



The Dance Factory Rules & Regulations-(please initial each line)

1. _____ All classes must be paid for on a monthly basis (flat fee), pro-rated annually, and are due by the first week of each month. If payment is not received by the due date, a \$10.00 late fee will be added to your balance, and a reminder will be sent by mail/e-mail. Please Note: If payment is not received within the first 14 days of a month, the student may not return to class until the matter has been resolved. All payments are non-refundable/non-transferable. A \$20.00 fee will be charged for all returned checks.
 2. _____ All information regarding The Dance Factory will be sent by email. Clearly print your address on your registration form. If you do not have an e-mail address, please check or lobby information board on a weekly basis.
 3. _____ Class placement is determined by age, experience, and progression. Miss Jen will make the proper decisions to ensure that your child is in the proper class. At any time, we feel your child has been improperly placed, we will inform you to discuss proper placement.
 4. _____ If a student must take a short term leave of absence that is longer than three weeks, due to a medical or personal reason beyond their control, that students request will be honored at no charge. Please bring your situation to my attention immediately to begin the process. If a student withdraws from the program before months end, class tuition will not be refunded.
 5. _____ All students who register at The Dance Factory must partake in our Annual Dance Recital which includes the purchase of one costume per class (approximately \$75 per costume), and a full dress rehearsal prior to our performance. A \$35 non-refundable deposit will be due in January and final balance will be due in early March. Recital/rehearsal dates will be announced and posted in our lobby by December of this dance season. Any student who does not attend the dress rehearsal will not be allowed to participate in the performance. All costumes purchased are non-refundable.
 6. _____ Class cancellations due to inclement weather are non-refundable and will not be credited. Students may make up classes at their convenience. If poor weather occurs, please call the studio one hour prior to class time to check the message. If schools have been cancelled on that particular day, this may not be so for The Dance Factory, conditions may change. If a cancellation is to occur for any other reason, we will do our best to contact everyone by phone.
 7. _____ **Student _____ All students must wear proper dance clothing during class. Ballet, jazz, tap, acro and lyrical students must wear a bodysuit (no skirts with the exception of pre-ballet and ½ & ½ combo) with tights and may also wear fitted dance shorts. Hip hop students are encouraged to dress in baggy comfortable street clothing. Any student not in proper dress code will be asked to observe for the day.**
 8. _____ **Student _____ No cell phones in class. If a student does not want to leave cell phone out in the lobby, we will hold the cell phone in a secure spot until dismissal.**
 9. _____ Proper dance shoes must be worn at all times in class. Please see Miss Jen for required shoe style and color. For your child's safety, please do not purchase oversized shoes for it can be very dangerous.
 10. _____ **Student _____ All students with long hair must wear it pulled back away from the face. All ballet students must wear hair in a bun, (bun covers are suggested). No large jewelry of any kind will be allowed in class.**
 11. _____ All beverages and food MUST remain in the lobby area, with the exception of a water bottle for class. Water that is brought into class must be closed tightly in proper bottles. No food in our classrooms at any time.
 12. _____ Students will not be allowed in the classroom without permission from a teacher. Running, hanging on ballet bars, touching mirrors, and sitting on closed mats is not allowed.
 13. _____ Parents will be welcomed in the classroom to observe at the discretion of the teacher (Usually at the end of each class once routines have been started) We have observation windows for your convenience. Parents are not allowed to interrupt a teacher, please see staff member at the front desk if there is an emergency and the staff member will decide if the teacher should be interrupted.
 14. _____ Lavatory Rules: Our main lavatory, located in the lobby, is for girls only. We have a second lavatory located in the snack area/theatre room, for both male and female. Students are asked to use the lavatory before class begins to avoid leaving the classroom.
 15. _____ The Dance Factory is not responsible for lost or stolen items. If you need to secure an item during class time, please ask a teacher or staff member for assistance. Please check locker area on a regular basis for articles that may have been left behind. All items will be donated to charity at the end of each month.
 16. _____ **Student _____ Students are not allowed at any time, to wait for parent pick up, outside. All students must remain in the building, when an adult is not present.**
 17. _____ Fundraising: all fundraising events/programs are optional (with the exception of theatre students-see theatre class description page) and are planned for your convenience. All profits raised, are held in a studio fundraiser account until you request to use them. Your profit can be used as you wish. Costumes, classes, recital tickets, studio apparel, recital photos, recital tickets etc...
 18. _____ Students must be respectful at all times while attending class. If a child does not follow direction and is reprimanded several times, a parent will be notified.
 19. _____ Here at The Dance Factory, we strive to be the best we can be. We are here to learn the art of dance through respect, discipline, and commitment. We believe in strong communication between our parents, students, and staff. We ask that all questions and concerns are brought to our attention immediately and are discussed in a professional manner. Negative conversation by students or parents, on our premises will not be tolerated at any time.
 20. _____ All closings are prorated into the flat monthly fee and closing dates will be posted.
 21. _____ **Student _____ To respect and protect the privacy of our students, we cannot allow video taping during class time. If you wish to do so, for practice purposes, please ask your teacher, and she will be glad to allow this privately at the end of class. Posting of Dance Factory video (classroom/recital/competition etc...) on Facebook, Youtube, instagram, or any other public internet site is strictly prohibited.**
 22. _____ The Dance Factory, its owner, instructors, and staff are not liable for any accidents or injuries caused by any of the activities offered. The Dance Factory is not liable for any accidents that may occur inside or outside the building. The Dance Factory is not liable for children when attending any activity that the Dance Factory may participate in (parades, recitals, competitions, etc...) I the undersigned parent, understand and agree to the rules and regulations of the Dance Factory and will respectfully abide by them. My child is in good health and has permission to participate in all activities offered. Parent
Signature _____ Date _____
- (Please sign and date and return one copy w/registration form to The Dance Factory office)