

Creative Steps Policies

Tuition Payment

1. Creative Steps School of Dance sends an invoice each month for the next month's tuition. This payment is a fixed monthly fee, and is not based on the number of classes per month. Tuition is due by the first of each month. **If payment is not received by the 10th of the month a \$20.00 late fee will be posted to your account. If an account is not current, the student cannot participate in class until the balance is brought current.** If classes are missed they can be made up in a class of like subject. Check with the office to see what class will serve your needs. Make up classes are the responsibility of the student, and will not be refunded.
2. Class tuition payments are due by the first of the month. Our mailing address is Creative Steps School of Dance, 20 Canal St. #212, Franklin, NH 03235. **Please mark all checks with the student's name (particularly if the student's last name is different from the last name on the check ie. grandparents).** Any cash payments must be paid in the office, and only with a receipt.

Year End Production Fees

3. We need to know by October 1st if your child will be participating in Creative Steps year-end production. If they will be participating there will be a \$35.00 per class costume deposit due October 15th with the remaining balance due mid-February. These payments are non-refundable as the costumes are custom made. Costumes run approximately \$70.00 per costume including tights. The year-end performance is strongly encouraged, but not mandatory. If you decide not to perform in any class, you will still be permitted to participate in the class for the rest of the year.

The year-end production will be in June. Date, time to be announced. Fall classes run from September through June.

Mandatory School Uniform

4. **3-5 Combo. Classes:** Black leotard (no skirt), pink tights, leather pink ballet slippers, black tie tap shoes, and hair in a bun.
5. **All Ballet Classes:** Black tank, or camisole leotard, ballet pink tights, split sole pink ballet slippers, and hair in a bun. Only level 4 teen classes will be permitted to wear ballet skirts, or warm-ups.
All level 2-4 Tap, Lyrical, & Jazz Classes: Black leotard any style, or cami sports top if modest, black or suntan tights, black jazz or dance pants, black split sole jazz shoes, black tap oxfords, and hair in a tight bun or pony tail. Shorts and sports pants will not be acceptable. This rule applies to all level 4 teen groups as well.

All Adult, Tumbling, & Hip Hop Classes: any comfortable dance attire of your choice, and appropriate dance shoes. Denim is not acceptable. No street shoes.

All Male Students: Black sport pants, black t-shirt, and appropriate dance shoes.

6. **No jewelry** is to be worn in class, with the exception of rings and small earrings.
7. Please **label all shoes** with the student's name, as *all shoes look alike*. Please do not allow dance shoes outside, so as to save their shoes, and the dance floor from damage.
8. Please bring a dance bag to class with shoes, extra sox, hair elastics, comb, hairpins, towel and water.

Things to Remember

9. **Absolutely no food or drink other than water in studios or waiting rooms. This includes coffee, soda etc. All food and drink must remain in café eating area. This applies to all students, parents, siblings and guests.**
10. Please hang all coats on coat racks. No street shoes in studio rooms.
11. Visitors will only be permitted to watch through observation windows to prevent distractions in class. Please do not gather around the doorway to the studios.
12. Classes do not follow the Winnisquam school district schedule. Snow cancellations will be called into the radio station – we cannot guarantee they will be announced. Call the school to listen to answering machine. **We will also post on our website and face book page. Canceled classes due to snow are the responsibility of the student and may be made up in a class of like subject.** If there is no class of like subject, or more than 2 classes are missed for any one class, class may be rescheduled. Please see the office if you are unsure about your class make-ups.
13. If anyone other than yourself has permission to transport your child to or from class please notify the office. If your child has to be excused from class early please let the instructor know.
14. Anyone in the waiting area, students, siblings, or friends, are not permitted outside the building at any time without an adult. We ask, for safety reasons, there be no playing at any time in the parking lot and that, while in the waiting area, noise be kept to a low level for the dancers, and the surrounding businesses. Dressing rooms and bathrooms will not be used as play areas, but only for their purpose. Please use only the dressing rooms for changing, and **not** the restroom.

