DANCE STRONG DANCE ACADEMY

8008 MILLCREEK PKWY

LEVITTOWN, PA 19054

POLICIES AND REGULATIONS

The following policies and regulations are intended to make the studio safe, enjoyable and as pleasant as possible for the students and their families while permitting management and teachers to operate in an efficient manner. These policies and regulations are applicable to all students and their families and may change periodically if circumstances warrant.

Tuition Payments

Due on the 1st of the month. Failure to provide payment by the 5th of the month will result in a $15 late fee. Payments may be made in person with a credit card, check, or cash. Holidays are not prorated. Some months have 5 sessions and some have 3, they do average out. In any case it does not match up you are welcome to come to an extra class. Any returned check will result in a $25.00 service charge.

Holidays we are off:

Labor Day, Thanksgiving Break, Christmas break, Spring break, Memorial Day Weekend.

No discounts or prorated options will be given for scheduled days off, holidays, illness, family events, or school functions. Prorates will only apply to joining a class. (Example if a student joins a class on the third meeting of that month, payment will be prorated for the final 2 meetings) For insufficient or neglected payments, student participation may be suspended until account is settled. All tuition , recital, costume and other payments are **non-transferrable** and **non-refundable**.

Withdrawal from Program

There is a two month minimum for all classes. (Student may exchange current class with another class within this time frame. Decision must be made 2 weeks before the third month of classes begins.) A two week notice is required to discontinue any classes. Withdrawal must bemade known to the office staff. To withdrawal from class a parent or adult must: Inform thestudio in person or by phone.

Liability Waiver

Students should be physically fit to participate in the desired program. Use of the studio shall be undertaken at the sole risk of the parent and student. The studio shall not be liable to parent for claims, demands, injuries, and loss of property or acts of negligence.

Release

Parent or guardian gives permission for images of students captured during regular or special activities through video, photo, or digital camera to be used solely for the purpose of promotional material and publications for the studio and waive rights of compensation of ownership thereto.

Tardiness

Students, who are tardy or come late to class, may be required to make up classes. A minimum attendance level is required. If a student misses more than four classes without an official notice, student may require private lesson(s) in order to make up at an extra class and be able to participate in the end of the year recital.

Attendance

Attendance is very important. When a student misses class it does not only effect that student, but it also effects all the other students in the class. If a student misses a class it is up to the student to find out what they missed. Teachers cannot reteach a lesson that has already been taught. If attendance becomes an issue, that student may not be allowed to dance in the recital. If a student needs to miss a class please call the studio and let us know so the teacher is aware of the absence. The studio numbers is 215-547-1120.

Students behavior

At all times students are to be respectful and courteous to all teachers, staff members and especially fellow students. Bullying and any other types of unkindness expressed towards another student WILL NOT be tolerated at all. Student may be dismissed from the program if this becomes an issue.

Placement of student

Student placement is decided by the teachers. There are many factors that are taken into account when placing students into the proper classes. Some of them are, current age, previous training, previous styles of dance studied and maturity of the student.

Dress Code

We have decided to implement a mandatory dress code this year. The dress code will be fully listed on another page you will receive in your packet. The reasons for a dress code are simple. First, it is to institute discipline and structure in all students. Secondly, it helps the teachers when it comes to teaching and seeing correct body placement to insure all movements are being done correctly. Finally, when teaching choreography it is easier for the teachers to see the lines and formations better. Please be respectful and adhere to the dress code. Students will be put on a three strike system. First time out of dress code a warning will be issued. Second time out of dress code will result in student sitting in class. Third time student will be asked to leave the class.

Parents Responsibility

It is the responsibility of the parent/guardian to be aware of all studio activities, such as observation days, recitals, extra classes, important days, and dates the studio is open or closed. Dance Strong Dance Academy will post notices and information through the online website, facebook fan page, emails, inside the facility, as well as sending home notes with the students. It is the parent’s responsibility to check with the studio office or the Dance Strong Dance Academy's website to ensure they are informed. It is also the parent’s responsibility to inform us of any email address, home address or telephone number change. Also, if you are not receiving emails you must contact the office.

Parent Viewing

There will be a parent visitation twice a year. This allows for parents to see their child’s progress. We ask that each student have no more than 2 parents attend the visitation as the room can become overcrowded and harder for the students to dance in.

Dropping off and Picking up

Students should not be dropped off more than 15 minutes prior to their class time. We also ask that all students are picked up on time unless arrangements have been made with the studio.

By signing this document you certify that you have read and understand not only the financial obligations but also the studio policies. This agreement will become legally binding when signed.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DSDA Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_