

## Charlotte Braun Dance Studio, Inc.

Student's Name(s) \_\_\_\_\_

- Charlotte Braun Dance Studio's schedule runs parallel to the traditional school-calendar year, with classes over ten months, beginning in September and continuing through June.
- The main Studio door will open 10 minutes prior to the start of class time each day. Students are NOT supervised by staff unless in class, and are not permitted to be left unattended at the studio for *any* reason. The Studio **cannot** be responsible for anyone not in classes, and we ask that you do NOT allow children in the studio without an adult present; which includes dropping off early or picking up late.  
**Adult supervision is required at ALL times. Children may not be left unaccompanied or permitted to be in the hallway areas due to fire codes and safety hazards.**
- Students MUST wait upstairs (for safety concerns) to be picked up. A charge of \$10.00 will automatically be added to your next tuition bill if your child is not picked up within ten minutes of the time his or her class has ended. **NO EXCEPTIONS.** Although calling the studio to inform someone you are running late is appreciated, it will not stop this late fee from being added to your tuition account.
- As ballet is the foundation for all other forms of dance, we recommend that all students take at least one ballet class per week. In general, we follow the following guidelines... Students who study ballet need only be 4 or 4½ years old to begin tap, 5 years old to begin jazz, and 10-11 years old (and taking at least 2 ballet classes per week) to begin lyrical. Students not studying ballet need to be at least 5-6 years old to begin tap, 6-7 years old to begin jazz, and cannot study lyrical (which is a form of ballet).  
We pride ourselves on our commitment to placing your child in the appropriate level class. As class placement is not something we take lightly, please trust that our staff wants your child to get the most out of his/her experience at Charlotte Braun Dance Studio, and will do whatever is necessary to be sure your child is in the appropriate level class.
- Proper dress attire and shoes must be worn in all classes, and cover-ups over dancewear when coming to and from the studio. Dress code and the use of cover-ups outside class will be *STRICTLY* enforced! Without proper dress attire, students will NOT be permitted to participate in classes. A sheet describing proper dress attire and shoes for each class will be distributed to you at the time of registration.  
Please remember to place names in everything in case items are lost or left behind.
- In the event of absenteeism, please call the Studio to inform us that you will not be in class. Make-up lessons or credits will be available by *physicians excuse only*. Absences for reasons other than sickness (accompanied by a physician's excuse) may only be made up at the discretion of the teacher. Athletic braces for joint or other such injuries will only be permitted to be worn when accompanied by a physician's prescription. When absent or unable to participate in class due to a physical-type injury, a physician's excuse must be presented before a student may participate in future classes.
- *Adults* and parents (only) are invited to observe students during their class(es) at designated times, as posted on the bulletin board and listed in the calendars given to each family. This observation is restricted to **ADULTS ONLY**, as non-student children and siblings will not be permitted in the studios. Anyone bringing disruptive children will be asked to leave the observation. This day is for observation and picture taking or videography as desired. **Any images taken during class times may and will be used by the Studio ONLY for promotion or public viewing!** Observers may NOT engage students or interact with them during this observation time, or they will be asked to leave.
- Students are expected to be attentive while in class, and ask permission to leave the classroom for any reason.
- Due to the sensitive nature of our wood dance floors, we have a *strict policy* of **NO STREET SHOES** being permitted on our Studio floors at any time. Only dance shoes or socks may be worn into the studios. **NO EXCEPTIONS.**
- Employees of *Charlotte Braun Dance Studio, Inc.* may NOT assist children when dressing or using the bathroom. As such, parents must make arrangements to remain at the studio during their child's class(es) if they need assistance in dressing or using the bathroom. Please be sure your child has used the bathroom **PRIOR** to entering class.
- Class times and placements are subject to reassignment as to individual or group needs.  
Classes with less than 6 students are subject to cancellation/re-scheduling.
- If the Studio cancels classes for any reason, cancellation will be announced on the Studio's voicemail and posted on News Channel 5. Please call the Studio to determine if the studio is closed for any reason. If less than 3 lessons have been offered in any month (due to cancellation), a make-up class will be offered.
- There is a \$15 non-refundable registration fee per student.
- Tuition payments are due by the last day of each prior month, August - May; eg: September tuition is due by August 31<sup>st</sup>. Late payments will have a \$10 late fee added. Failure to make a tuition payment on time may result in the inability to participate in class(es) until your account is settled. If even one lesson is attended within a month, the full tuition fee for that month must be paid. Paying by class is not an option. **Positively NO REFUNDS.** Please be aware that class placement cannot be held if you withdraw at any time. Tuition payments can be made in the form of cash, check or money order. There is a \$35 fee for all returned checks.
- There may be NO eating or smoking at the Studio. Students may bring water **ONLY** with them to the Studio. Students and families are asked to respect the Studio property and clean up after themselves before leaving.
- *Charlotte Braun Dance Studio, Inc.* **will not** accept responsibility for any injuries incurred to students at the Studio.
- The signature of the Parent or Student (if 18 years or older) below signifies understanding of and agreement to all of the above-stated rules and policies of *Charlotte Braun Dance Studio, Inc.*

# of classes per week \_\_\_\_\_ Monthly Tuition Amount Due \$ \_\_\_\_\_

Signature of Parent or Student \_\_\_\_\_ Date \_\_\_\_\_

\*\*Must be signed by Parent/Guardian if Student is under 18 years old.\*\*