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## Studio Policies

Please read these policies carefully as many have been updated from last season.

### 2017-2018 Calendar

August 14	First Day of Classes
September 4	Labor Day (no classes)
November 20 - 25	Thanksgiving (no classes)
December 20 - January 2	Winter Break (no classes)
January 15	MLK Jr. Day (no classes)
March 12-17	Spring Break (no classes)
March 22-28	Photo Week
April 23-28	Performance Week
May 26	Last Day of Classes

### Tuition, Fees, & Payments

Tuition rates are for the 35-week season (August-May). Registration fees are \$45 per dancer and \$25 per sibling. After registration (paying for August and May tuition and your registration fees), monthly tuition (September-April) must be paid by the 1st of the month. There will be a \$15 convenience fee added to payments after the 7th.

### Discounts

Siblings receive a 5% discount on the lesser tuition account. Individual dancers are encouraged to take advantage of our multiple class discounts for maximum progress and value.

### Withdrawal From Classes

There is a two-month minimum for all classes. One-month written notice from the first of the month is required to discontinue payments. Withdrawals are accepted through March 3, 2018.

### Rescheduling & Substitution

SDC reserves the right to provide a substitute teacher if the regular teacher is ill or otherwise unable to teach. SDC reserves the right to cancel, reschedule, or combine classes.

### Refunds/Credit On Account

Refunds are only issued when SDC removes a class from its schedule. Account credit will be applied when a student initiates the schedule change. Credit can be applied to SDC tuition or fees due within the current dance season.

### Class Transfer/Change

Changing classes is allowed without a fee within one week of registration. There is a \$10 fee per class change made after the grace period. Changes may occur until November 3, 2017.

### Attendance

Regular attendance is essential for dancers to progress through SDC's curricula. Please call or email prior to your dancer's absence so that we may notify the instructor. In the case of an absence due to illness or emergency, a make-up class may be scheduled within two weeks of the absence. Make-up classes are at the same level or below. If a dancer misses six or more classes, SDC reserves the right to withdraw the dancer due to non-attendance.

### Injury or Illness

Dancers who are absent or need to observe classes due to injury or illness should be prepared to present a doctor's note if the absences or observations last longer than two days. Three observations will be considered the equivalent of one absence.

### Lateness

Dancers are expected to be early for class. Entering the classroom late is disruptive and can cause dancers to miss crucial warm-up time. Dancers may be asked to observe if they are more than 15 minutes late.

### Dressing Room & Lobby

Young children in the lobby must be supervised by their parents. Food and drink are not permitted in the classrooms or dressing room. Cell phones are not permitted in the classrooms and must be in silent mode if they are in the dressing room.

### Class Observations

Twice a year, families are invited to observe part of class time. We ask that families observe respectfully, with cell phones and devices on silent mode. We also ask that siblings are monitored and quiet during observations for the comfort of all guests and dancers.

### Inclement Weather

We will make every effort to help you schedule a make-up class within two weeks of a bad weather day. Although SDC will follow Frisco ISD for most bad weather closings, there may be days where the weather improves or gets worse and we will make a decision based on local forecasts and other closings. Notifications may be made to you via our website, voicemail, email, or text.

### Communications

At SDC we make a concerted effort to keep you informed and up-to-date. The following are all ways we communicate: email newsletters, Facebook, Instagram, lobby displays, paper handouts at the front desk, text reminders, and our new Customer News website page. Ask if you have questions; we are happy to help!