



## STUDIO POLICIES

### GENERAL:

1. Students must be dropped off no more than ten minutes before class, and must be picked up no later than ten minutes after class is finished.
2. It is expected that parents and siblings waiting in the lobby will be respectful of those in class. **Noise must be kept to a minimum in the lobby area.**
3. Cell phone ring tones are often loud. Please turn your phone to vibrate while waiting in the lobby. Also, many people do not realize how loudly they speak into a cell phone. For this reason we ask that you keep phone conversations in the lobby to a minimum, and take lengthy conversations outside.
4. **No food or drink, other than bottled water, is permitted in the studio.**
5. Please help us keep our lobby and bathroom clean. Please report any damage, or anything else that needs our attention. It is expected that parents will watch young children and prevent them from damaging studio property.
6. **The door must be closed after you enter or exit the building.** When you leave the door open, my heating and air conditioning dollars fly out the door, raising costs to you. Also, insects come in, which distract students in class. If your children cannot properly close the door, you must come in with them to make sure they do.
7. For insurance and liability reasons, **children are not allowed to stand on the furniture.**

### BILLING AND FEES:

1. Fees may be paid by check or cash only. Please request a receipt if you are paying cash.
2. All fees are nonrefundable.
3. All registrations must be prepaid.
4. Fees during the school year are paid on a trimester basis. **There is a 10% late charge for overdue tuition payments or recital fees.** Exceptions to the late fee policy can be made during certain circumstances. Life happens. Contact Carolyn if you would like to arrange an alternate fee schedule.
5. There is a \$30 charge for returned checks.
6. Single class rate: \$20.00 per class.

### IN THE CLASSROOM:

1. Students are expected to attend class regularly and show up on time.
2. Students are expected to have appropriate dance clothing and shoes.
3. Hair must be secured off the face and neck. Bangs must not fall into the eyes. Students in Intermediate and Advanced Ballet must wear hair in a bun.
4. Jewelry should be kept to a minimum. Students should not wear necklaces or dangly earrings to class.

## BEHAVIOR EXPECTATIONS:

1. It is expected that you will bring me a child who is well-rested, well-nourished, and well-mannered. Children who cannot behave will be asked to leave. This also applies to siblings in the lobby, and at Observation Days.
2. Students are expected to be respectful toward instructors, and toward studio property.
3. Parents will be billed for any damage to studio property.
4. Students are expected to treat fellow students with kindness and courtesy. Bullying will not be tolerated.
5. **Students are expected to practice what they learn in class.** This is a dance education, rather than dance recreation. Parents are **expected** to participate in helping their children learn productive practice strategies.

## OBSERVATION DAYS:

1. Parents may observe classes during scheduled Observation Days.
2. Parents must be on time in order to observe class. Parents may not enter the room after class has begun.
3. No food, drink or gum is allowed in class – that includes parents and siblings!
4. Cell phones must be turned off when observing class.
5. No flash photography is permitted.
6. **ABSOLUTELY NO STREET SHOES AT ANY TIME** in the dance studio. Please remove your shoes before entering the dance room.
7. Parents and siblings are expected to be still and quiet while watching class. If you have a child who is too young to be still and quiet, we respectfully ask that you remove them from the class so our students can concentrate.
8. We know you want to help, but please do not “coach from the sidelines.” 😊 You are welcome to ask the instructor what your child should work on at home.
9. **NEW CELL PHONE POLICY:** You are in class to **observe class**. This is not a “photo op.” You may not use your cell phone at any time while in the class, except when the instructor indicates that you may do so. For centuries, students have managed to learn dances without the benefit of video. You may only video in class if (a) your child has missed a class, or (b) your child is really struggling. Scientific data indicate that students learn better if they learn to memorize, rather than following a video. Please ask permission if you want to videotape a portion of class.