**Studio Policies/Procedures – 2015**

Tuition is due on the 1st of the month and considered late three (3) business days thereafter. A late fee of $15.00 will be applied per student.

Membership Fees – A one-time fee of $35.00 is due per student at the time of enrollment. Membership fees are not required to attend a class at the “drop-in” rate.

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

Dance & Company will not pro-rate tuition for the 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. However, when we are within 30 days of a studio production, there will be no make-ups allowed. 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.

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

Winter break (2014/2015) December 22, 2014 – January 4, 2015

President’s Day Monday, February 16, 2015

Spring Break March 30, 2015 – April 5, 2015

Memorial Day Saturday, May 23 – Monday, May 25, 2015

Summer Break Monday, June 29 –Sunday, July 5, 2015

Labor Day Saturday, September 5 – Monday, September 7, 2015

Thanksgiving Monday, November 23 – Sunday, November 29, 2015

Winter Break (2015/2016) Monday, December 21, 2015 – Sunday, January 3, 2016

Summer Production Schedule:

***Production (Poway Center for Performing Arts)***  **Sunday, June 28, 2015**

Tech Rehearsal - ***(Poway Center for Performing Arts)*** Wednesday, June 24, 2014

In Studio Dress Rehearsal Friday, June 26, 2015

Summer Camp 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. Dance & Company cannot be responsible for your child after their scheduled class times unless prior arrangements are made.

Please make sure your 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 & 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.

Parent observation is only allowed through our studio lobby. We do not allow observation from inside the dance studios.

Students are required to sign-in for their classes each day. Your respective sign in sheet will be located at the reception desk before each class begins. We ask that parents pick up their children directly after class by coming into the studio (unless prior arrangements are made with studio management).

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.