

# Westside Dance Academy



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## STUDIO POLICIES

We are grateful for the opportunity to teach your children and share the passion of dance with them. Our policies help our dance programs run smoothly. We welcome your feedback and are here to answer any questions you may have along the way. Please email [westsidedanceia@gmail.com](mailto:westsidedanceia@gmail.com) and our staff will respond to you in a timely manner. You can also email the teachers directly to discuss any concerns or give them positive input. Staff contact information is located in their bio on the website. We also have staff working our front desk who are able to assist you with any questions, bill payment and can relay any messages to staff as well.

**TUITION:** Tuition is due by the 1st of the month and can be paid by check or credit card. We can also set your credit card up for auto payment. Auto pay will be run the last Thursday of the previous month. Tuition received after the 10th of the month will incur a \$20 late fee. Accounts two months past due can result in the student being not allowed to participate in class until the account is current or a payment plan is in place. Any returned checks will incur a \$30 NSF fee.

**TIMELINESS:** Please arrive at least 5 minutes early for your first scheduled dance class. This allows dancers the opportunity to prepare for class and for the class to begin on time. For your child's safety we ask that you come in with any student under the age of 10. Also, it is the parent's responsibility to be prompt when picking up their child after class. All dancers should wait inside the studio while waiting to be picked up. We ask you respect the needs of our employees by being on time when picking up your student. In the event of an emergency please contact the studio. WDA cannot be held responsible for watching children after/between classes.

**ATTENDANCE:** If a student misses a class, they can make up in a class that is similar to the one missed. Please email WDA the class you are wanting to use for a make-up.

**DRESS CODE:** All dancers are expected to respect the dress code for ALL classes. Please view the WDA Class description to find the required attire.

**DANCE ROOM ETIQUETTE:** We want to keep our studio as clean as possible. Please remember to always pick up after yourself. There is absolutely NO chewing gum, food or drink (other than bottled water) in the dance studios. Street shoes must be removed before entering each studio. All dance bags need to be placed on hooks within the each studio.

**WEATHER POLICY:** WDA will send out an email and post on WDA's social media outlets for any and all delays, and/or closure due to weather.

**DROPPING A CLASS:** If you are wanting to drop a class, please fill out a drop form found by the desk and on our website. After we receive this form, the next month's tuition will cease.

**FOOD AND BEVERAGES:** The lobby has two tables with chairs for students and families to eat and drink. Before you go into class, please clear your food and drink. Only water is allowed in the classroom.

**SAFETY:** Please drive slowly in our parking lot and secure all your valuables. We are not responsible for items left unattended in our parking lot or building at anytime. We want the students to be safe and comfortable in our facility. Please be sure young children are with a supervising adult at all times. If students spend down time at WDA between classes, running and shouting inside and outside the building or in the parking lot is not allowed. WDA cannot be held responsible for watching children after or between classes.

**LOST AND FOUND:** Items left at the studio are kept for a limited time only. Please check the lost and found periodically; all unclaimed items are donated to Good Will.

**OBSERVATION:** To avoid distractions, parents are not permitted to enter ongoing classes or peek through the door. If you have a concern, please ask the Front Desk to provide a note for the teacher and he or she will speak with you after class. There are two observation weeks within the dance year. Parents are allowed to sit in on each class, please make sure you follow the same guidelines, no street shoes, liquid beverages, food etc. in room while observing your dancer.