

## **Dance Studio Policies and Student Handbook – A Guide to Writing and Revising the Necessary Operating Terms of Your Business<sup>1</sup>**

It is important to have a set of guidelines, rules, or code of ethics that your dancers can refer to as a way to hold them to a level of professionalism as young dancers representing your dance studio. There is no right way to do this - it's up to you as a studio owner and what you value. Here is one example that you could use or adapt for your students.

A handbook can help your students and parents better understand your policies while also orienting them to the studio. This is where you can write a welcome message; share your studio mission, vision, and your expectations around general conduct. If you do testing or evaluations make this known as well as your teaching philosophy, methodology and criteria for classroom etiquette.

Section outline on dress code, class attire, student/parent conduct, studio rules & regulations:

- Dress code and class attire expectations by class, genre, or level
- Where to purchase dancewear if applicable
- Class etiquette, performance etiquette (interpersonal behavior)
- Student Expectations (conduct)
- Parent Expectations (conduct)
- Lost and found
- Visitor Information
- Studio facility specific information:
  - Entering, exiting, parking, safety, no smoking, securing valuables, lockers, video surveillance, closed circuit monitoring, etc.

---

<sup>1</sup> Extracts of suggested elements from DanceStudioOwner.com - used with permission.