

FULLER RHYTHM STUDIO - Students Program Policies & Procedures

Registration & Medical Forms

A non-refundable registration fee is required yearly at time of registration plus 1st month tuition payment to reserve class space. All students must fill out a registration form COMPLETELY online. Each family will have an online portal and each student (children and adults) will have their own profile. These profiles must be kept current at all times by the parent/guardian. Please contact us if you need your online portal information sent to you at mail@fullerrhythm.com.

Tuition & Fees

Dance Season (Fall/Spring) Tuition & Fees: The dance season runs Fall through Spring. Tuition is due on the 1st of each month. Tuition remains the same whether the month is long (5 weeks) or short (2 weeks) and regardless of absences. Tuition has been calculated for the whole dance season and divided into monthly payments. Studio season is 10 months. Daycare program is 9 months.

Autopay: All students in our regular dance season should use the Autopay system to pay tuition. Tuition will be deducted from your bank/credit account between the 1st-5th business day of each month during dance season.

Spring Tuition & Fees: Spring season is a 6-8 week session. Tuition and fees are due upon enrollment. No refunds.

Summer Tuition & Fees: Spring season is a 6-8 week session. Tuition and fees are due upon enrollment. No refunds.

Summer Camps and Workshops Tuition & Fees: Summer program includes camps and workshops. Tuition and fees are due upon enrollment. No refunds.

Private Lessons/Solos: Private lessons and solo rehearsals are available to any student. Reservations must be made through the studio to schedule. Cancellations must be made 24 hours in advance or you will be charged for the lesson. Requests may be made by contacting mail@fullerrhythm.com

Statement: You will receive an electronic statement only for returned auto-payments, late tuition or unpaid fee balances.

Late Fees: NSF/Decline: If payment is returned for NSF or declined, your account will be assessed a \$25 reprocessing fee. Recurring declined cards will be subject to a Cash Only or Cashiers Check basis. A Late fee of \$25 assessed after the 10th of each month for each offense. Your account will also be assessed any charges made by your bank or credit account for non-payment.

Class Discounts: Students will receive a discount for each multiple class they register within each program. Note: We have a student program, daycare program, adult program, spring program, summer program. Discounts only apply if the classes are within one program.

Family Discounts: Families with multiple students may receive a family discount. The first student with the lowest tuition is at regular rate. Each student after the first will receive a 10% discount. The first student is determined as the student with the highest amount of tuition. Immediate family consists of parents and their legal children. Note: We have a student program, daycare program, adult program, spring program, summer program. Discounts only apply if the classes are within one program.

Withdrawals and Refunds: There is a 30 day minimum withdrawal notice required for all classes. All withdrawal requests must be made to mail@fullerrhythm.com (verbal and phone calls are not accepted).

Confirmation of withdrawals by Fuller Rhythm Studio are issued within 7 business days of receipt. Withdrawals will occur after the first full month after the 30 day notice is received. (example: Request made Jan 15 will require full payment for January and February).

THERE ARE NO REFUNDS after enrollment is accepted. Fuller Rhythm Studio reserves the right to terminate lessons to any student without notice.

Class Attire Guidelines

Students should be prepared for class with appropriate dance wear and shoes. Please refer to your online Studio Dress Code for attire requirements for each class. Dance wear / shoes / gear may be ordered on our online "Storefront" preferred vendor. More information can be found on our website www.fullerrhythm.com on the Dress Code page. Please note ordering from our Storefront supports our studio and programs.

Failure to wear required dance wear could result in student being asked to sit out of class. Repeated failure to wear required dance wear could result in termination of lessons. Hair must be pulled back and secured out of the dancer's face and preferably off their neck. Hair accessories are not encouraged. Warmups may only be worn by teacher permission. Students are not allowed to wear jeans or street shoes to any class. Jewelry must be removed before entering class.

Class Code of Conduct

Students and parents will dress and conduct themselves in an appropriate manner while at Fuller Rhythm Studio or at any sponsored event/performance. We will teach each student to work hard and seek to encourage each other. Politeness and courtesy are highly valued. Proper respect for the staff and fellow students is expected of all students, parents and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on site and at studio functions. The studio reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance or conduct is found to be unsatisfactory. Any student or parent/guardian who disrupts class or approaches a teacher, staff member, another student or parent/guardian with the intent to disrupt, cause dissent or contravene the policies and procedures of Fuller Rhythm Studio will be dismissed immediately. Parents wishing to speak to an instructor or the owner should email mail@fullerrhythm.com.

Attendance

Punctuality and consistent attendance are vital to a student's success. If a student is more than 10 minutes late to class, they may be asked to sit out of class. Absences resulting from illness, injury or vacations will be excused. You are allowed 3 make ups that must be done by February 28. Please email mail@fullerrhythm.com if your dancer is going to be absent, and to schedule your make up class. There are no refunds or credits for missed classes.

