



## **General Studio Policies**

- All parents/guardians are responsible for reading all posted information via email, regular mail, Facebook, website, or posted information in the studio.
- Students should arrive to class on time to avoid disrupting class.
- Parents/Guardians must be on time to pick up their children at the conclusion of class.
- Students are not allowed to chew gum at studio, no exceptions.
- Food and drinks are allowed in designated areas only. Parents/ guardians are responsible for cleaning up any mess created by their children.
- Children are not allowed outside the studio area or parking lot area without a parent.
- All students, parents/guardians, and staff members are required to act in a respectful manner at all times. Inappropriate behavior will not be tolerated and may result in temporary or permanent dismissal from class and/or studio functions.
- The studio observes all inclement weather closings. Studio policy for closing due to inclement weather will coincide with the Camden County School system's action.
- The studio observes most federal holidays and some school holidays. See postings and website updates for specific holiday closings.
- Studio name, logo, images, choreography, photos, etc are prohibited for use without prior written consent obtained from Coastal Dance Studio, Inc.

## **Account Policies**

- Tuition is due by the 1<sup>st</sup> of each month, accounts not current by the 10<sup>th</sup> of the month will be assessed a \$10 late fee. All one-time fees, costumes, recital, & tuition are non-refundable.
- Drop/Add Classes or Withdrawal: If you are dropping or adding a class or withdrawing from Studio you must complete & submit the appropriate form by the 20<sup>th</sup> of the prior month. Any dropped classes or withdrawal status not turned in on appropriate form by the deadline will incur tuition charges for the next month(s).
- Recital fee and Costume fees can be made in payments until paid in full no later than December 15<sup>th</sup> (costumes) & February 15<sup>th</sup> (recital).
- Accounts statements will be emailed or mailed (accounts without email). Any account discrepancies should be brought to the attention of the billing clerk prior to the beginning of the next month. Timely monthly payments are the responsibility of the parent/guardian. Students will not be allowed to participate in class if his/her account is delinquent.
- There is a \$25 returned check charge for any checks returned by the bank.
- Tuition is neither refunded nor discounted for classes missed, holidays, or canceled classes due to inclement weather. Tuition is prorated over the 10 month season. Holidays & closings are built into the schedule & will not be made up. There is no additional charge for five-week months or any extra classes called by the instructor. Classes canceled by the instructor for any other unforeseen reason will be rescheduled as a "make-up" day. Studio holidays & closings will closely follow Camden County School calendar along with severe weather recommendations.

## **Dress Policies**

- Students are required to come in appropriate dance attire to class.
- When applicable, students should have hair pulled back away from face.
- Jewelry should not be worn in class. Exception: stud earrings for newly pierced ears are acceptable.