



## **Prodigy Dance Center**

### **Rules and Regulations**

Parents, guardians, and students can expect that while at Prodigy Dance Center (PDC) everyone involved will be respecting the well-being of each student, treat her/him fairly, and encourage their growth and self-esteem as unique individuals. Should you have any concerns or issues please reach out to us directly.

We have allotted for 10 minutes in between classes to make the transition from class to class as smooth as possible. Students are permitted to wear masks during class due to the COVID-19 pandemic. Please do not enter until the teacher comes out to welcome your child to class. We currently do not have a reception area, so we ask the parents to please wait outside. Parents in the classroom are not permitted so the student and teacher can stay focused without any distractions. We will have a parent day at the end of each month to showcase what the students have learned throughout their class sessions. We will be working on getting a live feed so that parents can view class sessions remotely from anywhere.

Just as teachers are expected to respect students, students are expected to respect each other, the instructor, the building and studio space. As our studio is a shared space, we ask that all students be mindful and remember to pick up after themselves and keep up with their belongings.

- Students are to arrive on time and be prepared for class. This includes wearing the proper attire and hair pulled back. Should the student not be able to make it to the class please do your best to let PDC know in advance.
- Please be sure to pick up your student on time as we do not currently have a waiting area inside the space. If you happen to be running late please reach out to us.
- Consistency is key! Please make the best effort to come to each class you are registered for as others are counting on you as part of the team.
- Please keep talking to a minimum during class and participate fully in the lesson.
- No food or drinks (except water) will be permitted during your class session. Each student should bring their own water bottle.

PDC will use EMAIL as the primary form of communication. We do not share email addresses with anyone other than PDC faculty. Any important billing information, as well as studio updates, are sent via email. Please check with Maria Banks, our Office Manager, to make sure that we have your correct email address on file. PDC will set up a Remind Account in order to send out monthly updates and other news that pertains to the individual class along as through email with news about upcoming events, new developments, and any pertinent information about the studio. We ask that families read these newsletters as they contain helpful calendar reminders, new opportunities for our students, and other important information.

## **Tuition and Payments**

### **REGISTRATION FEE:**

- A non-refundable registration fee of \$20 per student will be included in tuition fees for each dance season. Payments are due the 1<sup>st</sup> of each month to continue class sessions or memberships. Payments can be made by Check, Cash, Credit, or Debit Card. Invoices will be sent out prior to due dates.

