

LOST & FOUND

All clothing, bags and shoes brought to the studio should be clearly marked with the name of the student. A lost and found box is located in the corner of the dressing room. Many items are left unclaimed - please remind your child to check for all belongings before leaving the studio each day. Older unclaimed items will be donated to charity. The Dance Class is not responsible for lost items.

INCLEMENT WEATHER

When we enter our winter months, the weather gets colder. Please wear sweaters and sweat pants over your dance attire. The temperature can drop quickly and we want everyone to stay warm. Along with winter come the ice, snow, fog and school delays.

Most **morning and afternoon classes** will **not** be cancelled unless severe weather occurs. If this is the case, please call The Dance Class before you leave home to verify that classes are being held. If no one is available to answer the phone there will be a message on the answering machine.

CLASS WITHDRAWAL

We understand issues arise that may require a student to withdraw from class. If this occurs, you must notify the office of any changes in the month prior to the change or you will be charged the full amount. This notification is to change classes, add or remove a class, or completely withdraw from the studio. Monthly billing will continue until the office receives written notice.

STUDIO HOLIDAYS

The studio will be closed on the following holidays:

Thanksgiving: Nov 23 - 27

Christmas: Dec 21 - Jan 3

Spring Break: April 2 - 6

Memorial Day: May 28

We will be open all other holidays unless notified. Please mark these dates on your calendar.

COMMUNICATION

Communication is extremely important for the studio to run smoothly. We make every effort to keep parents and students informed.

Important class information and announcements will be posted on our studio whiteboard and on Facebook.

Our website is kept up-to-date (www.thedanceclass.com) with studio information from class schedules, policies, events, etc.

REGISTRATION FEE

A **non-refundable registration fee of \$20** is due at the time of registration.

This registration fee covers the current dance year, September through June.

REGISTRATION CARD

All students, whether new or returning, need to return a registration card. This will ensure your class placement. It will also help us determine class size and number of assistants needed.

TUITION

Tuition is due on the first lesson of each month. Tuition remains the same whether it's a long (5 week) or short (3 week) month and regardless of absences, vacations or holidays. Do not pro-rate monthly tuitions. All classes have been scheduled so as to average a four lesson month. Tuition is non-refundable. November and December are full tuition months and have been compensated for in other months. June tuition will be one half the usual fees and will be collected along with May tuition.

We do not refund or pro-rate tuition for missed classes. If for some reason you are unable to attend all of your classes of the month in which you have paid, you must make-up in another class. Missed classes may be made up in a similar class. These classes should be made up in the same month in which they are missed. Please check with your teacher for suggested make-up times.

A \$10.00 late fee will be charged if tuition payment is not received in the month it is due. No statements will be sent out unless your account is past due.

You must notify the office of any changes in the month prior to the change or you will be charged the full amount if you have dropped a class or withdrawing entirely. Monthly billing will continue until the office receives written notice.

No student with an outstanding tuition balance will be allowed to participate in our spring performance.

A **\$20.00 fee** will be assessed on all returned checks.