



Procedures and Policies September 2020

Expectations

Allegro Dance Studio (ADS) aims to provide an excellent, safe and positive learning experience for all students, allowing them to excel in their chosen dance discipline.

All students are expected to arrive on time for a class in the proper attire (see dress code) with hair up in the appropriate style. Please come dressed for class and hair already done.

Please do not arrive more than 5 minutes before the start of the class, please wait in your car if you are early.

Any student arriving more than 10 minutes LATE for class will not be allowed to participate if the warm up component of the class has been missed. This policy is in place to prevent injuries. In some cases the student may be able to stay and observe the class. No refunds are available to students that are late.

CLASS PLACEMENT: Some classes require pre-requisites or permission of an instructor.

Placement is based on the decision of the Studio Director and any student enrolled in an inappropriate level or class without the according prerequisite will be dropped.

If a student is ill or anyone in your family is ill then please do not attend class. If you are unable to attend class please contact our office by email only. If a student is absent there will be NO adjustment of tuition.

Management reserves the right to refuse admittance or send a student home who is presenting with any signs of illness.

There are NO MAKE UP CLASSES OR REFUNDS

All students should arrive with clean and sanitized hands.

Management reserves the right to ask anyone to leave who is not abiding by social distancing requirements.

Dancers are not required to wear face masks, it is your personal choice.

Parents must be ready to pick up their children as soon as class ends. ADS is not responsible for watching your child and they are unable to wait in the lobby.

Billing and Tuition

Tuition fees are non refundable and non transferable

Tuition is due the 1st of the month. Payment can be made through the parent portal or you can send cash or check into the studio with your dancer. Alternatively you can email the studio and request for the credit card on your account to be processed. Payment can be made by check, cash, Visa or Mastercard. You can also opt for autopay when tuition is charged to a credit card on file on the first of the month. (Please note that for September autopay will be charged on September 7th)

LATE FEES: A \$15 dollar late fee will be added if tuition is not received by the 10th. The student/family will be dropped from class(es) if payment is more than 30 days late.

Classes are charged on a monthly basis. It should be noted that some months may have 5 classes and some months will have less. The fees are not prorated and remain the same for each calendar month.

If ADS must close due to COVID-19 related issues before the 10th of the month tuition will be refunded pro rata (registration fees are not refundable). If a closure happens after the 10th of the month then any remaining tuition will be credited towards the next available payment period. Credits that are unused after 30 days will be void.

If payment has not been made by the first class then the dancer will not be allowed to participate.

DROP IN CLASSES: These are available for adult classes only. The fee is \$15. Drop in classes are only available if the class is below the maximum capacity. This is appropriate for occasional classes only. A release form must be completed. Punch cards are no longer available.

REGISTRATION FEE: A one time, non refundable, fee of \$25 per family is required at registration.

Insert initials here _____

FAMILY DISCOUNT: If more than one family member takes classes at ADS then a \$5 discount will be applied per month for each additional person.

RETURNED CHECKS: If a check is returned from the bank then a fee of \$25 will be applied to the account.

WITHDRAWALS: Please inform ADS of any classes that are being dropped. There is a 2 week notice period for any discontinued classes. There are no refunds on costume or registration fees.

PRIVATE LESSONS: To arrange private lessons please communicate with the Studio Director. Cancellation of the class does require 24 hours notice by email. If notice is not received then the full charge for the lesson will be applied to the students account.

Absences

ADS reserves the right to drop any student that is absent for more than 2 classes in a month.

For an absence to be excused the parent/student MUST EMAIL the studio (No Texts) prior to the class. Emails should include the student's name, class and reason for the absence. The Studio Director will make the final decision as to whether the absence is excusable or not. For all absences, both excused and unexcused, there are no refunds or adjustments of tuition fees. Please be aware that many of the classes have waiting lists, so if your child is enrolled in a class regular attendance is essential. There are other children that would like the opportunity to dance. Makeups are not an available option.

If you want to schedule a private session to have a student catch up on missed time, you may schedule one through the office management. Private Session fees will be applied.

Studio and Lobby

The lobby is CLOSED TO PARENTS AND VISITORS

The exception for this is for parents of students under the age of 5, ONE PARENT PER STUDENT in that age group may be in the lobby. NO SIBLINGS will be allowed in the lobby.

These parameters are due to COVID 19 and are in effect until further notice. Parents must be ready to pick up their children as soon as possible after class. ADS is not responsible for watching your child before or after class.

If you need to discuss a problem then please arrange a time to talk with the class instructor. Please note that instructors may not have time to talk between or during classes. By scheduling an appointment the instructor can then give you their full attention.

Only students and instructors are allowed in the studio room during class time.

Restrooms are available for the use of students and staff only.

No gum is allowed in the dance studio.

Only instructors and assistants are allowed in the studio room during class time.

Water is available and allowed. Please bring a water bottle to stay hydrated.

Due to COVID-19 ADS has updated Lobby protocols to keep our studio clean and safe for the students and faculty. Please read the Policies below.

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If a student is ill or anyone in your family is ill then please do not attend class.

Management reserves the right to refuse admittance or send a student home who is presenting with any signs of illness.

All students should arrive with clean and sanitized hands.

Management reserves the right to ask anyone to leave who is not abiding by social distancing requirements.

Dancers are not required to wear face masks, it is your personal choice.

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Insert initials here _____

Loss and Damages

I understand and accept that Allegro Dance Studio will not be held responsible for any loss or damage to any personal property.
ADS does not share or sell families personal or financial information.

Communication

Stay Connected: ADS sends out emails/texts as events arise or to keep you updated with current events. If you are not receiving our e-mails please check your spam box or contact the studio.

We are on Facebook and Instagram.

If you want to be able to receive text messages please indicate this on the registration form.

The parent portal can be accessed from the website www.allegrodancestudio.org this allows you to register for classes and pay tuition.

Medical Emergencies

I authorize any and all medical attention necessary to my child or myself in the event of an accident, injury or sickness.

Other

Management reserves the right to amend without notice these regulations in line with any State or Federal guidance.

Sign _____

Print Name _____

Date _____