



Studio Policies

To All Parents and Students

We hope you realize that dance education will be a lot of hard work with a need for hours of practice, but we also emphasize the enjoyment of dance and the chance to meet and work with many new friends. It is expected that the members of the studio will uphold standards of good behavior, regular practice, and dedication to the group he or she participates in.

General Information

- A. You, the parents and students, may be assured that your classes are instructed and disciplined in a manner keenly associated with proper and correct dance education.
- B. It is our desire to provide you with excellent results and we demand understanding and cooperation between parents, students, and teachers.
- C. We will be happy to discuss progress with you at any time.
- D. We expect respect and proper discipline at all times; we are not responsible for any injuries sustained while in class or on-premises; We are not responsible for lost articles; We reserve the right to dismiss any student who upsets the harmony of the company.
- E. We intend to keep the decorum of all students and the company above reproach, and we expect all students to appear in class in clean dance clothes, clean bodies, and well-groomed!
- F. Street shoes must be worn when entering the studio. Dance shoes only are to be worn on the dance floor!
- G. Students must have all clothes, shoes, and equipment labeled with names and ALL must have dance bags to safely store and transport dance apparel!

Registration

A non-refundable fee of \$30 per student is required yearly at the time of registration. Students are not fully registered until the registration fee is paid.

Summer Camps/Classes

- A. A non-refundable deposit of 50% is due on June 1st or at the time of registration. For summer classes, the remaining balance is due July 1st and for summer camps, the remaining balance is due the first day of summer camp.
- B. Seven days' notice is required for all cancellations. The deposit paid is non-refundable but may be used toward another class at Tanya's Dance Company.
- C. For withdrawals after classes have started no refunds will be given. A credit of the unused tuition will be posted to your dance account to use for future TDC classes.
- D. There is NO registration, recital, or costume fee due for summer camps/classes. These fees only apply to the regular season classes.

Tuition Policies

- A. All students must be fully registered before they will be accepted in class. If payment info is not given at the time of registration the student's spot will not be held.
- B. Monthly tuition, which is a flat rate, is charged on the first day of each month. Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your account on the 1st day of each month from September through June. Dancers will not be registered until billing information is provided.
- C. There are two snow days figured into the monthly tuition. If a class is canceled due to inclement weather a makeup class will not be scheduled. If more than two evenings had to be canceled a makeup class would be scheduled. Please note: We do our best to inform you of any cancellations, however, we are not always able to make a decision until one hour prior to class start time. Use your best judgment on the driving conditions. We do not want anybody to come if you are concerned about your safety. Some of the surrounding areas have different weather conditions than us so please check the road conditions before leaving.
- D. If the studio must cancel classes due to other events beyond our control, such as power outages, the missed lessons will be rescheduled. No refunds for lessons missed due to these reasons will be given.
- E. There are NO refunds, transfers, credits, or deductions for holidays, missed classes, or shortened classes due to enrollment below 6 students. There will not be ANY exceptions to this rule, regardless of the reasons. Thirty days' notice is required for ALL cancellations!
- F. Statements will NOT be sent; it is your responsibility to keep your tuition up to date. We recommend keeping track of charges/balances on your Dance Portal.
- G. \$10.00 NSF charge on all NSF checks or credit cards that are declined. Problem accounts are automatically turned over to a local collection agency. Anyone 2 months in arrears will be dropped.
- H. Whenever there is a 5th lesson in the month you are not charged for it.
- I. You will automatically be charged for classes until you notify the studio office to terminate. A thirty-day notice from the first of the month is required.
- J. All accounts considered past due will be assessed a 5% monthly interest charge. The interest charge will be added each month until the full balance is paid.
- K. All accounts must be paid in full each month or dancers will not be allowed to attend classes. Accounts must also be in good standing by June 1st in order for the dancer to perform in the recital.

