



Naach Houston Student Policy Guidebook

All the policies outlined here are created in the best interests of the student within the context of providing a great learning experience at our Dance studio.

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

Duration: Class duration is 60 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 to the instructor in advance. During performance quarters, if a student misses more than 2 classes, the student may not be allowed to participate in the showcase. Attending the last two classes before the performance is mandatory.

Missed Classes: Classes missed will not be made up, except those cancelled by the company. The company reserves the right to cancel a particular class or batch at its discretion.

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.

Naach Facebook Learning Group: We record the dance choreography every week and upload it on face book for learning purposes.

Parents require adding Naach Houston as a friend on FB so we can add you to the specific group in which you are enrolled for this term.

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

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.

Using Naach Choreography: Students will require 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 at other events, teaching it to friends/family, etc.

You acknowledge and announce the instructor and the dance company verbally at the event right before or after the performance.

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.

Promotion: Company instructors reserve the right to promote the students from one level to another level based on the student's growth, and their decision is final.

Program Management: Instructors, class sizes, class levels, rules and regulations are subject to change without prior notice and all decisions made by the company will be final and binding.

Cell phone: Students are required to put their cell phones on SILENT MODE during class.

Fees: All fees are to be paid in advance, prior to the commencement of each consecutive term, to avail of the online discounted rates

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

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.

Parent Participation: We encourage parents to attend the last 15 minutes of their kids 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 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 date to -naachhouston@gmail.com there will be no refund allowed.

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 are not responsible for any injury caused in the studio.