



# *Smooth Dancer Ballroom Studio*

## Rules and Policies

Please review the attached information regarding the “Rules and Policies” of *Smooth Dancer Ballroom Studio* which have been created to help manage a great place to dance and answer any questions you may have.

### **ARRIVAL TIME and COURTESY:**

Please arrive at least 10-15 minutes before your group and/or private lesson. Should a lesson be in progress when you arrive, please be courteous to your fellow dancing friends by keeping your voice down. Please pickup after yourself when drinking soft drinks/water and place all trash in the kitchen.

### **GIFT CERTIFICATES:**

Gift Certificates are available for you to purchase for your friends and family. This is a wonderful gift to share with someone that you know who has wanted to take dance lesson, but needs that little push to get started. It is a great birthday and/or holiday gift.

### **TUITIONS:**

You may either pay by CASH and/or CHECK. All tuitions for group lessons, private group lesson, children’s group, single parent group and private lessons are due on the 21<sup>st</sup> of every month in order to reserve your place. There are no refunds on any tuition paid. You will be receiving an invoice for your dance lesson(s) on the 15<sup>th</sup> of every month and are required to return with your cash/check on the 21<sup>st</sup> of that month.

### **CANCELLATIONS:**

Should you need to cancel your lesson, please notify me immediately. An 8-hour cancellation is in effect for all students, unless there is an emergency. If you know you are sick and there is a possibility that you will not make your lesson that evening, please notify me early and put me on notice that you may not attend. If you call me after your scheduled time, you will not be able to reschedule your lesson and that time will be forfeited.

### **COMMENTS, SUGGESTIONS AND/OR COMPLAINTS:**

My door is always opened to you. However, one’s class time is not the proper time for any discussions. Please e-mail or call me with your suggestions, comments and/or complaints and I will get back to you as quickly as possible.

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## **MAKEUP LESSONS:**

Group classes are paid in monthly increments and you are required to pay for **all** 4 weeks or 5 weeks depending on the day you select. If you know you will be missing a particular lesson or even two weeks within that month, the full amount is still required. However, the fee that you have paid for any lesson missed can be rolled over into a private lesson, with you paying the difference of what a private lesson.

## **GROUP CLASSES:**

General Group lessons are offered Monday through Thursdays. All Groups Classes are subject to change based on interest. Should you decide not to continue with your dance lessons, please notify me immediately so that your spot can be filled by another student. Any group classes missed can be rolled over into a private lesson. It is important that you learn what you missed so not to slow down the group because some group lessons may continue for two months. If you know you will not be attending one of your group lessons, a phone call is required in advance in order for your makeup to be scheduled.

## **PRIVATE GROUP LESSONS:**

Private group lessons have been designed for those who want their own group lesson with their friends and family. It must consist of at least 4 couples and/or 8 individuals. The person responsible for the group is to contact the individuals of their specific group of any time change and the dances they wish to learn on a monthly basis. You are responsible to pay for the full 4 weeks and if you know you will miss one of your lessons, you can roll that amount over to a private lesson. If you know you will not be attending one of your private group lessons, a phone call is required in advance in order for your makeup to be scheduled.

## **PRIVATE LESSONS:**

A private lesson is the best way to go. It is a lesson one-on-one with your instructor, ensuring that you will benefit from your private lesson. It is a 50-minute lesson where you will receive dance notes of the dances you are learning. You will receive a reserve time each week with 4 private lessons within the month. Any makeup for a private lesson missed, is required to be taken within that month. There are no carryovers to the next month. Please remember that once I have sold you your lessons, I cannot resell them at the last minute to anyone else. There is an 8-hour cancellation required on all private lessons in order for a makeup to be scheduled, unless there is an emergency. Please note that if you are 15 minutes late for your private lesson, your lesson will be forfeited.

## **CHILDREN – TEENAGE GROUP CLASSES:**

This class has been created for children and/or teenagers. One will learn how to have fun dancing with their friends, learn coordination and flexibility; and most of all, DANCING. A parent can create their own children's private group for their own friends. A special time will be determined for any private groups.

