

Studio Policy

1. Please arrive for class no earlier than 10 minutes before the class is to start, and please be considerate of the class that is ending. Please get in the habit of being on time for class. Lateness disrupts the classroom. Also, please be on time picking your child up from class. Chances are there is a class immediately after your child's class and it is a disruption of class to walk in to get your child.
2. Please dress your child in his/her dance clothes at home, and have dance shoes ready for class. Please put your child's name in his/her dance shoes and on dance bags.
3. Behaviors that will not be tolerated in class include pushing, biting, kicking, excessive talking and fooling around, running, and so forth. If the behavior is out of control, the student will be asked to leave the school.
4. Parents' Observation classes are the first class of each month beginning in October. We will invite you in to observe a portion of class.
5. Please be considerate of the other businesses on the floor. Keep the noise down, and please throw all trash outside in the sidewalk trash cans. Do not leave dirty diapers in either bathroom.
6. I have marley (vinyl flooring) in the dance studio. Please don't walk on it in street shoes. Dirty shoes deposit dirt on the dance floor and we sit on the floor to stretch.

Tuition Payment Plan: 4 Lesson Blocks (36 classes)

1. For the convenience of parents and students, if you are participating in the 10-month dance program running from September until the recital in June, you may divide your total tuition payment into 9 payments, paying for 4 lessons at a time. Payments are due the first class of each month beginning in September and ending in May. You are dividing a total of 36 class payments into 9 monthly payments. This is similar to a loan payment, and whether the month has 3, 4 or 5 classes you still make the same payment amount.
2. Cash, check and online PayPal payments accepted. All payments are due on the first class of each month. If you are absent on that day, please take the time to drop off your payment, mail it in or pay online. A \$15 late fee will be charged if payment is not received by the 10th of the month. \$30 charge for returned checks.
3. If you run into financial difficulty, please speak to me. There is usually a way to work it out and still keep your child in class.
4. Please do not get behind in payments. If you are 30 days behind your child will not be able to attend class.
5. All accounts must be paid in full on the first class in May. New students — your deposit paid in September will be used for the May payment. Costumes will not be released, and tickets cannot be purchased until your accounts are paid in full. Your child will not be allowed to dance in the recital if you show a balance on your account, so please have the balance cleared up on time!
6. You are responsible to make monthly payments whether or not your child attends all classes. If your child misses a few classes he/she can attend a make up class in another age appropriate class. I have run into problems with families going on extended vacations without informing me, and then returning and wanting their child to come back to classes without paying the tuition for the time missed. If you are enrolled in classes, you are responsible for the tuition whether your child is in class or not. If there is a problem you will be asked to leave the studio. Your deposit and registration fee will not be refunded. My staff and I are committed to teaching the classes -- you need to be as committed to having your child attend classes.

Students Dropping Classes

Taking dance lessons requires a commitment on the part of the student, but also on the part of parents and guardians. If for whatever reason your child is not going to continue taking class, please inform the studio at least 1 month in advance by filling out the Class Drop form. You will be billed for tuition unless I have notification that your child will no longer be attending. If costumes have already been ordered, there is no refund on costume payments. There is no refund on the registration fee or initial deposit for new students.

Proper Dance Attire

Ballet & Tap: Leotard and dance skirt -- Pink or black leotard, tights or socks, pink ballet slippers, black patent leather tap shoes, tan tap shoes, or other depending on age and level.

Jazz & Tap: Leotard and dance skirt, leotard and jazz pants, shirt appropriate for dance and jazz pants, tan jazz shoes, tan tap shoes.

Older students: Taps according to level of class, pull on jazz shoes, black Oxford taps depending on the classes taken.

Ballroom: Jazz pants and a top, dance skirt and a top, ballroom dance shoes.

Hip Hop: Black jazz or harem pants, T-shirt, dance sneakers.

No street sneakers, NO JEANS!!!!

All shoes and dancewear can be ordered online.

If you purchase your shoes outside of the studio, please make sure you are buying the right color and style for your class.

Photo Days, Recital and Costumes

1. Costumes for the recital will be ordered in January. It takes about 3 months to receive costumes, therefore they must be ordered on time. I will not order your child's costume if it is not paid for in full by the designated date. If you miss the due date and I have to put your order in separately there is an additional \$25 shipping and handling fee per costume.

2. Recital expenses include: Tickets for family and friends (cost has been \$20). Optional: Video streaming of the show (cost has been \$30). Optional: Ads and stars in the program. They are reasonably priced.

3. Our photographer, comes in May to take class pictures of everyone. Optional: Individual photos of your child in costume, reasonably priced.

Studio Closings 2019-2020

Thanksgiving Holiday, Christmas vacation through New Years Day, winter break, spring break if we don't need to do make up classes, and Memorial Day. If the New Rochelle public schools are closed for bad weather, I usually close the studio unless the weather clears up and the streets are safe.

Dress Rehearsal and Rhythm & Motion Revue

Tentatively Friday, June 5, 2020 for dress rehearsal and Sunday, June 7, 2020 for the performance.

Dancer/Parent Agreement

During the registration process, parents and dancers (ages 10 & older) must sign the Parent/Dancer Agreement form in order to insure a clear understanding of our studio policies and procedures. This agreement helps you to have a trouble-free experience while dancing at our studio.

FOR PARENTS...

Monthly Tuition:

- The annual registration fee of \$25 per family is due at the time of registration.
- Each month's tuition is for four weeks of dance.
- Holidays and closures are NOT included in the 4-week period — meaning your monthly payment is always the same.
- Payment is due on the first class of each month.
- Accounts not paid by the 10th of the month are subject to a \$15.00 late fee. Arrangements can be made for special circumstances.
- We accept Cash, Check and Credit Cards (through online PayPal) for payment.
- Monthly tuition payments are non-refundable and non-transferable! Students will not be allowed to take class if their account is delinquent for more than 30 days.

