

# GUIDELINES & POLICIES

## Guidelines:

Our top priority is maintaining social distancing and avoiding large gatherings. To achieve this, we kindly ask parents to drop off their children five minutes prior to their scheduled class. If your child is experiencing any Covid-related symptoms, please let us know, and their absence will be excused. It is recommended that your child brings their water bottle to class. However, we have water bottles available for purchase as well.

## Dress Code:

All students must adhere to the dress code for their respective classes. It is at the teacher's discretion to dismiss a student from class if they fail to wear the appropriate attire and hairstyle. Following the dress code ensures the instructor's ability to see a dancer's alignment and positioning, teaches students discipline, and helps them develop overall focus and energy. By following the dress code, students feel like they are dancers attending a dance class.

- Dress code: Black jazz shoes or black character shoes, black bottoms, and a black top.
- Students are not permitted to wear dance shoes outside. Street shoes are NOT allowed on the dance floor.
- For all classes, hair must be neatly pulled back in a bun or a ponytail. No jewelry should be worn in any class; small stud earrings are acceptable.

## Attendance:

It is essential for dancers to attend all classes in a punctual manner. Students with perfect attendance will receive a trophy at KRDS 1st Annual Dance Recital.

- Arriving 15 minutes late or leaving 15 minutes early will be considered an absence.
- If a student must miss class, a parent must notify KRDS at least 24 hours in advance.
- Excessive absences may result in dismissal from the annual dance recital.
- Snow days: KRDS will be closed if CPS schools are closed due to weather.
- If a class is canceled by KRDS, the lost time will be made up within the following classes or a make-up class will be scheduled.

## Studio Rules & Etiquette:

Any student or parent who fails to comply with all studio rules and code of conduct may be asked to leave with no refund of tuition.

- Only registered students are allowed in the dance class.
- Parents are asked not to interact with or distract students during class time.
- No gum, food or drinks are allowed on the dance floors, water only!
- No profanity is tolerated in KRDS.
- No cell phones are permitted in the classroom.
- Students are expected to behave properly while in class. Students must always be respectful to all peers and instructors.
- Disruptive students may be removed from the class.
- For their safety, children must always be supervised in the front desk area.
- Only registered students are allowed inside the dance class.

## **Tuition:**

Tuition is based on monthly payments. Tuition remains the same every month regardless of holidays, scheduled breaks, and/or the number of Saturdays in the month.

- Tuition will not be prorated, refunded, or adjusted for missed classes.
- Monthly tuition is \$50 per child and \$30 for any additional child from the same household.

## **Terms of Registration:**

First month's tuition is due at the time of registration. Tuition payments are due before the 10th of each month. Payments not received by the 10th of each month will incur a \$10.00 late fee.

- Payments can be made via: Cash, Zelle or Checks.
- There is a \$30.00 fee for any returned checks.
- Tuition and all fees are non-refundable and non-transferable.
- Refunds will only be given if a class is canceled due to insufficient enrollment.
- For your convenience, we can offer Monthly Auto Pay.

We rely on email communication to keep you informed of important updates and information. To ensure that you receive these updates, please ensure that we have your current email address on file. If you have any questions or concerns, please don't hesitate to contact us.

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