

CPDC POLICIES AND RULES

Tuition:

- Tuition is due by the 1st class of the month. A \$10 late fee will be added to accounts not paid by the 10th of each month.
- Payments may be made by cash, check or credit card. We can set up automated payments from your credit or debit card.
- STATEMENTS WILL BE SENT OUT TO PAST DUE ACCOUNTS ONLY.

Tuition each month remains the same regardless of the number of lessons and/or weeks in a month, regardless of holidays and the student's attendance. We encourage dancers to attend a make-up class for missed classes.

Make-Up Classes:

- You may choose any same-age, same length class as a make-up. YOU MUST CALL TO SCHEDULE YOUR MAKE-UP CLASS IN ADVANCE.
- Classes can be made up for illness, holidays, etc.

Studio Accounts:

- Log on to your dancer's account to view schedule, charges, and payments.
- To view account, log on to our studio website (www.cedarparkdance.com) and click the log in tab. Use your email address to log on to your account.

Cancellation Policy:

- Cancellation of Classes must be received in writing; a 30 day notice is required.

Attendance:

- Consistent attendance is extremely important for a student's development as a dancer and for their understanding of responsibility and commitment.

Dress Code:

- Dressing appropriately for class is of utmost importance for the safety of students, to allow for proper instruction, and to show respect to the art form of dance. Students who are not dressed appropriately will be asked to observe.
- Please see our website or studio brochure for appropriate dress code.
- WHEN OUTSIDE THE STUDIO, STUDENTS SHOULD WEAR COVER-UPS & NON-DANCE SHOES.

Observation:

- Parents are encouraged to watch class through the observation windows.
- Please do not enter the studio room during a class session for any reason. The instructor will contact parents/staff if assistance is needed.

Communications:

- Though out the year we will be handing out important information to our students. We realize that all handouts do not always make it home to you. Please make it a priority to come into the studio and check the bulletin board. All handouts and newsletters can also be found on our website.
- Newsletters are emailed to you each month. Please contact the office if you are not receiving your monthly newsletter.

Lost and Found:

- Lost and found items are placed in bins in the hallway outside of the boys' restroom. Unclaimed items are donated at the end of each semester. Cedar Park Dance Company and staff are not responsible for lost or stolen items. Please check the bin frequently.

Safety:

- Safety is of utmost importance at CDPC. To ensure a safe experience please instruct your child to remain inside the studio for the duration of their time at dance. Students should be dropped off no more than 10 min prior to class and should be picked up no more than 5 min after. Students younger than 7yr should be met at the CPDC door when exiting, as opposed to them walking through the parking lot alone. We are not responsible for students before/after their class time, or after they exit the studio, as we are not equipped to care for students outside of class time.

Class Etiquette:

- We look forward to creating a positive atmosphere for all students attending our studio. Please show respect to your instructor and your classmates. Please come to class prepared with the proper attire and hair done. Do not talk while the instructor is teaching. Please arrive on time as a proper warm-up is essential.

Class Placement:

- Students are placed by ability and then age. Students may need to try a few levels to find the class that will benefit them the most.
- Instructors may also ask students to try a few levels before placing them in a class.

Important Reminders:

- No jewelry (stud earrings are okay)
- No food or drink is permitted in the dance rooms at any time (bottles of water with lids/caps are okay)
- NO GUM anywhere in the studio
- Teachers reserve the right to dismiss any student who continuously disrupts class
- Please pick up after yourself in the lobby area, restroom... Thank you for your help with this!
- Siblings waiting in the lobby must be supervised at all times. Movies and books are provided in the back waiting room. No running, yelling, climbing or rough-housing is permitted. Empty dance rooms are off-limits as they are not play areas.
- Please put your dancer's name inside of all shoes and clothing. Items left behind will be placed in the lost and found.
- Please take young dancers to the restroom before classes begin.

THANK YOU!