



Policies and Procedures

1) TUITION:

- a) Prices are based on the total classes per school year (not per month) and divided into monthly payments for your convenience. If you choose you may pay by the semester or for the whole year at one time.
- b) You will receive a 5% discount if you pay for the whole year by Sept. 15th.
- c) Tuition is due the 1st day of each month. On the 10th of the month, a \$15 late fee applies.
- d) On the 20th of the month your child will not be allowed to take class until tuition and late fee are paid.
- e) If a check is returned, your child will not be allowed to participate in class until the tuition, late fee, and bank fee (\$40) are paid and only cash will be accepted thereafter.

2) ATTENDANCE:

- a) Regular attendance is required for students to succeed in any activity. In dance and other group activities, your absence also affects the other participants. Please make every effort to attend regularly and teach your kids the importance of good attendance, being prompt, and following through with commitment.
- b) We worry about you when you are not here. Please send us a message if you have to miss class.
- c) Students may make-up classes. Please make arrangements with your teacher.
- d) Your space in your class(es) are reserved especially for you. **If you quit, you are still responsible for tuition until we receive a 30-day written notice.**
- e) **ILLNESS: To help keep everyone healthy, please DO NOT come to class UNLESS**
 - i) **You are Fever, Diarrhea, and/or Vomit free WITHOUT meds for 24 hours**
 - ii) **Your mucus is clear.**
 - iii) **You have completed a RID treatment for lice and have no evidence of live bugs or nits.**
- f) **INJURY:** If you are injured and are able we would still like for you to attend and watch class so you do not get as far behind. Many times stretching and strengthening exercises are still possible. If you have assigned physical therapy exercises we can also help you with those during class.

3) DROP OFF/PICK UP:

- a) A parent, guardian or an older sibling must come inside to drop off and pick up children under the age of 12 or let us know ahead of time. Under NO circumstances should any of our students ever be "just hanging out in the parking lot". * Please see altered COVID Policies*
- b) **DO NOT DROP YOUR CHILD OFF UNLESS YOU ARE SURE YOUR DANCE TEACHER IS HERE.**
- c) Students shall be dropped off no more than 10 minutes prior to class and must be picked up promptly. Most days there is only one teacher here at a time and we have back to back classes. We cannot babysit your children. Students left more than 10 minutes after class will be fed Pixy Stix and given a kitten. Of, course, if you have a situation we are happy to help, please let us know.
- d) If there is a change in who will be picking up your child, let us know. We will not let them leave with someone we do not know.

4) CONTACT US:

- a) Please feel free to contact us with your questions or concerns. We can be reached by phone, email or text. **During and between classes is NOT an appropriate time to talk to your teachers.** We need to be focused on supervising and teaching all our students and staying on schedule. We are happy to find a time to meet with you or talk to you over the phone so that we can give you the time and attention you deserve.
- b) We will post important notifications on our Facebook home page and BAND regarding urgent notifications such as cancellations due to inclement weather. Please visit our website or consult your monthly newsletters for other reminders and non urgent notifications.



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- 5) **FOOD/DRINKS:**
 - a) Absolutely no food, drinks, candy, or gum allowed in the studios.
 - b) Only sugar free clear drinks allowed in the student lounge.
 - c) Please limit snacks to healthy and easy to clean up things like apples, simple sandwiches, bananas, crackers, popcorn, etc. No fast food or smelly foods allowed please!
 - d) Clean up after yourself or let a teacher know if you need help to clean up a spill.

- 6) **BELONGINGS**
 - a) NADT is not responsible for lost belongings. Leave expensive items at home. Label EVERYTHING.
 - b) Have a dedicated dance bag. Pack the night before you have dance. It is not your parents' job if you are above age 8. Wash your dance clothes by hand and hang to dry. You can do this too.

