

## THE DANCE COMPANY OF SPEARFISH POLICIES AND PROCEDURES

### GENERAL POLICIES

Please help maintain a clean School. All food and drinks must stay in the break area.

Street shoes are not allowed on the dance floor, and dance shoes should not be worn outside.

Please mark all your belongings with your name. Avoid UFOs (Unidentified Fashion Objects). Check for UFOs in the "Lost and Found" box. All items not claimed will be donated to charitable organizations.

### DRESS CODE – PLEASE SEE INDIVIDUAL CLASS INFORMATION FOR MORE DETAILS

- The dress code will be strictly enforced for the safety of the students. NO EXCEPTIONS.
- During Cold months sweatshirts will be allowed during warm ups only. After warm up, proper attire is required.
- Hair must be secured properly & appropriate dance attire must be worn at every lesson.
- Proper attire is necessary as a view of body line is imperative for proper correction.
- Children's feet can be easily damaged; therefore, proper footwear is required for every lesson.

Students without proper footwear or attire will be asked to observe class. Students who arrive more than 20 minutes after class has begun will be asked to observe class. This is for the child's safety, and imperative for avoiding injury.

- Any student who repeatedly comes to class not prepared may be asked to leave. Additionally, any dancer whose hair does not remain secure may be asked to sit out for the remainder of that lesson. If a dancer is asked to sit out, they will take thorough notes; they will not leave the classroom but will instead view the lesson quietly from the side.

In order to keep the dancers training and learning at the highest level, we respectfully ask for your compliance

### STUDIO POLICIES

**FEES** An annual registration fee of \$25 is required per student for class placement and is due with the registration form.

- Payment received after the 1st of the month will be charged a \$5.00 late fee.
- There is a 25.00 fee on all returned and NSF checks and transfers.
- Notices for late payment will include a \$10 late charge, and additional taxes.
- Fees are the same based on a 3 or 5 week month.

**TUITION** The Dance Company curriculum is an 8-month program. The full year tuition may be paid in August.

Monthly installments are paid by ACH only. The Dance Company does not send out monthly bills. The entire amount of monthly tuition is due, even if your child missed class.

- All tuition is non-refundable. Exception are made with a doctor's note stating the medical reason necessary for withdrawal, or if a class is canceled due to low enrollment & a substitution is not available.
- One month's notice in writing is required if a student plans to leave the program.
- Thank you for understanding no refunds after December 15th!

### ATTENDANCE, ABSENCES, DROP INS AND DROPPED CLASSES

**DROP-INS** ~ (must be prepaid) \$10 per 45 min - 1 hour class / \$15 per 1¼ - 1½ hour class

#### ABSENCE

All teachers must be informed in writing of all absentees.

Excused absences are as follows: illness (except the common cold), mandatory graded-school events, and family emergencies with teacher approval. Please come and watch unless you are contagious! If you miss due to illness, or to a holiday observed by The Dance Co you can make up in another appropriate class. See instructor for best make-up choices. Make up classes may not be available for advanced students enrolled in unlimited classes, however, make up in an intermediate class is available.

If a student is ill or has another obligation, it would be appreciated if the School received a call or e-mail. We care about your children and like to know why they are not attending class. Although we support participation in other activities refunds are not given if classes are missed due to other obligations.

**SNOW:** The Dance Company will close due to snow with the Spearfish School District.

### ATTENDANCE

Faithful attendance is important to obtain the utmost from your child's dance education. It is only fair to the student, their fellow students, and teacher to attend and arrive on time to each class, unless ill. If a student has 3 absences in a row, a private lesson may be needed. If an instructor recommends your child for private instruction to 'catch up' you will be notified and every effort will be made to set a convenient time. Private lessons are mandatory for any student with excessive absences. Private instruction is between \$20.00 and \$40.00 an hour depending on the instructor.

**ADDING OR DROPPING CLASS(ES)** You MUST notify us in writing.

Changing or dropping classes will go into effect for the next month. You must notify the Dance Company IN WRITING by the 25th of the current month to have your class change/drop effective for the following month. The class schedule change will then take effect for the following month. Your class will NOT be dropped or changed by informing your instructor. After October 31st, there is a \$5 fee each time you make a change/drop to your class schedule. By signing on the registration form you agree that if you do not notify The Dance Company in writing by the 25th of the month you will be responsible for monthly tuition payments until we have received notice in writing. NO REFUNDS will be given for classes not attended. REMEMBER, if you need to drop classes but do not inform us in writing, your tuition will continue to be charged and you will be responsible for tuition until the time we receive your notice. A student not paying tuition or not informing The Dance Company of absence(s) will be considered a "dropped student" after 6 consecutive absences, parents will be responsible for all outstanding balances, and dancers will not be allowed to return to class until the following year. Dancer(s) who's accounts are current but have missed 4 consecutive absences before a performance and/or recital will not be allowed to perform.

**COMMUNICATION** Email, Notices, Information Center

The Dance Co will be using EMAIL to keep everyone up to date. If you do not have an email please make sure we know how to communicate with you. (additional fees may apply for mailing notices) Notices will NOT be given in class, and will be posted on the peg board at the front door!

--We encourage open communication with the parents and teachers. Please try to contact your child's instructor outside of class time when possible. Don't let problems go without resolution!!

Contact the School at 605-645-3269, 645-0503 or E-mail [dance-company@rushmore.com](mailto:dance-company@rushmore.com)

### **STUDENT SAFETY**

Students are to wait inside the school for their rides. Please tell your children to wait INSIDE for you.

Parents and Siblings waiting for their children, are to wait outside of the classroom .

Students should not arrive more than 5 to 10 minutes before their lesson & are to leave the studio after the class is done.

Little ones get very upset when their parents are late after class. For their safety, caution them about not leaving the building until you arrive.

We cannot assume responsibility for students after class is dismissed, as there is no one to supervise their activities.

### **DISCIPLINE GUIDELINES**

Students who become a discipline problem will be dealt with according to the following guidelines:

Parents please refrain from coming into the classroom to discipline your child.

This not only disrupts class, it also discounts the instructor. If this becomes an issue, parents will be contacted.

1.) Verbal Warning – The student will be asked in class to refrain from the behavior. They will be given 2 verbal warnings before additional action is taken. The student will also be reminded of the warning when they are leaving class.

2.) If after the parent has been asked to intervene, and the child continues to be a problem, the teacher may remove the student from class for the day. This rule will be enforced only with age-appropriate levels. A student will not be left unattended unless it is appropriate to do so, according to their age. They will also need to have a meeting with the teacher and/or Director within two days of incident.

3.) If removing the student from class for the day still does not solve the problem, the parent will be informed and the student may not be allowed to dance in that class for the remainder of the year. (The student will forfeit any paid tuition, competition fees, costume deposits, etc. If costume balance has been paid, the student will receive their costume.)

If a student does not respond to disciplinary actions by the teacher and continues to be a problem, the parents will be informed and asked to intervene. The student will also have to write an apology letter to those involved (teachers and/or other dancers) in order to come back to class.

### **PRIVACY**

Information Disclosure - We do not rent, sell, or trade any personally identifiable information about you to third parties. Examples of personally identifiable information include names, e-mail addresses, mailing addresses, age, phone numbers and the like. In several occasions, we request personally identifiable information from you in order to better identify the needs for class placement, to gather contact and emergency contact information, and to ensure student safety.

We at The Dance Company want to assure you that our main goal is to offer your child an outstanding dance education in a happy, positive atmosphere. WE RESERVE THE RIGHT TO REFUSE ENROLLMENT.