



CLACKAMAS DANCE
AND PERFORMING ARTS CENTER

Studio Policies (with consequences)

Please note the following guidelines regarding all classes:

1. No cell phones in class or to be used during water breaks, restroom breaks, etc. The only time they may be used is during an extended break (1 hour or more). Phones will be taken away if this becomes a problem and will not be available until the end of the night.
2. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
3. School age children and teens: please practice respect. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time. **Consequence: after 2 warnings, we may request a parent/student meeting to resolve the issue.**
4. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises. If the student is injured during class, an **Student Injury Report form** will be filled out by the instructor/front office staff.
5. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
6. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time. Observation is allowed via the television monitors located in the reception/lobby area.
7. Costume fees: Costume fees for the end of the year recital will be charged to your auto-debit or auto-credit card January 1, 2010. No costume fees will be refunded after this date even if a student withdraws from the studio. Costumes for competitive dance classes may require an additional fee depending on the cost of the selected costume.
8. Withdrawals/Refunds: 2 weeks notice is required to discontinue classes. Withdrawals must be done in person by using our **Customer Withdraw/Satisfaction Survey form**. No refunds for missed classes will be given when a class is dropped. No withdrawals will be accepted after April 1, 2010.
9. Extreme weather or unexpected interruption of classes: If the studio must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due to these reasons will be given.
10. Parents responsibility to be aware of dates and events: It is the responsibility of the parent or adult student to be aware of all school activities, viewing days, recitals, extra classes, and dates the studio is open or closed. The studio will post all such notices on the bulletin board, and webpage as well as sending notices home with students. It is the parent's responsibility to regularly check the board and website to ensure they are informed.
11. **NO GUM CHEWING ALLOWED IN CLASS.** **Consequence: the dancer will be asked to remove gum. If they are asked more than 2 times to not chew gum in class during the year, a parent/student meeting may be requested and the student may be asked to sit out during class.**
12. **MUST COME PREPARED IN PROPER DANCE ATTIRE AND SHOES.** Refer to the enclosed Studio Dress Code information. This includes hair neat and out of face. **Consequence: They will be reminded of our dress code and expected to conform by the next class. Failure to do so may result in not participating and a parent/student meeting may be requested. This includes proper hair and dance shoes. If there is a legitimate reason a dancer is unable to conform to our dress code, special arrangements must be made prior to class.**
13. Water breaks are to be done inside the studios (or upstairs hallway if dancing in Studio B). You may bring a labeled water bottle to use in the classroom or use the studio drinking fountains. No pop, colored liquids, etc.