



POLICIES 2019-2020

REGISTRATION: A non-refundable administration fee which includes accident insurance is required yearly at the time of registration. The required fee is \$30 per recreational student and \$50 per competitive student or \$50 per recreational family and \$75 per competitive family.

FEES: Tuition may be paid by pre-authorized payment, credit card, cheque or cash. Tuition must be paid on the 1st day of each month from October – June. The month of September is non-refundable and must be paid at registration. Debit payments are not accepted on a monthly basis and must be made by pre-authorized automatic monthly payment (PAP). A credit card imprint will be taken and kept on file for any failed transactions.

Please Note: The holidays have been taken into consideration. The annual fee is divided up into 10 payments.

NSF FEES: Emotion Dance Company will charge a \$25.00 NSF fee plus the payment of transactions that fail to complete.

WITHDRAWALS AND REFUNDS: To discontinue classes, **ONE MONTH** notice is required from the first of the month. Withdrawal must be done in person or via email and will not be accepted over the phone. Withdrawal must be done at the administrative office and not with a teacher. A parent/guardian or adult student must:

1. Inform the studio administration of the date the student will be withdrawing either in person or via email.
2. Complete and sign a withdrawal form provided by the administrative office and all payments will stop after the one month notice period. Payments will continue to process until the withdrawal form is completed and signed.

EXTREME WEATHER OR UNEXPECTED EVENTS: All cancellations due to extreme weather or events out of our control such as power outages, are at the discretion of the studio director. If the studio must cancel classes due to extreme weather, it will be communicated through studio voice mail, client email, social media and on the studio website. Students are permitted to attend a make-up class in the style of dance and similar level in which the class was cancelled. Contact the studio to find the appropriate class. **NO REFUNDS** will be given for lessons missed due to these reasons.

TEACHER SUBSTITUTIONS: The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach the class. If a teacher is unable to teach and the school cannot arrange a substitute teacher the class will be cancelled. The student will have the opportunity to make up any missed classes in an alternate class that is suitable for their age and ability or a make-up class will be scheduled for the missed class.

DRESS CODE: Required dancewear and dance shoes must be worn to all classes. Please see 'CLASS ATTIRE & GROOMING'. Failure to wear required dancewear/shoes to class could result in students being asked to sit out of the class. Students are NOT permitted to wear jeans or shoes worn outdoors to any dance class. For safety reasons dancers are not permitted to wear jewellery (earring studs only). Long hair must be tied back and short hair must be kept tidy with the use of a headband or barrettes.

MISSED CLASSES AND MAKE UP CLASSES: No refunds are given for missed classes. In the event that a student misses a class, they will have the opportunity to make it up in an alternate class that is suitable for their age and ability. It is the responsibility of the parent/guardian or adult student to inquire about make up classes.

CLASS ATTENDANCE AND LATENESS: Please make every effort to arrive to class on time. Repeated lateness may result in the student sitting out of class. A minimum attendance level will be required. Students will not be permitted to miss more than 4 classes after March 1st in preparation for our year end performance.



DATES AND EVENTS: It is the responsibility of the parent/guardian or adult student to be aware of all studio activities such as 'Bring a Friend Week', 'Open House Week', 'Extra Rehearsal days', and 'Recital' days as well as dates the studio is open or closed. You will receive a list of 'HOLIDAYS & EVENTS' at registration to take home for regular revision. The studio will post all such notices on the studio bulletin board, in email, on the website and social media. Students may receive written notices from time to time. It is the student's responsibility to give their parents these handouts. It is the parents/guardians responsibility to check their child's dance bag when they get home from dance as you never know what treasures you may find. Ultimately, it is the responsibility of the parent/guardian or adult student to make sure they are informed.

CARE OF STUDENTS: The studio is not responsible for providing before or after class care for students. Students are not to be left at the studio for more than 15 minutes before and/or after their scheduled class.

LOST AND FOUND: Please check the bins in the changing areas when a personal item goes missing as they are cleared regularly. You may check with reception for loss of smaller items such as jewelry.

COSTUMES: All of our costumes are made by professional seamstresses in Canada. If your child is taking more than one class they will receive more than one costume. Recreational costume costs are approximately \$75 to \$100 (HST not included). A \$75.00 costume deposit is required with your September fees and the balance to be paid upon costume delivery. This is non refundable after March 1st. Failure to notify the teacher and the administrative staff in writing that your child will not be performing in the year end performance by March 1st will result in total costume payment. For competitive costume info please see 'EMOTION DANCE COMPANY COMPETITIVE GUIDE'

STUDENT CODE OF CONDUCT: All students must treat their teachers, administration and fellow classmates with respect and must behave appropriately towards them. Bullying, whether in person, with another student or on social media (cyber bullying) will not be tolerated. Any student caught being disrespectful towards another teacher or student will have their status in the studio reviewed and if necessary asked to leave the studio. A '**NO BULLYING POLICY**' is in effect at Emotion Dance Company. Theft will not be tolerated at the studio and if any student is caught stealing they will have their status in the studio reviewed and if necessary asked to leave the studio.

ABSENCES & COMMUNICATION: If your child is ill or away please notify the studio in advance via a written note or by email. If the absence occurs suddenly and no advance notice is given please call the studio and leave a message. Emails are checked regularly however may be missed if sent on the day of the absence. Please allow 24 to 72 hours for response to all email inquiries. Many reminders, notifications and events are posted on our **INSTAGRAM** and **FACEBOOK** pages. To stay up to date please be sure to FOLLOW and LIKE us and invite your friends to do the same!

In an effort to go paperless all of our **POLICY, HOLIDAY & EVENT AND CLASS ATTIRE & GROOMING** information is available on our website www.emotiondancecompany.ca



@EMOTION_DANCE_COMPANY



FACEBOOK.COM/EMOTIONDANCECOMPANY