- 7) **CLASS ATTIRE:**
 - a) Uniform Requirements will be posted online and at the studio. Uniforms can be purchased through www.DiscountDanceSupply.com
 - b) Deadline to have uniforms is September 15th
 - c) **Students MUST be dressed out for class in order to participate.**
 - d) Please do not wear baggy clothing. It is important for your teacher to be able to see your form in order to correct alignment and see that you are performing your technique correctly.
 - e) Girls' hair must be in a bun or if too short for a bun, hair must be secured off the face. Boys with long hair need to secure hair out of face or in a ponytail.
 - f) We always encourage self-expression. However, there are a few things that we have to request for the best interest and/or safety of all students.
 - i) No dangling jewelry, necklaces, rings, etc. Stud jewelry is fine.
 - ii) No offensive graphics or slogans on clothing.
 - iii) Be modest. Wear cover-ups in and out of the studio.
 - iv) Keep make-up to a minimum for class.
 - g) Practice good hygiene:
 - i) Wear deodorant but no loud perfumes/cologne as many people are sensitive or allergic to them.
 - ii) Brush your teeth
 - iii) Keep face, feet, hands and nails clean
 - h) **NO DANCE SHOES OUTSIDE THE STUDIO AND NO STREET SHOES INSIDE THE STUDIO**
 - i) Because dance shoes are often very thin, wearing our shoes outside can be harmful because the shoes can be easily punctured by rocks, nails, glass, etc. Keeping your dance shoes clean and dry will lengthen the life of your shoes.
 - ii) For the safety of our dancers and teachers, and for cleanliness, street shoes are never allowed beyond the lobby area. Tiny slivers of glass or rocks can be embedded in the tread of shoes and then fall onto the floor. We do not need any sweet little feet or hands to get glass in them.

- 8) **IMPORTANT DATES:** We will follow the Haleyville City Schools' Calendar. There will be no class the weeks of Thanksgiving, Christmas, New Year's Day, and Spring Break. We will have a student concert at the end of the year, and there will be other performance opportunities throughout the year. We will notify you of these dates with as much notice as possible.



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- 9) **RECITAL/COSTUMES*** (until we know the location and cost of the recital venue, costumes, etc., this information is subject to change and are merely estimates at this time).
- Recital Fee is \$100 per dancer and is NON-REFUNDABLE. Half is due December 1st and the Balance is due February 1st.
 - Recital fee includes 1 t-shirt, 1-program, and TWO (2) adult tickets.
 - You may choose to rent or purchase your recital costume. The NON-REFUNDABLE rental fee is \$30 per costume and due December 1st
 - Costumes will be approximately \$75 each to purchase. A NON-REFUNDABLE Deposit of \$45 is due by December 1st and the balance will be due February 1st.
 - Recital Date and venue will be announced as soon as possible.
 - Students will not be allowed to perform until all fees are paid in full.**
- 10) **DISCIPLINE/BEHAVIOR:**
- PARENTS:** We understand kids are always pushing the envelope when it comes to discipline because they are learning how to express themselves and test boundaries. We always try to take a kind but firm approach in teaching when it comes to behavior. We will warn the students twice, to be quiet, stay on the spot, quit touching another student, etc. The 3rd time he/she will be sent to a designated "time away" corner for the appropriate time for his/her age or until he/she is ready to apologize and return to the activities. If there is a consistent problem, you will be contacted.
 - STUDENTS:** Show respect to your teacher, classmates, and the disciplined art form of dance by:
 - Dressing appropriately for class
 - Having your hair neat and secured off the face
 - Patiently waiting your turn
 - Being prepared to dance when it is your turn to go across the floor
 - Raising your hand to ask questions
 - Listening quietly when your teacher is demonstrating or giving instructions
 - Arriving on time; If you are late, please enter class quietly and take your place.
 - Keeping your hands to yourself
 - Being kind, courteous, and helpful
 - Always practicing THE GOLDEN RULE: Treat others as you wish to be treated.

*Last but certainly not least, we truly appreciate your choice in North Alabama Dance Theatre. We want to make sure you always have the best instructors, customer service, communication and over all dance experience you deserve. If you enjoy your experience with us please share us with friends and family. The best compliment we can receive is a personal referral.
We are looking forward to our 2nd season!*

*Most Sincerely,
Your NADT staff*