

## REQUIRED POLICIES AGREEMENT

### Payments & Policies

- \* An annual \$15.00 registration fee per student is required at registration. This fee is only charged once a season, at the time of Registration & is non-refundable.
- \* **Tuition is due on the 1st of each month, auto billing is available. Payments received after the 15th of the month will be charged a \$15 late fee.**
- \* We gladly accept the following methods of payment: Cash \* Check \* Visa \* MasterCard \* Discover. \* Please make all checks to Dance Dimensions.
- \* Monthly tuition is based on the number of hours enrolled, regardless of attendance, participation, or the number of weeks in the month. Tuition will remain the same.
- \* We charge \$25 for any returned checks. No returned checks will be re-deposited.
- \* There are **NO REFUNDS**, credits, transfers from one dancer to another, or carry-overs to the next season. There are **NO REFUNDS** for missed classes or vacations. **Refunds will NOT be issued for costumes or tickets. No exceptions.**

### Policies

- \* **It is the responsibility of the parents to be aware of all dance studio activities**, such as showcase, opening or closings, and class photo days. The studio notices are posted on the bulletin boards, the website and in the Dance notes that are emailed out each month.
- \* **Please notify the front desk in writing if your address, e-mail address or telephone number has changed.**

### Arrival & Departure

- \* Parents are to park and walk younger dancers into the studio. This is a good time to review the boards for any new information.
- \* Students need to arrive 10 minutes prior to each class, dressed and ready to dance. That includes having dancers hair done before going into class.
- \* **Care of Students:** Dance Dimensions cannot be responsible for the care of students before or after class.
- \* Students need to arrive 10 minutes prior to each class, dressed and ready to dance.
- \* We require all students to be picked up within 10 minutes of the end of their class.
- \* Families with ongoing problems with picking dancers up on time, will be charged a \$15 fee. As we are required to stay if you are late & watch your dancer, you will be required to pay for our time.
- \* Please call the office if you will be picking up your dancer late.
- \* **DO NOT PARK ON THE CURB IN FRONT OF ANY PART OF THE BUILDING OR UNDER ANY COVERED PARKING.**
- \* The studio will open a 1/2 hour prior to the first class of the day and will close 15 minutes after the last class of the day.

### Class Change Policy

- \* Anyone wishing to make ANY changes **MUST** fill out a Class Change Request Form. See someone at the front desk.
- \* **DROPS** must be made prior to the start of a new month or you will be charged. **ADDS** can be made up until January, as long as there is room in the class & tuition is paid.
- \* Adding a class must be approved by the director.
- \* Changes cannot be made by email or phone.
- \* If for any reason you decide to discontinue your classes, please fill out the Drop Class Form.

### Attendance

- \* Regular attendance is the key to maintaining level placement and being considered for advancement to the next level. Frequent absences may inhibit the promotion of a student to the next level.
- \* Students who are ill are not allowed to watch the class.
- \* For periods of extended absence, you will remain a registered student. But we cannot hold your position in a particular class unless the monthly tuition is kept current. Be sure to drop your classes before leaving to halt tuition charges. We will re-enroll the student without a new registration fee, based on space available; depending on the length of absence. Contact us with a doctor's note in case of medical leave.
- \* In the event a class is missed, you may request to attend a make up class that is a similar class of the same level. Make ups must be requested within **TWO MONTHS** of the missed classes. **There are no make up classes allowed in April or May.**
- \* Make up classes are only allowed to students that are still enrolled in the studio.

### General Information

- \* Students are expected to know the rules, comply and maintain the standards of their class level, which includes good attendance and a positive, courteous attitude in class towards their instructor and fellow dancers. Unnecessary talking and improper behavior will not be permitted.
- \* All classes start on time. Latecomers not only disturb the class, but subject themselves to injury due to insufficient warm-up. Students who are more than 15 minutes late may be refused entry or will be asked to watch class.
- \* Please do not enter the studios unless it is your class time and the instructor is present. We do not allow anyone to walk into any studio and disrupt the class in progress.
- \* Dancers must inform the instructor before class if they need to leave early.
- \* **NO GUM! NO FOOD OR DRINK allowed in the studios.** Water is the only beverage allowed inside the studios. Clean up after yourself.
- \* **All cell phones must be turned off or on silent during class time.**
- \* **Parents may NOT drop off friends or siblings and leave them at the studio unattended. We do not babysit.**
- \* **Disruptive behavior may result in temporary loss of class participation privileges.** There may be certain cases where we reserve the right to offer future services. We have a zero tolerance policy when it comes to threats, bullying, or acts of violence.
- \* Conferences with instructors or the director must be scheduled in advance. Please do not attempt impromptu meetings between or during class time. This will interrupt class schedules. They will gladly meet with you at an appointed time.
- \* Instructors must be notified in advance, the the dancer or parent, if any special conditions or prior injuries will affect their activity.
- \* **No STREET SHOES** allowed on the dance floors.

**Dance Dimensions has the right to refuse service to anyone.**

**I have read the above and understand Dance Dimensions REQUIRED POLICIES.**

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(Parent/Guardian Signature)

(Date)