



2019-2020 *studio policies*

WITHDRAWAL:

If a child wishes to withdraw from a class or change a class, notify the office **IN WRITING** prior to the 1st of the month. Tuition will continue to be charged until proper paper work is turned in and is nonrefundable.

DROP CLASS POLICY:

Any class dropped after registration is subject to a \$25 administrative drop fee.

INJURY:

Should an injury occur a doctor's note is required and only half month's tuition will be due during the time out requested by the doctor. We welcome students to attend class to observe during this time.

LATE REGISTRATION:

Should a child not be able to begin classes in September full tuition is due to hold their place in class we cannot guarantee the spot otherwise. Same applies for an extended absence during the year. After November 30th registration is at the teacher's discretion. Those registering late may be responsible for additional shipping costs of costume if they have already been ordered.

PLACEMENT LEVEL:

Students are placed into a class based on age, skill level, and prior experience. Our classes are designed to begin placing students by age, while this does not hold true for every child most children need two years per level to develop the necessary skills to move up, some more some less. In 5th grade students are then evaluated and placed accordingly. **Please Note:** Ballet is highly recommended for all ages, however once in Level 1, it is a prerequisite for any class with the exception of tap, hip hop, and acro.

Note: *It is never too late to begin dancing. While sometimes a child may find themselves in a class with children slightly younger, don't get discouraged! With some hard work and determination, they can be moving up before you know it.*

CLASS ENROLLMENT:

A minimum number of 5 children is required for a class to run. Some exceptions may be made. If a cancellation is necessary, you will be notified, and we will assist you in finding an appropriate alternative. If we cannot accommodate your dancer, we will give you a refund.

SMALL CLASS ATTENDANCE:

We do have a small class policy in place. At the teacher's discretion, any class with one student on any given day will be cut in half. Any class with 2 or 3 students in attendance that day will be shortened by 15 minutes. This does not apply to private or semi-private lessons.

ATTENDANCE:

For a student to reach their full potential a student must attend class on a consistent basis. It is the responsibility of both the student and their parents that they attend class on time and regularly. We encourage students to arrive early. Children who are injured are encouraged to come and watch class if they are unable to dance. If you will not be attending class, we kindly ask that you make an effort to notify the teacher or the office so they can plan class accordingly.

Frequent absences affect not only the student but the entire class, especially when working on choreography. Consistent absences during recital preparation period (April-June) may result in dancers being taken out of parts of the choreography.

PUNCTUALITY:

While we are aware sometimes things happen, this rule is in place for the safety of the dancer. Should any student come to class late they will be asked to sit and stretch on their own. If they are 15 minutes late or more, they will be asked to sit and watch.

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RUNNING LATE:

In our experiences arriving too late for a scheduled class can cause extreme anxiety in younger children. Prompt pick up especially for younger children cannot be stressed enough. The feeling of being "forgotten" can sometimes ruin a class experience. In addition, often times teachers run from one class to another with no time in between. Should you be running late please call to notify us so we can inform your child and give them the appropriate attention needed so they do not experience the feeling of being forgotten at the dance studio!

EARLY ARRIVALS:

In addition, we ask that you do not arrive more than 20 minutes early for your dance class or leave your children alone in the waiting room for more than 20 minutes prior to class!

SNOW/ INCLEMENT WEATHER CANCELLATION:

In the event of inclement weather please call the studio and a recorded message will notify you if your class will run that day (by 8am for morning classes and by 3pm for afternoon). If the schools are closed it does not mean TDC is closed; often times weather varies from morning to evening. There are no makeup classes due to inclement weather until 2 classes have been canceled. You are free to join an appropriate class as a makeup if you'd like within 30 days of the canceled class. No classes may be made up after April 1st.

MAKEUP POLICY STUDENT/TEACHER:

Classes are not prorated when a student misses a class. Students may obtain written permission from the office to make up a class in a similarly skilled and age level class within 30 days of their absence. No makeup classes are allowed after April 1st.

Should a teacher be unable to teach a class we will first attempt to find a substitute teacher that can provide the same quality instruction as they do. If this is unavailable to them the class will be canceled and a make-up class will be scheduled as soon as possible.

***NEW* FRIEND REFERRAL:**

The best compliment you could possibly give TDC is recommending us to your friends and family as we all work together to grow an amazing dance studio. **As our way of saying thank you for every friend referred you will receive a \$10 credit on your account.** YOUR FRIEND MUST LET US KNOW when registering. The credit may only be used towards classes. We cannot use referral credits for costumes, recital fees, etc.

LOBBY:

The lobby is designed for the convenience of our students and their families. All children must be supervised by an adult. Quiet conversation is welcome. Gossip is highly discouraged and will not be tolerated. We encourage parents of children under 5 to remain in the lobby while your child is taking class, especially if your child is not potty trained or is unable to use the bathroom alone as assistance may be needed.

LOUNGE AREA:

Just as it says, the student lounge is for students only. This area is for students who may have a break between classes, need to grab a quick bite, or relax in between classes. A fridge and microwave are provided in the lobby.

DANCE STUDIOS:

No food or drink other than water will be allowed in the dance studios at any time. No street shoes are allowed in the studio or for class.

HEALTH:

We rely on parents to make decisions when your child is sick or injured. A child that is injured is highly encouraged to come observe class, so they do not fall behind on materials. Students should inform their teachers of any injury, illness, or other medical conditions that effect stamina or performance. However, if your child is sick please stay home and get well!

*****PARENT COMMUNICATION*****

Often times it is difficult to communicate with parents on a night in which your child may have class. Conversations between classes are not permitted as many teachers have classes that run back to back. However, we want to make sure that the lines of communication consistently remain open.

We use EMAIL for newsletters, and all important information to assure that parents receive the information as well as to save on the use of paper. If you do not have or use email, please notify us and we will make other arrangements.

*** If you are not receiving emails and information from TDC at least once per month, check in with us. We have no way of knowing you are not receiving it unless you let us know.

FYI: If you SPAM the TDC emails, the database company will set your account to do not send!

The best way to contact us is via email or a phone call during scheduled office hours. We are happy to set up parent teacher conferences should you have any concerns or questions that need to be addressed.

Should you have any questions, concerns, or need clarity on anything throughout the year, please see any one of our friendly admin staff. They will be more than happy to help.