**Studio Policies-Jenny’s Studio of Dance, LLC**

**Welcome to Jenny’s Studio of Dance. The following policies are to help you and your child enjoy the experience of dance. Please keep these policies for future reference.**

1. Please wear appropriate dance wear- tights, leotards, skirts, jazz pants, etc.
2. Capezio or Bloch shoes may be purchased at Judy’s Dance Shop in Reno. Please do not purchase ‘off brand’ shoes, as they will not be allowed in class or performances. Please write your child’s name in dance shoes, dance bags and other belongings.
3. Hair must be worn in either in a bun (required for ballet classes) or in a ponytail.
4. Please be sure to fill out a registration form. If you move or get a new phone number, please advise the studio.
5. Photos taken in class or at recitals may be used for advertisement, including the studio web-site.
6. Dancers are the only children allowed in the studio. Please do not wear street shoes in the studio- only dance shoes. Parents may watch class from the front room on the TV monitor.
7. Full tuition is due on the first class of each month. If tuition is not paid by the 10th of the month, a $15 late fee will be added to your account. If you miss the first class of the month, please mail in or drop off your payment to avoid the late fee.
8. Any unpaid balance will be sent to collections or small claims court and a $50 fee will be added to your balance. A $30 service fee will be charged for returned checks.
9. The studio will be closed for all major holidays. In addition, we are closed after our Hot August Nights performance in Aug. and we reopen after Labor Day. We are closed during Washoe County School District Winter break and one week during Spring Break.
10. Please check the bulletin board for info on performances and other updates.
11. Jenny’s Studio of Dance does not have a bond posted with the Division of Consumer Affairs of the Department of Business and Industry, State of Nevada.
12. The waiting room is for your convenience. However, please keep noise levels quiet so as not to disturb the dancers from learning. Please pick up your belongings and garbage, including newspapers, to help maintain a clean studio. Items left at the studio will be donated to the Salvation Army in August and January.
13. Each September, there will be a re-registration fee of $20 for returning dancers.
14. **Also, please do not allow children to play in the dressing room, behind the soda machine or behind the display cabinet.**

**Please do not leave diapers in the garbage cans!**

**We strive to provide the best in dance education. If you have any questions or concerns, please call Jenny at 359-4541 or 250-4541. Thank you!**