



2009-2010 Studio Policies

Contact Information

Gucwadance@comcast.net

215-262-4938

Important Information and Release Form

This form must be completed and signed, along with September tuition payment, before dancers can participate in their first class.

Tuition and Payments

Tuition can either be paid in full in September (5% discount), in nine monthly installments (September through May), or you can pay in quarterly installments (September 1st, November 1st, January 1st or March 1st). When paying monthly or quarterly, all payments must be received the 1st week of the month. All balances after 10 days are subject to a \$5.00 late fee. There is a \$20.00 return check charge.

Monthly tuition reminders are sent via email one week prior to the due date (1st of the month). Please enclose your check or cash in an envelope with your child's name and class day/time and deposit in the white Tuition Box in the waiting room. **Do not mail tuition to the studio.** If you need to mail tuition payment please send to: 75 Timberview Drive, Sanatoga, PA 19464.

Attendance and Tardiness

It is important for each dancer to attend classes regularly. There will be no refunds for missed classes. Please check with Denise to schedule a make up class. Dancers should arrive 5-10 minutes prior to class time to have adequate time to prepare. While we understand emergencies occur, repeated late entries are distracting and disrespectful to teachers and fellow dancers.

Attire and Personal Care

Attire and hair should be in accordance with attached attire guidelines. (Please see 2009/2010 Dance Attire.) There are no scheduled rest room or drink breaks during class. Please be sure dancers take care of their personal needs prior to class. Dancers may bring water in a spill proof container. No gum chewing, no food in the studio. Please store belongings in waiting room.

Child Drop Off and Pick Up

The foyer/hall area is a common area and shared by other tenants. Please do not leave your child(ren) unattended and please make sure you escort your child(ren) to and from the dance studio. For the safety of our dancers and families, and to maintain the high quality of instruction, only students may enter the studio. Parents of 2 ½ and 3 year olds may stay in the studio on an as needed basis. Other parents are welcome to use the waiting room outside of the studio.

Class Schedule

If a schedule change becomes necessary, you will be notified. If you are unable to make the change, you will receive a refund.

Minimum Class Enrollment

Each class has a minimum number of dancers that must be registered prior to its start in order for it to be offered. If that minimum is not reached, the class will be cancelled. All registered dancers will receive a phone call from our studio canceling the class as well as a refund.

Class Cancellation/Inclement Weather

In case of inclement weather we may be forced to cancel our classes. Please call our studio ½ hour prior to class when it snows to see if classes will be held (215-262-4938). There will be no refund for cancelled classes.

Lost Articles

The studio is not responsible for lost or misplaced articles. A lost and found box will be kept for all articles left at the studio.

Recital

Our annual recital is held in June. Place and date to be announced. Attendance is especially critical 6 weeks prior to the recital. If a dancer has two or more absences during this period, he or she may not be permitted to perform in the recital at the discretion of the teacher and Director. Recital and costume fees are nonrefundable.

Dancer Conduct Code

Our goal is for your child, and all of our dancers, to have fun while enjoying the experience of dance. In order to make this happen, dancers, parents, and teachers must work together to create a safe, positive and supportive learning and teaching environment.

Each dancer has the right to an uninterrupted and safe instructional environment where he or she can pursue opportunities, both artistic and social, and achieve their greatest potential. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

We recognize the need to clearly define expectations for acceptable conduct, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, we have adopted a basic code of conduct, which we'd like you to review and reinforce with your dancer.

Respect Dancers, Teachers and Self!

1. Dancers will show respect for fellow dancers by:
 - touching classmates only when and as directed
 - not participating in teasing
 - supporting efforts of fellow dancers

2. Dancers will show respect for their teachers by:
 - listening attentively and quietly while the teacher or assistant is speaking
 - raising a hand and waiting to be acknowledged by the teacher before asking a question
 - following direction and remaining in assigned positions

3. Dancers will respect the safety of others and themselves by:
 - walking in the studio
 - keeping their bodies out of contact with the mirrors
 - coming to class without chewing gum
 - using the barre, props, or lying on the floor only at the direction of a teacher.

Consequences: If after one warning from the teacher, a dancer continues to violate the code, the dancer will be asked to sit out for a period of time. If another instance occurs the dancer will be asked to sit out for the remainder of class. Parents will be notified if their child was asked to sit out for any length of time.