

STUDIO POLICIES - Jenny's Studio of Dance, LLC

Welcome to Jenny's Studio of Dance, LLC. The following studio policies are to help you and your child enjoy the experience of dance. **PLEASE KEEP THESE POLICIES FOR FUTURE REFERENCE. Please read the following policies.** If you don't understand a policy, please ask now, as the policies will be strictly upheld.

1. Please wear appropriate dance wear- tights, leotards, etc.
Please wear your hair in a pony-tail or bun. (A bun should be worn in all ballet classes.)
When purchasing shoes, you **MUST** purchase:
pink ballet shoes- Capezio, Bloch, or other brand name-available at Judy's
black tap shoes – any brand
black jazz or black ballet shoes are **ONLY** required for all 1 hour jazz classes
Other colors will not be allowed on stage during performances. Please write your child's name in all dance shoes.
2. No food or liquid, other than water, allowed in studio.
3. Please arrive to class on time.
4. Photos taken in class or at recitals may be used for advertisement, including the studio web-site.
5. No one will be allowed in the dance room to watch class, as viewers and noise disturb class. Class **may** be observed from the front room.
6. Many recitals are scheduled throughout the year. We will expect your child to be at all scheduled recitals unless you tell us otherwise.
7. **There will be a yearly re-registration fee for returning students due each September. The fee is \$20 per student.**
8. Students **MUST** attend the two classes prior to every recital in order to perform. You may also be required to attend a mandatory dress rehearsal before a recital.
9. Dancers are the only children allowed in the studio.
*******Please do not wear street shoes in the studio- only dance shoes*******
10. **FULL TUITION IS DUE ON THE FIRST CLASS OF EACH MONTH.** If tuition is not paid on the first class of the month, a \$15 late fee will be added to your account. If you miss the first class of the month for any reason, you need to mail your check or drop it off at the studio. The studio address is: 390 Freeport Blvd. #10 Sparks, NV. 89431. **If paying cash, you must receive a receipt from the teacher. Please do not drop cash into the tuition box.**
11. A NON-REFUNDABLE \$35 registration fee PER CHILD is payable upon registering. If you skip class for a month and you do not pay the monthly tuition fee, a

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\$20 re-registration fee must again be paid upon returning to class. Tuition and registration fee are non-refundable.

12. Any unpaid balance will be sent to collections or small claims court and a \$50 fee will be added to your balance. A \$30 service fee will be charged to all returned checks.

13. If you miss a class during the month, that class must be made up within the same month. Tuition will not be carried over into the following month.

14. The telephone is a business phone. Please ask to use it only in cases of emergency.

15. The studio will be closed for all major holidays-we follow Washoe Co. School District "days off" schedule, and the weeks in August, following our Hot August Nights performance. (For this reason, you need to only pay for the lessons your child takes in Aug.- \$13 per class.) Throughout the year, there are several months which have 5 weeks. During these months, the extra class will be taught as a "bonus class." Therefore, when the studio is closed for vacations, make up classes are not needed.

16. Upon withdrawing your child from the dance studio, you must give a 30 day written notice. Tuition must be paid until the 30 days have expired. NO EXCEPTIONS! All unpaid tuition will be sent to a collection agency.

17. PLEASE check the bulletin board for information on performances and additions or change to the Studio Policies.

18. Please be sure to fill out a registration form. **If you move or get a new phone number, please be sure to fill out a new form with the correct information, as this is the only way I can reach you.**

19. Jenny's Studio of Dance does not have a bond posted with the Division of Consumer Affairs of the Department of Business and Industry, State of Nevada.

20. The waiting room is for your convenience. However, please keep noise levels quiet so as not to disturb the dancers from learning. **Please pick up your *belongings and garbage, including newspapers*, to help maintain a clean studio. Items left at the studio will be donated to Salvation Army in August and January. Also, please do not allow children to play in the dressing room, or behind the display cabinet.**

Please do not leave diapers in the garbage cans!!

We try to provide the best in dance education. If you have any questions or concerns, please call Jenny at the studio- 359-4541

Thank you!