

## Studio Policies and Procedures

### TUITION:

Tuition is due on or by the 15<sup>th</sup> of the month. Tuition is non-refundable. The monthly fee remains the same regardless of the number of classes in any given month. Most months have 4 classes, sometimes there will be 5. December and June are short months. There are no refunds given for missed classes, due to bad weather or other student absences. Any class canceled, due to inclement weather, will be made up.

If tuition payment is received after the 15<sup>th</sup> of the month, there will be a \$10.00 late charge. You will be notified via email after the 20<sup>th</sup> of each month if tuition and/or late fees have not been paid. Dancers will not be allowed to participate in class if your account is more than 2 months past due. All delinquent account will be turned over to a collection agency.

For those attending private lessons, you must pre-pay 4 classes. You will not be allowed to participate in private lessons unless the first 4 lessons are paid in advance.

### Tuition Guidelines:

- Due on, or before, the 15<sup>th</sup> of each month
- A \$10 late fee is added if payment is not received by the 15<sup>th</sup>
- Returned checks will be charged a \$25.00 service fee (per check)
- Late fee policies are **STRICTLY** enforced
- Dance Factory accepts cash and check
- Family discounts given for 2 or more dancers

### Payment Options

Checks and/or cash may be mailed or dropped off at the studio. There is a drop slot at the desk for all payments. If the studio is closed, please place tuition in an envelope and slip through the front door or place in mailbox.

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### DANCE ATTIRE:

Dancers must wear appropriate dance clothes to class. Warm-up clothes are permitted, but must be removed when the dancer is warm. No jeans or jean shorts, baggy shorts or baggy t-shirts will be permitted. All dancers are required to wear a leotard / slim fitting top, shorts, tights and dance shoes each week. Jazz pants will not be allowed in ballet.

If your dancer has other activities before or after class, please do not send them in street clothes. Bring a change of clothes in their dance bag. It is too difficult to give the proper corrections if the instructors cannot see the dancer's bodies.

### HAIR:

Hair needs to be tied securely back during class. Loose hair is distracting to both dancer and teacher. Please place an extra ponytail holder in your dancer's bag. If a dancer's hair is too short, please use a head band. A neat appearance helps your child feel like a dancer, and realize that dance class is a special time.

### SHOES:

Dancers are required to wear the proper shoes to each class. Specific shoes are required for each style of dance. Put your name on all shoes.

Tap – Black flat tap shoes

Ballet – Pink ballet shoes

Jazz – Black or Tan jazz shoes, pending teacher specifications

Lyrical – Pirouettes in nude

Poms – Black or Tan jazz shoes, pending teacher specifications

Tumbling – Barefoot

Hip Hop – Tennis Shoes

Dancers may choose to dance barefoot in class for both Jazz and Lyrical; however, they must have the proper shoes for all performances.

Dance shoes should be worn inside only. Wearing dance shoes outside will ruin the shoe and bring in dirt to the dance floor.

All shoes, both new and used, are available for purchase at the studio.

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### STUDIO CLOSINGS

In the event of inclement weather, please check your email, Facebook page and/or website. The studio generally follows Pattonville School District. If they close due to weather, so will the studio. Special circumstances may apply, so please check your email. If your class is on Saturday, a recording will be sent by 9:00AM.

The studio will be closed on the following dates:

Monday, October 31 – Halloween  
Thursday, November 24 – Thanksgiving Break  
Friday, November 25 – Thanksgiving Break  
Saturday, November 26 – Thanksgiving Break  
Thursday, December 22 – Monday, January 2 – Christmas Break  
Friday, April 6 – Good Friday  
Saturday, April 7 – Easter Weekend  
Sunday, April 8 – Easter Sunday  
Saturday, May 26 – Memorial Weekend  
Monday, May 28 – Memorial Day

We DO have classes on Martin Luther King Day and President's Day

### CLASS PLACEMENT

Dancers are placed according to age and ability. If a child is more advanced, a higher level of class may be needed to strengthen the dancer's ability and give them a challenge. In most cases, dancers are with others their own age. Dancers are not placed because of friendships or how long they have been dancing. A child is placed in a class where he/she will feel confident in order to promote the highest level of self-esteem.

Please trust the staff's years of experience in the decision for class placement. We act in the best interest of the dancer. Dancers progress at different levels and advancing a dancer before they are ready can create stress, and a loss of interest and discouragement.

The Dance Factory staff wants to encourage all students, regardless of age and experience, the love of dance. The best way to foster this is by correct class placement.

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### DROPPING OFF AND PICKING UP:

Dancers are not allowed to stand outside the building waiting for a ride. Small children need to be escorted to and from the studio. Please do not encourage your child to find you in the parking lot. This is for your child's safety.

Please do not arrive more than 10 minutes early to class. The studio will be considered open 10 minutes before the first class of the day. The door will remain locked until that time. During the first few weeks of class, we will offer earlier hours to accommodate those who need dancewear items.

Before class begins, dancers need to be dressed appropriately with their dance shoes on. Please use the bathroom BEFORE you arrive to class or BEFORE class begins, as bathroom trips are very disruptive and seem to be "contagious".

Dance Factory is not a daycare. We do not want to be responsible for dancers who arrive too early or are not picked up on time. If you have arrived early, your child must wait in the dressing room, preparing for class. If you continually pick your child up late from class, you will be charged an extra fee. We have to transition quickly from one class to the next. This is difficult when we have children waiting for their parents to arrive.

### KEEPING YOU INFORMED

Full class schedules are located on our website at [www.dancefactorymo.com](http://www.dancefactorymo.com) and also on Facebook, and in the studio dressing room and office. If you are unsure about any times, dates, events; simply check any of the above options. We will also post important news on the board in the dressing room.

Dance Factory works very hard to keep you informed and provide plenty of advance notice about important dates. As the season progresses, additional information will be posted, sent home and/or emailed.

The Dance Factory staff will send home many notes throughout the year, this information will also be sent via email. Email allows the staff to keep you informed of important dates and new information so it can be stored on your home computer. Monthly updates are sent out to help remind you about events, due dates, etc. We highly recommend receiving information this way. When filling out your registration form, please indicate your email address, and check your email each week.

Please make it a priority to keep updated with the latest information.