

School Policy and General Information 2023-24

Observers

Observers are generally not allowed in classes. However, on the first lesson of each month for NON-SHOW LEVEL classes, parents will be invited in to the classroom for the last 10-15 minutes of class. The parents will be able to see a bit of what the students have learned, and the teachers will also give monthly announcements!

Payment

Monthly Tuition is paid the first lesson of each month. When a student enrolls in a class, a place is reserved for him or her. This place cannot be used by anyone else. Therefore, charges are made for each scheduled lesson, regardless of attendance. We will not bill you monthly. It is your responsibility to stop by the desk each month.

Absences/Make-up Lessons

There is no extra charge for making up a lesson that has been missed. Both pupil and class will benefit if a make-up lesson is taken for an absence. Please notify our studio if you will be absent, and **make an appointment for a make-up at least 48 hours in advance.**

Pupils normally will take a make-up lesson in a class of the same age and ability. Occasionally, there are special classes for make-up lessons and you will be notified ahead of time for these types of make-ups.

We do NOT follow local school breaks (Spring break, winter break, etc.) Vacations are treated as any other absence and should be made up.

Awards & Certificates

Awards and certificates are presented the last lesson in May for satisfactory attendance. **Students must have no more than two absences in order to receive their award and certificate.** Awards can not be purchased or earned in any other way. **To be eligible for an award, or a certificate, accounts must be settled prior to the last lesson in May.**

Dress code

Students must adhere to their specified dress code. Hair must be off the face and neck (pony tail, bun, pig tails). *Please refer to your confirmation letter for specific class dress codes.*

Class Performances

The Winter Show and Spring Recital are considered a regular lesson and take the place of the students' regular lesson that week. There will be no classes the week after the Winter Show. The second semester will resume the following week.

Parking

Parking is available in the front parking lot on Rochester Road. Street parking is also available on both sides of Allen Ave (side street just north of studio). Please remember that older students (7 years old and up) can be dropped off at the front door until you find parking.