



## Policies and Procedures

- Monthly payments are due the first class period of the month. A grace period will extend to the second class period of the month. After that, any balance will have a five dollar late fee attached
- Any student with a balance left by the recital will not be allowed to perform. Remember each child works hard to show you what they've done. Please try to get all payments in on time
- There is a \$15 registration fee due at the time of registration
- To protect all the dancers, street shoes are not allowed in the studio and dance shoes are not to be worn outside
- Although no strict dress code is required, the student should wear something they can move in and is not baggy, so the teacher can see the movement
- Gum is prohibited
- Tuition is to be paid with the assumptions that the student will attend all classes. There will be no refund for missed classes.
- Students need to be picked up no more than five minutes after class and dropped off no more than 5 minutes before.
- To ensure undivided attention. Parents are allowed to attend the last 15 minutes of class on the last class day of the month to view the child's progress
- There will be additional fees for costumes and recitals. We will try to keep these fees minimal
- On rare occasions, an older student may be used as a substitute for younger classes. There will always be an adult on the premises.

\*We will follow the academic school year for most holiday breaks etc