

# *CITRUS DANCE INC*

## *POLICIES AND PRODEDURES*

### *Mission Statement*

To provide a Fun, Safe, Creative Atmosphere!!! To Develop “Strong Beautiful Dancers” who love to move Gracefully, Precisely, and energetically and who can captivate an audience with their Passion for Dance!!!

### *Lounge Area*

- **REMOVE** All Outdoor Footwear and place them on the shoe racks we have provided.
- We provide you with a comfortable waiting area and large viewing windows. Please respect the common area as you would any other professional waiting area.
- Children must be supervised at all times.
- Students who deface or damage studio property will be charged for the cleaning, replacement or repair of such items.
- We are not responsible for lost or stolen articles

### *Classroom Etiquette*

- Students are to arrive 10min before classes commence and be picked up no later than 10min after their class.
- Students should arrive according to Dress Code with all necessary hair and shoe requirements.
- Students should have **good work ethics** in class and **Respect** their fellow classmates and Teachers. Failure to do so will result in  
1<sup>st</sup> - sitting out of the class. 2<sup>nd</sup> - being removed from the class.  
3<sup>rd</sup> - an interview between the parent and teacher will determine the outcome.
- Hair should be worn off the face for all classes. Ballet students are required to have their hair in a bun.

- Attendance in class is monitored. After March break you should not miss any more than 2 classes without a doctor's note. It is not fair on
- The rest of the children in the class who are working hard to get ready for Recital.
- Students will be measured for costumes in November. Costumes do not include required tights and shoes.
- Students are only allowed water in the studios. **No food** or drink (other than water) is permitted in any studio.

### **RECITAL**

- Dress Rehearsal and Recital TBA
- Please make sure all dancers who have committed to the Recital are available for these dates.
- **Picture day** will be at the studio. Please check the website and bulletin board for dates and times.
- **All accounts** must be paid up in order to purchase tickets for Recital.

### **Tuition and Payments**

- Classes are based on 34 weeks of classes and then divided into 3 payments
- Tuition for classes is paid on the 1<sup>st</sup> of the month for September December March (All payments received with post dated cheques)
- Returned cheques will be charged a \$25 NSF fee.
- No monthly statements will be sent it is your responsibility to note your payment and due dates.
- There is a \$25 cancellation of class Fee.  
No Refunds as we base our schedule and teachers at the beginning of the year.
- All Deposits are Non-Refundable. (This includes Costume Deposits)
- **If Payment is not received after 2 weeks the student will not be able to participate in class until payment has been made!**