



- Academy of Dance -

## Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code:  
Ballet: Leotard, pink tights, dance skirt or shorts (no running shorts)  
Tap/Jazz/ Contemporary: dance top or leotard, dance pants or dance shorts  
Hip Hop: dance wear, or sweat pants and t-shirt or dance top  
**SHOES:** Ballet shoes can be leather or canvas. Jazz shoes and tap shoes should be black. Tappers above the age of 6 should have lace up tap shoes. Jazz shoes/boots, or sneakers may be used for Hip Hop. Dancers may wear contemporary dance shoes (half sole shoes or foot undeez) or go bare-footed for Contemporary class.
2. We ask that if your child is going to be late or absent from class that you please call or text the instructor before the designated class time. As we approach the End Of the Year Performance attendance in every class is imperative! \*\* Please note that tuition price does not change in regard to missed classes by the student.
3. All students are encouraged not to leave the room once class has begun. **Please allow for appropriate restroom use prior to class.** Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence.
5. School age children and teens: *please practice respect.* Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office were the parents will be notified if not on the premises.
7. Only students with a pre-existing sickness/injury are allowed to observe class. **The parents must notify the office if a student is to observe class.**
8. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time. We do however **ENCOURAGE** students to bring friends interested in taking dance to come observe a class. Help us GROW!
9. PLEASE help us keep our studio clean so that it is a great learning environment for everyone!

# Payment Information

**Acceptable Payments:** All major credit cards (in studio or online via our website), checks made payable to Dance Designs, or cash

Note: Checks made out for private lessons or choreography should be made out to the teacher personally.

**Payments are due the FIRST of every month.** If payment is more than a week late, there will be a \$15.00 fee added to that month's tuition. Checks can be dropped in the tuition box in the lobby. We ask that if you pay in cash that you give it to a teacher personally.

**Other fees:** There is a \$40.00 recital fee that is due at registration or during the first month of classes. If you are registering more than one child, each subsequent child's recital fee is \$25.00. Costumes for the End of the Year Performance will be ordered by November. Students' costumes must be paid for before they are ordered. Costume prices typically range in price from \$65.00-\$95.00. A different costume will be ordered for each class.

**\*\*\* Parents/responsible party must agree to signing SEMESTER CONTRACTS. This states that even if a student does not complete an entire semester, the responsible party is held accountable to paying for the months not completed in the semester. The fall semester is September- December and the the spring semester is January- May. Contracts for the spring semester will be given out at after Christmas.**

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## MAKE-UP CLASSES

If classes any classes are missed due to inclement weather a make-class will be scheduled. The added class may be toward the end of the semester and will be on a Friday or a Saturday. If any dance day is missed because of a national holiday that class will not be made up. There will be extra classes that will be added throughout the year that will be needs based and will not be of any extra cost.

**\*\* NOTE:** As a studio we will follow the Spartanburg School District 6 holiday and cancelation schedule.

## SOCIAL MEDIA

Since we now have a new location we want to get the word out there about Dance Designs and what we offer for our dancers. YOU can help us by spreading the word, pictures, good experiences, etc. on your Facebook, Twitter, Instagram, Snapchat feeds and any other means of social media! Also please LIKE our Facebook page so you can keep up with all of our upcoming events, reminders, pictures etc.