

Studio 19 Dance Company
3035 Buffalo Rd. Rochester, NY 14624
585-426-7420

**Policy and Procedure
2011/2012**

**Parents and Students please review ALL information carefully.
Save this form for future reference.**

Attire

Female Students: will wear a leotard and tights for all classes. Competitive/Company students will wear a BLACK camisole leotard (pinch front, low back preferred) and suntan tights for all classes. Shorts and tee shirts may be worn for hip hop only. Proper footwear is required for each class. Please ask your instructor what shoes you will need for each class. You may be required to purchase different style/color shoes for performances.

Male Students: will wear black shorts, white tank top or fitted tee-shirt and required footwear.

Rules

- ★ Students will arrive 10 Minutes prior to class time, and be prepared.
- ★ No gum chewing in class.
- ★ No jewelry to be worn in class.
- ★ Hair must be pulled back in a ponytail with bangs clipped back. Competitive students must have hair in a bun with bangs clipped back.
- ★ No food or drinks (water is OK) in the dance rooms.
- ★ No street shoes or boots allowed on dance floors.
- ★ Students will eat in the waiting room only.
- ★ Students will pick up after themselves.
- ★ Students will display good behavior in class and will be respectful at all times towards teachers, fellow students and office staff.
- ★ Cell phones must be **TURNED OFF** during class!!

(OVER)

Office Policy and Procedure

1. Parent/Guardian will be responsible for all tuition, costumes, recital fees, late fees, returned check fees and competition fees (if applicable) associated with their child's dance education at Studio 19:

- Tuition payments are due by your child's first dance class of each month. Tuition payments are based on an ANNUAL amount divided by 10 monthly payments Sept. - June. There are no refunds for missed classes.
- A \$40 PER COSTUME deposit is due by November 1st. Costume deposits and costume balances are non-refundable once costumes are ordered in December.
- Costume BALANCES will be announced in January, and are due by March 1st. Costumes will include ONE pair of each tights needed.
- A non-refundable recital fee of \$70 per FAMILY is due by May 1, 2012. ONE Recital DVD per family will be included with your recital fee.
- Returned checks will be assessed an additional fee of \$25
- Late tuition payments (payments not received by the third Sunday of each month) will be assessed an additional \$10 late fee per month until tuition payments are current.

2. WE MUST have a valid email address on file to send you monthly newsletters and invoices. It should be an email account that you check often.

3. Payments should be put in an envelope, and placed in the lock box, or given to an office attendant. All payments should include a payment slip, so that we may properly credit your account. Envelopes and extra payment slips are available in the office.

4. Parent or student should call in absences from class BEFORE the student's scheduled class time, especially for solos!

5. PARENTS MUST PROVIDE THE OFFICE WITH WRITTEN PERMISSION FOR THEIR CHILD TO LEAVE THE STUDIO. Permission will remain on file at the office. Please submit written permission ASAP during the first week of classes if you will be allowing your child to leave the studio during their break times.

6. Studio 19 follows the Gates - Chili School District calendar. In the case of inclement weather, if Gates-Chili is closed, the studio is USUALLY closed. However, weather conditions can change throughout the day. Please call the studio if you are unsure whether we will be closed or not. We will have the information on our message by 4:00 PM on weekdays, 9:00 AM on Saturdays. You can also tune into channel 9 R News.

7. Parent/guardian, please contact the office in the event of any address, phone or email changes, so that we may maintain good communication with you regarding studio events, etc.

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