

Studio Policies

Registration

There is an annual, non-refundable registration fee of \$25 per dancer. This registration fee is due at the time of registration and runs year-round. The registration fee is to secure your dancer's spot in their class. This one time fee is non-refundable, regardless if the dancer drops out of class.

Tuition

Payment for tuition is due at the time of registration and the first day of the following month. If you are enrolling your child in a recurring monthly class, you must agree to the auto debit policy. This will allow THE DANCE LOFT to charge your card for tuition payment and other necessary fees. We will always alert you if there is an additional fee being charged. If payment is declined, there will be a \$5.00 processing fee. Families have until 15 days after the due date to resolve any payment issues. After the 15 days, there will be a \$25 late payment fee added to your account. There is a \$25.00 returned check charge for any checks returned by the bank. THE DANCE LOFT is a year-round program with a monthly tuition based on an average of four classes per month with all holidays and scheduled closings taken into account. If there are five weeks in a month, we do not increase tuition, if there are three, we do not give credit.

Refund/Credit Policy/Withdraw

THE DANCE LOFT does not issue refunds for any tuition, fees, or credit balances on accounts.

If you choose to withdraw your child, you must submit a verbal or emailed statement at least 2 weeks prior to the next monthly payment. If submission of withdrawal is not received before the two weeks you will be charged for the following month. If, for any reason, a dancer withdraws from class with a credit on their account, a refund will not be issued and the credit cannot be transferred to another family's account.

Make Up Classes/Inclement Weather/Building Problems

THE DANCE LOFT will only allow make-up classes for inclement weather/building problems for all group classes. Building problems include loss of electricity/heat issues due to extreme weather are out of our control. Students must be currently enrolled in classes to take advantage of a make-up class. Make-up classes will be held on a Saturday afternoon. Make-up classes DO NOT include missed classes due to a holiday, vacation, illness, or any other personal reason. You will be notified by your teacher when/if a make-up class is necessary. We WILL NOT reimburse for these classes, so please make sure you attend a make-up class. Announcements for closing due to inclement weather will be made on our Facebook page and via email by 10:00am. We will typically follow Monroe Public School closings due to inclement weather for the safety of our students and staff.

Drop off/Pick up Policy

The first week of each session, parents are able to walk their child up and stay in the lobby. After the first week, for ALL children 7+ years, we will have a staff member at the door and at

the top of the stairs for drop off and pick up. With our space being shared, we want to prevent as much traffic and noise as possible to respect the other businesses. We encourage parents to discuss this policy with their child with what to expect. THE DANCE LOFT can assure each child's safety, and no child will be left to walk to the pick up door or leave the building without guidance of a staff member. Staff members will need to have a visual of the parent/guardian who is responsible for picking up. Please list all possible family members for emergency contacts upon registration. IF SOMEONE OTHER THAN THE LISTED PARENT/GUARDIAN IS PICKING UP, PLEASE NOTIFY A STAFF MEMBER ASAP WITH CONTACT INFORMATION. We appreciate your cooperation.

Lobby Use/Class Observation

Our lobby is a shared space with other businesses. We ask that if possible, parents only drop off and pick up their child. If a parent must stay, please be respectful of the lobby and surrounding businesses. The last week of each month, we will allow ONE parent or guardian (siblings do not count) to observe the last 10 minutes of class. Please keep in mind, after each 8 week session there will be a performance for all families. We highly encourage waiting until each performance to bring other family members.

Dress Code

Dance requires proper attire and equipment in order for each dancer to be successful. Proper attire allows instructors to view how the dancer is using their muscles, and allows for corrections to be given properly. It also ensures the safety of each dancer. Dancers must be in proper attire to participate in class. Each class will have proper attire listed once registered. If a family has issues obtaining the proper attire for their student, please contact a staff member so they can do their best to make sure your child is ready for class. Dance attire can be purchased at your local consignment shops, online, or at a dance store. NO GUM is allowed in any class.

Food/Drink

Please do not bring candy, gum, pop, or juice into the studio. Only water is allowed in the studios. If a child has a medical need that requires anything listed above, please contact a staff member so we can accommodate. Dancer's are allowed to bring fruit, crackers, or any type of healthy snack in a container to the studio. Students are responsible for proper disposal of items. Students MUST NOT share any food with another dancer. THE DANCE LOFT will have water and healthy snacks available for purchase. Cash Only.