

# **Christine Proia's Dance Academy**

## **Studio Policies & Procedures**

- ✓ Students are asked to wear the appropriate dress code and come to class with the required shoes. Loose fitting clothes are not allowed. Denim is absolutely not allowed.
- ✓ Students are required to wear their hair pulled back in a bun for all Ballet classes and a ponytail for all other genres.
- ✓ Jewelry is not to be worn during classes.
- ✓ Shoes will not be allowed past the lobby area – students, staff, and parents alike. Please be prepared to remove your shoes and respect our request so that dirt doesn't track into our dance studios.
- ✓ The only food or drink that the dancers can bring into the dance studios is water. Absolutely NO food, coffee, Gatorade, gum, etc. is allowed in the dance studios.
- ✓ We are a peanut free facility.
- ✓ No cell phones are allowed in the dance studios. If you need to get in touch with your child, please call the office at (781) 231-4340.
- ✓ The studio will typically follow the Saugus school system when closing for inclement weather. Refunds are not given for weather related closings. Studio closings will be posted on our Facebook page.
- ✓ We ask that a PARENT call into the studio when a student is going to miss class or be late. Refunds are not given for missed classes due to illness, injuries, vacations or other personal conflicts.
- ✓ The Dance Academy will not be held responsible for any belongings left at the studio.
- ✓ A \$20 late fee will automatically be applied to any account not paid by the 7<sup>th</sup> of each month.
- ✓ Students will not be allowed to attend class if their account is 2 months in arrears.
- ✓ Mastercard and Visa are accepted with a 2.75% processing fee per transaction.
- ✓ Photos and video taping our dancers is strictly prohibited.
- ✓ Standing or sitting in the back hallways is strictly prohibited, as it is against fire code.
- ✓ If you are staying in our waiting room, we ask that you keep the noise level to a minimum while classes are going on, and that you pick up after yourself before leaving.
- ✓ We ask that parents drop off and pick up on time, especially after 6:00 at night.

I (we) have read and understand the policies and procedures at Christine Proia's Dance Academy.

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