



Southeast School of Dance

STUDENT/PARENT HANDBOOK

This handbook is current as of the date it was distributed. The Program Owner may change guidelines and procedures at any time.






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Intro

Southeast School of Dance is committed to your success! This handbook provides information about our program and answers common questions. Please review carefully and contact our office with any questions.

Thank you for your interest; we look forward to you joining our dance family!

Katherine Sarvis (Owner, Studio Director)

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*"To every thing there is a season, and a time to every purpose under the heaven...
A time to weep, and a time to laugh; a time to mourn, and a time to dance..."*

Ecclesiastes 3:1 & 4





Mission Statement:


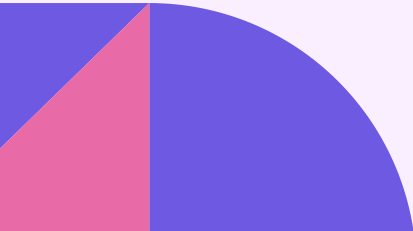
We strive to provide the highest quality instruction in an energetic environment. We emphasize ballet technique to ensure dancers develop a strong foundation. Our program encourages students to develop their individual artistry and explore their own creativity. In addition to training strong dancers, we strive to equip our students with values like respect, discipline, and strong work ethic that will benefit them for years to come—in their personal and professional lives.



"There is a vitality, a life force, an energy, a quickening, that is translated through you into action, and because there is only one of you in all time, this expression is unique."

-Martha Graham

Philosophy:

- We strongly believe dance classes play an important role in self-development by fostering a sense of RESPONSIBILITY & PROFESSIONALISM, RESPECT, CHARACTER, SELF-IMAGE, AND WORK ETHIC inside and outside the classroom. Starting at age 2.5, we offer a variety of classes including classical & contemporary styles.
 - We believe ballet technique is essential to students who wish to become strong dancers and performers. Ballet classes ensure students are learning and practicing correct technique and how to avoid bad habits and injuries. We are proud to be the only studio in Southeast Guilford & Randolph Counties that offers a full and comprehensive ballet program including pointe work, as well as a full-length story ballet production at the conclusion of each season! Past productions include both classical ballets like Swan Lake and original productions unique to SESD repertoire (Magic Mirror, Into The Jungle).
 - We believe it is imperative that your child's teacher is knowledgeable and trained properly & confidently guarantee our instructors are carefully chosen & highly qualified.
 - We work hard to create an environment where students feel free to express themselves and explore new ideas. We believe each dancer should leave our studio prepared for whatever their future holds, whether that be a career as a professional dancer, world-renowned doctor, caring teacher, etc. We strive to provide each student with the skills and passion they need to create the life they love!
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Classes & Placement

Full Class Descriptions on our website!

Placement is determined by ability first, then age is considered. It is common and expected for dancers so spend more than one year in each level.

Please contact us if you have questions regarding your dancer's placement!

Ages 2.5-4:	Creative Movement & First Steps, Tiny Tumblers (age 3-5.5). Dancers learn the basics of dance class!
Ages 4.5-5.5:	Foundations (Ballet/Tap), Tiny Tumblers. Dancers improve "the basics" and explore tap dance!
Ages 6-7:	Ballet/Tap 1, Fancy Flippers. Dancers learn basics of classical ballet, tap dance, and tumbling.
Levels 2 & 3	Beginner level for ages 7.5-10(ish). Dancers learn the importance of correct technique and practice concepts like alignment and controlled movement.
Level 4	Intermediate level for ages 11-12(ish). Dancers should consistently demonstrate correct technique, control, and coordination. Class combinations become more complex and dancers are encouraged to explore their own artistry in greater depth.
Level 5	Advanced level for ages 13-Teen. Dancers should be able to perform complex combinations without sacrificing correct technique, control, and artistry. Advanced steps and ideas are introduced. Pointe work is introduced as dancers become strong enough.
Level 6	Advanced level for ages 14-Teen. Dancers consistently demonstrate correct technique. Dancers learn complex/advanced steps and combinations and can execute these combinations without sacrificing technique, control, and artistry.

Ballet Technique & Consistent Training Philosophy:

At SESD, understanding and executing correct technique is a priority. We strongly encourage dancers in Levels 2-6 sign up for Ballet. Ballet dancers are evaluated in Fall and Spring to track progress & determine placement for the upcoming season. Some opportunities including Production Number & Competition Dance require enrollment in Ballet, Jazz, Modern, and TLC classes year-round.

