On Your Toes
DANCE STUDIO

PHONE: 314-487-8082
WEBSITE: www.danceonyourtoes.com

STUDIO ADDRESS:
4835 Lemay Ferry Rd.
St. Louis, MO 63129

Studio Policies and Procedures

Tuition

Tuition is due on or by the 10th of the month.

- **Tuition is non-refundable** and is based on a 10-month program (approximately 38 weeks) and is broken down into 10 monthly payments (September to June—yes, June tuition will be paid in full)
- Fees remain the same regardless of the number of classes in any given month
- No refunds given for missed classes or inclement weather. All absences may be made up. (See section regarding make-up classes.)
- **$15 late fee** is charged to payments received after the 10th of the month.
- **Additional $15 late charge** will be charged at the **end of that month** for unpaid tuition.
- Returned checks or insufficient funds via automatic withdrawal will be charged a $35.00 service fee
- Families will be required to be put on an auto pay plan if account is more than **2 months behind**.

Dancers will not be allowed to participate in class if your account is more than 2 months past due. All previously paid for items, such as recital and competition fees, will be forfeited, if you choose not to return to the studio.

Payment Options

- All families are encouraged to make payments online or use our ACH payment plan. In person payment may be done, however, only during posted reception hours.
- Check, cash or credit card either MasterCard or Visa only. There is a drop slot at the desk for payments
- Pay by credit card via phone (All credit card transactions have a 4% fee)
- An ACH (automatic payment service) is available. Release forms are needed giving permission to automatically debit your checking or savings account or charge your credit card for tuition on the 1st of each month.
- ***All credit card usage for any transaction will have a 4% fee added***

Important recital dates to remember

October, 2026	Recital information is distributed
November 2, 2026	1st recital payment due
November 11, 2026	1st recital payment late - $5 late fee
December 1, 2026	2nd recital payment due
December 11, 2026	2nd recital payment late - $5 late fee
February 1, 2027	Final recital payment due
June 6, 2027	Dress Rehearsal Day
June 12, 2027	Recital Day

Studio Closings

Please mark your calendars!

If Mehlville School District is closed due to weather, so is the studio, typically. All postings are done through various news stations, social media, texting as well as email.

OYT sometimes may need to make last minute decisions, so when there is weather alerts please check Facebook, emails, and texts.

The studio will be closed on the following dates:

November 25 – 29, 2026	Thanksgiving Break
December 21, 2026 – January 3, 2027	Holiday Break
March 15 - 20, 2027	Spring Break
May 31, 2027	Memorial Day

We DO have classes on Martin Luther King Day and President's Day.

Class Placement

Dancers are placed according to age and ability. If a child is more advanced, a higher level of class may be needed to strengthen the dancer's ability and give them a challenge. In most cases, dancers are with others their own age.

Dancers are not placed because of friendships or how long they have been dancing. They are being placed strictly by the level of technique that they demonstrate on a weekly basis. A child is placed in a class where he/she will feel confident in order to promote the highest level of self-esteem.

The OYT staff are professionals and always act in the best interest of the dancer. Dancers progress at different levels and advancing a dancer before they are ready can create stress, a loss of interest and discouragement.

Changing or Terminating Classes

If you would like to change classes, add or remove a class, or completely terminate dance classes, we must receive your intentions to stop **classes via email at the start of the month** you wish to stop. Refunds are not given if classes are dropped in the middle of a month.

Facility

Currently, families may come into the building to drop off and pick up, however, it is encouraged that parents stay during classes only during a viewing week as much as possible.

There is a bathroom in the OYT store lobby for all families. Dancers are able to use the studio bathrooms while in class.

OYT offers snacks at the front desk as well as a drink cooler. OYT does NOT have a water fountain.

Campus

OYT is a smoke free campus. We ask you not to smoke anything on OYT property.

Lost and Found

There is a lost and found box at the beginning of the hallway. If something is left at the studio, it will be put in the lost and found box. We do not hold any items at the front desk. Items left will be donated to goodwill twice a season.

Parking

OYT does have ample parking for all guests. We do ask that a slow speed is used by all when in the parking lot AT ALL TIMES due to children coming to and from parked cars and the studio. Please do not park in the handicapped spots unless proper licensing is displayed. Please go at slow speeds in our lot. If families have other guests picking up or dropping off, please make them aware as well.

Watch Week

Observation Guidelines:

During various times of the year, parents are invited into the classrooms for presentations or, at other times, the viewing window is open.

- Please take turns at the window as all guests would like to view
- Limit of one guest per family if possible due to accommodating our space
- Be respectful to others with noise level
- Please do not distract children from the teacher

It is important to monitor your children's progress and see the instructors interact with the dancers, however, watch weeks are not necessarily typical classes at On Your Toes. Please keep in mind that dancers' are very excited and can be easily distracted having guests watch through the windows. Instructors have to work extra hard during these weeks to make sure the class stays as structured during viewing week. The staff appreciates your understanding.

