

# FAME DANCE STUDIOS LTD.

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## POLICIES, CLASS RULES AND REGULATIONS RECREATIONAL HIGHLAND PROGRAM

### CLASS RULES:

1. Please be on time for classes. If you are over 15 minutes late, please have a note from a parent or guardian explaining the reason why.
2. Chewing gum is NOT allowed in class as it is unsafe to chew gum while dancing. The instructors will observe who is chewing gum and ask the students to dispose of their gum. However, it is fundamentally the student's responsibility and Fame Dance Studios Ltd. is not liable if a student is harmed or injured while chewing gum.
3. Please do not wear any jewelry in class. Once again, it could be hazardous.
4. Class attire is applicable to all classes and must be respected. Requirements are listed below: (all class attire can be purchased from Artistic Dance and Costume @780-872-7555//5010-50 street, Lloydminster). They also do mail orders. If class attire is not respected, a parent will be called to remind the student to wear what is mandatory and expected.

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### GIRLS DANCE CLASS ATTIRE:

- TIGHT FITTING BLACK TANK TOP
  - BLACK DANCE SHORTS
  - BLACK OR PLAID KNEE HIGH SOCKS
  - HIGHLAND DANCE SHOES - GHILLIES - LOW GRADE QUALITY IS FINE FOR RECREATIONAL LEVEL
  - \* OPTIONAL BLACK DANCE SKIRT
- \* **Warm-up clothes:** any student is allowed to wear TIGHT FITTING dance sweaters, sweat pants, capris or Famewear to the beginning of any ballet, jazz, tap, or lyrical class. However, once the student is warm, they will be asked to remove these items to better see body lines.

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### BOYS DANCE CLASS ATTIRE:

- BLACK LOOSE FITTING SHORTS
  - BLACK T-SHIRT
  - HIGHLAND DANCE SHOES - GHILLIES - LOW GRADE QUALITY IS FINE FOR RECREATIONAL LEVEL
  - \* OPTIONAL BLACK ANKLE SOCKS
- \* **Warm-up clothes:** any student is allowed to wear TIGHT FITTING dance sweaters, sweat pants, capris or Famewear to the beginning of any ballet, jazz, tap, or lyrical class. However, once the student is warm, they will be asked to remove these items to better see body lines.

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5. The instructor has the right to expel a student from the class.

6. If there is a discipline or behavioural problem with a student, the parent/guardian will be contacted. If the problem continues, the director has the right to expel a student from the program with no refund of fees.

7. Only positive communication is allowed at Fame Dance Studios. We encourage all communication. However, negative or harsh tone towards staff or students will not be permitted from any client and repeated negative behaviour will result in the client being expelled from the program without any refund.

8. Attendance is crucial for all programs/performances. If any student misses 2 or more consecutive classes in any term or misses enough lessons or performance events to impede their progression and readiness for upcoming events, the instructor will suggest either a) private lessons to catch up at the student's expense or b) will exempt the student from any upcoming shows or events. As well, if you miss a class or think that you will be absent from a performance, please phone in to the studio to let us know. It is the PARENT'S RESPONSIBILITY to enquire if there were any handouts or information sent out to the class on the day/s the student was absent.

9. Parents/friends/relatives are not allowed to watch regular classes as this can be very distracting to the students. However, scheduled parent watches occur throughout the year so that all friends and family can come in to watch the students in their classes. Look for these on your dance calendars on our website.

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#### **POLICIES:**

1. The deadline for withdrawing from a class and receiving a refund is during the first 3 weeks of classes. **If you withdraw during the first three weeks of lessons, you will receive a refund for all remaining classes but you will not receive back your registration fee or the cost of the first three lessons.** After this time, a refund will ONLY be issued if the reason is due to a medical problem and a doctor's note must be provided. A student is considered enrolled in a class until the studio is notified in writing (letter or e-mail to [info@famedancestudios.com](mailto:info@famedancestudios.com) by a parent/guardian and payment for classes will continue. **The registration fee is non-refundable.** Refunds will be issued within 4-8 weeks of the date the client notified/made the request to Fame in writing.
  2. Any cancelled lessons during the year will be made up on another day during the dance season.
  3. There will be a \$45.00 charge added for any NSF cheques.
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#### **PAYMENT PLANS**

At the time of registration, there are two payment plans available:

##### **Payment Plan #1 – Full Payment**

- a) You may pay in full at our **Pre-registration** and receive a 10% discount.
- b) You may pay in full at our **Fall registration** and receive a 5% discount.
- c) Costume fees are due at time of registration - you may post date this amount to Nov 1st.

