

**Designed 2 Dance  
2017-2018  
Rules & Regulations**

**D2D Tuition & Registration**

- Ages 3-18 must register for class. Registration is until September 15th 2017 semester. All students must be potty trained by Sept 2 and 3 years by Oct. 1, 2017 in order to enroll.
- To secure your dancer's place, the following non-refundable payments are required at the time of enrollment:
  - 1) A \$20 non-refundable Registration fee must be paid no later than August 28<sup>th</sup>.
  - 2) First month tuition is due by August 28<sup>th</sup> and late after September 3<sup>rd</sup>.
  - 3) Registration & 1<sup>st</sup> Month tuition must be done on **PayPal ONLY!** Please use the send to **family & friends option**.
  - 4) Print out all receipts.
- Tuition is due on the 28<sup>th</sup> of each month and late after the 3<sup>rd</sup>. Our Receptionist & Dance Studio Pro manager will post a \$15 late fee on your account if it's not paid by the 3<sup>rd</sup>. Your late fee will not be waived under any circumstances.

Tuition and fees can be paid through Dance Studio Pro as well as online at [www.designed2dance.com](http://www.designed2dance.com) beginning August 15<sup>th</sup>. Parents must be enrolled in Dance Studio Pro and download it as app by August 28<sup>th</sup>.
- Tuition Payments are due September-May.

If tuition and late fees are not paid by the **3rd day** of the month, students may only observe class and **will be dropped from class or team after the 5<sup>th</sup>**. Tuition each month remains the same, **regardless** of holidays and the student's attendance, and regardless of extended travel by the student and unfortunate illnesses.

**Student Withdraw**

- When a student enrolls they are considered to be enrolling for Sept.-May. If necessary to cancel a student's enrollment early, an official "Withdrawal Form" must be submitted to D2D via email BEFORE the 1st of the month that the dancer will no longer be participating. Otherwise, payment of full tuition will be required. The "Withdrawal Form" can be found on the studio website starting September 2017. A student who drops all classes and then wishes to return within the same studio year will be required to pay the returning student registration fee of \$60 to reinstate. If a student doesn't show up for class for 2 full months and/or the student's account is 2 months behind, this student's spot will be made available for another dancer. All studio communication is done via email

(d2ddirector@gmail.com). In order to ensure you are kept abreast of the latest information you must provide an accurate and up-to-date email address that you **check and read often.**

### **Policies & Procedures**

**Attendance:** Consistent attendance is extremely important for a student's development as a dancer and for their understanding of responsibility and commitment. If a student is injured we highly encourage them to observe class. **NO REFUNDS or CREDITS ARE PROVIDED FOR MISSED CLASSES.**

**Make-Up Classes:** D2D does not provide make up classes.

**Safety:** To ensure a safe studio experience, please instruct your child to remain inside the center for the duration of their time at dance. Please do not drop off your dancer no more than 10 minutes before class and do not leave them no more than 5 minutes after class . Your personal errands and other sibling commitments have nothing to do with the services we provide for your child.

**Babysitting Fee:** If you know you are in need for extra help please collaborate with the parents to assist you. Do not put it on the director for any reason. We do have a additional fee of \$60 a month where we will hire a babysitter to watch your child before and after their classes. If you need that service please let us know so we can get you enrolled into the Camp D2D program. We open as early as 4:45pm and close as late as 8pm.

**Late Arrivals:** Students arriving late may be asked to observe class, as missing warm-up can cause injury. This is up to the teacher's discretion NOT Mrs Davis. Make-ups are not given for students who arrive late. Students entering late should enter during a stoppage in music/activities.

**Dress Code:** Dressing appropriately for class is of utmost importance for the safety of students, to allow for proper instruction, and to show respect to the art form of dance. Students who are not dressed appropriately will be asked to observe (no make-up class will be provided). **WHEN OUTSIDE THE STUDIO, STUDENTS SHOULD WEAR COVER-UPS & NON-DANCE SHOES.**

**Observation:** Parents are NOT allowed in the studio room during a class session for any reason. The instructor will contact parents/staff if assistance is needed. **Please keep the studio lobby clear unless you are making a payment.**

**Lost and Found:** Lost and found items are placed in a designated bin in the bag area. Unclaimed items are donated periodically. D2D and staff are not responsible for lost or stolen items.

Other Rules to Remember: No food or drinks other than water are allowed in the dance rooms. NO GUM IS ALLOWED IN ANY AREA AT D2D! All students, parents and siblings should fully clean-up after themselves.

Siblings: Siblings waiting in the lobby must be supervised at all times. No running, yelling, climbing or roughhousing is permitted. Empty dance rooms are off-limits.

Attire for Class will be available on August 15<sup>th</sup>. We will the link to you to purchase from Curtain Call Dance and it will be sent directly to you at your address:

Dress Code:

- Black Unitard
- Ballet Shoes
- Tap Shoes (no shoe strings allowed)
- Black Jazz Shoes
- Pink tights

Hair: Must be pulled back at all times. We will be selling hair ties at the studio if your child is does not have appropriate hair for class. The \$2.00 hair prep fee will be added to your account.

Jewelry: No of any kind should be worn to class.

Cell phones: All cell phones must be turned into office before class and can be picked up after class. If you need to contact your child please call front office.

Need help? Late to class? Don't quite understand something?

Contact: Artricia Guess  
713-826-8298  
[artriciaguess@andon.com](mailto:artriciaguess@andon.com)  
[artriciaguess@gmail.com](mailto:artriciaguess@gmail.com)

Please Contact Director only in case of an emergency.

### **Recreational**

My DM's

#1 \_\_\_\_\_ Child: \_\_\_\_\_ Phone: \_\_\_\_\_

#2 \_\_\_\_\_ Child: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dance Team**

#1 \_\_\_\_\_ Child: \_\_\_\_\_ Phone: \_\_\_\_\_

#2 \_\_\_\_\_ Child: \_\_\_\_\_ Phone: \_\_\_\_\_