

# Danswest Dance Productions, Inc.

## GENERAL STUDIO POLICIES 2023-24

Danswest strives to be successful and to provide a clean, safe and nurturing environment where a love for dance, movement, exercise and artistic expression can grow and thrive. To aid us in this mission, we ask that all students and parents adhere to the following policies.

**REGISTRATION:** Each student is asked to register prior to the first class, and pay the registration fee and first month tuition. Our online enrollment system can be found at [www.danswest.com](http://www.danswest.com). Each student is required to have a waiver signed- this is online as well. It is required that all students be covered by their own family insurance policies. If injury occurs it is understood that the student's/guardian's own policy is your only source of reimbursement.

The annual registration fee is \$25 per student and \$40 per family (2 or more students from the same family at the same address).

### **CLASS PLACEMENT**

Class placement is based upon the student's previous experience. We may ask a dancer with previous experience to participate in a class first so that technique may be evaluated, as dance studios differ in syllabus and requirements. The Director reserves the right to move dancers accordingly for the best interest of each student.

**TUITION:** Tuition is due by the first of the month and any payments after the 5th of the month automatically include a \$15 late fee. There is also a City of Tucson mandated tax of 2.6% that is added to the base tuition each month. Monthly tuition is based on a per hour fee, (some months have less days and some months have more days). **Tuition cannot be pro-rated and there are no refunds.** By registering, you are holding a spot in a class whether you are present or absent. However, all students have the option to make-up missed classes by coming and taking another class. Any NSF checks will be charged a \$25 fee. **You will continue to be charged monthly tuition until we are notified via email of your termination of classes or at the normal end of session.** We have an online enrollment and payment system and when you enroll in auto pay you will be billed via your credit card monthly on the 1<sup>st</sup> of the month. Note that there is a 3.5% merchant credit card fee added to payments. We also take cash and checks at the studio.

**MAKE-UP LESSONS/MISSED CLASSES:** Please call if your child must miss a class. We instructor will be happy to give you a make-up time. This make-up class must be taken within two (2) weeks after the missed class. There are no carry-overs, refunds or pro-rated fees due to missed classes because of illness, vacation, or other attendance problems. Any class cancelled by the studio will be rescheduled. A doctor's release is required for an injured dancer to return to class. This applies to non-dance related injuries as well. The studio reserves the right to drop a dancer from a class or routine due to excessive tardiness or absenteeism.

**TRIAL /DROP IN CLASSES:** Students may try a class for \$20, however, the parent may observe a class at no charge.

**CLASS SCHEDULES:** The schedule is based on anticipated enrollment and may change at any time. Please call /email prior to attending class for the first time for verification. Class schedules are available on the website and at the studio. Teachers are also subject to change on occasion. If for any reason only one student arrives for class, a 30 minute class will be provided. If only 2 students, 45 min. Teacher are also subject to change as they are all working professionals in the dance industry and have performances and rehearsal from time to time

**ATTENDANCE:** Dance is a discipline unto its own and requires regular attendance. Be on time for class; attendance is taken in the beginning. It is expected that students will come dressed in the correct attire. The dress code is online. A student who is more than 15 minutes late may not be allowed to take the class because they will have missed the warm up session, which is important to prevent injury. In this case, the student will be asked to observe the class.

**PICKING UP/DROPPING OFF STUDENTS:** For safety reasons, we ask that students do not leave the building and wait outside or go to the neighboring stores without an adult. **Danswest is not responsible for students who leave the premises for any reason.** Note that the Family Dollar store in the retail center does not allow unaccompanied minors under the age of 18 in the store. Parents, please deliver and pick up students on time. Do not drop off students more than 15 minutes before their first class of the day. We will not watch your child if he/she arrives early, nor will we stay at the studio following the last class.

**CLASS OBSERVATION:** Parents are allowed to observe classes via the closed -circuit TV system. Thereafter, parents will be allowed in class during specific observation times set up by the Director. Dancers learn the most in an environment free from distractions. All students need to be focused in the classroom. Exceptions, with the approval of the teacher, are made for preschool dancers who need additional time to feel comfortable and secure. If you are in the class to observe, you may not have cell phones on or leave and return, as this is disruptive to the class. Siblings are not allowed to go onto the dance floor.

**HOLIDAYS/STUDIO CLOSED 2023-24 ( we do not charge for classes that fall on a holiday)**

Labor Day Monday, September 4

Halloween Tuesday, October 31

Thanksgiving (Thursday-Sunday)

Winter Break December 18-January 8th (Company members will have rehearsals )

Rodeo days (Thursday-Sunday)

Memorial Day Monday, May 27th

July 4th

**CLASS BEHAVIOR:** Be polite, courteous and respectful of instructors and classmates and parents at all times. Unacceptable conduct includes: disruptive behavior, misuse of studio property, playing with stereo equipment or other props, willful destruction of any studio property, illegal substance use on the premises, verbal abuse, inappropriate language, physical abuse of anyone on the property, bullying and any other behavior deemed unfit for the studio environment.

If a dancer is disruptive and repeatedly asked to behave, he/she may be asked to leave the classroom and wait in the lobby and the parents will be called to pick up the dancer at that time.

No food, drinks (other than water) or cell phones allowed in the classrooms.

Dancers must attend class in the proper attire and shoes or they may be asked to sit and observe or take notes

**LOBBY ETIQUETTE:** Our spacious lobby is open to family. We offer free WIFI for Danswest customers. As a courtesy, please treat the space with respect. If you spill something, clean it up! If you move chairs, put them back. Your dancers and siblings are welcome but note that this is not a playground; running and yelling will not be tolerated as it is disruptive to the classes and those in the building. No skateboards, "heelies", skates, motorized toys are allowed either. Please help us to keep the environment clean, safe and inviting for all.