

**DPDS POLICY AND PROCEDURES**



Welcome to Dawson Prestige Dance Studio “DPDS”. We are a family-owned business that is dedicated to bringing quality and affordable dance instruction to the community. We believe in having fun through the expression of dance while bringing the “star quality” out of our students.

Our goal is to simply teach dance in a fun, positive, and safe environment. We provide a social and entertainment forum for people with diverse interests, backgrounds, and ages. We offer classes in Hip Hop/Lyrical/Contemporary, Beginner’s Ballet/Jazz, Creative Dance, Afro Jazz, and Zumba.

We appreciate you giving us the opportunity to share our passion and our dream to provide quality dance training at an affordable price.

Please subscribe to the accounts below to view pictures and videos of your child’s progress. Pictures will be posted on the Twitter account and videos will be posted on the You Tube account to share with your family and friends.

**TWITTER NAME**

**@dawsonprestige**

**YOU TUBE CHANNEL/EMAIL**

**dawsonprestigedancestudio@gmail.com**

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**Tuition:**

Tuition must be paid at the time of registration. The cost is $40 a month, and it is due the first of each month. If tuition is not received by the fifth of the month, a $10 late fee will be applied to the student’s account. There are no refunds for tuition. For your convenience, we accept cash, check, credit card, cash apps, and money orders. Please make checks and money orders payable to Dawson Prestige Dance Studio. There is a $25 charge for all returned checks. Anyone having a total of two (2) returned checks for insufficient funds will have to pay by cash, credit card, or money order.

For the Saturday 10 a.m. – 12 p.m. class, please note that students are receiving approximately eight hours of instruction a month, which is equivalent to two hours per class. All other dance studios offer between 30 minutes to one hour of instruction a week per class. Our price is a fraction of the cost compared to our competitors. Hence, our students receive double the hours of dance training and pay less.

**Registration and Waivers:**

Parents must complete the registration form and sign the liability waiver prior to their child’s participation in our dance program. If parents elect not to sign the Publicity Waiver, their child will not be photographed or videotaped, and parents will not receive video recording links of their child’s progress.

**Uniforms:**

For hip hop class video-recordings, students will wear black leggings and our uniform logo t-shirts. For all other dance class video-recordings, students will wear black leotards, red dance skirts, flesh-tone dance tights, and pink ballet slippers. Red dance skirts, flesh-tone tights, pink ballet slippers, black leotards, and logo t-shirts can be ordered at the studio. Students must have uniforms within two weeks of registration.

**Attendance:**

Because dance encompasses progressive learning, regular attendance is essential to a student’s development. Please let us know if your child is going to miss a class. This becomes especially important when we are preparing for performances, demonstrations, and recitals.

**Tardiness and Late Pick Up:**

It is very important that students come to class on time. This enables them to participate in the class warm up and prevent disruptions to the class by having to review missed choreography for late students.

Parents are required to pick up their children on time. There will be a $10.00 service fee for the first 10 minutes and a $5.00 service fee for every five minutes after that. This fee must be paid at the time of pick up.

**Class Cancellations:**

DPDS reserve the right to cancel any class for the year due to insufficient enrollment.

**Home Practice and Cuts:**

To ensure that the students feel confident about their performance, we ask parents to encourage them to rehearse choreography on a regular basis at home. Downloading the song list from iTunes is helpful. As we get closer to our recital date, regular class attendance is essential. Students can be cut from dance routines if they are frequently absent and/or do not know the choreography.

**Closing Your Account:**

Notification must be submitted to our Director, Tonya Dawson, in writing one month before the account is closed. If notification has not been given, billing will continue until the account is properly closed. As noted above, there are no refunds. Please remember class space has been reserved for each student.

**Recital Costumes:**

We will have three scheduled payment due dates to cover the cost of recital costumes and to ensure we receive costumes in a timely fashion. Orders are placed in February. Costumes typically include all accessories, but do not include dance tights or dance shoes. Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume payments. Alterations and repairs are the responsibility of the parent/student.

**Recital Tickets:**

To ensure that we have a well-attended dance recital and that associated expenses are covered, parents/students must pay for at least eight (8) tickets 60 days prior to the date of the scheduled performance. Dance recital tickets are $20 each.

**Studio Rules**

1. Treat our studio/home with respect. No touching walls, mirrors, electronics, etc.
2. No horse-playing or running around.
3. No profanity.
4. Respect the staff, the owners, and each other.
5. Follow directions the first time they are given to you.
6. All trash is to be thrown away in the trash container.
7. Bring your own water bottle and write your name on it.
8. No fighting will be tolerated. It is grounds for dismissal from the dance program.
9. No bullying.
10. No gum chewing.
11. You are responsible for your electronics and personal belongings.

**Referrals:**

Because this is currently an in-home dance studio, we are not advertising to the masses. Thus, we have to be selective in the people that we welcome to our studio. However, we welcome your referrals provided that they are honest, conscience, law abiding citizens. We want to safeguard the occupants of our home, our students, our parents, and our home itself. As an incentive for your referrals, we will provide you a $10 discount to one month’s tuition for each referral that registers and pays tuition. Please give us the name of your referral(s) so that you may receive your discount(s).

**Inclement Weather:**

When there is inclement weather, we will send texts/emails to let you know of our status. You may also contact us at 240-802-6519.

**Studio Closings:**

November 30 (Thanksgiving Holiday Weekend - No Classes)

December 28 (Winter Break – No Classes)

Spring Break