

Studio Policies/Procedures - 2014

Tuition is due on the 1st of the month and considered late (3) business days thereafter. A late fee of \$15 will be applied per student.

Membership Fees - A one-time fee of \$35 is due per student at the time of enrollment. Membership fees are not required to attend class at the "drop-in" rate.

Additional Fees - Dance & Company will require annual production and costume fees for all students participating in our performance(s).

D&Co. will not pro-rate tuition for time that the studio is closed for the holidays, for days that you are sick, or for your family vacations. However, you are able to participate in make-up classes that coincide with your schedule and your skill level. If you choose to do this, classes must be made-up within 30 days of your missed class.

Make-Up Policy - Students are able to make up for missed class(s) during a (30)-day period. Make-up classes are void in the following month if you haven't paid that month's tuition. See Artistic Director for approval prior to dropping in on a class that you are not registered for. Please note that we do not refund tuition due to missed classes or for any other reason.

Dance & Company will be closed for holidays as noted below:

Winter Break (2013/2014)	December 23, 2013 – January 5, 2014
President's Day	Monday, February 17
Spring Break	Monday, April 14 - Sunday, April 20
Memorial Day	Saturday, May 24 – Monday, May 26
Summer Break	Monday, June 30 – Sunday, July 6
Labor Day	Saturday, August 30 – Monday, September 1
Thanksgiving	Monday, November 24 – Sunday, November 30
Winter Break (2014/2015)	Monday, December 22 – Sunday, January 4

Summer Production Schedule

In-Studio Dress Rehearsal – Saturday, June 28th 9am-3pm

Tech Rehearsal – (Poway Center for Performing Arts) – Thursday, June 26th 3pm-7pm

Performance Day (Poway Center for Performing Arts) – Sunday, June 29th 1pm & 6pm shows (all dancers perform in both)

Summer Camp– TBD Summer Intensive (Inter/Adv students) TBD

Arrival to class: Students should arrive to the studio a few minutes prior to scheduled class time and dressed in proper dance attire with hair tied back or in a ballet bun. If possible, avoid entering class when it is already in progress as it is disruptive to the teachers and students. Parents please note that students must be picked up from the studio directly after class. D&Co. cannot be responsible for your child after their scheduled class times unless prior arrangements are made.

Please make sure you child's dance shoes are marked with their name as this will make it easier to identify misplaced items. See office management for lost items. We will donate "lost and found" items to The Goodwill after 30 days.

Please be courteous of students in class when waiting/preparing for your class to begin, by keeping the noise level to a minimum.

Students are required to sign-in for their classes each day. Your respective sign in sheets will be located at the reception desk before each class begins.

Dress Code Standards: We have set some standards for our technique classes as follows:

*Note: these do not apply to our adults, although teens that take adult classes must apply these rules.

*Note: Use your best discretion for clothing. We don't want anything "hanging out". We also do not want to see "cleavage".

Please wear a leotard or sports bra under any revealing top.

Ballet - leotard, tights, ballet skirt or form fitting SOLID shorts, ballet slippers, hair pulled back in a bun.

Jazz/Contemp- Jazz pants, capris, or shorts, form fitting top with a sports bra, or a leotard, jazz shoes (optional), hair pulled back.

Hip Hop - Comfortable, loose fitting clothing, sports bra preferred, sneakers, hair pulled back.

Combo Classes - leotard, ballet tights and either ballet skirt or form fitting shorts, ballet/jazz and or tap shoes, and hair pulled back.

Please see either Katie or Lisa if you are interested in ordering dancewear or shoes from us. We also have a limited selection of styles and sizes in stock.

Health and nutrition: We highly encourage everyone to be aware of their health and nutrition, and therefore we will have for sale items that we believe support a healthy diet, especially before exercising. Water and protein bars will be sold at the studio. Certain food and drink items (such as fast food, soda, juice, coffee, messy snacks, etc.) will not be permitted for consumption inside Dance & Company.