



NAACH HOUSTON INC

BOLLYWOOD DANCE THEATRE

2311 Williams Trace Blvd, Sugar land, Texas 77478

Student Policy Guidebook 2026–2027

Our Commitment

All policies outlined in this guide are created in the best interests of our students and to foster the most effective learning environment at Naach Houston Dance Studio.

We strive to create a **positive, safe, and supportive space** where students can:

- Develop meaningful friendships
- Build a positive self-image
- Learn cooperation through teamwork in dance
- Grow artistically and confidently

Dance Program Structure

Levels

Students are evaluated to ensure placement in a class appropriate for their growth and development.

Levels include:

- Elementary
- Intermediate
- Advanced

All new students will be evaluated and placed in an age group based on current skill level.

Class Duration

- Standard Classes: **60 minutes**
- Kids Classes: **45 minutes**

Attendance Policy

Attendance

Regular attendance is strongly encouraged to support consistent growth and confidence.

Absences

If a student will miss a class, notification must be sent in advance via email to:

naachhouston@gmail.com

Missed Classes & Learning Support

At the end of each class:

- A video of the choreography taught is recorded
- An instructional breakdown video with counts is shared

This system is called:

(N.P.C.L.)Naach Post Class Learning

Purpose:

- Helps students review movements
- Encourages self-improvement
- Allows parents to observe progress

Videos are **not a substitute** for attending class.

Students who miss class must:

- Email in advance to inform absence and
- Arrive **15 minutes early** to the next class to catch up

Performance Quarter Expectations

During performance terms:

- Students are required to attend all classes
- Consistent attendance contributes significantly to stage confidence and preparation

Dress Code

Dance Class Attire

Bottoms:

- Stretch/gym pants
- Tights
- Yoga pants

Top:

- Comfortable, fitted t-shirt
- Vest
- Leotard

Footwear:

- Bare feet (preferred)
- Cotton socks

Hair:

- Neatly tied back and away from face

What to Bring

- Water bottle

Studio Policies

Cell Phones

- Must be kept on silent mode
- Checked only during break time (emergencies only)

Pick-Up Policy

Children and teens must be picked up promptly by a parent/guardian at the end of class.

Parents, Family & Friends Policy

- Drop students at class start
- Return **15 minutes prior to class end** to view choreography

If seated inside the studio during class:

- Maintain silence
- No phone calls inside studio
- Exit studio to take calls
- Avoid distracting students

Use of Naach Choreography

Students must obtain **written permission** from the instructor before replicating, performing, or teaching any choreography (in part or whole) learned at Naach Houston.

In-Class Presentation

During non-performance quarters:

- A 10-minute in-class presentation will be held at the end of the final class
- Students may record the presentation
- Friends and family are welcome to attend

Level Promotions

The company instructor reserves the right to promote students based on demonstrated growth, technique, and readiness.

Class Etiquette

Students are expected to:

- Be attentive during instruction
- Refrain from talking during class
- Ask the instructor (not peers) for clarification
- Avoid disturbing others

Language & Conduct

Students must:

- Speak kindly
- Use a gentle tone
- Show respect to peers and instructors

Tuition & Fees

Tuition Policy

- All fees must be paid in advance before each term begins
- The online system will automatically charge your account after the first class attendance

Late Fee Policy

- Full tuition is due at the first class of each term
- A **\$10 late fee** applies after the first week
- If fees are unpaid by the start of the second week, the student will not be permitted to attend class

Performance Term Fees

Costume Rental Fee

- Included in performance term tuition

Costume Deposit

- Deposit check required
- Returned upon clean costume return
- Return date assigned prior to event

Failure to return costume on assigned date:

- **\$25 fine**

Parent Participation

Parents are encouraged to attend the **last 15 minutes once monthly** to observe their child's progress.

Refund Policy

All cancellations must be submitted in writing via email.

Refund Terms:

- **Full refund:** Cancellation made 7 calendar days before class start date
- **\$15 cancellation fee + credit card processing fee:** Cancellation made 4 days prior to course start
- **No refund:**
 - After attending the first class
 - Absent without written notification 24 hours prior

Waiver & Liability

Naach Houston studio has a professional dance floor installed for student safety.

Students are instructed in proper dance technique.

However, the instructors and studio are not responsible for injuries incurred during participation.
