

## STUDIO POLICIES AND GUIDELINES

- **Class Attendance:** Good attendance is vital to a student's progress. Absences are non-refundable, nor are they deductible from tuition payment. Please call if your child(ren) are going to be absent. Missed lessons can be made up at, or one level below the student's current level.
- **Tuition:** Tuition is payable in advance. Students may only take class if tuition is current. No refunds will be given with the exception of properly documented illness or injury. No credits will be given for missed lessons. We encourage students to make up missed lessons due to illness, holidays or family commitments. There will be a service charge of \$35.00 for N.S.F. checks.
- **Withdrawing from the school:** Please inform Ms. Kay if your child is withdrawing from the school. A two-week notice would be greatly appreciated. If you pay "per term", a 50% refund on the remaining weeks of that term will be issued.
- The risk of injury exists in any physical activity. East West Ballet School is not responsible for personal injury.
- For parents/caregivers of students in the Music & Movement class, we ask that you stay close to the studio and not leave the mall. If you really need to leave the mall for the period that your child is in class, please tell the teacher when you drop off your child.
- East West Ballet School is not responsible for lost or stolen items. Please do not bring anything of value to the studio.
- Parents may take photos or videos on observation days only and not during regular class time.
- Dance shoes should only be worn in the dance studio and never worn outside.
- If only one student shows up for class, the lesson will be shortened by 15 minutes for classes that are 40 minutes to 1 hour, and by 30 minutes for longer classes.
- **Snow or Inclement Weather Policy:** In case of inclement weather, please check the website's home page for any announcements after 1:00 PM (for evening classes), and after 7 AM for morning classes. In the instance of weather conditions deteriorating after school hours, please call Ms. Kay at 314-398-9960 to inquire about class cancellations. If classes are still being held, it is up to each individual family to make a reasonable decision whether or not to make the drive.
- **Class Level Placement:** Placement in classes is based on age, ability, and previous dance training, and is subject to the teacher's approval. Final placements may take more than one class. East West Ballet School has the final decision with respect to a student's placement in any class.
- **Parent Observation:** Please refrain from staying inside the studio while classes are going on, as this could be distracting to your child and/or other children. Parent observation weeks will be scheduled to give parents a chance to watch their children's progress.

## **Classroom Rules and Code of Conduct**

(Parents, please review this information with your children so they understand what is expected of them.)

- Be prompt for class. If you are late to class, wait for the music to finish and make eye contact with the teacher. She will work the student into the class with the least disruption.
- Be properly dressed for class. Jewelry is not to be worn in class and shoestrings should be tied in a knot, cut and tucked into the shoes.
- Hair should be fixed in a bun (Music & Movement dance students may have their hair in a ponytail, pigtails or braids). For shorter hair, pull hair away from the face and secure with a headband or clips.
- Make sure you have had the opportunity to use the bathroom before class starts so you do not miss anything in class
- While in class, wait quietly for others to have a turn and for instructions from the teacher. Be prepared for your turn.
- Raise your hand if you need to ask or say something in class. Do not talk when the music is playing.
- In class, use props appropriately with care.
- Never hang or lean on the barres.
- Please do not touch the mirrors.
- Bottled water is allowed in the waiting area of the studio. No other drinks, food or gum are permitted inside the studio.
- Put trash in its proper place.
- Respect items that belong to others.