

The Dance Connection Studio Policy

Policies and Procedures

Please do not leave your child unattended at the studio. This is for the safety of all of our students.

We sometimes get very busy and cannot be responsible for watching them.

Monthly tuition is due on the 1st of every month. Any payment not received by the due date will be assessed a late charge of \$30.00 and your child may not be able to participate in their class.

Returned checks will result in a \$25.00 fee. If a check is returned more than once, you may be asked to pay in cash for future payments.

Please do not adjust your tuition payment. If you feel an adjustment is necessary see Lynn.

We do not adjust tuition for missed classes. If you miss a class your child is able to make it up in another class. Please make arrangements with the teacher or Lynn, or email me for more information.

Class placement is at the discretion of the teacher.

In case of inclement weather please call the studio at (419) 433-0713 and listen to the recorded message regarding class cancellations, or check the website.

Any studio fees or outstanding balances must be paid before students receive costumes. There will be no exceptions.

We do not lend out the studio for private lessons unless it is with a member of our teaching staff. This is due to the studio's insurance policy.

No gum or jewelry will be permitted during class time for the safety of our students.

If you have any questions or concerns regarding our policy call the studio, leave a note in the payment box, or contact us via the website. We will respond as soon as possible.

Private Lessons

Students signing up for private lessons must also be registered for a regular class in the same dance form. The teachers time for private instruction is limited and not everyone's request can be honored. Payment for private lessons goes directly to the teacher and not the studio. Since studio time is set aside for private lessons, dancers must notify the teacher 24 hours in advance if they are going to be absent; otherwise they will be charged for the lesson. Lessons will come first when scheduling times.

Attendance

To make progress in class regular attendance is necessary. If you are going to be absent, we ask that you call the studio, or email us, to let us know. **There will be no adjustments made for missed classes.** If you must miss a class, you are welcome to make your class time up in another class. Classes missed due to weather will be made up. Please call the studio, or check this website for class cancellations.

Studio Dress Code

Dancers must have appropriate dance wear for all classes that they attend, including shoes. For more information, please check the website.

Dance Studio Rules

No gum, food, or drink are allowed in the dance room.

Please **do not** enter the dance room until the previous class is dismissed.

When picking up small children, please come up to the studio to get them. For their safety, we do not allow children to wait outside.

Parents are invited to view the classes. Studio A will be the 1st full week, Studio B will be the 2nd full week and Studio C will be the 3rd full week of each month. The curtain will be open during the week.

For safety reasons and to help with noise, the studio door **must** remain closed. Also, students must remain in the dance room while class is in session. Please use the restroom before class. Leaving during class time is disruptive to everyone.

Parents that have children in the waiting area must not allow them into the dance room, and are responsible for their behavior.

Studio Withdrawal

In order to help us keep our records accurate, we ask that you please provide us with written (either by email or hand written letter) notice if your child is withdrawing from class. If a dancer withdraws from class the tuition will be prorated and refunded for class(s) not taken.