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## **SINGLE PARENT AND CHILD CLASS:**

This special class is being offered to the single parent to spend some creative and special time with their son and/or daughter. It will create a positive and fun opportunity in spending time with your child. A single parent can create a private group with various friends that are single parents who can all dance together. Make this a fun and enjoyable aspect of your child's life, will also develop self-confidence for both single parent and child.

## **LADIES' TECHNIQUE CLASS:**

This special technique class has been designed to help the ladies enhance any needs they feel will make them have self-confidence in their dancing. You will learn how to style your arms, move your hands with specific styling characteristics to a specific dance; learn how to turn and spot your partner; develop hip rotation and leg movement; enhance your frame posture; and to control your balance with center alignment; and be able to walk proudly with self-confidence. There is great value and benefit from any technique class you take.

## **COUPLES' TECHNIQUE CLASS:**

This is a very new concept at *Smooth Dancer Ballroom Studio*. It has been created to give those individuals something special – one step higher than what they are already learning in their group and/or private lessons. It is meant for you to concentrate on specific characteristics of a particular dance: such as Rise and Fall in Waltz; how to determine when to use Foot Rise over Body Rise; proper placement of one's foot when turning; lead and follow; how to move through one's knees and pushing off that foot for a longer stride without slumping over your partner. It is a team partnership effort and will create the illusion of dancing as ONE. It is what really makes you stand out from the rest. You will always benefit from any technique class you take.

## **WEDDING DANCE and CHOREOGRAPHY:**

Learn that special dance for the Bride and Groom. Schedule an appointment to discuss your dance of choice and how long it will take for the wedding party to learn their special dance. It normally takes 3 months to learn a specific dance, so please allow for enough time in advance of your wedding date to have your special dance ready.

## **A DANCE A NIGHT DANCE:**

2<sup>nd</sup> Friday of the month - (Smooth – Tango, Foxtrot, Waltz, Quickstep, V. Waltz)  
and 4<sup>th</sup> Friday of every month - (Alternate between Latin/Rhythm dances).

“A Dance A Night” is a 45-minute dance lesson followed by a 45-minute practice dance. The purpose of *A Dance A Night* is that a student can learn a specific dance and have the opportunity to practice that dance immediately afterwards for a significant amount of time. This will help the student to immediately dance what he/she has just been taught. Should you already know the dance, you are welcome to come and practice the specific techniques to that dance. You may bring a dish (hot/cold) or soft drinks if you wish. Wine/water and refreshments will be provided by *Smooth Dancer Ballroom Studio*.

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**PRACTICE PARTIES:** 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month). **First one you attend is FREE.**

The Practice Party is a two-hour dance where all the students will have the opportunity to practice what they have learned throughout the weeks of their dancing, meet other dancing friends and most of all, how to dance on a crowd dance floor. You will have the opportunity to dance to all dances. As always, I teach every half hour a mini lesson on various dances. This is a great way to learn some dances you do not know at an affordable price. You may bring a dish (hot/cold) or soft drinks if you wish. Wine, water and refreshments will be provided by ***Smooth Dancer Ballroom Studio.***

**PARKING:**

When you arrive if the front parking lot is full, please go around the back using the driveway next to the Japanese Steakhouse, turning left behind the building and go midway down and you will see Suite 115 on the door and you may enter from the back. If you do, please knock loudly on the door because it will be locked at all times except for Friday/Saturday night dances.

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Remember, that my door is open to all of you at anytime and I welcome any positive suggestions and ideas for any future events that you feel are important to dancing. However, please remember not to discuss any pertinent information with me in front of other students. I would appreciate you emailing me with your comments and/or complaints and I will get back to you very quickly. I want all of my students to be happy and to have fun dancing at ***Smooth Dancer Ballroom Studio.***

As always, it is my pleasure and joy in having this wonderful opportunity to help you achieve your dancing goals. I look forward to working with each and every one of you. Most of all, thanks for being a dancing friend. And remember to tell your friends about us, and keep on dancing at ***Smooth Dancer Ballroom Studio.***

***Annette Farrell***  
***Smooth Dancer Ballroom Studio***  
***Owner & Certified Ballroom Dance Instructor***