



Dick Barker



School of Dance

STUDIO POLICIES

CODE OF CONDUCT



RESPECT FOR ALL

All dancers, parents, and staff members must treat each other with respect, kindness, and professionalism. Negative behavior, bullying, or inappropriate language will not be tolerated.

ATTIRE

Proper dancewear is required for each class. Hair must be tied back and off the face. No loose jewelry or gum allowed in the studio. Dance shoes should only be worn in class, not to and from the studio.

PUNCTUALITY

Please try your best to arrive 5-10 minutes before class to prepare. Late arrivals can disrupt the flow of class and students may miss the opportunity to properly warm up.

STUDENT CELL PHONE USAGE

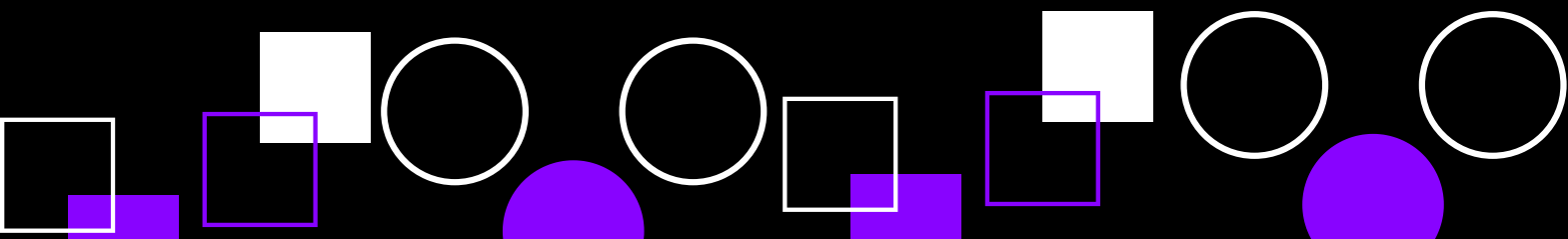
Phones must be turned off or put on silent and left in the waiting room or designated storage areas during class.

STUDIO CLEANLINESS

Dancers are responsible for keeping the waiting area and common areas clear. Water bottles, dance bags, and personal belongings must be placed in cubbies and not on the floor or on chairs.

ETIQUETTE

All students must remain in the waiting area until their instructor calls them into the dance room. At the end of class, the instructor will dismiss them into the waiting area. Students are not allowed to leave the building by themselves. Parents and guardians are asked not to enter the dance room while class is in session.

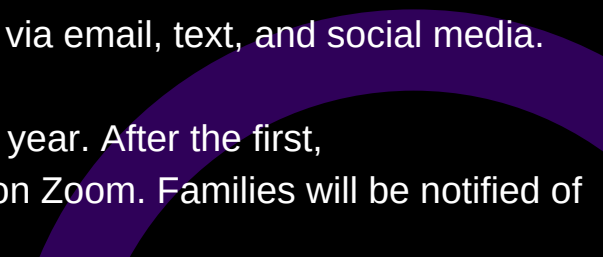





ATTENDANCE

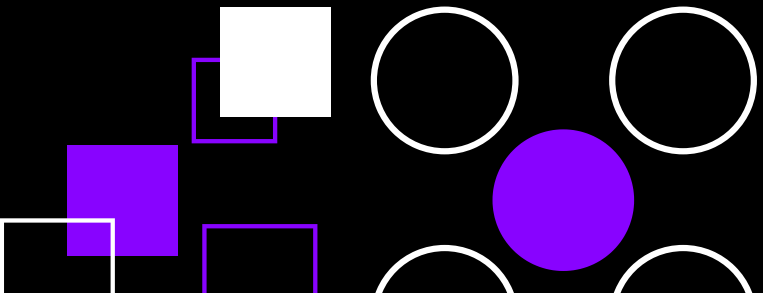
- Attendance is taken at each class. Good attendance is very important to each dancer's success, as well as to the progress of the class as a whole. Please make every effort to have your child at class every week. Missing class is inevitable, but excessive absences can become detrimental to the dancer and their class.
- In the event of a dancer falling ill, please keep them home from class to reduce the chance of spreading the illness. If a dancer is injured, they are encouraged to observe class.
- A courtesy call or email is very much appreciated if your child is ill or will not be able to attend class.
- Make-up classes are not offered due to the limited selection of class genres and levels available. Videos of recital choreography are provided in each class's Google Drive folder (accessible via Parent Portal under "Resources").
- Make-up lessons for instructor illness with no substitute will be held during scheduled time off (i.e. February vacation, April vacation etc.) after the second cancelled class.

