



700 D'Arcy St building 19, Cobourg
289-771-1443

Policies & Procedures 2018/2019

Photo/Video Policy

- Twinkletoes Studio of Dance & Performing Arts reserves the right to take photos and or video of our participation in Twinkletoes programs and events. Twinkletoes reserves the right to use these photos & videos in any or all forms of advertising including but not limited to: website, internet, newspaper, flyers, brochures, ads etc. Twinkletoes will not owe any monetary or other forms of compensation for the use of these photos or videos.

Cancelation Policy

Full Year Program: No refunds will be issued 30 days after semester 1 has started. Any cancellations prior or during the first 30 days of the program will be refund minus the classes offered and a \$15+HST admin. fee for processing.

Semester 1 students will be automatically billed for semester 2 (January start) unless Twinkletoes is otherwise notified by final day of semester 1 via email. Semester 2 will be billed on January 1 of the semester 2 year. If you are a new student starting in semester 2, you will have 5 days after your first class to notify of any cancellations to receive a refund minus the participated classes and a \$15+HST admin. processing fee.

Summer Program: Cancellation prior to the start of the program will be charged a \$15+HST admin. fee for processing. No refunds will be issued past the first class.

Parents Initial Req. _____

Returned Payment Policy

If a payment is returned due to Non-Sufficient Funds (NSF), you will be charged a \$30 NSF fee in addition to the returned payment. You will be required to bring the payment and NSF fee to the office in cash or send via email money transfer. Parents Initials

Req. _____



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Fees / Policies & Procedures 2018/2019

Studio Policies

- ⌘ All outdoor shoes must be removed and placed on the shelves provided upon entering. This is done because so many of the dancers are walking around in bare feet.
- ⌘ Any student with fees outstanding more than one month will have classes discontinued until the account is brought up to date.
- ⌘ Electronic devices including cell phones, iPad, tablets etc., are not allowed in class.
- ⌘ If you wish to have the movie changed in the waiting room you must ask the office staff for assistance.
- ⌘ Inappropriate behaviour will not be tolerated. There is to be no running, rough housing, yelling, throwing etc., in the waiting room, hallways or lounge area. Parents are responsible to supervise children who are not in class, at all times.
- ⌘ This is a school environment, so we ask parents/guests to use appropriate language, there are always little ears listening! This applies to language and content please.
- ⌘ No food/drink or street shoes allowed in the dance rooms. (Exception students can take water to class). Students wishing to have water in class must take it in with them at the start of class; they will not be excused from class to go get a drink. We do have a water cooler to refill water bottles.
- ⌘ All students are required to abide by the dress code. Students who come to class not in dress code 3 times will not be able to participate; they will have to observe class that week.
- ⌘ Students, Parents, and Siblings are asked to please respect our Studio by keeping it neat and tidy. Students belongings are to be placed in cubby holes, jackets hung up, garbage to be placed in the garbage can and if a mess is made then it is to be tidied up. If you require assistance please see the office staff, we are here to help. The kids area is to be clean up before you leave.
- ⌘ Students should arrive 10 – 15 minutes before class starts.
- ⌘ Students should use the washroom before class starts.
- ⌘ Students / siblings, who are too sick to attend school, should not attend dance classes / enter the studio. Please help us to prevent the spread of illness.



Twinkletoes

STUDIO OF DANCE & PERFORMING ARTS

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