

# CTDF Studio Policies

Please read and review these policies very carefully. *Parents, please be sure to review these policies with your child.* Our dance year runs September to May, ending with our Annual Student Showcase. Please see the Annual Calendar for specific dates and events that will affect you throughout the year.

## Studio Policies:

1. **Attendance:** We run a full year program with classes September through May. **Any student who withdraws from the program after January 1<sup>st</sup> will be held responsible for the remainder of the year's tuition.** Classes are structured to be progressive and therefore attendance in class every week is expected. As a courtesy, please call the studio in advance if a student will not be in class. All students should arrive on time for class. ***Students who arrive more than 10 minutes late will not be allowed to participate in class.*** There will be **no refunds** for missed or cancelled classes. Students who miss more than 3 consecutive classes in one subject, or more than 9 classes within that subject during the dance year, may be dismissed from their class and will not be allowed to participate in the Student Showcase. Make-up classes can be scheduled through the Artistic Director.

**Adult Sessions only:** Our flexible dance class cards allow our adult students to attend any adult dance class through the 2011-2012 dance season. Dance cards must be shown at the time of class to record attendance and cards will expire July 31<sup>st</sup>, 2012.

**In case of inclement weather:** Please call the studio a ½ hour before your scheduled class. Check our News & Events page on the studio website or check our Facebook status. We do schedule make-up classes for times that we cancel due to inclement weather.

2. **Student Drop-off/Pick-up:** **For your child's safety we require that a parent or guardian walk students into the studio and be present at the end of each class to pick them up, regardless of the student's age!** Please use the side driveway & back parking lot. ***Do NOT Park on Whitney Avenue to drop off students for any length of time!*** The studio is located near a major intersection and Whitney Avenue is a four lane, high-traffic roadway that does not allow for safe parking at anytime. Also, ***Do NOT call students and ask them to meet you in the parking lot as you pull in!*** **THIS IS FOR YOUR CHILD'S SAFETY!** Students should be dropped off *no earlier than 10 minute* prior to their class. **Please pick up your child on time at the end of his/her class. If you are more than 10 minutes late picking up your child, you will be charged a \$5.00 fee each time you are late.**

3. **Behavior:** We uphold a professional and respectful atmosphere and expect the same from both our students and their families. Proper respect and behavior is expected of all students and persons in the studio at all times. There is no food, drink, gum chewing or street shoes allowed in the dance studio at any time. Bottled water is permitted in the lobby. Students are asked to pick up after themselves in both the lobby and dressing areas. *Parents are expected to control their other children while waiting in the lobby.* We are not responsible for children left unattended in the lobby or outside the studio. Students are not allowed in the dance room without a member of the CTDF faculty or staff present. There is no observation of classes unless allowed by the teacher. This is distracting to the students and to the progress of class. Parent Observation Week is scheduled for the week before Holiday Break. CTDF Faculty and Staff reserve the right to ask anyone behaving improperly to leave the studio premises. Students are not allowed to use cell phones in the lobby during their scheduled class time, even if the class is on a break.

4. **Dress Code:** Dress code is to be adhered to in ALL classes. Dress code is important for instructors to observe the student's proper body movement. Hair must be pulled back and kept out of the face and absolutely no jewelry is to be worn. **Be sure to put the student's full name inside all of their shoes.** Dance shoes should not be worn outside of the studio as they can seriously damage the dance room floor. **Any student who is NOT in dress code for more than 2 classes will not be allowed to participate in class at the discretion of their teacher.**

**Purchase proper tights, leotards & shoes at Dancer's World in Hamden. They have our proper dress code on file and can assist you fully.**

The following is the breakdown of proper attire for classes:

**-Kreative Kids, Introductory I & Introductory II levels:** Plain pink-footed tights and any style plain black leotard. Leotards and tights should not have designs or pictures on them. Pink ballet slippers, black patent leather tap shoes with tap buttons (not ribbons). Black oxford jazz shoes for Introductory II level only. Short plain black or pink dance skirts are optional, but NO TUTUS are allowed!