Dress Requirements

We consider it absolutely essential that the correct dancewear be worn to all classes as dancers work harder and stay more focused when properly dressed for class. Failure to wear required dancewear to class could result in students being asked to sit out and observe only. Repeated failure to wear required dancewear could result in the termination of lessons.

****No jeans! Hair must be pulled back! Bun required for Ballet classes! No excess jewelry! No Gum! ****
Cell phones may ONLY be used before and after class!
Bring A Filled Water Bottle!

Footwear and Uniform:

Please keep in mind that all shoes and equipment must be fitted to use now – not to grow into. For all classes, shoes are available to try on and order in the studio. Creative Movement, Kinderdance, and Ballet class dance attire is also available to try on and purchase or order in the studio. We also carry a variety of clothing and merchandise. During August through October, it is very common for merchandise to be on backorder. Wait time can be a minimum of a month if not longer . . . so please make sure you are planning ahead. Please refer to your Class documents on your dance account for the dress code requirements for your dancer's class(es).

Class Placement

Placement can only be made with the age and ability of the individual student in mind and advancement is not by classes as a whole. If a student shows progress, they will be transferred to a more appropriate class/level. Instructors reserve the right to move students to their appropriate level. We cannot be concerned about rides with neighbors or conflicts with other activities.

A minimum of 6 students is needed for a class - 5 students or less will have a shorter class period with the same tuition amount (fewer students runs more like a private lesson structure)

Classroom Conduct

Students are expected to be respectful and attentive in class to instructors and their classmates. No hanging on barres or putting hands on mirrors is permitted. Polite behavior and good manners should be displayed throughout the class and lobby. Foul language or actions are not permitted. Students should not gossip or make fun of others and should work in unison as a class toward a common goal. Good attitude, good grooming, good attendance, and practice at home are expected from each student. We are a private studio and reserve the right to dismiss any student or family who disregards studio policy, shows inappropriate behavior, or upsets the harmony of the studio.

Attendance and Tardiness

Regular attendance is necessary to maintain steady progress in the class. Poor attendance will result in poor training. Absences and tardiness can have a negative effect on the entire class. Please make sure to be on time; it is disruptive to a class when a student comes in after the lesson is in progress or needs to leave early. Those students missing opening warm-ups and stretches may only observe their class. We have tried to organize a complete warm-up program to prevent any injury. We simply cannot be responsible for those who arrive 15-20 minutes late and want to just dance! If you are frequently late or absent, you will be dismissed from the class.

- Students who do not participate in class (whether it is excused or not) will be counted absent.
- Irregular attendance will result in dismissal.
- We request that if you are going to be absent from class for a parent to please call.
- If a student is not able to participate in class due to an injury or sickness, the instructor must have a doctor's note or a parent must phone the studio and let us know their dancer will be sitting out. The student will need to observe the class and not be doing other activities at that time (i.e. reading, using cell phone, doing homework. etc.).
- If a child misses a class, it is your responsibility to schedule a private lesson or get with another student who will teach them the choreography they missed.
- If a student knows in advance that they will be absent, it is THEIR responsibility to inform all of their instructors. (It is NOT the job of one instructor to relay the message to all the teachers.)

Observation Room Conduct

Children are not permitted to run around the studio. It is disturbing to the other parents as well as distracting for the teachers and students. Please do not allow your children to walk on chairs, play in the bathroom, or in changing rooms. We ask that your children have respect for other people's property and to behave here as you would like them to in your own home. Please no food or drink (with the exception of water) in the observation area.

Class Observation

We know that many of you like to see the progress your child is making, so if you would like to observe your child's class, you may watch your child for the duration of the dance lesson from the observation rooms. The observation room lets parents see the lesson without being visible to the children. While using the observation room, ALL children must be supervised! If the noise level of the observation room is too high and it is a distraction to the students, parents and/or children using the observation room you may be asked to leave.

