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 THE (shut up and) DANCE! STUDIO

GENERAL POLICIES – ***PLEASE READ CAREFULLY!***

Parents/guardians are to be fully aware of and adhere to the following information and guidelines

**TUITION**

* Tuition is due the 1st of every month. The Dance Studio does not send out invoices. **Tuition not paid in full by the 10th will subject student’s account to a $15 LATE FEE PER CLASS**. **LATE FEES WILL BE ENFORCED.**
* If tuition for current month is unpaid, students will be unable to join in next month’s classes until tuition and late fees are paid in full.
* A $25 registration fee is due at registration. This fee covers all siblings. Registration fee covers September 2015 – August 2016.
* Tuition and registration fees will not be prorated for any reason. Tuition remains the same regardless of the length of the month or the schedule of The Dance Studio. Students who join in the middle of a month may pay full tuition or $20 per drop-in class – whichever is less.
* Tuition, registration fees, and all other participation fees are **NON REFUNDABLE**.
* Registration enrolls your child for the entire semester. If you wish to withdraw from classes, you must INFORM THE FRONT DESK STAFF. Billing for students continues if withdrawal is not communicated.
* Students who chose to participate in our optional December Christmas performance and/or May performance will pay full tuition for that month. Non-participants may pay drop-in class rates during a performance month.
* Monthly auto payment is available. You may choose the date each month to have your tuition paid from your credit/debit card.

**COMMUNICATION**

Please ensure that The Dance Studio has a current email address and cell phone number on record. We contact our students via these means to communicate class information, cancellations, etc. The Dance Studio makes every reasonable effort to keep parents and students informed of necessary information, but it is up to parents to keep open lines of communication with us! Please come inside the studio on a regular basis. Be sure to go to our Facebook page “The Dance Studio Beeville” and “like” us to keep up on what’s going on at the studio.

**CLASS POLICIES**

* Classes last 45 minutes for “Pre”, “Dance I” and “Hip-Hop” classes, and 55 minutes for all other classes. Any class with three or less students is considered a semi-private lesson and will be shorted.
* Students age 6 and up may be dropped off for class no sooner than 15 minutes prior to class time, unless otherwise arranged with an instructor. **Students under 6 must be accompanied by a parent/guardian AT ALL TIMES.**
* Please pick up students immediately after class.
* Students should be properly attired, have used the restroom and taken a drink of water prior to class time, and should be ready to enter the class as soon as the instructor indicates. **Students not dressed according to dress code will not be allowed in class.**
* **Students should not enter the classroom until the instructor indicates.** No students are allowed in a classroom unattended.
* Students are expected to be respectful and mannerly while in class. There is **NO TALKING ALLOWED** during class time, unless to answer an instructor’s question. Any disruptive, disrespectful, harmful or otherwise unacceptable behavior will be grounds for immediate removal from class.
* There will be no chewing gum or eating during class and no food or drink is allowed in classrooms.
* Parents/guardians/siblings in the waiting area are expected to converse quietly. Please step outside if you must have a phone conversation. Loud noise is extremely disruptive to class.
* The last full week of each month is “Watcher’s Week”. Family members will be allowed to enter the classroom and quietly observe the progress of their child during this week. **PLEASE NOTE: DO NOT COACH YOUR CHILD FROM THE SIDELINES OR TAKE ANY VIDEOS/PHOTOS DURING THIS TIME**. Please do not bring disruptive siblings/children into the classroom. Failure to follow these guidelines may result in being asked to leave the classroom.
* Anyone not registered for a specific class is not allowed in a classroom, unless during Watcher’s Week or with specific approval from the instructor. Do not enter a classroom without approval.
* Dance shoes are only to be worn for class. **DO NOT WEAR DANCE SHOES OUTSIDE**. Street shoes are not to be worn into a classroom.

**ATTENDANCE**

* **STUDENTS/PARENTS MUST STOP AT THE FRONT DESK AND CHECK INTO CLASS!**
* When a student is registered, their spot in the class is reserved for them. If a student misses a class **without notifying the front desk**, we reserve the right to remove them from that class if other students are waitlisted for the class.
* Two absences from a class, without notification, will automatically remove a student from that class. **BILLING WILL CONTINUE UNTIL WE RECEIVE NOTIFICATION OF WITHDRAWAL FROM CLASS.**
* Make up classes may be available for missed classes. Check with the front desk for the possibility of makeup classes.
* Students are registered for specific classes and class times. Please do not show up for any class for which you are not registered, unless asked to by an instructor or cleared for a makeup class by the front desk.

**PLACEMENT**

Student placement in classes is at the sole discretion of Mr. James and Ms. Kathy. Each student will be placed in the class most beneficial to their needs and abilities. We reserve the right to move a student to a different class if we deem it more appropriate for their age and abilities. Students will be promoted based on their ability and maturity level, again at the sole discretion of the instructor. We cannot place students in an inappropriate class for any reason, including scheduling conflicts, friends in a specific class or unwillingness to participate in a portion of a class.