

A Step in Time Studio Policies 2017 - 2018

Holidays and Important Dates

August 14 th	Classes start
September 4 th	Studio closed (Labor Day)
October 31 st	Studio closed (Halloween)
November 20 th to 24 th	Studio closed (Thanksgiving)
December 22 nd to January 9 th	Studio closed (Winter Break)
March 13 th to 16 th	Studio closed (Spring Break)

Recital is tentatively scheduled for the last weekend in May. The exact date will be announced later.

Please check our website, www.astepintime.net, regularly for news and updates.

Please friend us on Facebook for studio news and info. – www.facebook.com/astepintimedancestudio

Special events, performances and competitions will be posted on our website and Facebook. Weather closings will also be posted.

There is NO prorating for holidays.

PLEASE READ CAREFULLY AS SOME OF OUR POLICIES HAVE CHANGED.

Enrollment: A nonrefundable registration fee of \$40 per family and the first month's tuition are required for enrollment. Tuition is prorated for those starting after the beginning of the month. A Step in Time reserves the right to cancel a class or combine a class with another appropriate class if there is insufficient enrollment for that class.

Tuition and Other Payments: We must have a valid credit / debit card number on file for all accounts. We accept Visa and MasterCard. Tuition, costume fees and recital fee will be handled through auto-debit.

Costumes: If you are ordering 4 or more costumes, you may pay in 3 installments. (Your account will be charged between Oct. 10th and 15th, between Nov. 10th and 15th and between Dec. 10th and 15th). If ordering less than 4 costumes, the costume fee will be charged to your account between November 10th and 15th. Once costumes have been ordered, there will be NO refunds.

Withdrawals: A student is continually enrolled in a class from month to month and your account billed accordingly unless you notify us in writing that the student is dropping a class before the next billing period. A phone call is not acceptable. An email IS acceptable. We will reply to your email so you have receipt of our notification.

Make up classes: A student may make up any missed class with a class of similar level with the approval of instructor. **There are no refunds for missed classes.**

Student Safety: Please instruct your child to remain in the studio lobby while waiting to be picked up. Please do not ask them to wait for you outside the studio. The lobby gets quite crowded when classes let out so please pick your child up promptly. We are not responsible for students after they have left the premises. Please call and let us know if your child will not be in class, especially if they are of driving age.

Lost and Found: Please put your child's name or initials on all their dance wear, especially shoes. Recently lost and found item will be stored for a limited time. Please check regularly as left items will be donated monthly. We will not be held accountable for lost or stolen items.

Dress Code: is posted online. (use "registration" link). Students are expected to adhere to these guidelines. Students who repeatedly **do not comply** will not be allowed to take class. This is part of the discipline and tradition of dance training.

Prompt Pick up and Observation: Parents please be prompt when picking up dancers from rehearsal and classes. Parents should pick-up dancers outside the dance studio at the end of class. Please do not allow children under the age of twelve to be unattended. Prompt pickup is expected especially if your class is the last class of the evening. **Please be mindful of when your dancer's class ends, particularly if it is the last class of the evening. The studio closes promptly after the end of the last class each evening.**

Parents and visitors are not allowed in the studios during class unless special arrangements are made with the instructor the week prior. We encourage parents to attend the Parent Observation Day at a date to be determined.

Code of Conduct:

Students and parents will dress and conduct themselves in an appropriate manner while at A Step in Time Dance Studio and at all performance, competitions, recitals and events in which A Step in Time is being represented.

Proper respect for the staff and fellow students is expected of all students, parents/guardians and siblings.

Attitudes that are disrespectful, uncooperative or aggressive do not have a place at A Step in Time.

Students will not speak negatively about one another or the instructors.

Any inappropriate or slanderous remarks about A Step in Time or its staff members on any social media site will be cause for immediate dismissal from the studio.

If you have a concern or grievance you must make an appointment with the studio director (Angela Lederman), or you are welcome to send an appropriate email to discuss the issue.