



STUDIO POLICIES

1. Dancers should arrive five (5) minutes before class start time, appropriately dressed. Dancers should use this time to change into the designated footwear prior to class start. Punctuality and attendance are required.
2. Dancer's hair will be secured from the face as required by each type of class.
3. We like to maintain an open studio policy, where by parents can come and view their child's class at any time during the year. If you wish to watch, simply introduce yourself to your child's instructor. For classes that happen in Studio (A) you can watch from the office viewing window. For our very young dancers it may be necessary from time to time to close the curtain if they are too distracted.
4. Dancers must behave appropriately at all times. Excessive talking, abusive language, rude behavior is not permitted.
5. Gum is not allowed at any time in any classroom. Food or beverages are not allowed in the classrooms during class. The instructor will permit water breaks when necessary.
6. Dancers are to remain in the change/wait area prior to class start.
7. Dancers are to be picked up within 5 minutes of class dismissal. Spiral Dance studio will not be responsible for students who leave the premises, for any reason. Please ensure that your child knows to wait for you inside the studio.
8. Classes cancelled by the studio will be rescheduled. Make-up classes are not available when missed due to illness or other attendance problems. Payments will not be reduced due to absences.
9. A doctor's release is required for an injured dancer to return to classes. This applies to injuries occurring outside or inside the studio.
10. This policy applies mainly to our competitive student's. The studio reserves the right to drop a dancer for excessive tardiness and/or absences. Students missing an excessive amount of classes (more than 3) prior to a competition, performance, and/or recital, it is the instructor's discretion to determine if the dancer will be able to participate. The instructor's decision will be based on the technical and medical ability of the dancer to successfully perform.
11. Each instructor reserves the right to sit a child out of any class, if any of the above policies have been violated.

12. CANCELTION POLICIES: If for any reason you or your child is unable to continue in program, our refund policy is as follows:
- A. After 6 classes there is no refund.
 - B. Prior to this, a refund minus the classes previous, will be honored, and pro-rated accordingly.
 - C. If prior to classes commencing, a full refund will be honored.
 - D. Call the studio to make your request known. Your refund will be mailed to you promptly.
13. It is important to us to hear from you if you have any concerns or inquiries regarding your child's progress. Please do not hesitate to talk to your child's instructor or Loretta/Director.

ATTIRE POLICIES

1. Dancers must be appropriately attired, and their hair secured per class requirement.
2. Parents must check with instructor prior to purchasing new dance shoes. Shoe requirements may change each enrollment period.
3. See Class Descriptions for required attire.

FEE POLICIES

1. Payment for all classes is required prior to classes starting.
2. RECREATIONAL STUDENTS: pay in 3 installments, based on three 12 week sessions. Fall – Winter- Spring. Notices for re-registration for Winter and Spring will be sent home with students by mid November. Students presently in classes get first dibs on re-registration. Simply return form with payment.
3. COMPETITIVE STUDENTS: monthly payment with 10 pos-dated cheques, Sept. – June. Please include your \$50.00 costume deposit dated by Sept. 15th on separate cheque.
This payment plan applies to students doing ballet classes that are on the competitive schedule.
4. RECREATIONAL COSTUME FEES: By May, invoices for costumes for Year End Recital will be sent home. Payment is due prior to costume going home. Fees are price dependent on each class(es) requirements.
5. Recital tickets are \$12.00 each. Tickets will go on sale at the studio 3 weeks prior to event.
6. Competition fees are due prior to each event and are non-refundable. Fees are variable per organization and entry size (solo, duo, and larger).
7. Competitive Costume fees will come home by end of January. Your invoices will include amount owing minus deposit and minus any fund-raising monies specific to each child.
8. A \$15.00 processing fee will be added for all returned checks.

9. Payments for costume, and competition fees are non-refundable.
10. The studio reserves the right to discontinue a dancer's classes for non-payment of tuition and fees when necessary.