

DANCE ELEMENTS POLICIES

Welcome to Dance Elements. We are glad you have chosen our studio. We hope your whole family will enjoy our studio. These policies has been written to describe our program as well as describe the details that go into making each lesson as enjoyable and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

COMMON COURTESY

The staff and management of Dance Elements spend countless hours in bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings.

MONTHLY TUITION POLICY

Tuition is due the 5th of each month. We accept cash, checks, Visa, Master Card and Discover. All checks should be made payable to Dance Elements. Tuition is the same amount each month regardless if it a 3 or 5 week month. (Tuition is based on the total number of classes per season and then divided into 9 monthly payments.) Money is not refunded for missed lessons for any reason. Students can make up a missed class if there is a similar class offered. Account statements will not be sent out unless your account is overdue. After the 10th of the month a \$20.00 late fee will be added to your account. There is a \$25.00 charge on all returned checks.

REGISTRATION

A registration fee of \$30.00 per new student (\$50 per new family) is required with the registration form to reserve your class space. (This fee is nontransferable and nonrefundable.) Class availability is on a first come basis. Registration is not complete until the registration fee is paid along with all proper signed forms.

MISSED CLASS POLICY

If a student misses a class it can be made up during the month in which they were absent. Missed classes can be made up in order to satisfy the end of the year "Perfect Attendance Award." No refund will be given for missed classes.

Classes that are canceled by the studio will be rescheduled.

If your dancer misses 4 or more classes in the spring semester (January – May) they will not be allowed to participate in Recital. This is out of respect for the other dancers and teachers that work diligently week after week to make the performance a success.

WITHDRAWAL POLICY

Any registration changes or withdrawals from classes must be communicated in writing to the Dance Elements owner/director (email is acceptable).

You are responsible for tuition until the first of the month following receipt of this notice. Tuition will not be refunded if notice is given mid-month.

BAD WEATHER POLICY

If at any time it is necessary to cancel lessons due to bad weather such as snow and ice, there will be a recorded message on the answering machine after 2:30 P.M. for the evening classes that will say "Classes have been canceled". We will also send out an email and post it on social media. If Pflugerville Schools are closed we will also close the dance studio. There will be no reduction of tuition. Dance Elements will make every effort to reschedule all classes cancelled due to bad weather.

RECITAL DVDS & FLOWERS

Videos and cameras will not be allowed inside the performing arts center during the recital. Dance Elements will produce a professional video the recital and DVD order forms will be available prior to the event.

There will also be an order form to purchase recital flowers in advance. You can pay for the flowers in advance and pick them up for your dancer the day of the recital.

COSTUME POLICY

Costumes will be ordered through the studio and deposits will be due in December. Costume deposits and/or balances are non-refundable as per the costume company policies that does not allow exchanges or refunds.

RECITAL POLICY

Each family will be responsible for a recital fee in March. This fee goes toward the costs of facility rental, stagehands, and scenery expenses. There will not be an admission fee and therefore you will not be responsible for selling tickets to the recital.

All studio fees must be paid in full or your child will not be permitted to participate in the recital. We encourage the entire family to attend.

OBSERVING CLASSES

Classes will be conducted with the doors closed. It is very disturbing to the students and the teachers when there is a lot of noise in the lobby. The viewing televisions will remain on during the entire duration of classes for parents/family to view class progress.

ATTENDANCE POLICY

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student.

If your dancer misses 4 or more classes in the spring semester (January – May) they will not be allowed to participate in Recital. This is out of respect for the other dancers and teachers that work diligently week after week to make the performance a success.

A "Perfect Attendance" award will be given to those students who do not miss more than one lesson all year. Students have to have attended class from the beginning of the season.

DRESS CODE POLICY

Each class will have a specified dress code per the dress code policy. You can order dancewear that fits the policy at www.curtaincallforclass.com.

General Guidelines:

- All short hair must be secured back off the face. All long hair must be secured in a ponytail, bun, or braid.
- Absolutely no T-shirts, shorts of any kind, or jeans permitted.
- Shorts must be Dance Elements Shorts or Dance Shorts. No Soccer Shorts.
- Proper shoes must be worn to all classes.
- Please keep jewelry to a minimum. Long earrings and dangling bracelets can easily get caught.
- No ribbons in tap shoes; replace with tap ties (can be purchased at the studio)

CLASSROOM RULES

1. No food or drinks of any kind are permitted in the dance rooms with the exception of water. You must keep all food and drinks in the lobby. Students are not permitted to chew gum in the dance room!
2. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
3. Short hair must be secured off of the face. Long hair must be in a Ponytail, bun, or braid.
4. All tap shoes must have elastic or buckles. No strings/ribbons!!
5. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over the teacher will bring them out to the lobby. We want to keep our dance floor new and clean for as long as possible.
6. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
7. Please make sure you arrive 5 to 10 minutes early to class.
8. Children should not touch the mirrors or the viewing windows.
9. Absolutely no running in the classroom.

CHRONIC DISRUPTIVE BEHAVIOR POLICY

Dance Elements staff will make every effort to work with the parents of children having behavioral difficulties. We are here to serve and protect all of our children, although; children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of any other child, or teacher, may require the following actions:

Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet one on one. The problem will be defined and both the teacher and parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the teacher. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio. The studio may immediately suspend a child at any time he/she exhibits a behavior, which is harmful to him/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be modified by the instructor. The parent may be asked to take the child home immediately.

DISCARD POLICY

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.

LOBBY POLICIES

1. Students must wait inside the building to be picked up.
2. No student is permitted to leave the building without an adult.
3. All students should use the restroom before they enter class.
4. Please try to keep the lobby as quiet and clean as possible.
5. Please do not interrupt the teacher while the class is in session. If you need to speak to the teacher please do so before or after the class. If necessary, you may make an appointment.
6. Running and tapping are not permitted in the lobby.
7. No tapping or knocking on the viewing windows.
8. Dance Elements is not responsible for unsupervised children.