**-Intermediate level:** Plain pink-footed tights and any style plain black leotard for ballet class. Short, black or pink dance skirts are optional for ballet. Plain black, fitted t-shirts, black jazz pants or shorts (to be worn OVER proper tights & leotards, not in place of) are optional for tap & jazz. Pink ballet slippers, black oxford tap shoes and black oxford jazz shoes.

**-Junior – Senior levels:** Footed pink or tan tights and any style plain black leotard for ballet class. Black or pink dance skirts are optional for ballet. Plain black, fitted t-shirts, black jazz pants or shorts are optional for tap & jazz (to be worn OVER proper tights & leotards, not in place of). Black or white sports bras should be worn under leotards. Pink ballet slippers for ballet, black oxford tap shoes, black oxford jazz shoes.

**-Adult Classes:** Comfortable dance attire that allows you to move freely. NO JEANS or STREET SHOES. Ballet slippers for ballet and black oxford tap shoes for tap.

**-All Boys:** Black jazz or sweat pants, white or black t-shirts, black ballet slippers, black oxford tap shoes, black oxford jazz shoes. Black dance sneakers for hip hop class.

**-Hip Hop:** Girls- plain black leotard, black jazz pants or shorts, black dance sneakers.

**5. Tuition Payments:** Tuition is based on our year long dance program with classes being held September through May. There are 2 tuition payment options:

**\*\*9 Payment Plan-** Our yearly tuition is broken into 9 payments for your convenience. You will receive a payment booklet that should be used when making tuition payments to ensure your account is properly credited. It will include your tuition payments as well as your costume payments. **Payment is due on or before the 1st day of each month, September through May. Payments received after the 5<sup>th</sup> of the month will automatically be billed a \$10.00 late fee.** Accounts that are 30 days past due will result in the student not being allowed in class. Accounts 60 days past due will be sent to collections. All accounts must be brought current in order to receive showcase costumes and to purchase showcase tickets.

**\*\*Pay the Year in Full-** you will receive a 10% discount off tuition if paid in full by September 1<sup>st</sup>. You will be sent a separate bill for costume payments.

*Please make all checks payable to CT Dance Force. Returned checks will be charged a \$35 bank fee and then ALL payments for the remainder of the dance season will be required to be paid in cash or money order. All cash payments must be made in person before or after class so that a receipt can be issued. Any discrepancy in payment must be supported by a receipt or cancelled check. Payments can be mailed to CT Dance Force, 1220 Whitney Ave., Unit C2, Hamden, CT 06517, put in the mail slot in the studio front door or deposited in the drop box located in the lobby.*

**6. Costume Payments-** Costume payments for our Annual Student Showcase are broken up into two payments. A 50% deposit is due by October 1<sup>st</sup> and the remaining balance is due by December 1<sup>st</sup>. Each student is charged a costume fee of \$55.00 for *each dance* they participate in. NOTE: Kreative Kids will be charged only \$55.00 and receive 2 costumes. **(There will be no refund of costume payments.)**

**7. Class placement/Levels:** Student placement is at the full discretion of the Studio Director. After the first two weeks of class, if decided between the director and the teacher, a student may be moved to a different level for the benefit of both them and the class. We reserve the right to close any class due to low enrollment.

**STUDENTS AND PARENTS ARE RESPONSIBLE FOR READING THE BULLETIN BOARDS IN THE STUDIO, AS WELL AS CHECKING OUR WEBSITE AND READING NEWSLETTERS AND EMAILS FOR STUDIO UPDATES, NEWS AND INFORMATION! CTFD POLICIES ARE POSTED IN THE STUDIO AND ON OUR STUDIO WEBSITE at [www.ctdanceforce.com](http://www.ctdanceforce.com)**