

Latin Moves Dance Studio
Youth Program Policies (Parent and Child Responsibilities)

Dated August 6, 2015

All parents and children are expected to abide by the following policies. Parents must acknowledge by signing below.

General

1. **Class placement.** New students wishing to enroll above the beginner level must consult with the instructor. The instructor reserves the right to move a student to a different level. Classes may be cancelled or combined based on enrollment.
2. **Observation; drop-off policy.** Please use the observation windows with discretion. No observation from inside the studio without instructor's invitation. We encourage you to drop-off and pick-up due to the limited space. The studio reserves the right to enforce the drop-off policy. Siblings must be supervised at all times.
3. **Inclement weather.** We follow the Stamford Public School schedule regarding early dismissals and emergency closings. When in doubt, please contact the studio or check the studio website.

Registration, Tuition, Costumes, Performances

1. **Registration** is handled on a first-come, first-served basis. Annual registration fee is \$25.
2. **Tuition** is due by first day of class. Payments by cash or credit card. Make checks payable to Latin Moves Dance Studio.
3. **Costumes.** Costume and shoe selection is at the sole discretion of the instructor and studio. The studio will coordinate and order costumes; parents must pay the costume fee to the studio in full by the order deadline. Costume fees per semester range as follows (estimated): \$60 Summer; \$70 - \$90 Fall; \$90 - \$125 Spring.
4. **Performances.** The studio's goal is for students to perform, however there is no guarantee that a student will perform. A student's participation in a performance is at the studio's and instructor's discretion, and attendance in the months prior to a performance is mandatory barring illness. Dress rehearsal attendance is mandatory to perform. All parents and audience members must purchase tickets where applicable to help defray costs involved with events.

Discounts and Withdrawal

1. **Family Discount.** Parents with more than one child enrolled in the program may take 5% off the lesser priced tuition.
2. **Class rates** are reduced with multiple classes; tuition is discounted if paid in full by the posted discount deadlines.
3. **Withdrawal.** Students will be entitled to a full refund (less a \$50.00 processing fee) after the first class provided that the office is notified in writing within 7 days of the class. A 75% refund of tuition will be issued after the 2nd class. No refunds will be issued after the third class. All changes or dropping of classes must be received in writing to the office.
4. **Returned checks** will incur a \$35.00 fee.

Attendance, Attire, Studio Etiquette

1. **Attendance, arrival.** Punctual, regular attendance is expected. Arrive 10 min. prior to class; pick-up within 10 min. of dismissal.
2. **Dress code; hair.** Students must wear dance shoes and follow the dress code given for a particular class. Please label all items. Hair is to be secured off of the face in a ponytail or by other means. No street shoes to be worn in the studio.
3. **Absences.** Please call the studio to inform when a student will be absent. Missed classes will not be made-up. If a student misses more than two consecutive classes, 1 semi-private class (no more than 3 students) will be required to catch up. (1 semi-private included in tuition; extras require a \$60 fee.)
4. **Studio closures; holidays.** For unplanned studio closures, snow days or if a class is cancelled, the studio will arrange a make-up class to best accommodate the most students for a particular class. For planned holidays, see posted calendar available on website and at the studio.
5. **Cell phones.** Cell phones are not allowed in the studio.
6. **No food or drink.** No food or drink other than water bottles allowed in the studios. Use trash bins.
7. **Courtesy.** Students shall be courteous to instructors and each other. Inappropriate behavior will be cause for dismissal.

General Building Etiquette

1. **Parking** is available in front of the building, general street parking. We encourage you to drop-off.
2. **Common areas** (front parking area, stairwell, downstairs lobby) are shared spaces with other businesses. Please use in a respectful manner.
3. **Lost or stolen items.** The studio is not liable for any lost or stolen property on the premises.

Communications, Social Media Policy

1. **Communications.** All communications shall be via email between parent and studio for official business, notices, etc. Parents are required to provide a current email address and phone number upon registration, and to notify the studio of any changes thereafter.
2. **Issues or concerns.** Parents should direct all questions or concerns to studio management. Studio management can arrange instructor-student-parent conferences upon request.
3. **Social Media.** Inappropriate use of social media or any other method of communication with respect to all students, parents, or studio staff will not be tolerated. The studio reserves the right to dismiss any student or parent deemed to be in violation of this policy. Please direct questions to studio management.

I have read, understand, and agree to abide by the above policies.

Parent's signature: _____

Date: _____

Print name: _____

Child's name: _____