CANCELLATIONS

- For inclement weather, it is not our policy to automatically cancel dance classes based on the public school system. Cancellations are based on the conditions close to the time of dance classes.
 - Snow amounts and/or icy conditions will determine the DBSD's decision to cancel classes.
 - Weather can change drastically from hour to hour. Please check as the weather changes.
 - Never assume cancellation; please check with the studio.
 - Tuition will not be refunded due to cancellation.
 - In the event of studio closures due to weather or other unforeseen circumstances, the studio will notify students via email, text, and social media. Classes will be rescheduled when possible.
 - Each class will have one "real snow day" per year. After the first, accommodations will be made to hold class on Zoom. Families will be notified of a "Zoom Day" and be provided with a link.
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TUITION & LATE FEES

- Tuition is due by the first class of each month.
 - Tuition is based on a 9-month dance year (or approximately 36 weeks), and is broken down into 10 monthly payments (September to June). The monthly fee remains the same regardless of the number of classes in any given month, or the amount of classes your child chooses to attend. There are no tuition deductions for holidays.
 - A \$15 late fee is automatically added if tuition is not paid by the 15th of each month.
 - The studio can take payments in cash, check or credit/debit cards. Please make checks payable to Dick Barker School of Dance. Online payments are also accepted via the Jackrabbit Parent Portal, PayPal (PayPal.me/DBSD), Venmo (@Jenna-Alimberty), or CashApp (\$DICKBARKER). Families can also opt for auto-draft to be run on the first of the month.
 - Refund Policy: No refunds on tuition. In cases of extended absence due to illness or injury, please contact the studio for special arrangements.
 - There is a \$45 returned check fee, per check, on all returned checks for any reason.
 - A written notice of a family's desire to withdraw a student from class is required 30 days before the end of a student's enrollment. Failure to do so will result in being charged for the next month's tuition. Parents are responsible for payment as long as their child's name is on the class roster.
 - The studio reserves the right to dismiss any student or family who fails to comply with studio policies or exhibits behavior that is disruptive, disrespectful, or unsafe.
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RECITAL

EXPENSES & INFO



Details

Our annual recital is held in June for all classes. All students are required to participate. Information regarding costumes, rehearsals and timelines will be provided in advance. Please note that all classes for the months prior to the recital are of the utmost importance to your child as well as the entire class. Please plan for your child to be in attendance for the benefit of your child's performance

Costumes

Costume deposits of \$45/costume are due by October 31st. The balance is due in January. If your family is enrolled in the Referral Rewards program, a \$45/costume deposit is still due in October. Families who earn a reward will have this deposit applied toward other costumes or tuition expenses. Costumes not paid by the due date will not be ordered. All costume fees are non-refundable. All parents/guardians are responsible for costume alterations or any small adjustments that must be made. Costumes will not be returned or exchanged.

Expenses

All individuals ages 2 and up must purchase a ticket if they are attending the recital. Children 2 and under are free. Children participating in the recital do not need a ticket. All accounts must be brought up-to-date as of the last class in order for your child to participate in the recital.





SAFETY & HEALTH GUIDELINES

Medical Conditions: Parents must inform the studio of any pre-existing medical conditions, injuries, or allergies affecting the dancer.

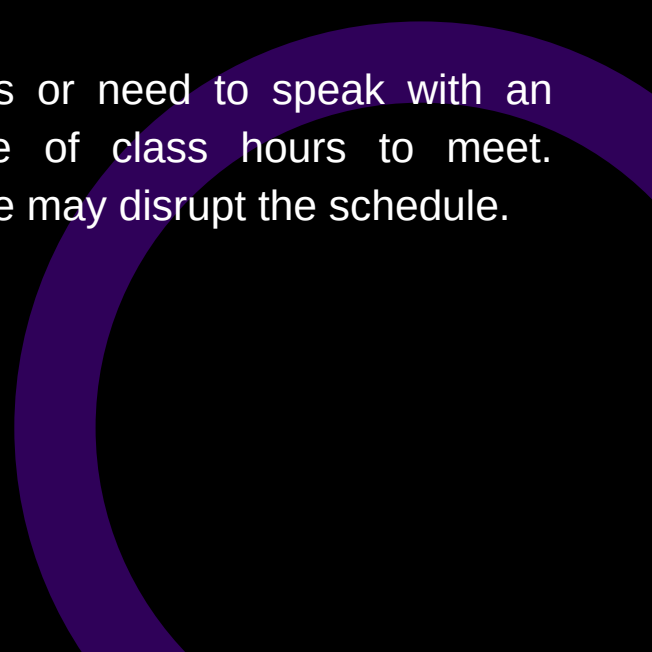
Injuries: If an injury occurs during class, an instructor will administer basic first aid, and parents will be contacted immediately.

COVID-19/Health Protocols: Hand sanitization is required before and after class. Masks are optional but encouraged during high-risk periods. Dancers must stay home if experiencing symptoms of illness.

COMMUNICATION

Studio Updates: Important studio updates, class cancellations, and performance details will be sent through email. Please ensure we have your current email address on file.

Instructor Meetings: If you have concerns or need to speak with an instructor, please set up a time outside of class hours to meet. Unscheduled conversations during class time may disrupt the schedule.



CONTACT INFO



413.583.6991 (call)
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