***Rules & Regulations***

**STUDIO RULES**

* Talking in class is not allowed. Hands should be raised when there is a question for the teacher.
* No gum, eating, or drinking (except for water) allowed in class. All students are responsible for cleaning up after themselves
* If a student needs to leave class early, please warn the teacher before class.
* No jewelry other than post earrings allowed in class. This is for your safety and others as well.
* Please allow for time before class for students to use the restroom. Requests during class are a distraction to both the student and other classmates.
* Corrections from teachers are important for the development of a student. These corrections should be reflected upon and worked on by all dancers. The teacher’s corrections and comments should not be construed as criticism, but as means of progress.
* Corrections are frequently “hands on.” Manual adjustment of a student’s body to correct alignment and technique is standard practice.
* Each teacher may also have additional classroom rules, which they will discuss with students at the beginning of the session.
* Students must show respect to teachers, peers, and themselves at all times. We discourage any gossiping, fighting, or teasing other students. This behavior will not be tolerated, and the students may be asked to leave without any refunds.
* Students ONLY are allowed in studios. Parents and friends are not permitted in studios except on a very limited basis and always subject to the permission of the teacher. Any parents that have a question for the teacher, please wait until the class is finished to bring it to their attention.
* All students must follow dress code policy. If teacher finds grooming and dress inappropriate for class, they will be asked to watch.
* All students should be aware of good hygiene.

**CLASS PLACEMENT & ATTENDANCE**

* All students are placed according to their ability and talent. Class placement will be carefully assessed by the teacher and director. Previous dance experience may or may not be considered in a placement evaluation. At the end of class the teacher will make a decision on the most appropriate class for the student.  Please understand a child may repeat a level for several years. Students move up in level when the teacher believes they are ready not when their friends are.
* POOR ATTENDANCE WILL HAVE CONSEQUENCES IN PLACEMENT ADVANCEMENT.  Regular attendance is essential to maintain and/or advance in your selected level.  If an injury occurs, student should still attend class to observe and learn the lesson.
* Students may transfer from one class to another only with permission from their teacher and the office. Please notify the office in writing. Once costumes have been ordered, this cannot be changed.

**BEFORE & AFTER CLASS**

* Students should arrive at least 5 minutes prior to class and quietly wait outside the studio until asked to enter. If the studio is available, you may go in and start warming up.
* It is not safe to dance without warming up. Any dancer arriving more than 15 minutes late will not be allowed to participate in class unless the teacher permits. She/he will be allowed to watch class and then make it up at a later date.
* Parents and guardians are responsible for students’ behavior and safety before and after class. Siblings must stay with parents; young children may not be left in the waiting room unattended. We urge all students to be picked up promptly at the end of their class times.

**MISSED CLASSES**

* Students are urged to attend a make-up class for any absence. All missed classes should be made up within a month and the same level. There will be no deductions in tuition.

**EMERGENCY CLOSINGS**

* In case of an emergency closing, there will be a message left on the studio phone voice mail after 1pm, an email will be sent out, and it will be posted on our Facebook page
* . Classes will not be rescheduled and there will be no refunds.

The student is encouraged to make up the class in a class equal in level to the one canceled, within 1 month of the missed class. It is the responsibility of the student to make these arrangements.

**WITHDRAWAL**

* This notice must be provided to the office on the 1st of the month before the termination date. *(ex. If you are planning to withdraw on February 1st, then the notice must be provided to the office in writing on January 1st)* On Edge Movement, LLC retains the right to keep the students enrollment status active and charge accordingly if withdrawal occurred prior to the notice being given.

**TUITION**

* Full year payment option receives 8% discount. Payment in the form of cash or check only. No refunds.
* Monthly tuition is due between the 1st and the 10th of each month. Payments received after the 10th will incur a $10.00 late fee. Payment can be made by cash, check, or credit card. Automatic withdrawal is available.
* Any tuition paid in cash receives a $5 discount.
* Sibling Discount – 2nd Child – 5%, 3rd Child – 8%
* Yearly tuition is based on 33 classes for the season.
* Declined/returned payment is $35.00.
* Bills will NOT be sent unless a payment is late. Your child will not be permitted to attend classes or participate in the year end showcase unless your account is current.  Please direct your billing questions and payment arrangements to our office.
* $25 registration fee per family

**SHOWCASE**

* Please notify the office if you do not wish to participate in the year end showcase.
* All students will be measured early November.
* We order costumes based upon our measurements and the costume book measurement sheet, leaving some room for growth. We do not go by your child’s street clothing size.
* It is your responsibility to adjust or tack costumes to make sure they fit properly.
* Showcase costume deposits of $65, each class, are due by November 1st, and are 100% non-refundable. If there is a remaining balance you will receive an email and we ask you pay this by Jan 1st.
* No costumes will be ordered for your child if a deposit is not paid.

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| **OTHER NOTES*** Lost and found items unclaimed after one month will be given to charity. Lost and found bin is located in lobby area.
* Students leaving money or valuables in the studio, do so at their own risk. We are not responsible for lost or stolen items.
* We communicate via email so please make sure to keep your email address current and check the bulletin board frequently so you stay up to date with information.
* It is against the law to pull a fire alarm falsely, if a child summons the fire company when there is no emergency, they will be subject to local laws and the parents are responsible for payments and fines.
* All Combo class dancers must be potty trained.

**STUDIO RENTAL*** Please call or see office for details.

For any questions, please call the studio at 484-831-5036 or email us at OnEdgeMovement@gmail.com

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