

CITRUS DANCE INC

POLICIES AND PRODEDURES

Please use www.citrusdanceinc.com for any information on schedules, registration and upcoming events. Otherwise information will also be posted in the studio on the board.

Please take the time to review Citrus's Procedures

As with any new year we will be making adjustments as we grow. We realize that there may be some changes in procedures that are new to you. We are here to help you. Please contact us by email or phone with any questions or concerns.

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
1st - sitting out of the class. 2nd - being removed from the class.
3rd - 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** to receive Recital costumes!
- **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 10 monthly payments.
- Tuition for classes is paid on the 1st of the month from Sept to June. (All payments received with post dated cheques)
- Returned cheques will be charged a \$20 NSF fee.
- No monthly statements will be sent it is your responsibility to note your payment and due dates.
- There is a \$20 cancellation of class Fee up to **November 1st**. **After** this date there are **No Refunds** as we base our schedule and teachers at the beginning of the year.
- **All Deposits are Non-Refundable.** (This includes Costume Deposits)

Competitive Students

We will be observing students the first four weeks of classes. Invitations will be sent to those whom we feel have a strong commitment and dedication in all their classes.

Competition students must have the strength and technique to endure the season, and the required amount of classes to compete.