

STUDIO POLICIES

1. Dancers should arrive five (5) minutes before class start time , appropriately dressed. Dancers should use this time to change into the designated footwear prior to class start. Punctuality and attendance are required.
2. Dancer's hair will be secured from the face.
3. We like to maintain an open studio policy, where by parents can come and view their child's class at any time during the year. If you wish to watch, simply introduce yourself to your child's instructor. Both studios you can watch from the viewing windows. For our very young dancers it may be necessary from time to time to close the curtain if they are too distracted.
4. Dancers must behave appropriately at all times. Excessive talking, abusive language, rude behavior is not permitted.
5. Gum is not allowed at any time in any classroom. Food or beverages are not allowed in the classrooms during class. The instructor will permit water breaks when necessary.
6. Dancers are to remain in the change/wait area prior to class start.
7. Dancers are to be picked up within 5 minutes of class dismissal. Spiral Dance studio will not be responsible for students who leave the premises, for any reason. Please ensure that your child knows to wait for you inside the studio.
8. Classes cancelled due extreme weather will have to be forfeited. Classes cancelled by the studio will be re-scheduled. Make-up classes are not available when missed due to illness or other attendance problems. Payments will not be reduced due to absences.
9. A doctor's release is required for an injured dancer to return to classes. This applies to injuries occurring outside or inside the studio.
10. This policy applies mainly to our competitive student's. The studio reserves the right to drop a dancer for excessive tardiness and/or absences. Students missing an excessive amount of classes (more than 3) prior to a competition, performance, and/or recital, it is the instructor's discretion to determine if the dancer will be able to participate. The instructor's decision will be based on the technical and medical ability of the dancer to successfully perform.
11. Each instructor reserves the right to sit a child out of any class, if any of the above policies have been violated.
12. It is important to us to hear from you if you have any concerns or inquiries regarding your child's progress. Please do not hesitate to talk to your child's instructor or Tamara Fay/Director.

ATTIRE POLICIES

1. Dancers must be appropriately attired, and their hair secured per class requirement.
2. Parents must check with instructor prior to purchasing new dance shoes. Shoe requirements may change each enrollment period.
3. See Class Descriptions for required attire.

FEE POLICIES

1. Pre Auth & Policy forms signatures are required prior to classes starting.
2. Recreational Payments: Pre Auth Form, payments may be debited from your account on the 1st or 15th of each month. **Registration Fee** : \$25.00 per student-additional \$15.00 per sibling/s.
3. Intensive Payments: Pre Auth Form, payments may be debited from your account on the 1st or 15th of each month. **Registration Fee** : \$25.00 per student-additional \$15.00 per sibling/s. **Competition Deposit** : \$20.00 per intensive class. **Costume Deposit** : \$40.00 for jazz and Lyrical only.

CANCELLATION POLICIES: *If for any reason you or your child/ren are unable to continue in program, our refund policy is as follows:*

1. One month cancellation policy, you need to call or talk to the office staff and they will let you know what date your payment will stop.
2. All Intensive students are required to commit to the 10 months the program is scheduled for, Sept-June. Just canceling June is not an option.
3. Recital tickets are \$12.00 each. Tickets will go on sale at the studio 2 weeks prior to event.
4. Competition fees are due prior to each event and are non-refundable. Fees are variable per organization and entry size (solo, duo, and groups).
5. All costume fees are paid in full before costume is handed out.
6. A \$15.00 processing fee will be added for all returned checks. If account is not brought up to date within 2 weeks a \$30.00 late charge will apply. If not brought up to date within the next payment period the studio reserves the right to discontinue a dancer's classes.
7. Payments for costume and competition fees are non-refundable.
8. My child has permission to attend dance competitions and performance during the year including any extra rehearsals that may be needed in preparation for these events.

