

FULLER RHYTHM STUDIO - Dance Program Policies & Procedures

Fall 2017 - Summer 2018

Registration & Medical Forms

A non-refundable registration fee is required each dance season at time of registration. If a student withdraws and re-enrolls, the registration fee will be due again. All students must fill out a registration form COMPLETELY online. Each family will have an online portal and each student (children and adults) will have their own profile. These profiles must be kept current at all times by the parent/guardian. Please contact us if you need your online portal information sent to you at mail@fullerrhythm.com

Regular Dance Season Registration

Student \$50 / Additional family member \$20 / Family Max \$80

Summer Dance Camp Season Fee (only paid one time in the Summer)

Student \$15 / Family \$20

Fall/Spring Tuition & Fees

The dance season runs Fall through Spring. Tuition is due on the 1st of each month.

Tuition remains the same whether the month is long (5 weeks) or short (2 weeks) and regardless of absences. Tuition has been calculated for the whole dance season and divided into monthly payments.

Autopay: All students must be enrolled in Autopay. Autopay is the most efficient method of payment for the studio, teachers and students. Tuition will be deducted from your bank/credit account on the 1st business day of each month during dance season.

All payments made by checks/cash will be subject to a \$3.00 monthly service fee. Our preferred method of payment is Autopay.

Student will not be able to participate in class if tuition/fees are not current and/or payment plan is not in place.

Statement:

You will receive an electronic statement only for returned auto-payments, late tuition or unpaid costume balances.

Summer Tuition & Fees

Summer season runs June-August. Tuition and fees are due at time of enrollment.

Late Fees

NSF/Decline: If payment is returned for NSF or declined, your account will be assessed a \$25 reprocessing fee. Recurring declined cards will be subject to a Cash Only or Cashiers Check basis.

A Late fee of \$25 assessed after the 10th of each month for each offense.

Family Discounts:

Families with multiple students will receive a family discount. The first student is at regular rate. Each student after the first will receive a 10% discount. The first student is determined as the student with the highest amount of tuition. Immediate family consists of parents and their legal children.

Withdrawals and Refunds

There is a 30 day minimum withdrawal notice required for all classes. All withdrawal requests must be made to mail@fullerrhythm.com (verbal and phone calls are not accepted). Confirmation of withdrawals will be provided by Fuller Rhythm Studion before end of current billing date. Withdrawals

will occur after the first full month after the 30 day notice is received. (example: Request made Jan 15 will require full payment for January and February).

THERE ARE NO REFUNDS – for attire or costumes received or ordered. Fuller Rhythm Studio reserves the right to terminate lessons to any student without notice.

Class Attire Guidelines

Students should be prepared for class with appropriate dance wear and shoes. Please refer to your online Studio Dress Code for attire requirements for each class. Dance wear / shoes / gear may be ordered on our online “FRS Shop”. More information can be found on our website www.fullerrhythm.com on the Dress Code page. Please note ordering from our FRS Shop supports our studio and programs.

Failure to wear required dance wear could result in student being asked to sit out of class. Hair must be pulled back and secured out of the dancer’s face and preferably off their neck. Hair accessories must be secure. Warm-ups may only be worn by teacher permission. Students are not allowed to wear jeans or street shoes to any class. Jewelry must be removed before entering class. No gum. No toys. No eating in class.

Class Code of Conduct

Students and parents will dress and conduct themselves in an appropriate manner while at Fuller Rhythm Studio. We will teach each student to work hard and seek to encourage each other. Politeness and courtesy are highly valued. Proper respect for the staff and fellow students is expected of all students, parents and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on site and at studio functions. The studio reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance or conduct is found to be unsatisfactory. Any student or parent/guardian who disrupts class or approaches a teacher, staff member, another student or parent/guardian with the intent to disrupt, cause dissent or contravene the policies and procedures of Fuller Rhythm Studio will be dismissed immediately. Parents wishing to speak to an instructor or the owner should email mail@fullerrhythm.com.

Private Lessons/Solos

Private lessons and solo rehearsals are available to any student. Cancellations must be made 24 hours in advance or you will be charged for the lesson. Requests may be made by contacting mail@fullerrhythm.com

Attendance

Punctuality and consistent attendance are vital to a student’s success. If a student is more than 10 minutes late to class, they may be asked to sit out of class. Late students disrupt class. Absences resulting from illness, injury or vacations will be excused. For regular dance season: you are allowed 3 make ups that must be done by February 28 and within 2 weeks of your absence. For spring/summer dance classes: you are allow 1 make up that must be done within the current session of classes (if class is available). Please email mail@fullerrhythm.com if your dancer is going to be absent, and to schedule your make up class. There are no refunds or credits for missed classes.

Insurance

Fuller Rhythm Studio does not carry medical insurance for its students. It is required that all dance students be covered by their own family’s insurance policies, and if injury occurs, it is understood that the student’s own policy is your only source of reimbursement.

