



Studio Handbook & Policies

Communications

All communications will be via text, email and/or Group Me app. Please check these resources on a regular basis. Missed information due to not opening your emails or the app will not be excused. Please keep all contact information updated.

Insurance

Freeform Dance Center does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies.

Tuition & Fees

- Monthly tuition payments are due on the 1st of each month
- On the 4th there will be a \$10 late fee added to your account for non-payment.
- Tuition and all fees can be paid by cash, check, or debit/credit card. Tuition and fees can be paid at the studio or online thru the Studio Pro Parent Portal.
- There will be an added processing fee for all debit/credit transactions.
- There is a \$25 charge for all returned items (check or card).
- Each student is required to pay a costume and recital fee. Each fee is to cover the cost of costumes, accessories and to assist with the cost of the recital.
- Tuition, costume and recital fees are non-refundable.
- Regardless of absences or scheduled holidays, tuition rates stay the same.

Attire

- Please make sure your child is in proper studio dance attire. For a complete list of "What to wear?", please see our staff or website.
- No jewelry may be worn in class with the exception of small stud earrings.

- Hair should be worn up and out of the face.
- Please wear a cover-up to and from class.
- All shoes should be labeled with your child's name.
- Dance shoes should never be worn outside. Dance shoes should only be worn in the studio. No street shoes.
- Failure to follow the dress code will result in disciplinary action or removal from class.

Behavior & Expectations

In Studio

- Students are not to enter the class unless an instructor is present.
- No gum or food is allowed in the studio. Students may bring water only. Water must be in a bottle or cup with a secure lid and labeled with the child's name.
- Talking is to be kept to a bare minimum during class.
- Students will respect the instructor, other students and themselves at all times.
- No running or horseplay is allowed in the studio.
- Whining and complaining is not allowed.
- No cell phones. If a student has a phone, it needs to be turned on silent and put away or left with the administration.
- Students will be given disciplinary action or removed from class for continued disruptive behavior including excessive talking.
- All our classes are closed to the public. Therefore, parents are not allowed to be in the dance room during class. There will be designated times when parents are invited to observe their child.

In Lobby

- Please dispose of all trash and keep the studio, lobby and restrooms clean.
- Please keep the noise level down in the lobby and waiting areas.

- Please be respectful of other parents and individuals surrounding you.
- If you have small children, please keep a close eye on them.
- No running or horseplay is allowed in the lobby or waiting areas.

Discipline

Discipline begins after 1 warning. After 1 warning students will be given a consequence that may include, but not limited to, push-ups, wall-sits, and writing sentences. If the behavior continues, students will be removed from class awaiting a parent/instructor conference before returning.

Arriving & Departing

- Please arrive for class at least 5 minutes prior to the start time.
- All students should use the restroom before class begins.
- Students should be picked up promptly after their class.
- Students must be signed out by a parent, guardian or the designated pick-up person listed on the student's pick-up list.

Attendance

- It is important that your child attends all classes, but we do understand that things come up.
- If your child is going to be more than 10 minutes late or absent, we ask that you notify via email, call or text.
- Students are counted absent after the first 10 minutes of class.
- After 3 absences, the student will be required to schedule a 30-minute private lesson to make up the absences at the parent's expense.

- Students who exceed the attendance limits or fail to make up will not be permitted to participate in the end-of-term recital or other performances.

Closures

- Freeform Dance Center will follow AISD for closings unless otherwise directed. Any cancellations will be posted by noon via email, Telegram, and social media.
- There will be designated make-up days for any classes canceled due to weather or any other reason.
- Freeform Dance Center reserves the right to cancel or combine any class due to the instructor being unavailable or too low enrollment.

Withdrawal

Should you need to withdraw your student, you must give notice to the administration and/or director at least 30 days before withdrawal. Your account will continue to be billed until notice is received. No refunds will be given.

Recital & Performances

The recital will be held at the end of each term. The date of this event will be advertised at a later date. It is up to parents and guardians to make sure they do not schedule any other events that may disrupt the dancer's performance dates. A separate Recital & Performance handbook will be given at a later date.

Student's Health

In an effort to prevent the spread of illnesses, we encourage that each parent/guardian refrain from bringing ill students to class. If your child is showing signs of illness such as rash, fever, vomiting, diarrhea or cold symptoms, please contact an administrator to schedule the appropriate make-up class.

Class Observations

There will be two designated parent/guardian observations time during the dance term. During observation, personal videography/photography, including with cell phones, within the dance studio is prohibited. Please respect our instructor's choreography rights and our students' privacy. Parents will be asked to put away their cell phones/cameras during observation hours.

IF YOU HAVE ANY OTHER QUESTIONS OR CONCERNS PLEASE DISCUSS THEM WITH DIRECTORS OR INSTRUCTORS WHEN IT DOES NOT INTERFERE WITH CLASS. WE ARE ALWAYS INTERESTED IN IMPROVING OUR DANCE EDUCATION PROGRAMS AND EVERY SUGGESTION WILL BE TAKEN INTO CONSIDERATION.

