures

## General Studio Policies

1. Items left behind after class will be placed immediately into the lost & found. Please check the lost & found for any missing belongings. Items left in the lost & found at the end of the year will be donated to Goodwill.
2. Studio lobby space in both studios **is very tiny**. We closed our waiting areas down during COVID, and while they are no longer closed, we recommend waiting in your car or running an errand while your child is in class due to our small space. While in the lobby, please respect the activities of others and the classes in session by keeping your volume at a reasonable level. We ask that you tidy up your space when you are finished, clean up any spills/etc., and treat all studio property with respect to keep it in good condition.
3. To protect our dance floors, we ask that no food or drink, except water bottles be brought into the dance studio area (please keep other snacks and drinks in the lobby or dance bags). **Dance shoes should not be worn outside, even if it “just” running from the car to the studio.** Tap shoes do leave a fine silver/gray dust and there will be times our dancers will have black on their tights. While we clean our floors daily at SABA, each time a tapper dances, the friction from the metal on our floors creates “tap dust” so we have learned to embrace it.
4. Please note that there is no supervision in either of SABA's lobby areas. Please be on time to pick your child up from their class(es) or let us know in advance if you will be late. Teachers will walk younger students outside after classes. **Please see visit guidelines for pick up and drop off at the studio.**
5. Cell phones are not permitted in the dance space. Please leave them (as well as other valuables) in your bags.
6. Please bring water to class.
7. Students enrolled in Early Childhood Classes must be potty trained.

## Class Withdrawals

You may withdraw from any class by giving a **2 week notice either by phone, email, or in person**. Monthly tuition will be adjusted to reflect the change in classes. The change in tuition will take effect on the 1st of the next calendar month. SABA has a rolling wait list, and we want to make sure we can accommodate all students, therefore by notifying staff that you will be withdrawing will help us with this process.

# Policies & Procedures

## Drop off and Pick-Up

- Creative Movement, Pre-School Ballet/Tap, Pre-School Ballet/Jazz, Mini Hip Hop ) will enter Studio B door. The entrance is on the side of our building (double brown door marked studio B). We ask that you DO NOT park in front of the business to the left of that door (Unorthodox Apparel). Please park on SABA side of the building (to the right of the door), behind Unorthodox Apparel by the Fast Lube or across the street in the Sherwin Williams back parking lot and walk to class. There is also some small parking in the back of our building. The teacher will open the door at the conclusion of class and make sure students are handed off to parents and caregivers.
- Ballet 1A, Ballet 2A, Ballet 2B, Ballet 3A, Ballet 3B, Ballet 4, Beginning Hip Hop, Pointe, Advanced Hip Hop, Contemporary 1-3 will be in Studio C in our main building. Please enter the front glass door and your studio is in the center of our building. Parents can park in front of our building along the sidewalk or across the street in Sherwin Williams back parking lot.
- Ballet 1B, Jazz 1, Jazz 2, Jazz 3, Jazz 4, Jazz 5, Tap 1, Tap 2, Tap 3, Tap 4, Tap 5, Intermediate Hip Hop, and Junior Hip Hop will be in Studio A (Black french door to the right of SABA entrance). Parents can park in front of our building along the sidewalk, on the side of Studio A by glass doors on Harris, or across the street in Sherwin Williams back parking lot
- We recommend staying in your vehicles or running errands while your child is in class due to our lobby space being small. Our goal is to keep congestion down in the lobby areas. We love our little space, and we try everything we can to make sure it's convenient and conducive to everyone. We thank you in advance for your patience with our small space and parking.
- We recommend parents with student's ages 3-6 walk their children to the studio door, and then wait outside the studio door for pick up a few min prior to class ending. Teaching assistants will also be walking students out of class each day and can help walk students to their cars if parents do not want to get out of vehicles due to having other children in the car, etc.

## Illness

Please be mindful of the other students and faculty when your child is feeling under the weather. If your child is running a fever of 100, stomach or gastrointestinal issues, chills/body aches, respiratory distress or anything that constitutes a bacterial infection or viral infection, please stay home until your child has been fever free for 24 hours or on antibiotics for at least 48 hours.