

POLICIES AND PROCEDURES

FOR PARENTS

Monthly tuition:

- The annual registration fee of \$95 per Student with one time Registration fees \$15 .
- Each month's tuition is for four weeks of dance.
- Holidays and closures are NOT included in the 4-week period. Please see the payment schedule for details.
- Payment is due on or before the 1st of each month.
- Accounts not paid by the 1st week of the month are subject to a 10% late fee. Arrangements can be made for special circumstances.
- No statements will be mailed; however, tuition email reminders will be sent monthly in order to keep your class rates lower.
- We accept Cash, Check and Credit Cards for payment.
- Monthly tuition payments are non-refundable! You are not financially committed to the entire year, but once the tuition is paid, it cannot be returned.
- Students will not be allowed to take class if their account is delinquent for more than 30 days.

Payment options:

CHECK: Checks can be mailed or given to Ms. Ramya Shankaran. If the name on the check does not match the dancer's name, please make note on the memo line. A \$20 fee will be charged for all returned checks (NSF).

CASH: When paying by cash, please use exact change. We do not keep much petty cash in the office.

TRANSFERS: In case of Transferring to the Account directly, kindly send the screenshot to the Email Id of school.

Attendance policy:

- As with any program, steady attendance is a requirement for success. Failure to meet such requirements can lead to dismissal from the program or adjustment in level.
- Guardians are responsible for communicating absences to the dance studio office or Instructor directly.
- Any student that misses 3 consecutive weeks or more may be required to forfeit their class space.



Recital Participants, Event participants, Adhyaathma Dance company participants are not allowed to take absence when the show is nearing, it may result in removing their participation from the show piece.

Make-up classes:

- Missed classes may be made up within 4 weeks, in an appropriate class of the student's choice.
- There are no refunds nor can miss classes be applied to subsequent months' tuition.

Schedule changes or dropping classes:

- The office must be notified 30 days prior to changing a class schedule, or when discontinuing a class.
- All fees are due until the office is notified of any class being dropped.
- No tuition can be refunded when dropping a class.

Addressing issues:

Unfortunately, we do make mistakes. We welcome you as parents to bring those to our attention. We do ask that you use discretion as you address them with us. We ask that any conversations that are sensitive and private in matter be held while classes are not in session and are addressed to the director. If issues concern other parents or children, please do not address this issue at the studio. Please resolve the issue independently or make an appointment with the director to resolve the situation. Angry dialog, foul language and physical threats will not be tolerated. Parents and/or students who display this type of behavior may be asked to no longer participate in the classes at the Adhyaathma school of performing arts. Please remember that these rules are for the safety and comfort of ALL dancers.

Studio rules for parents:

- All young children must be supervised. No running, yelling or rough playing at the dance studio.
- In order to maintain the comfort, privacy, and productivity of our students, our studio policy is that no videos or photos can be taken by observers during weekly classes.
- Help keep your studio clean and tidy. Please throw away all trash.
- No gossip, obscene language or inappropriate conversations are tolerated by either parents or dancers.
- Friends and family are welcome to observe class, but must remain outside the studio.



FOR DANCERS...

Promptness:

- Promptness is extremely important!
- Dancers need adequate time in order to be physically and mentally prepared for the demands of the dance class.
- It is recommended that students arrive early in order to get a drink, go to the bathroom, get warmed up and be dressed properly.
- Students who arrive more than 10 minutes late may be asked to observe class.

Important dance etiquette:

At our studios our primary goal is for your children have fun while learning dance technique and strong work ethics. We expect all dancers to show respect to themselves, each other and all instructors. You will see our instructors enforcing the following rules:

- It is the dancer's responsibility to manage their time so that dance, schoolwork and other outside activities do not conflict.
- Be prepared for class. Proper dress code is required for all dance classes.
- Hair must be pulled up.
- Use bathroom prior to class.
- Be on time.
- Do not have frequent class absences.
- No cell phones.
- No gum is allowed in class.
- Be respectful and kind to instructors, peers and staff.
- Do not talk during class unless you are asking a question.
- Practice safe behaviors for yourself and your classmates.
- Be willing to try new dance material. Put positive energy into your dance class.
- No leaning, lounging or hanging on the ballet barres. **NO SITTING IN CLASS!**
- Clap at the end of class to thank the instructor.
- If late, ask permission to join class.
- If injured, tell instructor prior to class...work slowly & carefully or observe.
- If ill, do not come to class.
- If you must leave early, notify instructor prior to class.
- When leaving the studio, Do not go outside during cooler weather without a warm-up. It is important to control the cooling process to avoid injury. In addition, please respect your art by keeping your dance attire confined to the studio.

“We believe that good dance decorum is of equal importance to good dance technique”.

Sign: _____

Date: _____



