

School Policies

Please respect all School Rules and Tuition Policies. Our mutual success is dependent on cooperation and good communication between Staff, parents, and students:

- ***We strive to maintain proper safeguards for your student at all times. However, the school cannot be responsible for injuries sustained while traveling to or from school facilities, nor can we be responsible for injuries sustained while engaged in supervised or unsupervised activities within the school facility, or during rehearsals, performances, or competitions in other facilities.***
- ***If your child has an injury, please discuss this with the school staff before the class begins.***
- ***Punctuality is a must. We cannot stress enough the importance of the opening class exercises, which are warmups to condition the body against injuries. Dancers arriving after the first ten minutes of class will not be allowed admittance. Arriving early and taking time to stretch before class is encouraged. Out of courtesy to instructors and fellow classmates, we request that students arrive on time for class.***
- ***We kindly ask parents to make arrangements with their child's instructor if a student must be excused from class early. This will allow the class to continue without interruption and show respect to the instructor. Please remember to pick up your child promptly after their class.***

- ***The school staff is continually monitoring your student's progress. Most level changes occur in the months of January and July. If you wish to discuss your student, please make an appointment with their Instructor and/or the Artistic Director as there is no time between classes for this type of discussion.***
- ***The school cannot be held responsible for lost or stolen property. Please put your name in all of your belongings. The lost and found bin is located in the girl's dressing room.***

- ***Please respect the instructors and children in the classroom. Do not communicate through the lobby windows as it is a distraction to the students & instructors.***
- ***Please be certain your child is attired correctly for class with the appropriate dancewear and with hair secured properly. (refer to school dress code).***
- ***There is no running or yelling in the lobby, or on the sidewalk or common areas. No unsupervised children in these areas on skateboards, scooters, bicycles or rollerskates.***
- ***Parking is in designated areas only.***

- ***We reserve the right to refuse service to any student or parent, at any time, at the discretion of the Staff, and to enforce the School Rules and Tuition Policies.***

Tuition Policies

•Tuition is due on the first ***of each month***. If you remit your payment after the 10th of the month, you will be charged a \$15.00 late fee. This allows us to meet our monthly financial obligations in a timely manner.

•We understand it may be a hardship for some families to submit their tuition early in the month. We are happy to make arrangements when needed, if you ***communicate with us in advance*** that this is your situation.

•During your enrollment, there will be a minimum of 3 months where you will receive 5 classes instead of the customary 4 classes. These extra classes are at ***no charge*** to you. In consideration of these free classes, we request your ***full tuition payment in December and in March or April (Spring Break) and June (concert month)*** regardless of the actual number of classes taken. We cannot prorate or discount classes during these months. We hope you understand that this policy allows us to meet our financial obligation to our teachers. It also guarantees that you will have a quality dance facility for your training--one in which you can take pride.

•We are sorry, but tuition is ***non-refundable*** and may not be transferred to another family member or friend. However, if you enroll in May or June for the following Fall classes, we will give you a full refund, if you contact us before July 1st of that same year.

•We regretfully reserve the privilege of refusing service or admittance to anyone at our discretion.

•Regular enrolled students may take ***make-up classes for any missed classes*** within 30 days from the date missed. In order to preserve the integrity of our class levels, students are allowed to do make-ups in a class of equal level only. If there is no other class of equal level offered, they must do a make-up in a lower level. Upon arrival in the make-up class, please let the Instructor know your regular class day and time. Make-up classes can be done in any month as long as tuition for that month is paid. ***Make-ups are non-transferable and may not be used in place of monthly tuition.***

•We are sensitive about preventing a child from continuing classes because of unpaid tuition. ***Therefore, we request that tuition be current at all times. This allows your child's classes to continue uninterrupted. If your tuition becomes more than ninety days in arrears, your student will be suspended from the school until the balance is paid.***

•In the event of a medical disability, we will prorate tuition in accordance with the date the credit is requested, after receipt of a doctor's note.

•There will be a \$25.00 charge for all returned checks.