End of Year Recital/Costumes

Recital will be held in the Spring. A Recital Link is the preferred method of communication and will be available on our website by November 15, 2016 with complete information regarding fees, costumes, etc. There is a non-refundable Recital fee that is due on or before January 15. Recital fees will be processed through auto-pay on January 15. The Recital fee is separate from your costume fee. Each "recital" class will have a minimum of one dance in the Recital. Costumes will be ordered online through our Storefront partners accessible through our website - www.fullerrhythm.com. Additional purchase of tights and accessories may be required. It is important to purchase shoes within the dress code to ensure the correct color for the Recital and performances.

General Studio Policies

Care of Students

Fuller Rhythm Studio is not responsible for providing before or after class care for students. Small children should be taken to the bathroom prior to class to help minimize frequent "potty breaks". Please do not be late picking up your student, particularly after the last class of the evening. Late pick up fees will be charged at \$5.00 per 5 minutes payable to the teacher at the time of pickup. All students must wait inside for their parents pickup.

Care of Studio

Each student should take pride in their studio and assist on picking up after themselves. To protect the studio floors, only dance shoes should be worn - no street shoes. Studio rooms are for classes only. No playing, running allowed. No usage of studio unless in class or space is rented for usage.

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property from activity conducted by the student before, during and after class time.

Photo & Video Release

The studio is hereby granted permission to take photographs and video of the students to use in brochures, web sites, advertisements and other promotional material the studio creates. Permission is also granted for Fuller Rhythm Studio to copyright such photographs in its name.

Student Pick Up/Drop Off

NO PARKING, IDLING, or DROPPING STUDENTS OFF AT THE CURB. This is for their safety and the safety of others. Please respect our policies and park in a designated parking space.

Parent Observation

Parent Observation Day will be held in December and May. Your teacher will send date of Observation Day to your student. Classes are closed to the public all other times of the year. Parents are welcome to view class through the window of each class room door at any time.

Waiting Area

The waiting area is for your convenience. Please pick up and clean up after your children. Siblings are always welcome but must remain quiet and safe at all times. Absolutely no running or yelling in the hallways or space.

Food & Drink

Food and drinks are to be kept in waiting area only. Water bottles are available for purchase. Water ONLY allowed in classrooms in closed lid type container/bottles.

Cell Phones

Cell phone usage is not allowed in class. They must be on silent in the dancer's bag. If a dancer is texting, making calls, etc. during class time, they will be asked to leave the class.

Restrooms

Restrooms are not to be used to change for class. Dancer should come to class dressed. Do not throw away dirty diapers in the bathrooms. There is a dumpster outside for disposal at the end of the complex.

Class Cancellation Policy

A substitute instructor may replace the original instructor in cases of illness, vacation, emergency, etc. If a class has to be cancelled, the class will be notified by email or telephone of the makeup day, if necessary. These days may be on a Saturday or another day of the week.

Snow Policy

We follow Northwest ISD regarding inclement weather closings. You will be notified VIA EMAIL, website, Facebook student page. We will not refund any classes that are cancelled due to snow days, weather, etc. You will be allowed to make up classes for these circumstance at a similar class. Notify via email mail@fullerrhythm.com which class you would like to attend.

Teacher Conferences/Questions

DO NOT delay teachers between their classes. Please leave a note for for the instructors or email mail@fullerrhythm.com.

Terms & Conditions

Fuller Rhythm Studio reserves the right to change days and/or times of classes as needed. If a class has less than minimum stated students registered, we reserve the right to move them to a comparable class or otherwise terminate the class. Policies & Procedures are subject to change for the benefit of our programs and studio. Policies & Procedures will be available on our website.

Discipline Policy

Fuller Rhythm Studio strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed: 1) The instructor will talk with the student about their behavior 2) The Parent/Guardian of the student will be called and informed of the student's behavior 3) The owner of the Studio will be notified and the student will be suspended from class for one week 4) The owner will be notified and the student will be expelled from all classes for the remainder of the year. Depending on the severity of the infraction, Fuller Rhythm Studio reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be removed from class no credit or refund will be given.

Communication with Dance Families

Fuller Rhythm Studio uses email, Facebook, Twitter, ROBO Calls/Texts and studio bulletin boards as our main source of communication with our families. Please make sure that you are receiving monthly electronic newsletters and emails. If you are not receiving then please contact the us to ensure that we have the correct email address on file. Also check your SPAM folder and accept mail@fullerrhythm.com as a safe email to receive. You must remain "subscribed" to our email system to receive emails. ROBO Calls/Texts are sent to the main number listed on Students profile. Please make sure this number is a text accepting number to receive texts. ROBO Calls will go to any phone number. It is the parent's responsibility to be aware of all dates and events.