Dancers in levels 2-6 are considered "year-round" trainees and should plan to attend our summer session.

[Summer Attendance Policy can be found on Page 13.](#)

Pointe dancers are expected to consistently wear their pointe shoes in class. Please see page 6 for our Injury Policy.

Communication, Illness, & Weather Policies

Communication

- New Season Orientation for all students at the beginning of each Fall session and Showcase meetings in the Spring.
- Dance Studio Pro Parent Portal: Your Dance Studio Pro Account. This is where you can view fees & manage payments, send us messages, and view reminders & announcements from SEDS.
- SESD Phone: (336) 579-7812
- Facebook Group: Join our private Facebook group for weekly/daily updates as well as monthly newsletters!
- Band App: Review class choreography, review monthly newsletters, & view class cancellations/quick announcements
- Monthly newsletters will be posted in our private Facebook Group & the Band App! Please review each month for important information & updates!
- se-dance.com: All events & Holidays can be found on the “Current Events” tab on our website! Please record important dates on your own calendar.
- Office Hours: 4:30-7:30pm, Monday-Thursday unless the studio is closed for holidays or scheduled breaks.
- Instructors are not permitted to share personal contact information

Illness & Injury

- ANY contagious condition requires that students be symptom free WITHOUT MEDICATION for 24 hours before returning to class.
- If your student is injured and not allowed to dance for any period of time, please present a printable (or hard copy) version of a doctor's note we can keep on file.
- Please do not stop attending class; we will work with you on a plan so your dancer does not fall behind and can still participate in class in a safe way.
- We cannot pro-rate or reduce tuition in the event of illness or injury, but we are happy to schedule make up classes!

Inclement Weather & Holidays

- Inclement weather closings are posted in the Band app & our private Facebook group.
 - We do not always follow local school system's holiday or inclement weather decisions. It's important to check studio communication!
 - Tuition is not pro-rated in the event of cancellations. The first cancellation is built into annual tuition. The second is replaced by Dress Rehearsal. Additional cancellations will result in a potential make-up class, if more than half the class plans to attend. We also offer students another age/level appropriate class to attend as a makeup class!
- Holiday Closings are announced in monthly newsletters & “Current Events” on our website.

Registration

SESD Fall/Spring season runs September-mid May, and classes are a season long commitment. Please see below for policies regarding early withdrawal.

Fall/Spring Registration is open through the end of November.

Summer Session meets June-August. Please see page 13 for our Summer Attendance Policy.

Registration Process:

- All Registration is done in your Dance Studio Pro account!
 - Set up here: <https://app.gostudiopro.com/online/sesd>
- A Registration fee will then be added to your account and is due upon receipt. Please remit payment in a timely manner so we can fully process your dancer's registration.
- Annual Registration Fee is due ONCE per year for all students:
 - \$55 first student per family
 - \$15 second student per family
 - \$10 third student per family (max rate)

Registration Fees are non-refundable. Registration fees MUST be paid before your dancer attends class. Due to situations in the past, we must remain consistent with this policy to protect our business and thank you for remitting your payment promptly!

In order to "hold" a spot for your dancer, Registration Fee monthly tuition must be collected. For example, if student registers for a class in September but won't attend until October, we must collect a Registration fee and September tuition to hold student's spot in our program.

Early Withdrawal

Classes are a season long commitment, and we encourage all students to finish the season as withdrawing early can have a negative impact on their classmates/team. However, if you must withdraw early:

- Please email the studio director at seschoolofdance@gmail.com with your withdrawal request & reason for withdrawing. Students who simply do not attend class will still be considered "enrolled" and tuition will still be collected until an official notification has been sent, received, and acknowledged.
- Upon notification of withdrawal, the following fees are due; the withdrawal fee will be added to your Dance Studio Pro account and it is due upon receipt:
 - Fee for withdrawing from 1 class: \$65
 - Fee for withdrawing from additional classes: \$35 per class
- **Please Note:** In the case of early dismissal or withdrawal, student forfeits all Showcase and Costume fees. If student's costume balance has been fully paid, we will only order costumes IF parent/guardian provides a written request to do so. Any Showcase and Costume fees already remitted do NOT cover the Withdrawal Fee. Any costumes that have been ordered will not be released to the student until the Withdrawal Fees (including any additional drop fees*) & any previous account balance is paid.
- *There may be additional fees due if your dancer is enrolled in extra opportunities (Production, Competition, etc.)





