



## POLICIES

*These guidelines are to acquaint you with our classroom expectations, as well as our business procedures. Their purpose is to create a smooth flow of personal and business procedures between students, parents, teachers, staff and the school directors. Your cooperation is appreciated. We thank you for choosing our school.*

SCHOOL & TEACHER'S INTENT: We do our best to place students in the class that supports their development and enjoyment. Class placement is at the discretion of the school director and teacher and is not based solely on age or number of years of study. If you are not satisfied, please talk with your teacher or the school director. Together we can explore the options.

TUITION POLICIES: -NO REFUNDS.

Also, tuition cannot be transferred, extended, credited, deducted or froze.

REGISTRATION FEE: Each year there is a one-time non-refundable \$20.00 registration fee per family.

TUITION: Tuition can be paid via cash, check or credit card. Automatic payments can be set up (and stopped with one month's notice).

Students have the option of paying by the class or by the month. Let us know which option you are interested at time of registration. The rate for students who pay by the class is listed in the schedule of classes. There is a discount for students who pay by the month. Tuition is charged on a four-week basis and is to be paid in advance. Rates are listed in the schedule of classes. The calendar year is divided into four-week segments so the amount is always the same. **PAYMENT IS DUE THE FIRST CLASS OF EACH FOUR-WEEK PERIOD.** Exact due dates are listed in the monthly newsletter & in the schedule of classes. There are no refunds.

DISCOUNTS: Students who pay by the month are automatically given a discount. Also, students/families in more than one class are automatically given an additional discount. The family discount is for immediate families in the same household, not including cousins, etc. It is at the school director's discretion to allow the family discount.

LATE TUITION: Unpaid amounts carried after the second class of the month will have a \$5 late charge. In May, there is a \$10 late charge. If your tuition account is more than three weeks overdue, in addition to the late fee, the student will not be allowed to continue in the class until the tuition is fully paid.\*

NSF CHECKS: There is a \$35 service charge for returned or NSF checks.

*\*PLEASE NOTE:* The school has ongoing bills and financial responsibilities-payroll, rent, utilities-that are paid late or go unpaid when we do not receive tuition in a timely manner. We all want the business of DeMaira Dance Studios Inc. to be solid so there is a place for teaching, learning and growing. We do not want to call clients to tell them tuition is late-however, you will receive a call if this is the case. We also do not want to embarrass a student by telling them they cannot attend class after a parent has dropped them off. Students will not be allowed to take class if tuition is not paid. Please, make tuition payments on time. Payment is expected at the time services are rendered.

ABSENCES & MAKE-UP CLASSES: Call the school to say you will miss class. You have a one-month period to make up. Summer students must do make-up classes during the summer session; make-up classes cannot be carried over into September. Choose a comparable class or ask your teacher what class to make up in. You cannot use a class you are currently enrolled in one month as the make-up class the next month. It is the student or parent's responsibility to keep track of and pursue make-up classes. During the months of March and April, make-up classes are limited; in May make-up classes are not available as most classes are working on recital dances.

Missed Private Lessons and Make-up

Lessons: There are absolutely no make-up lessons for missed privates unless absence is due to serious illness and 24 hour notice has been given via phone message AND e-mail message. No refunds are given for missed private lessons. Please see the private lesson policies for more information.

CANCELLED CLASSES: When classes are cancelled due to inclement weather, or a teacher's needs, the class will be rescheduled for another day and time, or you may be asked to make up in another comparable class. If it is not possible to reschedule the class, a tuition adjustment will be made and you will not be charged for the cancelled class.

WINTER WEATHER PLANS: If weather causes a cancellation of your dance class, we will call or e-mail you before class time. If you have not been contacted and are unsure if class is meeting, please visit our website, check your e-mail or call the school.

HOLIDAYS: The school is closed for Thanksgiving and for a two week break at the New Year. There are no classes on these days and students are not charged tuition for these days. The exact dates are listed in the monthly newsletter. The school year concludes with the annual dance recital in June. The school will be closed for summer breaks before and after any summer classes or camps. These dates will be listed on the website.

COMMUNICATION: The World Wide Web and internet are fast and convenient ways to communicate. Please do not hesitate to use your computer to drop a note. We will also post our newsletters on our website in an effort to save paper and "go green."

Be Knowledgeable of Dates and Events:

Parents and adult students should be aware of all school activities, such as bring a friend week, recitals, extra classes, and dates the school is open or closed. The school will post all such notices in our monthly newsletter on our website and post a copy on the bulletin board in the office. Check these regularly to ensure you are informed. It is the responsibility of the parents or adult students to inform the school of any address, e-mail address or telephone number changes.

