

DanzArts Studio Policy Information 2022/23

Website: www.desmoinesdanzartstudio.com

Email: dsmdanzarts@gmail.com

Office Phone (515) 222-9777

Registration: During school year we run two 17-week semesters just like a university

Fall 9/01/22-1/15/23 **Spring** 1/16/23-5/25/23

If you enroll for class(es) in the fall semester, you are saved your spot in that same class(es) for spring semester. Over our Winter Break we send out billings via email for the spring semester. If you do not wish to continue in spring let us know at that time

Payments: Payment is due at registration time; or at the very latest your first class. All accounts have the option to enroll in our installment plan. Please contact our office if you would like complete details. We prefer checks made out to DanzArts Studio but also accept cash, visa and mc. For an easy online payment option, you can use the *Zelle* App to send a payment using our email address dsmdanzarts@gmail.com We reserve the right to drop a student for non-payment and or attendance

Recital: Recital is optional for all of our students. At registration time recital fees are automatically billed. If you wish to "wait" on recital, or "no" recital. Please let us know and we can remove those charges. There are a few classes on our schedule that are a non-recital class Our Recital is @ Hoyt Sherman Place **Dress Rehearsal** 5/24/23 **Spring Recital** 5/25/23

Do Not Leave Your Children Unattended As our studio has grown, we have had a growing problem with parents dropping off younger dancers (Level $\frac{3}{4}$ and below) after school in our lobby and being left unattended. We are dance instructors not childcare. You will find us preparing for class etc when you arrive for your class(es) Please make sure your dancer is ready for classes by helping them get ready. Young dancers should not ever be in the studios if their instructor is not inside (unless permission is given by the instructor). Our lobby is small, if waiting please make sure siblings are also being attended too. You are welcome and encouraged to watch through our observation windows. If you wish to run errands while class is in session, please feel free. If you are late to pick up your dancer they should be instructed to wait inside our building.

Drop Policy We do not offer refunds. However, we can offer credit for unused tuition. This tuition credit will never expire and can be used for any family member. We are also happy to switch classes around, add or subtract classes. Nothing is ever set in stone, so please come talk to our office

Behavior Issues A student maybe asked to leave or sit out in a class for poor behavior. Poor behavior can also happen outside of the classroom. If poor behavior is ongoing and/or serious, a student maybe dropped without refund or credit

Weather Cancellations Our policy is to follow the West Des Moines School Cancellations. However, there are exceptions to this. Such as weather conditions will improve by the time our afternoon/evening classes begin. Weather conditions can also deteriorate while we are in classes. If you ever feel unsafe to come to class, you are welcome to do a makeup whenever possible. We post cancellations on our website, Facebook, Instagram along with sending out email to accounts and student emails in our system database.