

YEAR END SPRING CONCERT

Spring Concert will be at the end of the school year, one weekend in May.

COSTUMES:

Students who participate in the Spring Concert, will be required one costume per class. The studio will order costumes late December and early January. When you pay for a costume, you make a commitment to the teacher and the other students in class to participate in the showcase. Choreography will be geared to the number of students who buy costumes. It places a burden on the class & teacher when someone drops in April or May. Depending upon the costume design, you may be required to purchase additional accessories such as tights, bows, or other accessories. No costumes can go home without the signature of a responsible adult. Accounts must be current before costumes are released to take home.

CANCELING CLASSES:

We reserve the right to cancel any class at any time due to insufficient enrollment for that particular time. If this occurs, a new class time will be arranged for you.

ATTENDANCE:

Students should be dropped off and picked up within 10 minutes of their class time. Students need to attend all classes unless there is an illness or family emergency, as absences affect the class as a whole. Weekly reinforcement of dance technique is imperative to keep the student advancing with the remainder of the class. Poor attendance hampers the student's dance education. Make-up lessons can be taken within the paid calendar month in a comparable level class, with office approval. Parents & students are responsible for contacting the studio office to find out any information they may have missed during an absence. No make-up lessons are given at the end of the dance season as performance preparations are in process.

DRESS ATTIRE:

Hair must be pulled up out of the face and held securely for ALL classes. A dress code is an important part of the discipline instilled in a young dancer. Cover-ups need to be worn at all times outside the studio. Please use discretion with clothing – no jeans and no shorts that do not cover well during movement. Drinks, snacks and gum are not allowed in the studio.

DROP OFF/ PICK UP: Older dancers may be dropped off and picked up in front of the studio. Younger dancers need to be walked to the front door of the studio. Please instruct your dancer of any age to stay inside the studio unless they are with a responsible adult.

HOLIDAY CLOSINGS: We will close for Labor Day, Memorial Day, Thanksgiving, Christmas, New Years, Spring Break, and Easter and in conjunction with the Tyler ISD holidays. We remain open during many TISD closings and in-service days. Please check with the studio office when in doubt, or check the website. Closing dates will be posted on the door as they occur.

PERSONAL PROPERTY:

Be sure to label your dancewear and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the lost and found, as it will be cleaned out monthly.

COMMUNICATION:

Students will receive periodic newsletters. We also ask each parent or guardian to regularly check their email! Our website is a great place to see "what's happening" on a weekly basis. It is your responsibility to obtain information from the studio and be aware of information provided to your student through newsletters or notes we may send home from time to time. Be especially watchful for these things if your dancer shares rides or someone else picks up.

CLASS ETIQUETTE:

Every student is expected to behave throughout the facility in a disciplined, responsible, and courteous manner. Excessive talking or unfriendly behavior is not conducive to a healthy learning environment. ADC reserves the right to suspend or dismiss any student whose attitude, attendance, or conduct is found unsatisfactory. **SIBLINGS:** Please be advised that the office staff is not able to watch siblings. We make every effort to watch between classes to make sure that children are received and picked up safely, but we cannot watch continuously. Please be responsible for your dancer and their siblings before, during and after classes.

SPECIAL PERFORMANCES:

The companies at ADC will be performing all year. Please check with the office to get a list of performances. All other classes will have a parent visitation day and holiday party the week before the Christmas break to show what skills they have learned in the first part of the year. Please watch your e-mails in newsletters for more information on these events.

PRIVATE LESSONS:

Private lessons are available by appointment only and must be scheduled through the office. Please check for availability. Fees vary.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One month written notice from the first week of the month is required to discontinue any classes. Withdrawals must be done in person and will not be accepted over the phone. Withdrawal must be done at the school's (ADC) office, not with the teacher. Withdrawals must occur within the first 7 days of the month. *No withdrawals will be accepted from January 1st.* To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting charges will stop after the one-month notice period. Artistic Dance Concepts reserves the right to terminate lessons to any students without notice.

ABSOLUTELY NO REFUNDS WILL BE GIVEN FOR ANY REASON

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons can be made up with any other classes. No refunds for lessons missed due these reasons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices in emails. It is the parent's responsibility to regularly check these emails to ensure they are informed.

Refunds and makeup classes:

THERE ARE ABSOLUTELY NO REFUNDS FOR ANY REASON

Make- Up classes are always available.

Care of Students: ADC is not responsible for providing before or after class care for students. We are not responsible if your child needs to use the restroom and you are not present to take them. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on ADC property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo and video Release: ADC is hereby granted permission to take video and photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for ADC to copyright such photographs in its name.

Miscellaneous: Parents and adult students are to be aware that the school promotes healthy body image among the students. As such we approve if our teachers snack during the course of the teaching day. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.

