

Studio Policies 2020/2021

General Policies

Time adjustments are made to classes based on 4 or fewer students in attendance

The Studio Director/Instructor has discretion to require that a student observe a lesson for appropriate reasons

Please be prompt in dropping off and picking up your student

For their safety, all students must be escorted into the studio before lessons and wait inside the studio to be picked up after lessons

Ensure your student is with an Instructor and in a lesson before leaving

No gum chewing in the studio at any time

Parents are responsible for monitoring all siblings not in lessons

5678 Dance Company and it's staff are not liable for any damage to or loss of personal property or valuables

Any choreography learned by a student is the sole property of the Studio and may not be copied or used for any activity outside of the Studio's scope. Permission must be granted by the Studio for any student to use Studio choreography at any venue where the member is not with the Studio or acting on behalf of the Studio

All imagery including, but not limited to, photographs and video recordings of a student is the sole property of the Studio and may be used at the discretion of the Studio for advertising/promotional purposes

NO person(s) allowed in the dance space without a 5678 instructor.

5678 Dance Company reserves the right to refuse service to anyone

Drop-outs: A \$250 fee applies to any student who drops out of 5678 Dance Company during the dance season, after October 1st, for instructor to re-choreograph and rearrange the routines and for the owner/Director to arrange fees.

Registration

A Registration Form must be completed for every student before enrolling in any lessons or participating in any trial classes

A registration fee of \$30 will be charged for every student

ALL class placements are solely at the discretion of the Instructor and/or Studio Director

Tuition Policy:

Studio tuition payments are non refundable & non transferable

Studio tuition payments are due on the 1st of each month for the upcoming month of classes

Studio tuition is considered late on the 5th of each month

The Account Holder is responsible for making tuition payments on time to avoid late fees & penalties

We greatly appreciate customers setting up payment before absences and vacations to avoid paying late fees

30 Day notice is required to cancel an Account Holder's studio account; without 30 day notice Account Holder agrees to pay tuition for all months charged. Students will not be considered withdrawn from the studio or any specific class until the business office is notified in writing by filling out a withdrawal form or schedule change form

LATE FEE Policy:

Overdue accounts are automatically charged late fees on the 1st of each month

Fees: \$10 per month late for monthly tuition less than \$100

\$20 per month late for tuition greater than \$100

Payment forms accepted are cash, check, and PayPal.

Additional Fees include: \$25 bounced check fee

5678 Dancer Dress Code

Students are required to wear appropriate shoes and attire to all lessons; Jeans are not acceptable for any lesson

Ballet students are required to wear a leotard and tights; hair in a bun

Parents are responsible to supply all appropriate shoes & dance attire

Tumbling, jazz, tap, hip hop, and company students can wear a sports bra, athletic tank top, shorts, or leggings.

Hair must be pulled away from the face and securely fastened

No excessive jewelry should be worn during lessons

Students should bring appropriate cover-ups to wear to and from lessons

No outside shoes allowed on the dance floors

Dance shoes must not be worn outside

5678 Dance Company is not responsible for any loss, theft, damage to personal property

Attendance

Students should strive for perfect attendance year-round. For students to participate in any performances they must attend regularly

Please notify the studio as soon as possible if a student will be absent from a lesson

There are no credits given for missed lessons

Make-up classes may be available, ask office staff for more information.

Reservations must be made for all Make-up classes by contacting the studio

Dancers excessively absent from class within the 60 days prior to show may be removed from the show at Directors discretion

Long term absences (more than 3 weeks) without notice will automatically forfeit a student's place in a class and the Account Holder will be required to pay for all missed months
The Studio Lesson Schedule is subject to change without notice

Showcase

All 5678 students are given the opportunity to perform
Parents are responsible for purchasing necessary costumes from 5678 by the due date
Costume payments are non refundable and non transferable
Parents are responsible for purchasing tickets to 5678 performances in advance – 5678 makes no guarantee that tickets will not sell out
Tickets are non refundable and no exchanges
Students must be enrolled by September to participate in December show
Students must be enrolled by June to participate in Professional Company Teams.
Students must be enrolled by January to participate in Recreational Company Teams.
At the Director's discretion a new student may be invited to perform regardless of enrollment date
No make up classes are allowed 30 days prior to a performance
Any dancer who is absent with in the 60 days prior to a show can be removed from the show at Directors discretion
Students are required to remain backstage with instructors for the length of the full show.
Backstage parents aloud ONLY.
NO student will be released during a show – NO EXCEPTIONS
There are no regularly scheduled classes the week of Dress Rehearsal or on Performance Days
– the show activities replace all classes at the studio