

# Christine Rich STUDIO

## DANCE ACADEMY & PERFORMING ARTS CENTER

### Studio Policies

**We are recognized for our reputation for excellence and our exceptional training of dance students. We will be honored to have you join us.**

**CIRCLE DRIVE & DROPOFF** The front drive-up is for quick student drop-offs and pick-ups for 7 and older students. Cars wait in the street until their student arrives to the front door after class dismissal.

For 6 & younger students, please walk inside for pick-up.

**OUR LEARNING ENVIRONMENT** We enjoy having our hallway and lobby like a quiet public library in order to create a non-distractive atmosphere for the education of students. Please supervise youngsters not allowing them to run the hallway or have loud voices.

The property, building, and parking lots are smoke free zones.

If you have questions regarding your student's progress, please email us. We answer via email instead of phone or in-person meetings.

#### **NOTIFICATION OF MODIFIED PARTICIPATION**

Please send a note to give to the teacher if you need to have your student excused early from class for an occasional event, doctor's restriction, or if they need to sit and observe due to an ailment.

Without a parental note, teachers will ask each student for full participation.

Email the studio if the student will be absent.

**CONTACT** Please make sure that your email address is current with us and our email is safe listed as this is our main method of communication to you:

[admin@ChristineRichStudio.com](mailto:admin@ChristineRichStudio.com)

Please keep your phone number current with the Studio in your portal account in case of a student emergency.

If you have questions regarding your student's progress, please email us.

**NON-SUFFICIENT FUNDS FEE** All payments submitted and not honored by the bank result in a Dishonored Payment Charge of \$30. ANY account balance must be paid in full with cash before participation in the next class or recital occurs.

**NO REFUND POLICY** Refunds are not given for any reason. Each student, upon enrollment, is assured a reserved space in class regardless of attendance.

Therefore, there are no refunds for absences such as those due to family trips, illnesses, physical injuries, inclement weather, change of mind, schedule changes, or doctor, parent or Studio restrictions, etc.

**SUBSTITUTE TEACHERS/COMBINED CLASS** We reserve the right to provide a substitute instructor, change staff instructors as necessary, or to cancel a class and offer a make-up class or new class time if a special circumstance interferes with a class time.

**MARLEY DANCE FLOORS** Our classroom floors have the highest grade floating wood floors covered with a professional dance Marley flooring which helps protect our students from injury.

To keep the floors clean and safe for students, all street shoes are prohibited inside the classrooms.

**DRESS CODES** In order to provide the highest learning standards, all dress codes must be met after the FIRST week of class (see current [Dress Code](#) in Enroll Now page on website) in case of class cancellation due to low enrollment. However, if you know the class is a "go" (just ask) you must be prepared for the first week of classes in order to participate and not observe class only. It is advisable for each student to fully understand the dress code expectations and be prepared as they are enforced.

Female students age 7 and older must be able to form their own ballet bun hairstyle.

**SERVICE CONDITIONS** The Studio provides dance instruction to students and families harmoniously cooperating with CRS procedures and Policies.

Any student must be able to work within a group setting. We have a zero-tolerance for bully-type behaviors (verbal or physical, bossing, etc.), which result in escalating suspensions for the bullying student to reorient to peaceful engagement. Bullying behavior in an adult is an immediate dismissal without refund.

The Studio reserves the right to refuse service to anyone and retains absolute authority to make all decisions regarding any and all policies relating to the rules necessary for the safe, healthy, harmonious, and appropriate learning

environment, which violations could result in the student's suspension or termination from the program without refund of tuition.

**PRE-ENROLLMENT INFORMATION** is a companion document to the Studio Polices.