**Studio 94 Policies & Procedures**

**Studio 94 is the premier dance & cheer studio in Bonham, Texas offering all forms of dance, cheer & tumbling from a staff with over 20 years of dance, cheer & choreography instruction.**

**Enrollment:** Enrollment in a class requires a completed & signed information & release form. A $40 annual registration fee is due upon the time of enrollment and is non-refundable. Additional students from same family is $30/child.

**Tuition:** Tuition is due on the 1st day of each month and must be paid regardless of the student’s attendance each month. Tuition will be considered “past due” after the 10th of each month and a $10 late fee will be incurred. Tuition is not pro-rated for enrollment after the first month’s tuition. We do not send out monthly statements unless you are past due. There will be a $25 charge for all returned checks. Accounts must be current including all late fees before a student may receive costumes or participate in the yearly recital performance. Please inform your instructor or our direct at least 1 month in advance if you intend to withdraw your student from a class.

 **Fee Schedule:** Ballet/Tap Combination (ages 2 & up) $45/month

 Ballet, Tap, Jazz, Hip-Hop, Clogging $35/month

 Cheer& Tumbling (1 hour) $50/month

 Pageant Training Private (1 hour) $60/month

 Cheer Privates $60/month

We cannot guarantee that a class will be offered from season to season based on the registration & enrollment numbers.

 **Discounts:** $10 for second class, same student

 $5 for second child, same family (siblings only)

 **Recital Fee:** $50 – Due no later than March 1.

 **Recital Costume:** Studio 94 does not mark-up the cost of the year-end recital costume. However, to assure that your child’s costume arrives in a timely manner for the performance, all recital costume costs are due no later than January 15th. We cannot guarantee receipt of a costume ordered later than January 20th.

**Dress Code:**

**Ballet/Tap Combo:** Black leotard, pink tights, pink ballet shoes, black tap

shoes. Tap ties will be available for purchase for $5.00. No tutus or dance skirts allowed in class.

**Tap, Jazz, Hip-Hop & Clogging:** Comfortable form fitting shorts or dance

 pants. Black tap or jazz shoes, black clogging shoes with buck style taps.

**Cheer & Tumbling:** Comfortable form fitting shorts & athletic type top. Cheer

 style shoe required.

*All students should wear cover-ups over leotards when not in class.*

**Hair:** Hair MUST be pulled away from the face during class. Students with short hair may pin hair back or wear a headband.

**Absolutely no costume type wear, tutus or jeans.** Students that arrive for class without proper apparel will be required to sit-out and observe class for that day. Students are required to change their own shoes between tap & ballet. There are no exceptions to this rule.

 **COVID Guidelines:** Under the current guidelines set by Governor Abbott, all persons must be masked when entering the building. There will be a sanitation table set-up at the door where all entering will be required to sanitize your hands and all children will be screened for a temperature. Any child with a temperature reading over 99 will not be allowed to participate in class. Once in class, students may remove their mask & will be assigned dance spaces 6’ apart. Instructors will enforce social distancing throughout class. If your student or any family member is showing symptoms, please do not bring your child to class until cleared by a physician.

**Attendance:** Regular attendance is a must, as absences affect the entre class along with the progress of the student. However, we do understand things come up and make-up classes are available upon request with your instructor. Make-up classes are discouraged during the last 3 months of the dance year.

*If an instructor has to cancel a class for any reason, all efforts will be made to contact you prior to the class time and a make-up class will be scheduled*.

**PLEASE BE ON TIME!!** Late arrival for class disrupts the entire class instruction and the student loses the benefit of proper stretch time. If you do arrive late, allow the instructor the opportunity to invite the student to join the class at an appropriate time.

**Arrival/Pick-up:** Please arrive at least 5 minutes prior to your class time and pick-up no later than 5 minutes after the class is dismissed. Siblings are not allowed to stay in the facility without an adult 18 years of age or older. All students must be picked-up by an approved family member or friend. If you know that you may be running late, please let your instructor know so that a sitting arrangement can be made until your return.

**Class Etiquette:** An important part of the dance experience is class etiquette. Students should be on their best behavior from the minute that they enter the facility. All instructors and staff should be addressed by their name and preceded by “Miss” or “Mister”. The use of “Yes, Ma’ams”, “No, Ma’ams”, “Please” and “Thank You” are mandatory.

 **Quite Zone:** Students and parents are required to remain as quiet as possible if waiting or seated inside in respect to the fellow businesses in our building suite. Repeated requests to remain quiet will result in you being required to sit in your vehicle or outside the building before, during & after classes.

**No running, No gum chewing during class, No food & drinks allowed other than water, No “rough” play**

**Discipline:** Rude or cruel behavior from students or parents toward the instructor or other students will not be tolerated. We do not choose to practice “time out”. We practice the “3 strikes & you’re out” rule; after the third warning, the student will lose their daily good behavior reward which is presented at the end of each class. If the behavior is unusually extreme or occurs on a regular basis, the instructor will inform the parent of the situation following class. Otherwise, discipline remains between the instructor and the student. Parents that exhibit rude or hurtful conduct toward a student or other parent will be asked to leave the premise with their child.

**Restroom Policy:** Students should be reminded to relieve themselves prior to class time. However, if a student needs to be excused from the class and is of the age that requires assistance, the parent will be asked to accompany them. If the parent is not present, a staff member will accompany the child if possible. Otherwise, the instructor will ask another parent to accompany the child to restroom so that class instruction will not be interrupted. Studio 94 practices the NO TOUCH policy for all students.

**Concerns/Complaints:** If we don’t know about it we can’t fix it! PLEASE discuss any and all concerns that you may have with Studio 94 directly with your instructor or with our director. Do not let a concern fester until emotions run high! It is our goal to make your child’s dance instruction a healthy and happy experience.