



## **PDS RULES AND PROCEDURES**

### **CANCELED CLASSES - COMBINING CLASSES – EXTREME WEATHER – UNEXPECTED EMERGENCIES**

At its sole discretion, PDS reserves the right to cancel or combine classes with low enrollment or due to inclement weather or other emergencies. A class will only proceed upon attendance of at least 5 students. Should any class be cancelled due to inclement weather or emergencies beyond PDS' control, such class time is eligible for a Make-Up Class.

**PDS HOLIDAY CLOSINGS ARE NOT ELIGIBLE FOR MAKE-UPS.** These dates have not been included in tuition pricing.

It is my responsibility to call PDS at (201) 894-1333 for a prerecorded message to find out if a class(es) are cancelled for such reasons. **There are no credits or refunds for missed or cancelled classes. Information will also be posted on our Facebook page and Website.**

### **STUDENT'S RIGHTS TO MAKE-UP CLASSES DUE TO ILLNESS**

Should a student (whose classes have been paid for) miss a class due to illness, Make-Up classes are available at the same level and must be taken by March 1<sup>st</sup>. Proof of illness must be provided by a doctor. **There are no credits or refunds for missed classes.**

### **ADDING CLASSES**

In any one school year, classes may be added at a pro-rated monthly price by February 1<sup>st</sup>, 2019. All new classes/transactions must be made via email.

### **SHOW AND COSTUMES**

I understand it is my responsibility to provide minor alterations may be necessary to my child's costume (i.e., hook & eye, hemming, etc.) because PDS does not provide tailoring services.

If my child takes multiple classes and/or has siblings at PDS, PDS makes every attempt to get all their routines in one show for the Spring Concert; however, this is not a guarantee and parents may be required to attend more than one show. If I am a parent of a student in the Synergy Dance Company, I can expect my child to automatically appear in at least 2 out of the 3 shows in our Spring Recital.

### **PARENT'S RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS**

I understand it is MY RESPONSIBILITY to be aware of all PDS activities, including but not limited to Concerts, recitals, rehearsals, extra classes and dates of PDS' being open or closed. PDS posts all such notices on the Information Board in The Studio and emails reminders to the email address that I have supplied to PDS, and on Facebook. I understand it is my responsibility to regularly check these boards and emails to ensure I am

informed. I specifically authorize communication between PDS, its staff, teachers, etc., with my child directly.

### **DANCE CLASS, DRESS CODE & PARENTAL ETIQUETTE**

For the safety of each student and respect for the teacher and class, students arriving 10 minutes late may only observe that class. Dancers that are not warmed up properly face an increased risk of injury.

**Required dancewear and dance shoes must be worn to all classes. Without proper attire, students will only be allowed to observe the class due to being “unprepared.” No students will be allowed to attend class in jeans or shoes worn on the street or outdoors.**

Respect is a crucial element of PDS’ learning environment, for teachers, students and parents. Parents agree to act civilly and respectfully toward the staff, the students, and other parents. Any disruptive, aggressive, rude or uncivil language or behavior which PDS or its staff deems inappropriate will subject the offending party to be requested to leave PDS. PDS reserves the right to refuse service and reserves the right to deny students participation in any performances. PDS is a private business and therefore reserves the right to dismiss clients that do not adhere to the standards set forth in these policies in its sole and absolute discretion.

PDS reserves the right to move its students between levels based on the progress and ability of the student. Placement decisions are made based upon years of experience and expertise. Placement in any class is not guaranteed for any duration. Excelling students may be moved into higher levels while struggling students may be moved to a lower-class level. Being switched to another class will only be done based on the instructor and Studio Director’s approval and is always decided upon according to the best interest and progress of the student.

### **ATTENDANCE**

Students should arrive 5 -10 minutes prior to the start of class, be dressed properly and be prepared to dance. Students are required to attend class on a regular basis for continued growth in technique. I understand that the rest of the class depends on my child’s participation to prepare an ensemble piece for any performance. I also understand that my child’s enrollment may be terminated without refund for missing five consecutive classes without notice to PDS. I understand that I must notify PDS if my child will not be attending class.

### **CHILD PICK-UP**

Parents/Drivers/Babysitters must pick-up children on time. I understand it is my responsibility to pick- up my child when the class is dismissed. I understand that it is not the responsibility of PDS or its staff to watch or care for my child after the class is dismissed. PDS is not a daycare and bears no responsibility for unattended children. There is no supervision of students outside of the classroom. PDS DISCOURAGES all children from waiting alone outside the Studio. No one is allowed in any studio without a teacher present, without permission. No running or loud or boisterous behavior is permitted anywhere at PDS.

If the child remains unattended for more than 15 minutes, I understand that this will result in an additional charge of tuition of \$50.00 for each such occurrence. If a child is not picked up within 30 minutes, PDS must contact the authorities because PDS cannot be responsible for any child left unattended in the Studio after the class. At PDS’ discretion, repeated late pick-ups will result in the removal of the child from the class, without refund.

### **PERSONAL BELONGINGS**

- We encourage all students to write their names on all shoes, dance bags, and other personal items.
- Personal belongings can be brought into studio and neatly placed off to the side in the classroom or in our dressing room cubbies.
- Students are to wear proper dance shoes before entering the studio.
- We are not responsible for lost or stolen items.
- No dance bags, backpacks, or other belongings may be left in the lobby/waiting area.

### **PRIVATE CLASSES**

Private classes must be scheduled with the office at least 24 hours in advance. Payment must be rendered on the day of the class directly to PDS before the lesson. There is a strict 24 - hour cancellation policy.

### **MISCELLANEOUS**

All hair must be securely pulled back from face.

No food, drinks (except for water bottles) or gum chewing allowed in studios.

Cell phones are expected to be turned off during class sessions.

No smoking in the building or in front of our building.

### **IMPORTANT HEALTH INFORMATION**

Please let the office know if your child has any food allergies or other special medical needs.

### **VIDEO/PHOTOGRAPHY RELEASE**

I am also aware that PDS may videotape or photograph students throughout the PDS school year. PDS is hereby granted permission to use and all right, title and interest in any image or likeness of the student or media in any brochures, web site, posters, advertisements and/or other promotional materials for PDS. Permission is hereby granted to PDS to copyright such photographs or videos.

©2018-2019 Progressive Dance Studio  
27 South Van Brunt, Englewood, New Jersey 07631  
[admin@progressivedancestudio.com](mailto:admin@progressivedancestudio.com) PH: 201-894-1333