

2017/2018 STUDIO POLICY SHEET

- No gum allowed in the studio.
- Proper attire must be worn including proper dance shoes.
- Pulse Dance Studio is not responsible for any lost, stolen, and/or damaged items.
- Monthly tuition is due on the 1st of every month. Cash or Check only.
- A Late fee of \$10.00 (\$20/costume) per week will be charged for any invoice 7 days late.
- A \$35.00 fee will be charged for returned checks.
- September Tuition, costume(s), and registration fee is non-refundable.
- Any refunds are at the discretion of Pulse Dance Studio.
- All injuries must be reported immediately no matter how minor.
- Please pick up student(s) immediately following their last class. You will be billed \$30/ ½ hour if you keep an instructor past studio hours.
- Lost and found will be emptied and items will be donated at the end of each month.
- You are responsible to read thoroughly all papers, packets, and information given. Please check your folder every class.
- Attendance is a vital part of your child's dance education. Please notify Pulse Dance Studio when you child cannot attend.
- Pulse reserves the right to provide a substitute teacher if the regular teacher is unable to teach. We reserve the right to reschedule and combine classes.
- When inclement weather occurs please call 627-8573, visit www.pulsedancestudio.com, instagram, WGAL's Website, and/or our facebook page to check for closings or early dismissals. Please check two of the above sources for verification. Weather is outside of our control and we will make an effort to make up classes but tuition is not reimbursed.
- Recital practices and rehearsals are MANDATORY! Please mark your calendars as soon as the information is presented to you.
- All class music, photography, and choreography is the property of Pulse Dance Studio and can only be used for personal use. It is not to be shared on any social media sites or anyone other than you unless you have written consent from Pulse Dance Studio.

Attendance

If you have any more than four (4) class misses after February 1st you may be dismissed from the recital without any refunds. This is to insure the entire class is able to perfect their dance as a team for the recital.

Dropping Classes

- September tuition is non-refundable. If your dancer cannot participate with us any longer, you must notify us in writing and give a 30 day notice. You will be responsible for paying the next month of tuition after your given notice until October 31st. After October 31st. You will be responsible for paying your tuition until the end of the dance season. You will be responsible for all charges and our expenses to recover all outstanding debts if needed. This includes but not limited to Attorney fees, filing fees, postage, magistrate charges, office staff to prepare paperwork at \$60 per hour, charge back fees, and bank fees.
- If you drop any classes after October 31st you will be responsible for paying for all or any of these classes for the rest of the year. This is due to the fact that we have dancers on wait lists for our classes. If you drop a class after October 31st you have then taken a spot away from a dancer that could have taken your spot.

Communication

- We communicate the following ways:
 1. Website.
 2. Facebook & Instagram.
 3. **Handouts are placed in your folder, which is located in the lobby. Please check it weekly.**
 4. Lobby displays on bulletin board.

I, the Parent/Guardian, agree to the studio policy sheet Initials: _____

Pulse Dance Studio Code of Conduct form

In an effort to keep Pulse Dance Studio a positive place for children to grow and learn, parents to enjoy watching and supporting their dancers, and insure the overall wellbeing of everyone; we have decided to develop a code of conduct here at the studio.

I understand and will follow the terms listed below for myself, my family, and my dancer. I agree that if I, my family, or my dancer are in violation of these policies, I will take full responsibility and will work with Pulse Dance Studio in a positive way to correct the action as soon as it occurs or I am notified of an issue. I also understand that Pulse Dance Studio reserves the right to dismiss me, my family, and/or my dancer without any refunds at any time if there is a violation. I also understand that I will be responsible for any and all fees that Pulse Dance Studio may accrue in order to take action enforcing the Code of Conduct form.

1. If any issue or question arises throughout the dance year it is to be addressed solely and directly to the studio owner.
2. Common areas are to be a positive place for all to enjoy. Negativity will not be tolerated.
3. If payment becomes an issue it must be addressed with the studio owner promptly.
4. Please be respectful of payment due dates, they are put in place for a reason.
5. Recital rehearsals are mandatory. Pulse Dance Studio reserves the right to dismiss you from the recital if you miss too many classes and/or recital rehearsals. If you are not at dress rehearsal you will not be in the recital.
6. Students must come to class ready to dance. (please see dress code form) This means hair pulled back and in proper dance attire before the start of class. Class time is for dancing and learning, not preparing for class.
7. Dancers and parents are expected to be respectful to each other as well as to all dance instructors, choreographers, and educators.
8. Dancers are to be respectful to each other in the classroom. Some classes allow for different skill and age levels. Only positive remarks will be tolerated.
9. Choreography and music are property of the studio and will not be used or shared for anything other than studio use.
10. Attendance is of the utmost importance not only for the dancer, but also for the progression of the class. If your attendance has a negative impact, you may be pulled from class(es).
11. Tobacco, alcohol, and/or drugs are not permitted in or around the dance studio. They are also never to be given to anyone under the legal age for any reason.
12. Dance Shoes will not be worn outside. They can damage our dance floors and they can bring in pathogens that are unhealthy.
13. Please be mindful of social media of your dancers. A lot of them report being a dancer at Pulse Dance Studio and if they post something inappropriate it is a reflection of us and may risk being dismissed from the studio depending on the content.

*Please remember we want the best possible environment, strive to provide amazing dance experiences, and opportunities here at Pulse Dance Studio for everyone!

I, the Parent/Guardian, agree to the studio policy sheet Initials: _____