

# OC DANCE STUDIO Policy & Procedures

## **KIDS UNIFORMS:**

**TOPS:**               GIRLS - LEOTARDS COLORS BLACK OR PINK  
                              BOYS - JERSEY T-SHIRTS COLORS BLACK OR WHITE

**BOTTOMS:**         GIRLS - PLAIN SKIRTS COLORS BLACK OR PINK  
                              BOYS - BLACK SWEAT PANTS OR JERSEY SHORTS

**SHOES:**             BOYS AND GIRLS - BALLET SLEEPERS FOR BALLET, TENNIS SHOES FOR HIP HOP, TAP SHOES FOR TAP DANCING CLASSES AND JAZZ SHOES FOR ALL OTHER DANCING STYLES. **INTERMEDIATE DANCERS AND COMPETITION FEMALE STUDENTS:** BALLROOM DANCING PUFFS WITH HEELS NOT TO EXCEED 1 ½". Please do not send kids with BOOTS or any other kind of footwear that is not on this list.

## **ATTENTION!!!!**

**All Tuition payments are due on the 1<sup>st</sup> of each calendar month. There will be a \$15 late fee for payments received after that and \$25 late fee to payments received after the 15<sup>th</sup>. NO EXCEPTIONS! Late fee policies are strictly enforced and we appreciate your cooperation and understanding.**

**Withdrawals & Refunds: One month written notice from the first week of the previous month is required to discontinue any classes.** Withdrawals must be done in person and will not be accepted over the phone or Email. Withdrawal must be done at the school's (OC DANCE STUDIO) face to face with either management or owner. Withdrawals must occur within the first 15 days of the month.

**To withdraw from classes a parent or adult student must:**

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office

All credit card charges will stop after the one-month notice period. **OC DANCE STUDIO reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.**

**Extreme Weather or Unexpected Interruption of Classes:** If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

**Substitutions:** The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

**Dress Code:** Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back. **Hair in all of the Ballet Classes have to be up in a bun or pony tails off face area. Short hair has to be back.**

**Attendance and Tardiness:** The school reserves the rights to have students who come more than 5 minutes late to class, sit out the class. Repeated tardiness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. \_\_\_\_\_(initials)

**ATTENTION!!!!:**

**Care of Students:** The school is not responsible for providing before or after class care for students thus a \$20 BABYSITTING FEE WILL BE CHARGED IN 15 MINUTES INCREMENTS TO PARENTS OR FAMILIES WHO LEAVE THEIR CHILDREN OF ANY AGE at our premises for more than 10 minutes (before or after classes) without guardian's supervision during no class times.

**CLASS OBSERVATION:** In an effort to continue to improve our kids' classes, we are asking parents, relatives, siblings and friends to avoid remaining in the premises during the kids' classes as much as possible.

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We are asking parents and guardians to drop off their students and return at the end of the classes whenever possible and simply rely on teachers and staff for the caring of the kids during classes. Please make sure kids use the bathrooms on every visit before class starts. If you choose to remain at the premises during ongoing classes, we ask you to observe the NON CONTACT ZONES (demarked on site) and refrain from using distracting noisiness such as cell phone conversations, crying and/or screaming siblings, relatives or friends and please use the bathrooms during class intermissions whenever possible.

**Refunds and makeup classes:** There are no refunds for costume fees, unused classes nor enrollment fees.

**Because of small classes, high quality of teachers and hourly package system, there will be no makeup classes at all.** There will be no makeup classes the day of performing or recitals either although we do offer same day rehearsals to performers only. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

We are not responsible if your child needs to use the restroom and you are not present to take them. Kids must be potty trained in order to be enrolled at OCDS programs. **PLEASE MAKE SURE KIDS USE BATHROOM BEFORE CLASSES.**

**Injuries:** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

**Returned Checks:** A \$25 fee will be charged to any NSF checks and \$35 for all subsequent incidents. OC DANCE STUDIO reserves the rights to refuse personal checks from any client at any time for any reason.

**Miscellaneous:** Parents and adult students are to be aware that the school promotes healthy body image among the students. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.

**Rules in dance classes:** No talking, face painting, jewelry, gum chewing, eating or drinking (except water) are allowed in the class room. Students must be on time. **Class schedule is subject to change without notice. There are no prorating option for months with holidays. By the same rule, studio does not charge extra for 5-week months.**

**NO OUTSIDE FOOD OR DRINKS ALLOWED IN THE DANCE FLOOR AREAS.** We have snacks for sale for your convenience and we provide water AT NO COST to ALL our guests and students. Any other food or beverage whenever spilled may cause damage and or risk to the well maintenance and safety of our dance floor areas.

**GUESTS AND RELATIVES USAGE OF STUDIO PREMISES:** All students who are not attending to the classes and all guests and relatives must use indoor voices and remain OFF the dance floor areas at all times during classes (private and group) unless when needed to visit the restroom areas which should then happen without causing distraction and interruption to any of the classes in progress. We ask for parents' cooperation by entertaining all "unhappy" children outside of the studio premises in order to avoid distracting and uncomfortable noises (yelling, screaming, and crying) during the dancing classes. Please exit the studio if you must use CELL PHONES and vibration or silent mode during classes

**By signing the NEW STUDENT REGISTRATION FORM, you are confirming and agreeing to all terms and conditions on this form. We reserve the rights to refuse services to anyone not in agreement with studio policy and procedures.**



**WE KNOW YOU HAVE CHOICES & WE APPRECIATE YOUR BUSINESS 😊**