

Dance Policies

Membership Fee:

A non-refundable annual fee of \$35 per family paid at the time of registration holds the place in class, covers administrative and liability costs related to each account, and entitles each family to studio discounts on master classes and programs throughout the year.

Payment of Fees:

Tuition is paid by pre-authorized automatic checking account debit or automatic credit card payment on the 1st of months September-June. Tuition remains the same for months containing 3-5 lessons in the month. June tuition is prorated for the number of lessons held. All charges appear on the bank or credit card statement as being from West Coast Dance FX. Incidental fees such as recital tickets must be paid in person by check, credit card, or cash. West Coast Music & Dance FX does not prorate tuition for student vacations or illness. If a class must be cancelled due to a teacher emergency, a make-up class will be scheduled for that month.

Attendance:

The school reserves the right to have students who come late to class to sit out of class. Repeated tardiness may result in termination of lessons. A minimum attendance standard is required. If a student misses more than 4 classes without written notice, the studio reserves the right to terminate lessons with a \$20 late drop penalty. Students missing more than 4 classes after January may not be permitted to participate in the annual dance recital, in festivals, or competitions.

As well, students are not to be left at the studio for excessive time periods before or after their classes. We do not allow students to wait at the bottom of the stairs for parent arrivals. Please pick up your child inside the studio when class ends.

Observation Policy:

In order to truly see growth in your dancer, and to ensure complete focus for both students and teachers, observation days are scheduled every 8 weeks. In our experience, students perform better when they have the least amount of distractions. Teachers perform more consistently when they do not have to veer students' attention away from observers. All classes will be closed until observation day. Scheduled observation days are announced in newsletters, online, and posted outside studio doors.

Recital:

The annual music & dance recital is scheduled for June. There are two scheduled shows. Students perform in both shows. A dress rehearsal is scheduled the evening prior to opening night. Each dance class learns one dance routine that requires a dance costume. Costumes cost \$55 for students ages 6 and up, and \$45 for combination classes ages 3-5. Costume payments are automatically deducted November 15 and are non-refundable or exchangeable. A \$40 recital fee per family is automatically deducted March 1, which includes TWO FREE tickets. Recital pictures are scheduled once all costumes arrive.

Injuries:

Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time.

Drop Policy:

There is a two-month minimum for all lessons. 30 days written notice from the 1st of the month is required to discontinue any classes. Withdrawals must be done in person and will not be accepted over the phone. Withdrawals must be done at the studio office and not with the teacher. No withdrawals accepted after April. 1. To withdraw from classes a parent or adult student must:

1. Inform studio administration in person, and
2. Complete and sign a withdrawal form provided by the studio office.

No refunds are given on costumes, shoes, or dance apparel. West Coast Music & Dance FX reserves the right to terminate lessons to any students without notice.

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of all studio activities such as observation days, recitals, classes, and dates the studio is open or closed. The studio will post all such notices on the studio website and bulletin boards. It is the parent's responsibility to regularly check these boards to ensure they are informed. Studio personnel use e-mail as a quick and easy way to get information to parents. If you do not have an e-mail address, we suggest signing up for a free account on yahoo or hotmail.

Dress Uniform (all required dancewear is available for purchase at the studio):

Required dance wear and dance shoes must be worn to all classes. Failure to wear required dancewear to class can result in students being asked to sit out of class. Repeated failure to wear required dancewear can result in termination of lessons.

- Little's 2-5: Any color leotard, tights, short skirt. Black patent leather tap shoes and pink ballet shoes. Take out tap shoelaces and replace with a loop of black elastic for easy slipping on and off. Please tie and cut excess ballet laces off, then tuck laces into shoes so bows or laces don't hang out.
- Ballet: Black leotard, pink tights, pink split-sole ballet shoes, designated ballet belt to be purchased at front window, hair secured in tight bun. NO shorts, skirts, or layers in ballet class. No jewelry.
- Tap: Any color leotard, tights, dance shorts, or dance pants. Hair secured in bun or short ponytail. Any color tap shoes.
- Jazz: Any color leotard, tights, dance shorts, or dance pants. Hair secured in bun or short ponytail. Any color jazz shoes, bare feet for warm-ups.
- Hip Hop: Any color comfortable, stretchy clothing, NO jean pants or skirts. Clean-soled sneakers for class only; no outside sneakers allowed on studio floors. Hair out of face.
- Acrobatics/tumbling: Any color leotard and dance shorts. Bare feet only, hair tied back in low ponytail.
- Adult classes: Any color comfortable, stretchy clothing, NO skirts or jean pants, wear appropriate shoes, NO outside sneakers allowed on studio floors, hair tied back. Not a lot of layers to better visualize proper body alignment.

Photo Release: The studio is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the studio creates. Permission is also hereby granted for the school to copyright such photographs in its name.

2008-2009 Studio Closed Dates:

Labor Day	September 1
Halloween Day	October 31
Thanksgiving	November 26-30
Winter Break	December 22- January 4
Spring Break	April 13-19
Memorial Day	May 25