



## DGSD Studio Policies

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### **Contact Information**

[gucwadance@comcast.net](mailto:gucwadance@comcast.net)

215-262-4938

### **Important Information and Release Form**

New Students – MUST complete a Student Information form and sign a Release/Photo waiver prior to their dancer's first day of class.

Returning Students – MUST update their contact information on line and electronically sign the Release/Photo waiver prior to their dancer's first day of class.

### **Tuition and Payments**

Tuition is due the 1st of the month, September – May, except for September tuition which is due August 15th. Your monthly tuition always remains the same regardless of holidays or the number of weeks in a given month. Tuition is a yearly amount divided into 9 equal payments. Tuition fees are paid monthly and ON TIME. A \$10 late fee will be added after the 10th of the month and a \$25 late fee will be added for returned checks. DGSD strongly encourages families to enroll in our AutoPay Recurring Payment System. This option is available in the "Payment Info" section during your online registration process.

Family Discount: There is a 5% discount for each additional dancer. Unlimited is already discounted.

Annual Fee Tuition Discount: Pay your tuition for the year in full and receive a 5% discount off the yearly total.

Payments can be made by credit/debit card processing on-line or by cash/check (please place your check or cash with your child's name and class day/time in the memo section and deposit in the white Tuition Box in the waiting room). **Do not mail tuition to the studio.** If you need to mail tuition payment please send to: 75 Timberview Drive, Sanatoga, PA 19464.

**NEW Tuition Policy: if an account is 3 months past due and the studio has not been contacted, your dancer WILL NOT be able to attend class until your account is to date.**

### **Attendance and Tardiness**

It is important for each dancer to attend classes regularly. There will be no refunds for missed classes. Please check with the studio to schedule a make up class. Dancers should arrive 5-10 minutes prior to class time to have adequate time to prepare. While we understand emergencies occur, repeated late entries are distracting and disrespectful to teachers and fellow dancers.

### **Spring Recital Costumes/Recital Fees**

DGSD will assume that each registered dancer will perform in the Annual Spring Recital in June. In November, all Spring Recital fees will automatically be applied to your account for each class your child is taking unless it is a NON-recital class. Payment for Spring Recital costume fees are due November 1st. For your convenience, any family with 3 or more costumes can select to pay their costume fees over 5 months. Costumes for the 2016 Recital are \$65 per student per class. Recital fees (performance fee and tickets etc) are due April 1st.

Please note: Additional fees apply for participation in additional performances like the Holiday Show, Nutcracker, Lederach Dance Company and Dance Team.

**Attire and Personal Care**

Attire and hair should be in accordance with the attire guidelines. (Please see Dance Attire) There are no scheduled rest room or drink breaks during class. Please be sure dancers take care of their personal needs prior to class. Dancers may bring water in a spill proof container. No gum chewing, no food in the studio. Please store belongings in waiting room.

**Child Drop Off and Pick Up**

The foyer/hall area is a common area and shared by other tenants. Please do not leave your child(ren) unattended and please make sure you escort your child(ren) to and from the dance studio. For the safety of our dancers and families, and to maintain the high quality of instruction, only students may enter the studio. Parents of 2 ½ year olds may stay in the studio on an as needed basis. Other parents are welcome to use the waiting room outside of the studio.

**Class Schedule**

If a schedule change becomes necessary, you will be notified. If you are unable to make the change, you will receive a refund.

**Minimum Class Enrollment**

Each class has a minimum number of dancers that must be registered prior to its start in order for it to be offered. If that minimum is not reached, the class will be cancelled. All registered dancers will receive a phone call from our studio canceling the class as well as a refund.

**Class Cancellation/Inclement Weather**

In case of inclement weather we may be forced to cancel our classes. Please call our studio ½ hour prior to class when it snows to see if classes will be held (215-262-4938). There will be no refund for cancelled classes.

**Lost Articles**

The studio is not responsible for lost or misplaced articles. Please have your dancer's name on everything. A lost and found box will be kept for all articles left at the studio.

**Recital**

Our annual recital is held in June. Place and date to be announced. Attendance is especially critical 6 weeks prior to the recital. If a dancer has two or more absences during this period, he or she may not be permitted to perform in the recital at the discretion of the teacher and Director. Recital and costume fees are nonrefundable.

**Photo & Video**

At times the studio will capture, during regular and special dance activities video, photo and digital camera images of the dancers for the sole purpose of Denise Gucwa's School of Dance promotional material and publications.

**Dancer Conduct Code**

Our goal is for your child, and all of our dancers, to have fun while enjoying the experience of dance. In order to make this happen, dancers, parents, and teachers must work together to create a safe, positive and supportive learning and teaching environment.

Each dancer has the right to an uninterrupted and safe instructional environment

where he or she can pursue opportunities, both artistic and social, and achieve their greatest potential. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

We recognize the need to clearly define expectations for acceptable conduct, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, we have adopted a basic code of conduct, which we'd like you to review and reinforce with your dancer.

**Respect Dancers, Teachers and Self!**

1. Dancers will show respect for fellow dancers by:
  - touching classmates only when and as directed
  - not participating in teasing
  - supporting efforts of fellow dancers
  
2. Dancers will show respect for their teachers by:
  - listening attentively and quietly while the teacher or assistant is speaking
  - raising a hand and waiting to be acknowledged by the teacher before asking a question
  - following direction and remaining in assigned positions
  
3. Dancers will respect the safety of others and themselves by:
  - walking in the studio
  - keeping their bodies out of contact with the mirrors
  - coming to class without chewing gum
  - using the barre, props, or lying on the floor only at the direction of a teacher.

**Consequences:** If after one warning from the teacher, a dancer continues to violate the code, the dancer will be asked to sit out for a period of time. If another instance occurs the dancer will be asked to sit out for the remainder of class. Parents will be notified if their child was asked to sit out for any length of time.