It is extremely helpful to the instructor to keep voices down during watch week or any other classes. Noise does travel into the dance rooms and the dancers feed off the energy outside of the door.

Gossiping about other children or teachers is not tolerated at On Your Toes, and if it is heard, you will be asked to leave and/or termination from the studio.

Dropping Off and Picking Up --

- Dancers are not allowed to stand outside the building waiting for a ride alone no matter the age. Older dancers should not wait outside when dark out alone for any reason.

- Small children need to be escorted to and from the studio. Please do not encourage your dancer to find you out in the parking lot. Never leave your dancer unattended in any part of the studio at any time.

- Please do not arrive more than 10 minutes early to class. This is very important to help your child through class and parking lot congestion.

- The studio will be considered open 10 **minutes before the first class of the day**. Doors are locked until class time to all dance rooms.

- On Your Toes is not responsible for dancers that arrive too early or are not picked up on time. If you have arrived early, you must wait with your child until it is time to start class.
- Dance rooms will remain closed until the instructor opens the door to enter. Teachers come in early to prepare for class. Please do not open the doors until the instructor is ready.

- OYT will have the right to limit adults in the building while dancers are in class.

Dance Attire

Dancers must wear appropriate dance clothes to class, such as leotards and tights. Warm-up clothes are permitted, but must be taken off when the dancer is "warm".

- **Creative Dance, Ballet, Tap, Jazz, Pom, Contemporary, and Musical Theatre Classes: Leotard, tights, appropriate shoes for the style as well as skirts or tight fitting shorts are allowed.**

- **Hip Hop: comfortable clothing, no denim, appropriate shoes for the class**

- **Tumbling: leotard, bare feet**

No baggy clothes or regular street clothes are permitted! All dancers are required to wear leotard and tights to technical classes. Only form fitting items are allowed.

It is too difficult to give the proper corrections if the instructors cannot see the dancer's bodies**.** If your dancer has other activities before or after class, please do not send them in street clothes. Bring a change of clothes in their dance bag.

Shoes:

Dancers are required to wear the proper shoes to each class. For recital, ballet shoes are pink and tap shoes are black. Jazz shoes may be black or caramel pending recital costumes (please do not purchase until staff has given information). Other colors are acceptable for class use only. If your child dances in a jazz routine, they must have jazz shoes, but is permitted to use other options until the recital shoe color is chosen.

Dance shoes should be worn **inside only.** Wearing dance shoes outside will ruin the shoe and bring in dirt to the dance floor. Please put your dancer's **name in their shoes** as it is easy to get them mixed up. Please do not change your dancer's shoes for them to come into the building. Teachers will handle this once inside.

Hair:

Hair needs to be tied back securely during class. Hair is not to be left down and must be pulled back. A neat appearance helps your child feel like a dancer, and realize that dance class time is special. Loose hair is distracting to both the dancer and teacher. Please place an extra ponytail holder in your dancer's bag. If a dancer's hair is too short, please have them use a headband. Faculty is not responsible for fixing your child's hair.

In the event a staff member feels a student potentially has lice or your dancer was sent home from school that day with lice, dancers are not allowed to return back to the studio for 24 hours and hair would need to be retreated within 7 days.

Recital

Recital fees vary depending on the number and type of classes the dancer is in. Recital fees include all costumes, props, auditorium rental, recital tickets, scenery and all staff for rehearsal and recital. Late fees will be added to accounts that do not complete recital payment on time. Costumes will not be ordered until the first payment is made. Recital fees are non-refundable.

Sickness and injury

Students who are ill should not be in classes as a courtesy to others. All students must be fever free, as well as no episodes of vomiting or diarrhea for 24 hours before retuning back to class. If students have an injury they are encouraged to still come to class and observe/take notes as needed or applicable.

Making up Absences
All OYT students are allowed to make up in any class offered at OYT within one month of the absence. Please inform the teacher it is a makeup class and not to add the student to the roster. Please view the online schedule of classes that are offered and try to meet with the same teacher in the same level if applicable. If possible, please try to avoid making up classes during a watch week.

E-Mail:

On Your Toes Dance Studio provides all studio information via email. Some hard copies of documents are available; however, all weekly updates for the studio are done via email. Email allows the staff at On Your Toes to keep you informed of important dates and new information. We do not sell or distribute addresses. Weekly updates are sent out to help remind you about events, due dates, and other information.

Texts/Social Media:

Please “like” us on Facebook. There is always lots of fun and helpful information posted.
OYT does send out text reminders as much as possible to help busy families.

**Please be sure to enable your OYT account to allow for texts.

Thank you for your interest in On Your Toes Dance Studio. We appreciate your patronage. If at any time you have questions, please let us know how we may assist you.

Thank you
Kelly Kirkpatrick