**JAC Dance Studio Policies**

***Attendance/Tardiness***

Regular attendance is paramount to a student's progress in class. Instructors rely on parents' efforts to insure that students are consistent in their attendance. Class fees are not adjusted for missed classes. When absence is unavoidable, students may attend an appropriate alternative class, if available, at any time during the quarter. Students whose attendance record has a negative effect on individual or class progress, may be placed in a less challenging class more fitting to their schedule. Consistent tardiness reduces the student's warm-up time and delays his/her technical development. Arriving late to class results in not being properly prepared for the class, places a student at risk of falling behind the skill level, or worse, injury. If tardiness becomes a problem for a student, they will be asked to discontinue the class without a refund.

***Class Attire***

Students should come to each class, dressed appropriately, as outlined in the Dance Attire.

***Class Etiquette***

Students should arrive on time, in proper attire, for class. Late arrivals are disruptive.

Hanging on ballet barres is not appropriate. Barres are intended for class use, only, as directed by instructors.

Chewing gum is not permitted during dance classes. Food is not allowed.

Water bottles are permitted, however, they should not be used in a manner that is disruptive to class (for example: constantly drinking from water bottle) or detracts a student’s attention from the instructor.

Students should be respectful of instructors and classmates, in words and actions, at all times.

***Class Cancellations/Inclement Weather***

During the winter months, the studio will follow Alton School Unit District 11 closings due to existing or predicted poor weather or road conditions. If ASUD cancels for these reasons, there will be no dance class. School closings are listed on all local TV stations. A notification is posted on the Jacoby Arts Center Facebook page and announced on the Art Center’s phone greeting. The safety of our students and their families is our first consideration.

***Waiting Room Safety:***

To make the dance class experience positive for everyone, siblings who accompany parents in the waiting room should be fully supervised at all times. Children should refrain from running, playing ball and participating in “outdoor” activities. These activities are not safe, in the small waiting area, and are disruptive to others. Children should not play in dance studios.

***Student Placement/Advancement***

Students are advanced on an individual basis. Decisions to advance a student are made **solely** at the discretion of instructors. We want each student to have a positive experience. Toward this end, each student will be placed in the class most appropriate for his/her physical development, emotional maturity, present skill level and potential. Typically, students who attend class once a week are ready for advancement after two to three years of experience in the same class level.

***Class Payment***

**Class tuition is non-refundable.** Deductions are not given for absences. Payment for classes is always due at time of registration.