

# 3-D DANCE POLICIES

## GENERAL STUDIO POLICIES

To keep our studio a fun and encouraging learning environment, we ask you to read and adhere to the following policies and guidelines regarding all classes:

Students are expected to observe our dress code outlined on our website ([www.3-ddance.com](http://www.3-ddance.com))

Students are expected to attend their classes regularly and to be punctual. Consistency is essential for a dancer's progress.

Consistent attendance is necessary to prevent injury. If a student arrives 10 to 15 minutes late to class they may be asked to wait until there is a natural break in the class.

Students may not leave class without a teachers permission. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises.

Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

Food and drink (except bottled water) are ONLY allowed in the lobby AND NOT allowed in the studios.

Parents who bring small children are asked to actively supervise them in the lobby out of consideration to the staff and others waiting in the lobby.

Students who are disruptive in class may be asked to leave class. Students should respect all staff and other students and should expect the same courtesy in return.

Practice respect. Students are not to be socializing in a disruptive manner during the class with other students.

Honor your teacher and fellow students by giving full attention and cooperation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.

During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office and the parents will be notified.

Students are placed in appropriate levels based on a variety of criteria. After consideration of any prior training, age, dance technique, personal strength, technical proficiency and intangibles such as talent and maturity the director and staff will decide the proper class level for each student to ensure the highest quality of training for each student.

**OBSERVATION** – Parents and guardians are not allowed in class with the students. Each of our studios are equipped with a viewing window or closed circuit TV located at the front foyer through which you may watch your dancer.

**LOST AND FOUND**- All items will be placed in a Lost & Found bin located in the foyer area. Unclaimed items will be donated to CCA on a monthly basis.

**INSURANCE**- All students must be covered under their own insurance policy. Should an injury occur, it is understood that the student's own policy is your only source of reimbursement.

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline, dedication and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at 3-D Dance will be a positive experience for all involved.

## BRAND INTEGRITY POLICY:

To avoid copyright non-compliance and to keep the 3-D dance visual branding consistent, individuals and vendors not contracted through 3-D Dance, may not produce clothing or merchandise using the 3-D Dance name.

## ABSENCES & ILLNESS POLICIES

Keep your child home if they have any of the following conditions: fever above 100 degrees, vomiting, diarrhea, a skin rash, nits or lice, eye infection, any communicable disease, or if it is clear that your child is not feeling well.

Please call the office if absences are foreseen.

3-D Dance staff will not administer any medications, creams or sunscreen to students. Only a parent may administer any medication to their child.

## BEHAVIOR POLICY:

To assist students in developing self-control, self-confidence and sensitivity in their interactions with one another, and to ensure order, prevent injury and ensure a child's activities are not infringing on another student's ability to learn in a positive environment, 3-D Dance adheres to the following strategies to guide the students' behavior:

1. Focus on the child's behavior, rather than the child.
2. Reinforce positive behavior.
3. Observe children in order to anticipate potential difficulties.
4. Establish eye contact and calling the student by name to gain a child's attention.
5. Remaining physically near the child in situation where he or she may be losing self-control.
6. Model problem solving.
7. Offering choices.
8. Re-directing.

If all else fails, the student will be removed from the situation in a way that ensures the classroom remains a safe and positive learning environment for others.

## RECITAL POLICIES:

Attending dress rehearsal is a requirement for recital participation. Dancers who do not attend dress rehearsal may not participate in recital.

Recital Fee: \$100.00 – single dancer - \$50.00 each sibling.

Recital fees are collected on March 15th to cover the cost of programs, technical staff, recital staff and faculty rental.

Recital Fee also includes a sharable digital download of recital.

Seating is reserved and all tickets must be purchased online in advance.

Costume fees are \$115 per class and include a pair of performance tights and all accessories. Recital costume fees will be communicated to each class in the fall semester once specific costumes have been selected for each class.

Costume payments are non-refundable and therefore all class transfers must be made prior to costume orders being placed.

Late registration will be available for new students after the December 15th costume payment deadline, but costumes ordered after this date will ship separately from the group order and therefore will incur additional costs of \$25 per costume. The deadline for late registrations is January 31st.

All accounts must be current to participate in recital.

## ADDITIONAL CAPP POLICIES:

The enrollment and supply fee is due at the time of enrollment. Enrollment/Supply Fee is non-refundable. This fee covers supply costs, curriculum costs, classroom supplies and studio resources. All school supplies/ classroom supplies will be provided by 3-D Dance.

Monthly tuition is due monthly from September through May. Standard late fees, consecutive class discounts, sibling discounts, and semester discounts apply.

## TUITION/FEES POLICIES:

Monthly tuition is payable ONLY through automatic debit from a credit card or bankcard. Family agrees to keep current their contact information and credit card/debit card authorization form on file and will notify the office immediately of any changes.

Tuition will be debited on the 1st (first) of every month.

Tuition is to be PAID IN FULL during holiday months as our rates are based on a 4-week month. Since some months are longer, the extra classes received equal those missed during holidays. The studio remains open for all 1-day holidays and follows Denton ISD for both weather closings and extended holiday breaks (Thanksgiving, Christmas and Spring Break). A \$15.00 late fee will be added after the 5th of each month. Any student whose account is over 15 days past due may not participate in class. Once enrolled in dance class, your child's place is considered reserved for the season. A financial commitment is made for the duration of the dance year, including the recital (unless otherwise instructed that your dancer will not participate in our year end recital). We will continue to charge tuition until we receive a written withdrawal notification from a parent.

Checks accepted ONLY if paying tuition for a full semester.

Enrollment fees are non-refundable and are good for one full year from date of sign-up.

## WITHDRAW POLICY:

A written notice of withdrawal must be received via email to [registration@3-Ddance.com](mailto:registration@3-Ddance.com) 15 days before the first day of the following month.

If a student withdraws from classes for a period of one month or more and wishes to return to classes, space cannot be guaranteed in the same class.

There are no refunds, pro-rating, credits or transfers of tuition for missed classes if a student withdraws mid-month, or for withdrawals mid-semester if discounted semester payment has been made.

