



NAACH HOUSTON INC

BOLLYWOOD DANCE & FITNESS

2311 Williams Trace Blvd, Sugar land, Texas 77478

Naach Houston Student Policy Guidebook 2025-26

All the policies outlined here are created in the best interests of the student to create the best learning environment at the Naach Houston dance studio.

We create a positive & safe for all our students to develop meaningful friendships, nurture a positive self image, cooperation through team building in dance.

Dance program

Levels: to evaluate the skill level of students and place them in a class appropriate for their growth

All new students will be evaluated and placed in an appropriate age group based on their current skill level- Elementary, Intermediate & advanced level

Duration: Class duration is 60 minutes. *except kids 45 minutes

Attendance: Attending all classes is highly encouraged.

Absence: If a student will be missing a class, he or she is requested to send an email in advance to notify us to naachhouston@gmail.com.

Missed Classes: At The end of each class a video of the dance taught and an instructional video with counts. Naach Post Class Learning (N.P.C.L.)

The purpose is to help the students review the movement and become aware of their dance, for self improvement and helps parents see their Kids progress

Missed class students are required to come 15 minutes early to the next class and will be helped to learn the choreography.

During performance Quarter: Students are requiring being available to attend all classes so we can prepare them well for the performance; it contributes greatly to developing their confidence.

Dance Class Attire:

Bottoms: Stretch/Gym pants/tights/yoga pants

Top: Comfortable yet fitted t-shirt/vest/leotard

Footwear: Bare feet /cotton socks preferably

Hair: Neatly tied back away from face.

What to Bring to Class: Students should carry a water bottle to class

Learning resources: At the end of each class a video is recorded and emailed to all the students, videos are not a substitute for attending class.

Cell Phones: to be kept on silent mode and only checked during break time for emergency

Pick Up Policy: Children and teens should be picked up by their parent/guardian at the end of class

Parents, Family & Friends Policy: Parents, family and friends are requested to drop their kids in class and return 15 minutes prior to class end , so they can view the choreography learnt by the Group.

If Parents are seated in studio during class you are required to maintain silence.

No phone calls to be answered in class (you can take the call by exiting the studio – so you do not disturb the kids in class.)

Using Naach Choreography: Students are requested to seek written permission from their instructor if he or she would like to replicate in part or whole the exercise and/or dance routines learned in the dance class

In-Class Presentation: in non-performance quarters, there will be a 10 minute in-class Presentation in the studio at the end of the last class. All students are allowed to record the in class presentation and you may invite friends and family to watch your dance performance.

Level Promotions: Company instructor reserve the right to promote the students from one level to another level based on the student's growth.

Class etiquette: Students are required to be attentive and not talk during class, if a student requires clarification, they should ask the instructor and not disturb other students.

Language: Students required being kind and speaking in a gentle tone of voice to one another.

Tuition: All fees are to be paid in advance, prior to the commencement of each consecutive term.

The online system will automatically charge your account after you have attended the first class.

Late Fee: Full Tuition is to be paid at the first class of every term, a \$10 late fee will be charged, past the first week. If the fees are not cleared before the commencement of the second week, the Student will not be allowed to attend class.

Costume Rental Fee for performance term: A costume rental fee is included in the performance term, apart from the rental fee a costume deposit check is required which is returned on the return of the clean costumes by the students, post show (a date for return is assigned prior to the event) failure to return the clean costumes on assigned date will result in a \$25 fine.

Parent Participation: We encourage parents to attend the last 15 minutes of their kid's class once monthly, to see the progress of their child.

Refund: All cancellation notices are to be provided in writing by sending us an email.

A full refund will be issued if the cancellation request is made 7 calendar days prior to class start date.

A \$15 cancellation fee plus the cc handling fee will be charged if the cancellation request has been made **4 days prior to commencement of course**

After attending the 1st class or being absent without a written notification via email 24 hrs prior

to class there will be no refunds

Waiver: The studio has professional Dance floor installed to ensure the safety of our students. We guide our students in the correct technique in dance and the teachers & the studio will not be held responsible.