Tuition & Fees

General Information

Tuition is based on the total number of classes per season then divided equally each month.

Tuition remains the same regardless of holidays, studio closure, vacations, illness, etc. We cannot pro-rate tuition due to absences, but we are happy to schedule a make-up class!

All tuition & fees will be paid in your Dance Studio Pro account. You may choose to pay with a bank account or a credit card! We do not accept cash or check payments.

Tuition is due on the 1st of the month, and all accounts will be defaulted to auto-pay in our new system. If tuition is not received by the 5th of the month, a \$25 late fee will be applied to your account. We appreciate your prompt payment so our business operates smoothly!

Any questions regarding payment should be sent to seschoolofdance@gmail.com.

The final month's tuition and any other outstanding fees should be paid in full no later than 15 business days prior to the show date in order for dancers to remain eligible to participate.

Tuition FAQ's:

Q: What does my monthly payment include?

A: Tuition payments cover your dancer's classes at SESD.

Due to the early Showcase date, we collect May tuition with January-April payments. We DO have classes during the month of May; collecting May's tuition along with January-April payments eliminates the stress of remembering to pay May tuition and allows all our parents and staff to focus on making Showtime perfect for our students!

Q: Are there additional fees?

A: Spring Showcase & Costume Fees will be added to your Dance Studio Pro account and are due the week prior to Thanksgiving break. We cannot order a costume for your dancer until these fees are paid in full. Late orders will be subject to a \$15 shipping fee.

Spring Showcase & Costume Fees are listed on page 14!

Class Attire is purchased by the parent/guardian. There are required items for the Christmas show that can also be worn to class. These items are marked "required" in our Nimble shop.

Q: What if I change my mind? Do you offer refunds?

A: We hope your dancer enjoys a full season with us! Tuition, Registration, Showcase, Costume & any other fees are non-refundable.

Q: Can I skip a month of dance? What if we go on vacation or miss a week due to illness?

A: Tuition must be paid monthly to hold your dancer's spot. Tuition will not be prorated due to late registration, holidays, vacations, absences, studio closures, or illness. We can always schedule a make-up class!

Scan to visit
Nimbly!

Class Attire



We believe proper attire helps each dancer feel confident prepared to perform at his or her fullest potential!
A uniform dress code creates a structured and cohesive environment for all participants.

Class attire FAQs:

Q: How do I know what size to order?

A: We have sizing kits in studio; simply ask our Front Desk staff for assistance!

Q: Where do I purchase Class Attire?

A: Our Nimbly store has EVERYTHING your dancer needs! Leotards, tights, and shoes—we've got it all!

- Please note, all classes have “required” items that they will wear in class as well as at our Christmas show.
- There are only a FEW items that need to be purchased elsewhere:
 - Dancers in Ballet 4-6 will need the Capezio Hanami ballet shoe.
 - Int/Adv Tap will purchase tap shoes through Carolina Dancewear.
 - Dancers in Hip Hop & Dance Team will need to order a class attire Tee from our Dancewear Shop & purchase black high-top Converse.

Q: What happens if my dancer does not have correct attire?

A: Dancers who arrive in incorrect attire after the first few weeks of class will not be prepared for class and will need to observe class until the correct items are worn.

Q: Can my dancer wear hoodies and sweatpants to class?

A: Cover-ups are not permitted unless noted in our Nimbly store. No baggy clothing.



Please do not wear dance shoes outside-this includes walking in the parking lot

Scan to visit
Nimbly!



Class Attire:

Ages 2.5-Level 1

Creative Movement & First Steps



Pink leotard (same as pictured)
Nimbly PRIMA PINK Convertible tights
Nimbly “No-Tie” Ballet Shoe
All items in Nimbly store
Hair should be secured in a ballet bun



Foundations



Purple leotard (same as pictured)
Nimbly PRIMA PINK Convertible tights
Nimbly “No-Tie” Ballet Shoe
Nimbly “Easy-On” Tap Shoe
All items in Nimbly store
Hair should be secured in a ballet bun



Ballet/Tap 1



Blue leotard (same as pictured)
Nimbly PRIMA PINK Convertible tights
Nimbly “No-Tie” Ballet Shoe
Nimbly “Easy-On” Tan Tap Shoe
All items in Nimbly store
Hair should be secured in a ballet bun



Dance wear is delicate! Wash in a delicates bag and hang to dry

Tiny Tumblers and Fancy Flippers may wear the same leotard as required by the above classes (according to dancers age/level). Both classes may wear the same Prima Pink tights as for Ballet class, please roll them up for tumbling class. No shoes required.

