



RULES AND REGULATIONS

General:

- Student attendance is mandatory. If a student is absent, please call in advance to inform the faculty and staff.
- Students must enter classes on time. If a student is late, please wait for the proper time to enter class.
- Food and drinks are permitted in the vending area only.
- The CLO Academy is not responsible for lost or stolen items. Students should lock personal belongings in the dressing room lockers or keep them in the studios with them to ensure their safety.
- Students are not permitted to use the copy machine. Instructors are responsible for copies, or you may ask at the front desk for assistance.
- Pianos, sound equipment, and thermostats should not be touched.
- Students are not permitted to use Academy phones for personal calls. In the case of emergency, please ask the front desk.
- This is a non-smoking building.
- All patrons who enter the CLO Academy must stay within the confines of the Academy space. Students may not use the stairway unless instructed by the staff of the Academy.
- Parents should be prompt when picking their children up after class. Students are not permitted to loiter at the Academy after their last class.
- Students who have time between classes should bring something to occupy themselves quietly (i.e. homework, books, etc) until their next class begins.

Sign in Policy:

- Students age 10 and under must have a parent's signature to leave and cannot leave the facility unescorted.
- Students ages 11-13 do not require a parent's signature but cannot leave the facility unescorted.
- Students age 14 and over do not require a parent's signature and do not need an escort to leave the facility.

Dance:

- If students are late, they must warm up outside the classroom before they join the class.
- Students will be excused if they are not properly dressed.
- Students are not permitted to wear outerwear in dance classes.

Acting, Voice and Piano:

- Wear loose fitting, comfortable clothes.
- Bring a binder and pencil for handouts and notes.



DRESS CODE

Girls:

- Plain colored leotard
- Plain colored tights (black, skin-tone, ballet pink)
- Supportive bra
- Proper shoes
 - Ballet – Shoes should fit snug against foot. Color must be pink. Leather shoes are preferred until upper level classes.
 - Tap – Shoes may be black or tan. They may have a heel, but a wide heel is preferred as opposed to a one -or two- inch character shoe.
 - Jazz shoes – recommended but not required. Jazz boots are not permitted.

Boys:

- Black dance tights
- Plain white t-shirt, must be tucked in
- Dance belt (full back is permitted prior to puberty, thong back is suggested for those past puberty)
- Proper shoes
 - Ballet – black or white
 - Tap shoes – Shoes should be black. Lace up shoes only.
 - Jazz shoes – recommended but not required. Jazz boots are not permitted.