***ASHLAND SCHOOL OF DANCE***

****2020-2021 Policies**

All class space is available on a first come, first serve basis. Please return your registration form with correct payment early to help ensure placement in your desired class. The schedule is subject to change based upon a minimum number per class. Classes are held during the academic school year. Children are grouped by age and ability level. Classes are offered after school; in the evenings to accommodate working parents. **Registration forms must be filled out completely and the tuition fee paid before the classes begin. If not, your child will not be able to participate.** Ashland School of Dance does not offer refunds or tuition deductions due to absence or drop outs. Classes will be cancelled or consolidated if minimum number is not met. A minimum of 8 per class is required. A cancellation fee of $10.00 will be charged once classes are in session for the months of October and November; $25.00 charged for the months of December and January; and NO REFUNDS of any kind after January 31, 2021 for dropouts without proper notice.

**Spring Recital Performance:** Dance is a performing art. Student productions not only give dancers the thrill of performing, but also provide a strong sense of accomplishment and a chance to showcase all their hard work and talents. **Tentative Spring Recital Dates: TBD All dancers perform at all 4 performances. Tech Rehearsal will be TBD and Dress Rehearsal will be TBD. (Dancers must attend both rehearsals.)**

**Handouts and Bulletin Board Information**: ASOD produces monthly newsletters throughout the season. They are loaded with lots of important information. Extra newsletters are always available at the studio.

**Parents and Instructor Communication**: Communication is very important to our studio. It is very important for parents and instructors to keep lines of communication open to ensure each student is getting the most out of their learning experience. Most of our information is posted on our website (www.ashlandschoolofdance.info) and given out through emails or our monthly newsletters. **Our main form of communication is through email.** **Please make sure you check your email on a regular basis.** Those that do not have email, please make sure you bring home a copy of the newsletter. If you ever have questions, comments or ideas; please call 715-413-1074 or email asod@centurytel.net.

**Monthly Payment Reminder:** Monthly payments are always due on the first of each month and always become past due on the 10th and are subject to a late fee of $10.00. As a courtesy, ASOD does email reminder statements the last week of each month. Checks need to be marked with the student’s name and what it is for (tuition, dance wear, costume, etc.) If fees become 30 days delinquent your child will not be able to continue class until full payment is made.

**Check Writing Policy:** There is a $25.00 charge on all returned checks. After one NSF check, you will be expected to pay for classes with cash or money order.

**Dress Code/Appearance:** A dancer should always be properly dressed and groomed. It is part of the self-discipline, which goes hand-in-hand with dance training itself. Students **MUST** wear the proper attire listed for their specific class. Hair **MUST** be tied back out of their face.

**Dancewear/Shoe fitting orders:** Students are asked to have their proper shoes/dancewear for each class by their first class session. ASOD sell shoes, leotards and tights for your dance needs. No orders will be taken during class time only before or after class. All orders must be paid in full when orders are placed.

**Arrival/Departure:** To protect the safety of our students, ASOD requires that everyone arrive and depart as close to the scheduled class times as possible. **Parents are responsible for their children until class begins so please don’t leave your child at the studio unattended.** We are not set up to provide childcare! Please let us know in advance if someone else is picking up your child.

**Attendance:** Classes begin at the appointed hour. Students must attend classes on a regular basis to progress! Students arriving late for the class will not make good progress and are disruptive to the rest of the class. Any student who misses 8 or more classes during the season will not be allowed to participate in the spring dance recital performance. If missing a class is necessary, please notify ASOD before class time that your child will be absent. If a student is unable to dance, we recommend that the student attend class to observe what is being taught. **Attendance for the two weeks prior to the spring recital is mandatory (No exceptions)!** Please stress the importance of class attendance to your dancer and make it a priority.

**Videotaping** – We do not allow videotaping of dancers during class time. The only time videotaping is allowed is when it get closer to recital time and a recital dance is recorded so dancers can practice at home. And at that time there is absolutely NO postings of the recital dance allowed on ANY social media. If a recital dance is posted on social media you will be asked to remove the post.

**Talking in Class:** Your child’s class time is limited and valuable, talking or goofing around in class is frowned upon. Instructors require the full attention of ALL students. Students are always encouraged to ask questions of the instructor that are dance related. General conversation should be before or after class. ASOD reserves the right to remove any person(s) that we feel is being disruptive to our classroom experience. To have less distraction during class, we ask that parents and siblings stay behind the mirrors unless the instructor invites them into class.

**CODE OF CONDUCT: DANCERS ARE EXPECTED TO BE AT CLASS ON TIME AND PREPARED IN PROPER DANCE ATTIRE. INSTRUCTORS RESERVE THE RIGHT TO DISMISS ANY DANCER FROM CLASS WHOSE ATTITUDES ARE UNSATISFACTORY. HERE AT ASOD WE PROMOTE ALL DANCERS TO TREAT EACH OTHER WITH RESPECT, SUPPORT AND ENCOURAGEMENT.**

**Snow or Bad Weather:** ASOD only cancels classes when the instructor is unable to attend class. If the Ashland Public Schools cancel classes or dismiss school early because of inclement weather, that doesn't necessarily mean ASOD will cancel classes too! Please check your email, text messages and our Facebook page for all schedule changes!! Any cancelled classes will be made up on a scheduled make up day.

**Lost & Found:** Ashland School of Dance is not responsible for lost items. If you are missing something, please check the lost & found box. Please put your child’s name on all their dance items (in both shoes).

**Recital Costumes:** We try our best in determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Dancers through Level III will need one costume; all students in multiple classes will need one costume for each class they train in. Costumes are chosen in October and will need to be paid in full prior to Thursday, November 5, 2020. Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including sur-charges and postage for costumes that are ordered late. ASOD is not responsible if costumes are not received in time for the recital due to late payments. Most costumes run from $50.00 to $65.00. Your account needs to be paid up to date before your child takes home their costume.

**Costume Deposits:** In an effort to ensure that costumes are delivered in time for class photographs and organized distribution to our students, costume orders are placed mid-November. Costume manufacturers do not accept cancellations or offer refunds after they are ordered; therefore ASOD does not refund costume deposits after the original order has been placed.

***If you don’t participate in the fundraiser, a $25.00 deposit per costume is due no later than Thursday, October 8. The balance of all costumes must be paid for in full no later than Thursday, November 5.***