

Positions Dance Studio inc.

Policies & Procedures

Please carefully read the below policies and procedures. These policies are in place to ensure everyone's safety and smooth operations of our facility. All policies and important information are also posted on our website for your reference.

TUITION/FEES:

1. Tuition: Your monthly tuition fee is an installment of our annual tuition. While you are not locked into a contract for the year, you are responsible for your 10 tuition installments regardless of if you miss class. Holidays and studio closures are already built into our schedule. Tuition does not include registration and performance fees, costumes, additional rehearsal time, recital tickets, dance attire, private lessons, etc.
2. If a student drops a class after April 1, you will be charged a \$60 drop-fee. Recital preparations are well underway at that point in the year, and your child's spot in class was being held for the entire season. The drop fee will be automatically debited from your account upon unenrolling.
3. The only accepted method of payment for tuition and costumes is a credit card or debit card on file for automatic debit on the first of the month. Should a credit card be declined, the customer will have until the 15th of the month to update their information with us and make a payment. For payments not received by the 15th of the month, a \$10 late fee will be assessed on the account. Any tuition 2 months or more past due will result in the suspension of lessons until your tuition is paid.
4. There are **absolutely NO REFUNDS** given for any tuition plan or costume payments (including annual payment) once the dance season is underway. Once costume payments are received and costumes are ordered, we cannot refund. If your child decides to drop the class, you are still entitled to pick up the costume for which you paid.
5. Missed Classes: Make-up classes are available if your child misses class due to illness, family vacation, etc. Make-up classes must be scheduled with the front desk and must be completed within **30 DAYS** of your child's missed class. Make-up classes are permitted through March 31, as availability allows. Holidays and school vacations are already built into the tuition schedule, and these classes are NOT ELIGIBLE for makeups. One snow day per class is built into the tuition schedule in the event of inclement weather. **In the event of a major disaster, Positions reserves the right to move our class schedule online on a video conferencing platform and continue to charge for our classes.

****If your child will be absent, please either call the front desk at 631-669-8612 or email hello@positionsstudio.com to inform us of her or his absence.**

6. Switching Classes: If your child would like to switch dance classes, please do so before December 1. After December 1, we will start to order costumes, and you will be responsible for purchasing an additional costume for the class you are switching into. There are no exceptions to this policy.
7. Private Lessons: Private or semi-private lessons, which are subjected to the instructor's schedule, MUST be paid for with a credit card kept on file, which will be debited at the time of each lesson. We will not schedule private lessons without a credit card on file. If a private lesson is canceled with less than 24 hours notice, your account will be debited your lesson fee. If you have purchased a package of lessons, the lesson will be deducted from your package. If you are late for a private lesson, it will still end at the predetermined time.

VIEWING POLICIES/LOBBY CONDUCT:

1. Student Drop-Off Procedure: Students ages 2-4 should have a parent in the building (or accessible nearby by phone) at all times during class. Please limit to ONE person dropping off each child.
2. Viewing area: Parents are allowed to view class through the viewing windows in each classroom (space permitting & depending on social distancing guidelines). Please do not block other children's parents from viewing the class. Instructors may close the curtains if they deem necessary. PLEASE ROTATE AT THE WINDOW AND BE COURTEOUS TO OTHER FAMILIES.
3. Photography/Videography: In the age of smart phones, it is easy to take pictures or videos of your children in dance class and share with family members or friends. For the safety and privacy of our students, you MUST ask the instructor's approval to take any photos or videos during class. Any photos or videos taken should focus on YOUR child only.
4. Care & Control of Siblings/Visitors: It is expected that **all** visitors to our dance studio are respectful of our space and treat it as they would their own home. Please control siblings'/visitors' behavior, throw out any trash, and keep noise to a minimum. Please keep food and drink to a minimum.

CLASSROOM POLICIES/ETIQUETTE:

1. Timeliness: Please arrive on time. Most classes are only 55 minutes, and late arrivals can disrupt the entire class. Please ensure children use the restroom before class begins.

2. Food/Beverages: NO food or beverages except water (in a secured bottle) are permitted in the classrooms.
3. Disruptive/Disrespectful Behavior: Please treat our facility as you would your own home. Unruly or disrespectful classroom behavior will not be tolerated from any student.

RECITAL POLICIES:

1. Recital Costumes: Costume deposits are taken in November and December so that we may order costumes in December to ensure timely arrivals. Half of the costume balance is due by November 1 and the remaining half by December 1. A costume WILL NOT be ordered for your child if payment is not received by December 1. In the spring, your costume will not be released until your account is current. There are no exceptions to this policy.
2. If you decide to drop a class after costumes have been paid for and ordered, you are still responsible for those fees. Any recital fees (costumes and tickets) are NON-REFUNDABLE.
3. Recital Tickets: Ticket sales are handled through a website called Dance Recital Ticketing. In order to purchase tickets, your account must be current. There are no exceptions to this policy.
4. Dress Rehearsal & Recital: Our reserved dress rehearsal and recital dates are announced in October each year for our annual June recital. It is mandatory that all students attend the dress rehearsal and that accounts balances are current in order for students to participate in the recital.
5. Attendance: A student must attend 80% of the year's classes in order to qualify for recital participation. If he or she misses 7 or more classes, he or she may be dismissed from the dance. Good attendance = success! There are no exceptions to this policy.

ADDITIONAL POLICIES:

1. Attire: Appropriate dance attire must be worn during class. Our dress code provides uniformity, ensures safety, and prevents distraction during class. It's the same as having to wear a sports uniform for a sports team. All dress code requirements are sold here in the studio. Please do not send your child to dance without proper attire and shoes.

2. Registering for Classes: Our staff has years of experience working with a variety of age groups and dance disciplines. Please do your best to register for the classes we recommend for your child based on our knowledge of their age, abilities, and personality. We evaluate our students throughout the year, and we will recommend placing a child in a different class if necessary. New students will be placed according to age and previous dance experience.
3. Sick Policy: There will be a zero tolerance policy for students who are sent to dance class while ill. Students should remain fever, vomiting, and diarrhea free for 48 hours prior to returning to class after an illness. Students who have been exposed to or live with someone who has been ill should remain home. Please use your discretion if your child has allergies. Those with any kind of respiratory symptoms should remain home.
4. Lost Items: In an attempt to keep our facility as sanitary as possible, we will no longer have a lost and found bin. Any items left behind at the end of the night will be discarded.
5. Video Surveillance: Areas of this facility are under video surveillance. Images may be collected that allow an individual to be identified in the case of criminal activity. The use of video surveillance is SOLELY for the purpose of controlling theft, ensuring the safety of staff, students, and their families, and facilitation the identification of individuals who behave in a disruptive manner or cause damage to property.