Please do not wear dance shoes outside- this includes walking in the parking lot

Scan to visit
Nimbly!



Class Attire: Levels 2-6

Ballet

Leotard: "Classic Tank Leotard" (Levels 2-3 black, Level 4 Teal, Level 5 Mulberry, Level 6 Royal Blue)

*Ballet 4 should wear Teal leo to all classes

*Ballet 5-6 should wear Class leo to Monday/Thursday classes, any leo can be worn on Tuesdays

Skirt: Nimbly Ballet Wrap Skirt (Levels 2-3 Pink, Levels 4-6 White)

Tights: Nimbly Convertible Tights, Prima Pink

Shoes Levels 2-3: Nimbly Ballet flats

Shoes Levels 4-6: Capezio Hanami

Hair: Ballet bun secured with a hair net

All Items are required for weekly classes & Christmas Show

Jazz/Modern, Tap & Turns, Leaps, Conditioning

Leotard: "Classic Tank Leotard"
(See Ballet section for colors per level)

Tights: Same as Ballet OR

Nimbly Stirrup Tights, Suntan

Shorts: Nimbly Shorts (optional)

Shoes: Jazz and/or Modern shoes as applicable

Hair: Ballet bun, ponytail, braid; bangs secured

All Items are required for weekly classes

Hip Hop & Dance Team

Leotard: "Classic Tank Leotard," same as ballet level

Tights: Nimbly Stirrup Tights, Suntan

Shorts: Nimbly Shorts

Hip Hop Shoes: Black High Top Converse

Dance Team Shoes: Nimbly Stretch Slip-On Jazz Shoe

Hair: Ballet bun, ponytail, braid; bangs secured

All Items are required for weekly classes & Christmas Show

Studio Etiquette



Bathroom Policy Ages 2.5-Level 1: Student assistants and SEDS staff are not permitted to accompany students to the bathroom. We require one parent/guardian whose name and cell number are listed on your dancer's Registration Form to stay in the lobby during class.

We appreciate you understanding the importance of our bathroom policy! This policy applies to all dancers enrolled in Creative Movement, First Steps, Foundations, Tiny Tumblers, Ballet/Tap 1, and Fancy Flippers.

Water Bottles & Snacks: Only steel and sweat-proof bottles & drinks are allowed in the lobby with parent/guardian for dancers in Creative Movement, First Steps, Foundations, Ballet/Tap 1 & Fancy Flippers

Levels 2-6: Only steel or sweat proof bottles of water are permitted in the dance rooms and they should be kept on the shelves. Snacks kept in lobby, please tidy up after yourself.

Absolutely no food, drinks, or gum are permitted on the dance floors.

Please do not wear dance shoes outside—this includes walking into the studio. Dancers should wear street shoes (or carry the little ones) and then change into their dance shoes once inside the building. If dance shoes are worn outside, they will not be allowed in the studio and you will need to purchase new shoes. Debris on the dance floor can cause injury.

Dancers should have correct class attire each week, with hair pulled back as specified in our class attire expectations before entering the studio room.

Dangling jewelry and "smart" watches are not permitted in class.

All phones, tablets, and devices should be turned off before class. Toys and other distractions should be left in the lobby or at home.

SEDS is not responsible for any items or belongings left unattended in the lobby or studio rooms. We recommend labelling everything with dancer's first and last names (or initials), and leave valuable items at home.

Respecting Space: No running, playing tag, hiding under tables and desks, throwing things, etc. Under NO circumstances should any one play on, pull out, or sit on the **Acro equipment/ballet barres/any other studio property**. Any damage to SEDS property due to negligence or horseplay will be the parent's responsibility to cover replacement costs.

Keep the lobby tidy; clean up after yourself and do not leave dance bags in the floor.

Attendance, Tardies, & Make-up Classes

Please do not drop off your dancer more than 15 minutes before their first class. Please pick up your dancer on time. Contact our office if you must drop off early/pick up late.

Students should arrive a few minutes before class begins to prepare for class. Students who are more than 10 minutes late OR not ready to dance at the start of class time may be required to observe class.

