STUDIO POLICIES AND PROCEDURES

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We are proud of the reputation that our school has of providing a positive dance experience throughout the years of each student's dance training. We strive to ensure that each student's dance education at ***Somerville Dance Academy*** includes discipline, and respect for fellow dancers, teachers and parents. In order to offer students and families an organized, friendly and positive experience, please review our policies with your children including the Code of Behaviour.

- Students are asked to arrive ***10 minutes*** before their class. Younger students arriving early must be supervised. Teachers and S.D.A. faculty cannot be responsible for students before classes commence or after they have finished.
- Students should arrive dressed according to the dress code and with all necessary hair accessories and shoes. Hair is to be worn back off the face, preferably in a bun.
- If a student needs to be excused during class for any reason, he/she must ask permission. No child will be released on his/her own accord. For early dismissal, parents must make arrangements and come to the door to pick up their child. This is a matter of safety.
- Parents must make an appointment to speak with a teacher. Out of respect for students who are waiting for their class to begin, we ask that parents and students do not approach teaching faculty between classes.
- Cell Phones – If students bring a cell phone to the studio and choose not to leave it in the change room for security reasons, they will be required to place it in a designated basket provided in each studio. While class is in progress, all cell phones should be turned off or on silent.
- Students or siblings who deface or damage studio property will be charged for the cleaning or replacement of such items.
- Students will be measured for recital costumes during December and early January. Please notify us by **December 15th** if your child will not be participating. Otherwise you will be charged for a costume.

♦ ***Tuition Fees*** – Fees are paid in advance by postdated cheque or cash and include HST. There are two methods of payment.
2 instalments - first payment due at registration and 1 postdated cheques for Jan. 15th
Or **9 instalments –** first payment due at registration and 8 postdated cheques for the **first** of the month from October through to May.

- ***Class Cancellation*** - During severe weather conditions, if you are in doubt as to whether or not classes are being held, please call the Studio and we will leave a message on the answering service. If classes are cancelled, contact the office regarding makeup classes. We will make every effort to provide an alternative class.

- ***Information/Bulletin Board*** – Please check this board in the waiting area regularly as up-to-date information is always posted there including the studio newsletter. The newsletter may also be found on our web site, www.somervilledanceacademy.com and some extra copies are available in the office.

- ***Lost and Found*** - This box is located in the change room area. Please check it regularly. Clothes not claimed are given to charity at Christmas, March Break and the end of the year.

- ***Student Examinations*** – Students may be offered the opportunity to participate in dance examinations through the Performing Arts Educators of Canada. Please note that students are not required to participate and must have approval from their instructor to proceed. Students will generally take two years to complete a grade level. Preparation classes are held the month of June and exams the last week of June. Fees are progressive in cost reflecting the length and level of each grade

- ***Concerns, questions or any comments on any aspect of Somerville Dance Academy's policies or procedures should be directed to Denise Somerville Quinn (Miss Denise) or Mrs. Somerville (Mrs. S)***