

## Studio Policies – Recreational

Our recreational program is meant for students wanting to learn the fundamentals of dance and have fun while doing it!

Parents, we encourage you to keep yourself updated on the current info. We ask for your support and understanding on all studio policies.

1. We encourage you to stay up to date on all the current information. Make sure to check your email regularly, as that is how we communicate the information. Also, check our website frequently [www.affinitydance.com](http://www.affinitydance.com) because we will have information posted on there as well.
2. Substitute teachers may be required on occasion (i.e. Due to competition events, illness, etc.) Students are still expected to attend class even if it is not their regular teacher instructing.
3. We ask for your understanding on class cancellations due to competition. We will always do our best to reschedule classes or offer a credit.
4. If your child starts attending a new class or if you withdraw from one of your classes you must advise reception immediately. We need to keep all of our records up to date.
5. We require 1 month notice should you withdraw from any or all classes. Your pre-authorized payments can be revised for any remaining payments following the 1 month notice.
6. You will be notified of any fees owing by email. All notifications will include a deadline that the fees must be paid by. Any fees overdue by two weeks will be subject to an additional late charge of 5%. We accept the following methods of payment for all fees: Cash/Cheque/Debit/Visa/MC/Amex. If you are unable to make it into the studio, you can send cash or cheque with your child or phone reception with a credit card number.
7. We have a lost and found in our reception that will be emptied at least three times throughout the year (Xmas, Spring break, and summer). You will be notified by email at least one week prior to ensure you've looked through the lost and found.
8. We require a parent rep for each recreational group. The role of a parent rep is to be a liaison between the parents and the instructor to help organize costuming and communicate special information to the group. You would need to discuss with the instructor their costume ideas. You may be asked to help purchase costumes, though you would not be in charge of collecting any money from parents. You would not be expected to assist with any sewing. Costumes will be any where between \$50 and \$75.
9. Recreational dancers are expected to perform in at least 1 of our year end shows held in June, specific dates to be confirmed in October. We also have a photo day for all the recreational groups, where you will be able to purchase a professional photo taken of your child, dates to be confirmed in October.