Students should wait to enter the studio until their instructor invites them in. If there is not a class in session, students should wait in the lobby.



Fall & Spring Season Attendance: Regular attendance is crucial for dancers to remain in shape/avoid injury and progress at the expected rate.

Ages 2.5 through Level 1 dancers should attend regularly, but there is no set number of absences. Parents will be contacted if attendance becomes a concern.

Levels 2-6: Dancers in Levels 2-6 are allowed 10 absences all season, no more than 3 after March 1st. Extra absences could affect a dancer's eligibility to remain in our program and/or perform in the Show. Attending a lower level for an extended period of time isn't permitted.

The three weeks prior to the show are mandatory except in the event of contagious condition (according to our Illness Policy), emergency, or graded school event. Dancers who are absent the three weeks prior to the show may be pulled from their class dance if the instructor deems it more beneficial for the class as a whole. We thank you for realizing how important regular attendance is and assure you that your dancer will be very glad they put in the time and effort when the big day arrives!

Picture day, full cast rehearsals, and dress rehearsals are mandatory for all levels/classes.



Summer Attendance: Taking too many weeks off can affect a serious dancer's training. It takes dancers DOUBLE the time they missed to "catch up" to their peers.

Rising/current Level 2-6 dancers are considered "year round" students and are required to enroll in Summer classes (same as what they take during Fall/Spring) and attend at least 7 weeks of our 10 week Summer session.

Choosing to skip summer session could result in dancers not moving up to the next level or losing the privilege to work en pointe; as well as participating in "extra performances" during the season.

Ballet Students who choose to "skip" summer classes will need to be re-evaluated when Fall classes resume to ensure their Spring Placement is still correct. Additionally, pointe dancers who did not attend Summer classes will be re-evaluated before being permitted to resume pointe training.



Make-up Classes: Please contact seschoolofdance@gmail.com to schedule a make-up class. Please do not show up for a make-up class without contacting & receiving confirmation from our office.

We do not schedule make-up classes the first 2 weeks of the season.

Classes should be made up in an age-appropriate class as well as the same or similar style.

Please keep in mind, once the maximum amount of absences is reached, they must be made up promptly and should not hit the max amount again. Dancers who accumulate an excessive amount of absences may lose eligibility to perform in the Showcase at any time during the season (tuition, costume fees, showcase fees, and any other fees are non-refundable).

Full Cast, Production, Competition Team Rehearsals, and other rehearsals are considered mandatory and cannot be "made up."



Spring Showcase

FAQs:

Q: Which Show is my dancer in?

A: Show 1 (Ballet): Creative Movement, First Steps, Foundations, Tiny Tumblers, Ballet/Tap 1, Fancy Flippers, Ballet 2-6
Show 2 (Variety): Jazz, Tap, Modern, Hip Hop, & Dance Team

Q: What rehearsals do we have to attend?

A: Show 1 dancers attend Full Cast & Dress Rehearsals, Show 2 dancers attend Dress Rehearsal. All performers attend Picture Week.

Q: Where can I find more specific information?

A: Please check out our “Performance Opportunities” & “Detailed Showcase” Handbooks!

Q: What are Showcase Fees?

A: Showcase Fees cover the costs associated with producing Showcases; including theatre & studio staff compensation, theatre rental, showcase planning, music licensing, and much more! Currently, rates are:

- \$170/one student
- \$190/two students
- \$220/three or more students
 - If your dancer is performing in only one show, SESD provides four complimentary tickets for that show.
 - If your dancer is performing in both shows, SESD provides two complimentary tickets to EACH show.

Q: What are Costume Fees?

A: Current* rates are:

- Creative Movement, First Steps, Foundations, Ballet/Tap 1, Fancy Flippers: \$85*
 - (per class ... Ballet/Tap 1 only has ONE costume/one fee)
- Levels 2-6: \$95* per class; Jazz/Modern combo classes have TWO costumes/two fees
- Spring Ballet Solo, Duo, Trio, and Small Group Costumes: \$100*
- Production Costumes: \$175* (includes 2 costumes)
- *Rates are subject to change due to tariffs, costume company adjustments, etc.*

Q: How do I pay these fees?

A: Showcase and Costume fees are added to your DSP account and are due the Monday prior to Thanksgiving Break. Costumes will not be released to student/parent until all outstanding fees have been paid; including but not limited to monthly tuition, rehearsal fees, withdrawal fees, etc.