ENROLLMENT: Classes progress throughout the year. Students with equivalent training may join during any session. Class sizes may be limited. If a class is cancelled due to small enrollment, classes may be combined or you have the choice of transferring to another time, scheduling a private or getting a credit towards future classes. Tuition is non-refundable. If you are undecided about a class, you are welcome to observe when we are in session. Please call and make arrangements in advance.

POINTE POLICY: There is a separate set of policies for students who wish to go on pointe. Ask for a copy.

SUBSTITUTIONS: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or unable to teach. If a teacher is ill and the school cannot arrange a substitute the class may be cancelled or a make-up scheduled.

CLASSROOM ATTIRE: Any color leotard & tights, leggings and other form fitting work out attire are appropriate for jazz, tap, modern, hip-hop, lyrical, contemporary, exercise dance and combination classes. Ballet students should wear a black leotard and pink tights. Boys & men should wear black dance pants with a white shirt. Students must have appropriate shoes for class: jazz shoes or dance sneakers, tap shoes, ballet slippers, dance paws. See our website for more specifics under class descriptions. No gum is allowed in the classrooms (studios) or dressing rooms. No excess jewelry. Pull hair back from face and up off your neck.

CLASSROOM CONDUCT: Be ready to enter the class fully dressed in appropriate dance attire at the time class begins. Students may be required to observe the class if not dressed appropriately or if more than 10 minutes late. Attend class regularly. There is no talking in class; raise your hand to ask a question. Stop what you are doing when the teacher is talking and listen. For your safety please do not touch the mirrors. Respect school property and the property of others. Put your name in all dance shoes. Do not leave valuables in the dressing room. We are not responsible for lost or stolen property. A note on corrections: It is

important to remember that a correction is a gift. A teacher's job is to help you learn and improve, and when they correct a student they do it because they care. Listen and learn from all corrections even if they are not directed specifically at you.

OTHER RULES: Eating is only allowed in designated areas and garbage should be disposed of properly. Children must not be left unattended anywhere. The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are suggested to remain in the school during classes. Students are not to be left at the school for excessive time before or after class. Our receptionist has other duties and cannot serve as a sitter for the dancer's siblings. Children are not allowed to play in an unoccupied dance studio and cannot be unattended in the private lesson room or student lounge. Please wait for class to begin in the office or dressing room. There is no running or horseplay allowed anywhere. Cell phones must be silenced during class. **Video taping is only allowed with permission from the teacher.**

INJURIES: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

PHOTO RELEASE: The school is hereby granted permission to take photographs of

the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

LEVEL CODES:

Beginning: no previous experience  
Experienced: dancers with 1-4 years experience, beginners welcome with the understanding the class moves at a fast pace  
Intermediate: 3-4+ years experience  
Intermediate-Advanced: These are students who have trained for many years or train intensely, attending class many times per week.  
All means everyone is welcome, beginners through advanced students

The level descriptions are generalized. The title of the level of a continuing class may remain the same for several years as there are only a few options. Even though the title of the level has remained the same, the teacher plans on challenging, progressing and advancing the student throughout the year each year. The levels are guidelines. Class placement is at the discretion of the teacher and is not based solely on age or number of years of study.

RECITAL INFORMATION: We present a recital each year in June. Participation is encouraged as it gives completion to the year's learning, but is not mandatory. Expenses to expect are: a family recital fee, costume cost, and ticket purchases, also optional photo and video order fees. A

commitment is requested in December/January and students may not be allowed to perform in the recital if not committed that early. Any student who has any outstanding bills, such as costumes fees or tuition will not be allowed to perform in the recital.

ABOUT DEMAIRA DANCE STUDIOS INC.: We are celebrating our 9<sup>th</sup> year as DeMaira Dance Studios, Inc. formerly operating for the previous 31 years in the dance business as Elysse School of Dance. Our staff consists of professionally trained teachers. We have two dance classrooms for really moving out! Our teaching style accents pleasure and self discipline; our environment supports creative learning experiences for everyone. Our enthusiasm and dedication will inspire the dancer in YOU!

LOCATION: We are located at 1146 Chicago Ave in Oak Park. There is a metered parking lot east of the building and on the surrounding side streets.

OFFICE HOURS: The following office hours are for the 2015-2016 dance year and are subject to change.  
Monday – Thursday 4:00-8:00pm  
Saturday 9:00-1:00pm

CONTACT US:  
DeMaira Dance Studios, Inc.  
1146 Chicago Ave. Oak Park, IL 60302  
708-386-1833  
E-mail: [demairadancestudios@comcast.net](mailto:demairadancestudios@comcast.net)  
On the web: [www.demaira-dance.com](http://www.demaira-dance.com)