



The Dance Element's Studio Policies 2016 – 2017

Tuition & Payments

- \$25 Membership Fee is due once annually for each student.
- Tuition Payments are due the first class of each month, even if a dancer is absent.
- **A Charge of \$10/ Week will be added to all late Costume and Tuition Payments.**
- Costume Payments (\$50 for each class) are due in October & February, except in the case of late enrollment. For Dancers enrolled in more than 4 Classes a week, Costume Payments may be split over several months.
- **A credit or debit card on file is required for every student.**
- The convenience of automatic debiting for monthly tuition payments is available and requires a 7% tax.
- The Dance Element does not issue refunds except in very unique circumstances.

Attitude & Behavior

All dancers and parents involved with The Dance Element should cooperate with our philosophy of *Happy Dancing* while participating in our program, or representing our school within the community. Bullying, negative attitudes, "drama," and mean behavior will not be tolerated.

The Dance Element reserves the right to terminate a dancer's enrollment at any time.

Drop Off & Pick Up

Dancers are to be dropped off and picked up no more than 15 minutes before and after their classes.

Parents "running late" should call the studio and leave a voicemail.

Dancers dropped off/ picked up more than 15 minutes early/ late without advance notice may incur a charge of \$15/hour.

The Dance Element is not responsible for supervising children left at the studio before or after their classes.

Dress Code & Required Materials

Our Dress Code is posted in the studio lobby, as well as our website and included in the parent handbook.

Most dance classes require the purchase of shoes or specific materials which are necessary for participation.

Parents are responsible for ensuring that dancers are provided with all appropriate materials, shoes, and dancewear. Dancers are expected to arrive for every class with all required materials and proper attire.

After the first week of classes, dancers arriving without their attire will be asked to observe the class.

Dancewear at discounted prices is available for purchase in our studio lobby shop, and forgotten shoes may be borrowed for \$5/ class. The Dance Element's "Shoe Exchange" requires a \$10 Deposit or an old pair of dance shoes, due when shoes are issued. The shoes then become the responsibility of the dancer/ parents, and should be brought to every class.

Dated Correspondence and Newsletters

Parents are responsible for reading monthly studio correspondence and respecting deadlines.

Neglecting to read studio correspondence may result in dancers being excluded from scheduled events and performances.

Absences and Make-Up Classes

All students may make up absences in any other technique class offered at (or close to) their level.

Parents and dancers are responsible for making up missed classes. Please notify the studio in advance, if absences will occur. Repeated absences may result in dancers being omitted from choreography.