Insurance

Fuller Rhythm Studio does not carry medical insurance for its students. It is required that all dance students be covered by their own family's insurance policies, and if injury occurs, it is understood that the student's own policy is your only source of reimbursement.

Recital/Costumes

Spring Recital will be held in May or June. Please refer to our Recital page on our website for details and deadline dates for the recital. Almost all classes will have a minimum of one dance in the Recital. Please check with your teacher. Classes may be combined for recital medleys.

Recital Fee: Recital fee is non-refundable and will be processed through auto-pay on the due date. We assume all dancers from "recital classes" will be participating. If your dancer is not participating, it is mandatory to email that request by October 15 to mail@fullerrhythm.com. The Recital fee is separate from

your costume fee and goes to pay for space rental, printing, insurance, props, backdrops, technicians/teachers pay.

Costume Fee: Costumes will be ordered online through our online Storefront preferred vendor accessible through our website - www.fullerrhythm.com on the Dress Code page. In some instances, teachers may have accessories air other costume needs and will inform you. We do our best to limit one costume per class even if the dancer may be doing multiple dances if possible. Additional purchase of tights and accessories may be required. It is important to purchase shoes within the dress code to ensure the correct color for the Recital and performances.

General Studio Policies

Care of Students: Fuller Rhythm Studio is not responsible for providing before or after class care for students. Small children should be taken to the bathroom prior to class to help minimize frequent "potty breaks". Please do not be late picking up your student, particularly after the last class of the evening. Late pick up fees will be charged at \$5.00 per 5 minutes payable to the teacher at the time of pickup.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property from activity conducted by the student before, during and after class time.

Student Pick Up/Drop Off: NO PARKING, IDLING, or DROPPING STUDENTS OFF AT THE CURB. This is for their safety and the safety of others. Please respect our policies and park in a designated parking space.

Waiting Area: The waiting area is for your convenience. Please pick up and clean up after your children, guest, and yourself. Siblings are always welcome but must remain quiet and safe at all times. Absolutely no running or yelling in the hallways or space.

Food & Drink: Food and drinks are to be kept in waiting area only. Dancers are asked to bring their own water bottle to class. Water ONLY allowed in classrooms in closed lid type container/bottles.

Restrooms: Restrooms are not to be used to change for class. Dancer should come to class dressed. Do not throw away dirty diapers in the bathrooms. There is a dumpster outside for disposal at the end of the complex.

Photo & Video Release

The studio is hereby granted permission to take photographs and video of the students to use in brochures, web sites, advertisements and other promotional material the studio creates. Permission is also granted for Fuller Rhythm Studio to copyright such photographs in its name.

Parent Observation

Parent Observation Week is held in December. Your teacher will send date of Observation class to your student. Classes are closed to the public all other times of the year. Parents may observe on scheduled observation days. We hope to have video observation screens available soon.

Class Cancellation Policy

A substitute instructor may replace the original instructor in cases of their absence. If a class has to be cancelled, the class will be notified by telephone and/or email of the makeup day, if necessary. These days may be on a Saturday or another day of the week.

Snow Policy: We follow Northwest ISD regarding inclement weather closings. You will be notified VIA EMAIL, website, Facebook and Twitter. Studio may not make up classes due to weather or emergencies.

Make-up Classes: We will notify you of makeup class (which may be on a Saturday or another day of the week). Class make-ups due to studio cancellations will be posted on the bulletin board and sent via email. Classes cancelled due to weather or emergencies may not have makeup dates. We will review each one case by case.

Teacher Conferences/Questions

DO NOT delay teachers between their classes. Please leave a note for for the instructors or email mail@fullerrhythm.com.

Terms & Conditions

Fuller Rhythm Studio reserves the right to change days and/or times of classes as needed. If a class has less than minimum stated students registered, we reserve the right to move them to a comparable class or otherwise terminate the class.

Discipline Policy

Fuller Rhythm Studio strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed: 1) The instructor will talk with the student about their behavior 2) The Parent/Guardian of the student will be called and informed of the student's behavior 3) The owner of the Studio will be notified and the student will be suspended from class for one week 4) The owner will be notified and the student will be expelled from all classes for the remainder of the year. Depending on the severity of the infraction, Fuller Rhythm Studio reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be removed from class no credit or refund will be given.

Communication with Dance Families

Fuller Rhythm Studio uses email, Facebook, Twitter, and studio bulletin boards as our main source of communication with our families. Please make sure that you are receiving studio emails. If you are not receiving then please contact the us to ensure that we have the correct email address on file. Also check your SPAM folder and accept mail@fullerrhythm.com as a safe email to receive. Please make sure this number is a text accepting number to receive texts. It is the parent's responsibility to be aware of all dates and events.