POLICIES and PROCEDURES - READ CAREFULLY

1. Your child must come to class in uniform according to DDA dress code. All items are to be purchased through DDA in the office. **(Initial)** ☐
2. Participation in our program is essential for the dancer to advance, therefore, please be cautious of absences. If you choose to discontinue our dance/theatre program, you must complete a drop form to withdraw from DDA. To withdraw from any DDA program, a drop form must be filled out by a parent in person. There are no refunds for monies already paid.
3. Tardiness - If a dancer is more than **10 minutes late** to class and has missed the stretching segment, they will sit out for the remainder of the class.
4. Teachers and DDA staff can not be responsible for students before or after classes. Therefore, please escort your child in and out of the studio.
5. Classes will run from September 3, 2019 - May 22, 2020. **DDA will be closed the following dates:**
   October 31, 2019 **November 24-30, 2019**
   December 23, 2019-January 5, 2020 **April 10-13, 2020**
6. Tuition is due monthly. Tuition is not prorated for any months and there are no makeup classes, refunds, or transfers for missed classes. **I understand that my May 2020 deposit is non-refundable.** A $20 late fee will be added to your monthly tuition if your credit card declines for any reason or if a check is returned, I understand DDA's tuition and check policy. **(Initial)** ☐
7. Our recital will be in May/June, possibly Memorial Day weekend. Dress rehearsal prior to the recital is **mandatory**. There is a **mandatory parent meeting during all classes the week of November 1-7, 2019**. Costume payments will be due in December and are non-refundable. Participation in the recital is optional.
8. Students are asked to follow the teacher's directions. If the student becomes disruptive, they will be removed from the class. If this occurs more than 3 times, they will be withdrawn from DDA's classes and no refunds will be given.
9. I understand the waiting room/lobby at DDA is a QUIET area for parents to view their child and for dancers to prepare for class. DDA cannot be responsible for watching nor entertaining siblings of students.
10. Children ages 5 and under MUST have a parent present when attending class.
11. The following **are not** accepted in class - gum, **food, drinks**, jewelry, toys, **phones,** and bags - ONLY WATER IS PERMITTED IN THE DANCE ROOMS!
12. Parents are responsible for providing a correct/working email address to DDA for all studio communications.
13. Students must refrain from any activity that would create a conflict of interest with their membership at DDA. This includes, but not limited to receiving dance/acting/tumble instructions at other facilities. All circumstances relating to this issue must be communicated with Mrs. Jennifer Dawson-Waz, who has sole discretion to determine if a conflict of interest exists. Failure to disclose any conflict of interest may result in student dismissal from the studio. ☐ **(Initial)**
14. **Social Media** - Please do not allow your children to 'Friend,' 'Follow,' 'Like,' or 'Direct Message' any DDA teachers or staff on any social media site. DDA has both a Facebook and Instagram account for your children to follow where the information and pictures are director approved. We appreciate your attention to this and initial stating you compliance. ☐ **(Initial)**

Most importantly, we are glad that you chose Dawson Dance & Theatre Academy. Please feel free to discuss your progress with the instructor and direct any comments or suggestions to DDA management. We can't wait to make this dance year a BLAST!! GO STARS!!!

I have read and agree to the above Polices and Procedures.

Parent signature (if student is under 18)_____Date_____