

2009-2010 Dancin' Feet Dance School Policy

Tuition Policy

- Tuition payments are due on the first of the month. Payments may be dropped off any day of the week, or mailed to Dancin' Feet Dance School at: **13783 Ibis St., Suite 600, Andover, MN 55304**. Visa, MasterCard, Cash or Check are all accepted.
- Tuition paid in payments are due August through April. Tuition is based on the full dance season, not each month of dance. Dance classes run September through April with the Show in May.
- Tuition is considered late after the 15th of the month and must include an \$8.00 late fee. Tuition not received by the 1st of the following month must include a \$16.00 late and processing fee.
- Returned checks will be subject to a \$25.00 fee.
- Tuition must be paid in full for a dancer to participate in class. If tuition is not received by the 15th of the month, dancers will not be permitted to participate in class. Tuition not received for a period of 30 past due days automatically dismisses a student from Dancin' Feet Dance School. However, all past due fees still must be paid to avoid incurring additional fees.
- The \$25.00 registration fee is non-refundable.

Class Policy

- Dancers should arrive on time to class. Please do not drop off your dancer more than 10 minutes prior to class.
- Dancers should participate in class with a positive attitude and work ethic. Dancers who cannot participate in a manner appropriate for a dance class will not be permitted to return to the class.
- Parents are allowed to view classes from the viewing window. Parents should not come in to the dance room unless invited by the instructor and for special events such as video tape week and other special times. Parents will be permitted to sit in during preschool classes at the instructor's discretion.
- Dancers should attend all scheduled classes and rehearsals. Tuition is not prorated or refunded for dancers who do not attend class.
- Leotards or appropriate dancewear should be worn to all classes. Dancers not in appropriate attire will not be permitted to participate in class and must sit and observe.
- Proper shoes must be worn in dance class. Students will not be allowed to dance without shoes.
- No street shoes are allowed on the dance floor.
- If you miss a class and would like to make it up you may come to one of the other scheduled dance classes. Each student is allowed one makeup class at no charge. Additional make up classes with another scheduled class are \$5.00 each.
- Private make up classes may be scheduled. Prices for private classes are as follows: \$15.00 per 30 minutes with a dance assistant, \$25.00 per 30 minutes with an instructor.
- If class is to be canceled Dancin' Feet will call the numbers you have given on your registration form. We will also leave a message on the studio voice mail line.
- Please note your Dancin' Feet Calendar for holiday breaks and special events.
- Dancin' Feet schedules 30 class sessions and guarantees 28.
- Please have preschool children use the restroom prior to dance class.

Studio Policy

- No food and drink other than water is allowed in the dance rooms.
- Children are not to be left unattended in the front waiting area.
- Children left unattended in the waiting area will have a \$1.00 per minute childcare fee added to their account and parents will receive the bill. If policy is not followed child will be dismissed from the dance school.
- The viewing windows are intended for parents to observe their child's dance class. Please do not bring your entire family, friends or neighbors to observe classes.
- The office area and storage area's are off limits to anyone other than Dancin' Feet staff.
- At Dancin' Feet, it is our mission to promote a dancing atmosphere that is fun, educational, uplifting, good for the body, and stimulating to the mind in a positive environment for both students and parents. We at Dancin' Feet reserve the right to dismiss anyone who Upsets the harmony of the dance studio. Appropriate language and behavior is expected from all parents, students and guests.

Spring Show Policy

- Costume fees are due half the first of October and half the first of November.
- Costumes will not be ordered until current on dance tuition and costume fees.
- A \$25.00 per costume single order fee will be added to all late orders. Late orders can not be guaranteed to arrive on time.
- Costume fees are non-refundable.
- The recital fee is non-refundable.

Dropping a class

- Written notice is due upon withdrawal. Your balance must be paid in full prior to withdrawal.
- Classes will be pro-rated and you will be billed or refunded accordingly for the classes registered for.