- **Please Note:** In the case of early dismissal or withdrawal, student forfeits all Showcase and Costume fees. If student's costume balance has been fully paid, we will only order costumes IF parent/guardian provides a written request to do so AND all other outstanding fees have been paid. A \$55 Withdrawal Fee will still be due; Showcase and Costume fees do NOT cover the Withdrawal Fee.



Private Lessons

Scheduling

- To schedule private lessons, please email our office at seschoolofdance@gmail.com. Instructors do not schedule their own private lessons.
- Private Lessons must be scheduled, confirmed, and paid for 48 hours prior.

Cancellations & No-Shows

- If you need to cancel, please send the studio an email ASAP or contact us by phone if during office hours.
- Private lessons cancelled 24 hours prior to the scheduled lesson will not be charged.
- Private lessons cancelled less than 24 hours prior to the scheduled lesson will be charged 50%.
- No-shows will be charged the full amount.

Payments

- Private Lesson fees will be added to your Dance Studio Pro account and are due 48 hours prior to the scheduled lesson.
- For current rates, please contact our office.





Thank you!



Be sure to check out our “SESD Performance Opportunities” handbook for detailed information regarding our Christmas & Spring Showcases, Ballet Solos, & other seasonal performance opportunities!

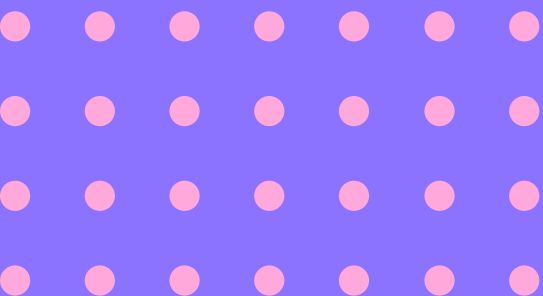


We hope you choose Southeast School of Dance for your dancer’s training! If you have any other questions, please reach out to our office; we are here to help!

If you are ready to enroll, you may do that through our website.



Please remember, by submitting student registration, parent/guardian acknowledges and agrees to all policies, expectations, and information posted in all available handbooks (“SESD Parent/Student Handbook,” “SESD Performance Opportunities,” “Competition Team Handbook”) and any other information/studio policies effective during the season in which you enroll.



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Nimbly!



Class Attire: Levels 2-6

Ballet

Leotard: "Classic Tank Leotard" (Levels 2-3 black, Level 4 Teal, Level 5 Mulberry, Level 6 Royal Blue)

*Ballet 4 should wear Teal leo to all classes

*Ballet 5-6 should wear Class leo to Monday/Thursday classes, any leo can be worn on Tuesdays

Skirt: Nimbly Ballet Wrap Skirt (Levels 2-3 Pink, Levels 4-6 White)

Tights: Nimbly Seamed Mesh Tights, Ballet Pink

Shoes Levels 2-3: Nimbly Ballet flats

Shoes Levels 4-6: Capezio Hanami

Hair: Ballet bun secured with a hair net

All Items are required for weekly classes & Christmas Show

Modern, TLC

Leotard: "Classic Tank Leotard"

(See Ballet section for colors per level)

Tights: Nimbly Stirrup Tights, Caramel

Shorts: Nimbly Shorts

Shoes: Nimbly Canvas Half Sole (Modern, no shoes TLC)

Hair: Ballet bun, ponytail, braid; bangs secured

All Items are required for weekly classes & Christmas Show

Dance Team

Leotard: "Classic Tank Leotard"

(See Ballet section for colors per level)

Tights: Nimbly Stirrup Tights, Caramel **Shorts:** Nimbly Shorts

Jazz & Dance Team Shoes: Nimbly Stretch Slip-On Jazz Shoe

Tap Shoes Levels 2-3: Nimbly Easy-On Tap Shoe

Tap Shoes Levels 4-6: Please visit Carolina Dancewear

Hair: Ballet bun, ponytail, braid; bangs secured

All Items are required for weekly classes & Christmas Show

Hip Hop

Shirt: SESD Shirt, ordered through our Dance Shop.

Beginner: Neon Pink, Int/Adv: Neon Yellow

Pants: Nimbly Leggings OR 6 inch bike shorts (past fingers)

Shoes: Black Converse high top

Hair: Ponytail or braid; bangs secured

If dancer is in other technique classes on the same day, dancer may wear SESD shirt & Nimbly shorts over tights & leotard