



16 Centennial Ave, 2nd Floor

Hanover, PA 17331

(717) 634-5445

Artistic Director: Lisamarie Marks

RULES, REGULATIONS & CODE OF CONDUCT

The following are the rules, regulations and code of conduct for The Dance Academy.
Please read them carefully, sign and return the back page at registration.

- 1) All dancers will adhere to the dress code. All ladies will wear their hair in a bun or ponytail as stated in the dress code policy. All bangs must be out of face.
- 2) Class attendance is imperative to personal and class progression. Excessive absences will not be tolerated, especially during the months when we are preparing for the year end performance. Saturday practices will be mandatory and can not be missed. If practices are missed the child could be removed from that dance. No exceptions will be given for vacations of any kind this also means Senior Week. If there is an issue please see Ms. Lisamarie.
- 3) If a student misses a class it is his or her responsibility to find out what was missed and learn it before class or rehearsal time. Check with other students for choreography before approaching the teacher.
- 4) The Dance Academy recognizes that scheduling conflicts may occur. If a conflict arises, we will do our best to accommodate your child's needs. Please understand that your child can be moved to a lower level class, but can not be advanced beyond their dance ability. Such advancement not only could cause a disruption for the class' teachers and students but also could cause your child injury.
- 5) All tuition is due on the first of each month. If tuition is not received by the 10th of the month you will be responsible for the 10% late fee.
- 6) All accounts must be settled prior to May 24th, 2012. If any student has an outstanding tuition or costume balance the following will occur:
 - a) Performance privileges will be suspended until payment is received.
 - b) The debt will be turned over to the proper authorities for collections.
- 7) All students are expected to pay full tuition regardless of class attendance. If your child is in extra curricular activities thru the school, there will be no per class option or discounted rates available, as this holds their spot in this class. If they can not attend until November and you don't want to pay the extra amount then you should hold off on signing up for that class knowing that availability to that class could be limited.
- 8) All students have until November 1st to make a decision on continuing for the duration of the Dance season. Any student remaining after November 1st (even if you have been dismissed because of behavior or attendance problems) will be responsible for the full tuition (September – June) and costume payments.

- 9) Please call the studio and leave a message advising of any absences.
- 10) All students should arrive to the studio at least 15 minutes prior to their scheduled class time. This allows younger students to take care of restroom needs. This also gives the students a chance to start stretching for class.
- 11) Parents must be attentive to their children. DO NOT allow them to run at any time in the studio. DO NOT allow any child to be loud; it is very disturbing to classes in session. Please accompany them to the restrooms so there is no horseplay in the restroom. Please be aware that the benches are there for you to sit on, but they become unsteady when children try to stand on them.
- 12) During inclement weather, we will be following the South Western School District. If those schools are closed, so are we. If the schools let out early, then you will need to check the website (or e-mail, if you have given us a current one). You can also call the studio phone. Please note the message on the machine is last to be changed.
- 12) There will be a parents committee established for The Dance Academy. This parents committee will take care of the fund raiser that the students will do. There will be individual student accounts setup for each student and maintained by this committee. This committee will operate just like a PTA or Booster Club would. Each parent is a member of this committee but how you get involved is up to you.
- 13) Production tickets will be on sale starting in May 2012. Tickets are reserved seating and payable at the time of purchase. You may exchange tickets but there are no refunds
- 14) The annual production will be in June. The following are two tentative dates for the 2012 production: Black Rehearsal and Dress Rehearsal will be held the Wednesday and Friday before the show. Show is held on a Saturday evening in June dates will be given at a later time.
- 15) The code of conduct will be enforced from August 6th through production. The following is what is expected from everyone affiliated with The Dance Academy, parents as well as students.
 - a) No foul language, unnecessary behavior, discrimination, bad attitudes, negativity, Disrespectfulness to any of the teachers, student assistants or fellow students will be tolerated.
 - 1st offense – The student will be asked to sit and watch one class and apologize to the teacher and fellow students for their behavior.
 - 2nd offense – The student will be asked to sit and watch one class and apologize to the teacher and fellow students for their behavior plus one hour of service to The Dance Academy.
 - 3rd offense – The student will be suspended from class for a one week period will apologize to the teacher and fellow students upon return to class plus two hours of service to The Dance Academy.
 - b) If for any reason a parent/student needs to discuss a problem of any sort please try to wait until the teacher is finished for the evening. Make an appointment or leave a note for the teacher to call you after she is finished classes with the parent on duty(in the lounge). Time is precious but every concern and/or problem needs to be heard.
 - c) If you feel the situation is not solved by talking with the teacher you should contact Ms. Lisamarie during non business hours to discuss the situation.
 - d) Please do not interrupt class or stop an instructor on the way to or from class as they are to be preparing or returning to the students. Do not discuss the situation with others before approaching the instructor or owner. The only way we can resolve situations is by talking them out with the persons responsible.
 - e) If excessive interruptions and gossip about the clientele, facility, the parents committee, teachers, and director occurs it will not be tolerated, and persons involved will be informed about their behavior.



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I have read and understand the rules, regulations and code of conduct. I will keep a copy of the rules, regulations and code of conduct to refer to during the 2011-2012 dance season.

Parent's Signature and Date _____

Student's Signature and Date _____

The Dance Academy and instructors reserve the right to dismiss any student who is in violation of any of the rules, regulations or code of conduct set forth in this document. The Dance Academy also reserves the right to amend or add any rule as it becomes necessary. You will be advised of any change or addition that is made.