##### **Payment Plan #2 – Post-dated cheques**

- a) You may pay with a maximum of 8 post-dated cheques at **Pre-registration** and receive a 5% discount. The first cheque must be dated during the month of the pre-registration you attend.
- b) You may pay with a maximum of 8 post-dated cheques at **Fall-registration**. However, there is no discount offered at **Fall registration** for post-dated cheques.

\* **ALL POSTDATED CHEQUES MUST BE SUBMITTED AT TIME OF REGISTRATION.**

\* Post-dated cheques are to be dated for the **1<sup>st</sup> of each month.**

**c) Costume fees** are due at registration - you may post-date this amount to Nov 1st of the dance season. Once costumes have been ordered, costume fees are no longer refundable. Tiny Tots in first term only do not need a costume fee. If they continue on to enroll in the second term or wish to enroll in full year, costume fees are due at 2nd term tiny tot registration.

\*CONTINUED, UNPAID ACCOUNTS WILL RESULT IN THE STUDENT BEING EXPELLED FROM THE PROGRAM WITHOUT ANY REFUNDS.

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## LATE FEE POLICY:

\* IF YOU HAVE ANY OUTSTANDING FEES IN ANY CATEGORY BY JANUARY 1ST OF THE DANCE SEASON THAT ARE NOT COVERED BY POST DATED CHEQUES THAT ARE NOT ALREADY IN FAME'S POSSESSION, YOU WILL BE CHARGED 5% PER LATE MONTH ON YOUR BALANCE OWING UNTIL ACCOUNT IS PAID.

\* IF YOU HAVE ANY OUTSTANDING FEES IN ANY CATEGORY BY APRIL 1ST OF THE DANCE SEASON THAT ARE NOT COVERED BY POST DATED CHEQUES THAT ARE NOT ALREADY IN FAME'S POSSESSION, YOU WILL BE CHARGED 10% PER LATE MONTH ON YOUR BALANCE OWING UNTIL ACCOUNT IS PAID.

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## Recreational Program Outline

- The dance season runs from September to the end of April. The Year-end shows will be held at the end of April/ beginning of May.
- Recreational students will all perform in our annual Year End Show.
- A student in the recreational program does not need to take any mandatory classes.
- Recreational classes focus on the enjoyment of learning dance.
- Students in the recreational program are not usually entered into dance festivals or extra performances. However, if the instructor deems the class ready to perform at an extra performance, this will be recommended to the class.
- Students are strongly encouraged to practice at home.
- There will be scheduled parent watch nights during the year.

## Costumes

- A costume is required for each choreography/dance taken by a student.
  - A \$55.00 (tiny tots) or \$75.00 (all other classes) costume fee will be collected at time of registration to assist in the purchase of costumes early in the season.
  - Once costumes have been ordered, costume deposits are not refundable.
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## Class Placement

- During the first 3 weeks of classes, a fully registered dancer may try other dance classes at no charge. After the first 3 weeks, a FINAL DECISION is required and payment for any additional classes that the student may wish to add is due at this time.
  - After the first three weeks, no further transfers will take place or be allowed.
  - Late registrations will only be taken if a proposed student is able to keep up with the pace of the class and full year tuition fees are required.
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## Newsletters, Inquiries and Communication

- Newsletters will all be posted on our website @ [www.famedancestudios.com](http://www.famedancestudios.com) **It is the client's responsibility to check the website.** Hard copies of newsletters are not handed out in class as this has been a problem in the past with students forgetting to take home their newsletter. As well, we do not e-mail newsletters to the recreational program as there are not enough bulletins to warrant this need. However, we will be handing out a hard copy newsletter for Year-End Show/Picture Day.

We also ask all parents to join our Lloydminster Highland Dance facebook page.

- If you have any questions or concerns that are above and beyond information you have received, or if you would like to know more regarding your child's progress, please send an e-mail to [famedancestudios@gmail.com](mailto:famedancestudios@gmail.com) or call 780-871-1494.

- To keep the schedule on time, please do not come to discuss issues during a class. Instead, please call or e-mail to book an appointment with Miss Sarah.

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