Attendance Policy:

- As with any program, steady attendance is a requirement for success. Failure to meet such requirements can lead to adjustment in level.
- Guardians are responsible for communicating absences to the dance studio director or dance instructor directly.
- Any student that misses 3 consecutive weeks or more may be required to forfeit their class space.
- Excessive absences could result in removal from recital piece.
- Dress rehearsal is mandatory for recital participation.
- Make-up Classes: There are no refunds nor can missed classes be applied to subsequent months' tuition. The missed classes may be made up in another class of similar age and level.

Studio Rules for Parents:

- Parents are permitted to observe class the first week of every month. Outside distractions hamper our efforts to get students to focus, therefore parents are asked to sit outside the classroom.
- Observation is for one parent/guardian. If you must bring other siblings then all young children must be supervised. No running, yelling or rough playing at the dance studio.
- Help keep our studio clean and tidy. Please throw away all trash.
- No gossip, obscene language or inappropriate conversations are tolerated by either parents or dancers.
- Please pick up your dancer promptly at the end of their class. Teachers cannot be responsible for dancers after their class time because they are tending to their next class.

I understand that participation in any instructional and/or recreational activities at Dance Connection is voluntary, and that all Programs and the use of the related facilities carries some physical risk. I understand that if I or my minor child is injured or our property is damaged while participating in the Programs, that the injury or loss will not be covered or reimbursable by Dance Connection. I assume full responsibility for all liability in connection with such Damages, and agree to indemnify Dance Connection against any and all such claims and related costs, including claims by my/our minor child that may be brought after attaining majority. I certify that the participant is in good health and that he/she has no physical limitations which would preclude him/her from the safe use of the facilities related to the Programs offered by Dance Connection and that I/we have sufficient health, accident and liability insurance to cover any Damages that may result as a result of my/our child participating in the Programs, and if I/we have no such insurance, I/we certify that I/we am/are capable of personally paying for any and all such Damages.

Release of liability: As the legal parent or guardian, I release and hold harmless Dance Connection, its owner and instructors, from any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage, or injury including death, that may be sustained by the participant and/or the undersigned, while on the premises or any premises under the control and supervision of Dance Connection.

Medical Emergencies

I fully understand that Dance Connection's instructors are not physicians or medical practitioners of any kind. In case of an emergency my contact number is: _____.

Payment Policies

I understand that monthly tuition is never pro-rated but determined from an average of entire classes from Sept-May (36 weeks of classes one of which is dress rehearsal). I realize fees and/or tuition is NOT refunded, and that it must be paid by the 10th of a month to avoid a \$15 late fee (NO EXCEPTIONS).

Tuition

You will receive an invoice statement via email 3-5 day prior to the tuition due date during our 2019-2020 dance season. Tuition is based on a 36 week dance year and is calculated to stay consistent regardless of absence, inclement weather, holidays, vacation, school closings and length of the dance month.

Tuition is due by the 1st class of each month and is considered late after the 10th. Late fees of \$15 are automatically added by the computer software on accounts that are 10 days late.

I understand that when I enroll my dancer, they will remain enrolled in all classes until I notify Dance Connection in writing, or the 2019-2020 dance season has come to an end.

I understand that if I fail to bring my child to class for whatever reason, I am still responsible for tuition payments.

I understand that accounts more than one month delinquent will be frozen and the student may not be allowed participate until the account is brought current.

I understand that if my child's costume is not ordered on time, Dance Connection cannot guarantee that the costumes will be received in time for pictures or the performance. Additionally, any costume ordered after our initial order has been placed will have an additional charge of \$25 per costume to compensate for the extra shipping and ordering costs incurred.

I

I have read all of the studio policies and I agree to the terms.

Signature of Parent _____ Date _____

FOR DANCERS...

Promptness:

- Promptness is extremely important!
- Dancers need adequate time in order to be physically and mentally prepared for the demands of the dance class.
- It is recommended that students arrive no more than ten minutes early in order to get a drink, go to the bathroom, get warmed up and be dressed properly.

IMPORTANT Dance Etiquette: At our studio, our primary goal is for your children to have fun while learning dance technique and a strong work ethic. We expect all dancers to show respect to themselves, each other and all instructors.

The following rules will be enforced:

- Be prepared for class. Proper dress code is required for all dance classes.
- Hair must be pulled up and secured back out of the dancer's face.
- Use bathroom prior to class.
- Do not have frequent class absences.
- No cell phones in the dance studio. (Please keep all personal items in your dance bag.)
- No gum is allowed in class.
- Be respectful and kind to instructors, peers and staff.
- Do not talk during class unless you are asking a question.
- Be willing to try new dance material. Put positive energy into your dance class.
- No leaning, lounging or hanging on the ballet barres.
- Clap at the end of class to show respect for yourself, your fellow dancers and the instructor.
- If injured, tell instructor prior to class...work slowly & carefully or observe.
- If ill, do not come to class.
- If you must leave early, notify instructor prior to class.

We believe that good dance etiquette is of equal importance to good dance technique.

Studio Rules for Dancers:

- No running, yelling or rough playing at the dance studio.
- Help keep your studio clean and tidy. Please throw away all trash.
- No gossip, obscene language or inappropriate conversations are tolerated during class or around the studio.
- No gum, food or drink of any kind (except water) is allowed inside the studio.

For age 13 and up:

- As an older dancer and role model, inappropriate conversations or negative discussions are not allowed in front of younger dancers.
- It is the dancer's responsibility to manage their time so that dance, schoolwork and other outside activities do not conflict.

I have read the above policies and I agree to the terms.

Signature of Dancer _____ Date _____