

## DC Dance AZ Policies, Procedures, & Studio Rules

### Tuition:

- There is only one form of payment for tuition and that is Auto-pay. **Auto-pay is run on the 1st of each month.** Auto-pays that are declined must be resolved within 48 hours or there will be a \$25.00 late fee assessed to the account.
- Accounts that are not current by the 1st day of class will result in the student being dropped from the class.
- Cancellation of Auto-pay must be done 30 days prior to the drop date.
- There are no refunds or proration for tuition. Tuition remains the same each month regardless of the number of weeks in the month and regardless of holidays. The only exception is a new student entering the program after the first class of the month will have their tuition prorated.
- Missed classes will not be refunded. Any student who misses a class will have 1 month to make up the class in another class that is comparable for their age/skill level with permission of the artistic director.
- **The annual registration fee is \$35 per child.**
- Sibling discounts off regular tuition are \$5 off monthly tuition per child.
- All fees are non-refundable.

### Policies & Procedures: *Please initial that you understand and agree to the following*

- \_\_\_\_ Child must arrive ready for class dressed in the proper attire, shoes, and hair per dress code.
- \_\_\_\_ Children must arrive 5 minutes prior to class time. Students who are late will not be allowed into class unless it has been cleared with the owner, artistic director, or teacher prior to class. Warm ups at the beginning of class prevent injuries and are essential for your child's safety.
- \_\_\_\_ Proper dance etiquette is that your child arrives on time to class and that the teacher dismisses class on time. This allows for a mutual respect between teachers and students.
- \_\_\_\_ Students are required to bring a water bottle with them for class.
- \_\_\_\_ There is NO gum, NO candy, and NO food allowed in the studios. Only water is allowed into the studios.
- \_\_\_\_ NO street shoes are to be worn into the studio. Dancers must enter into the studios in their dance shoes or barefoot.
- \_\_\_\_ Viewing of the classes will not always be open and available. It will be up to the teacher's discretion. We will have scheduled periodic viewing weeks.
- \_\_\_\_ No videos or pictures of any kind are to be taken in the studio. Some parents may not want their child's pictures or videos on social media or anything of the like.
- \_\_\_\_ We will be using hands on teaching techniques. It is important to develop an environment of mutual respect, and you can expect that your child will always be treated with the utmost respect and care. The purpose of our hands on teaching technique is to help the dancer be aware of proper technique and proper body placement. Sometimes teachers will need to physically move the student's body in order to show the student proper technique and help them feel the right placement. When a student consistently uses improper technique and body placement it can lead to serious injury. This is why the hands-on technique is so important for your dancer.
- \_\_\_\_ Teachers are not responsible for watching students before class starts or after class has dismissed. When one class ends, another starts. Please make sure your child knows to wait inside the lobby for an adult to pick them up. Students are not allowed to wait outside for rides.
- \_\_\_\_ Please do not bring sick children to class!! Any child who shows symptoms of being sick will be asked to leave or parents will be called. No exceptions!!
- \_\_\_\_ Any personal items or dance items will be placed in a lost and found box. Any items left beyond 30 days will be donated to Goodwill. DC Dance AZ is not responsible for lost or stolen items.
- \_\_\_\_ I give my permission for DC Dance AZ to use pictures or videos of my child.

My signature below is proof that I have read, understand, and agree to the above DC Dance AZ policies and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date