



[www.dkdancepro.com](http://www.dkdancepro.com)

11 Patterson Plz, Florissant, MO 63031

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## INFORMATION AND POLICIES

**REGISTRATION FEE:** There will be a \$25 fee due per family upon registration and annually thereafter. Competition families will need to pay \$35 for the first dancer and \$10 for each additional dancer. Once you submit your forms and your fee is paid, your spot will be reserved in class. Registration is not considered complete until your fee is paid. (This fee helps pay for administration costs, insurance, bank fees, and other upkeep associated with keeping a business alive. Competition members will receive a 2010 - 2011 Company t-shirt.)

**TUITION:** Tuition remains the same whether it is a long (5 wks) or short (3 wks) month regardless of absences or closings. Tuition is due on or before the first class meeting of the month. Those who pay after the 10<sup>th</sup> of each month will be charged a **\$10 late fee**. All fees must be paid in full to receive costumes and/or participate in the annual recital. Tuition that is behind more than one month will result in observance only and no class participation.

\* Notification must be made when a child withdraws from the program; otherwise tuition will still be due. Tuition is non-refundable or credited for any reason.

\* All returned checks will be charged a \$20 handling fee to the student account.

**ATTENDANCE:** Good attendance is imperative as absence and tardiness can hold back an entire class and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please notify the studio in advance if your child must miss class. Students should be dropped off before their class time. If your child is under the age of 10 years old, please escort them in to their classroom. Our student's safety is of primary importance; parents/guardian's should arrive to pick up their child before the class ends. All students should be picked up on time and should not be left in the studio. **Summer classes are mandatory for all competitive classes.**

**CLASS CANCELLATIONS:** If there are doubts whether or not the studio is open due to inclement weather, please call the studio after 2:00pm. A mass email will be sent out if classes are cancelled and information regarding class can be found on Fox 2 News.

**SUBSTITUTION:** DK Dance Productions reserves the right to provide a substitute if the regularly scheduled teacher is ill or otherwise unable to teach classes.

**LEVEL CHANGE:** DK Dance Productions reserves the right to change a student's class based on appropriate age and/or skill level at any time.

**DRESS CODE:** Dance attire is required for all classes. Ages 2-9 combination classes will need leotard, tights, black tap shoes, and pink ballet shoes.

- All students' hair must be pulled back and secured out of their faces.
- Shoes will be assigned according to class for Performing Companies.
- All shoes and dancewear should be marked with your child's name.
- **NO JEANS FOR ANY CLASS!**

**DANCE RECITAL:** Our annual dance recital will be held towards the end of June each year. There will be 3-4 performances and all students **MUST** attend the dress rehearsal and the shows they are assigned to participate. The dress rehearsal and shows will be held at the James J. Eagan Theatre. Students performing in the recital must attend classes through the month of June. There is a fee for tickets and sales will begin in May. **There will be no personal video taping due to contractual agreements with the professional videographer and to protect the choreography of the faculty. No flash photography will be allowed due to the possible visual impairment of the performers.**

**COSTUMES:** Costumes for recital are purchased for each student. An average costume cost is \$55 - \$75. Tumbling classes will not participate in the recital. You will need one costume for each discipline studied. Combination classes will need two costumes. **COSTUME PAYMENTS ARE DUE ON OR BEFORE OCTOBER 16<sup>TH</sup> FOR PAYMENTS \$250 OR UNDER. A DEPOSIT OF \$250 MUST BE PAID ON OCTOBER 16<sup>TH</sup> IF COSTUME FEES ARE OVER \$250. THE REMAINING BALANCE MUST BE PAID BY NOVEMBER 20<sup>TH</sup>.**

**NO COSTUMES WILL BE ORDERED WITHOUT PAYMENT. ALL COSTUME PAYMENTS ARE NON-REFUNDABLE.**

We will not send costumes home with students; they can only be checked out from our office by a parent. Once you pick them up, please put them on a hanger and place them in safekeeping. Unfortunately, costumes are not going to fit each child perfectly. Children come in all shapes and sized but generally costumes only come in three child and three adult sizes. Please do not assume your costume fits without checking with the instructor first. If alterations are needed, please take care of this by mid-February if you are a competitive student. Remind the seamstress that the recital is in June so there will need to be a **little** growing room but nothing noticeable.

**MISCELLANEOUS:**

- All food and drink with the exception of water **MUST** remain in the lobby. Please pick up after yourself.
- **HELP KEEP THE STUDIO CLEAN!**
- **NO GUM!**
- Home practice is needed by each student to progress. We encourage parents to support this statement to help us promote progress.
- Please notify a staff member of any change to name, address, email or phone number.
- Please make it a weekly priority to check the DK Dance Productions website. This will be updated daily with new information regarding classes, tuition, newsletters, studio closings, important dates, and special classes offered.
- Please inform your instructor of any injuries, allergies, or special needs that may require extra attention.
- DK Dance Productions is not responsible for any lost or stolen items.
- DK Dance Productions reserves the right to change or cancel any classes offered due to lack of registration.

**DISCIPLINARY ACTION:** Because we value your child's safety and the safety of our faculty, disruptive behavior is promptly addressed. If a child is misbehaving, the child will first be asked to sit in front of the classroom. If the behavior persists, a parent/guardian will be contacted immediately to pick the child up from class. This will insure the class disruption is minimal for the sake of the other students in the class. If a problem continues for a second week, the instructor of the class and the director will set up a meeting with the parent/guardian.

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**Student Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_