Withdrawal and Refunds

There is a two-month minimum for all lessons. One-month's notice from the first of the month is required to discontinue any classes. Withdrawal will be accepted in person, or by submitting the Google Withdrawal Form. Withdrawal must be done through the studio office and not with the instructor. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult must:

1. Inform the studio administration in person, or by email
2. Complete and sign a 'Withdrawal Form' provided by the studio office

All automatic bank debiting or credit card charges will stop after the one-month notice period. Tanya's Dance Co. reserves the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given.

*Please note: If a student decides to drop AFTER costumes have been ordered, withdrawal will not be complete until all costumes have been paid in full. We cannot cancel or return any orders - this is 'costume company' policy!

Substitutions

The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be rescheduled.

Holidays

The studio also observes holidays observed by our public school system. Dates will be noted on the season calendar, the website and the monthly Newsletter.

-MEA	-Thanksgiving	-MLK	-Easter Monday
-Halloween	-Winter Break	-Spring Break	-Memorial Day

Parent's Responsibility to be Aware of Dates and Events

It is the responsibility of the parent or adult student to be aware of all studio activities, such as recitals, extra classes, and dates the studio is open or closed. The studio will send notices through email. It is the parent's responsibility to regularly check these resources to ensure they are informed. It is the responsibility of the parents or adult student to inform the studio of any address, e-mail or telephone number changes.

Care of Students

The studio is not responsible for providing before and after class care for students. Students are not to be left at the studio for excessive time before or after class. Please be mindful of staff as they cannot always wait for rides to come!

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during or after class time. If an injury occurs at class, a report will be filed with the office and a parent will be notified.

Photo Release

The studio is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements and other promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

Performances and Studio Activities

There will be a Recital scheduled for June. The recital demonstrates the techniques involved in presenting a truly professional show. Recitals aim to develop the students' poise, confidence, and pride, and also increase his or her knowledge and appreciation of the arts. Therefore, our main goal – the chief purpose is the pleasure, education, and motivation of the students. (A recital fee of \$30, plus an additional media fee, will be charged and deducted on June 1st to all participating in recital. This fee is non-refundable.) Tickets for the Recital go on sale in May. Information to purchase these will be sent home one week prior to ticket sales. The annual recital IS optional; however, it is highly encouraged.

Occasionally, students are afforded the opportunity to participate in extra shows for civic affairs, and notices will be sent home if they do come up. Competition teams have first priority for extra performances.

For all performances and studio activities, hairstyle will be specified. EVERYONE must wear makeup – makeup must be worn heavier than usual, as the stage lights "wash" faces out. All costumes are to be clean and steamed. All shoes are to be polished. Dancers must be present at their required rehearsals in order to participate in the recital. If they are not in attendance for their rehearsals, they will not be permitted to perform at recital.

Costumes

The recital requires the use of professionally made costumes that are chosen by the instructor and director. Please budget approximately \$100 per costume for your child. For each class a student is registered for that requires a costume, accounts will be charged \$25 per month/costume from October through January, and the remainder of the balance charged in February. This fee will be charged to your auto-debit or auto-credit card. Costumes will be shown and ordered in December. Once costumes are ordered, there are NO refunds (this is costume company policy!)

Students registering after the December costume showing can be charged an additional single-order and shipping fee up to \$25.00 in addition to the original price of the costume. This means your child's costume will be ordered separately with no guarantee of it arriving on time for pictures or the recital.

As noted above under 'Withdrawals,' all costumes must be paid in full once they are ordered; if your child decides to withdraw from class, any costumes ordered must be paid in full before withdrawal is complete.

Competition Teams

Students entering second grade and above, or by invitation, are welcome to audition to be on a competition team. This entails taking a specific class that focuses on details in that style. Being on a competition team requires talent, commitment (both from parents and students), and team spirit. It requires regular practice outside of class. Auditions for the competition team are held at the end of the previous season. Please contact the office for audition dates and additional information on competition team requirements.