

Policies and Procedures

Registration: A non-refundable fee of \$20 per student (\$30 per family) is required yearly at the time of registration.

Payment of Fees: Tuition needs to be paid either annually or by automatic bank account debit. For automatic bank account debit, tuition will be debited from your bank account on the 5th day of each month from September-May. The month of September is non-refundable. All charges will appear on your bank statement as Prima School of Dancing. Incidental fees such as costume fees or t-shirts must be paid by check or cash. NSF accounts will be charged a \$15 processing fee, which includes any resubmitted attempts for automatic account debts.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal needs to be done in person and will not be accepted over the phone. Withdrawals need to be done at the school office and not with the teacher. No withdrawals will be accepted after April. To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting charges will stop after the one-month notice period. Prima School of Dancing reserves the right to terminate lessons and in each case a refund for unused lessons will be given.

Inclement Weather or Unexpected Interruption of Classes: Prima will be closed if the Rapid City School system closes due to inclement weather. If the weather changes drastically throughout the day or night please call Prima for any change.

Substitutions: The school reserves the right to provide a substitute if the regularly scheduled teacher is ill or otherwise unable to teach. If the school can not arrange for a substitute, any missed classes will be made up.

Class attendance: Students are registered for a slot in each class, not how many classes they actually attend. However, students can make up missed classes on a different day or time. The beginning of class is crucial for the students, as it includes the proper warm up for each particular dance style. The school reserves the right to have students who come late to class observe the class. Repeated lateness or absence may result in termination of lessons. Once recital pieces are being taught and rehearsed, students will not be able to miss more than 3 times in any given class and still be in the end-of-year performances. Exceptions will only be extreme circumstances approved by the Director.

Parent's responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities such as recitals, performances, special viewing days, and dates the school is open or closed. It is the parent's responsibility to inform the office of any address or telephone number change.

Care of Students and Siblings: The school is not responsible for providing before or after class care for students or their siblings. Parents with students in Creative 1 are encouraged to have a parent or responsible acting guardian available during class times. Students are not to be left at the school for excessive time before or after class.

Observation Policy: The observation window for Studio A will be open the first week of every month and the observation window for Studio B will be open the last week of every month. In order to protect the optimal learning environment for the students, please adhere to the following: observers should make observing a class a special occurrence no more than once a month, observers need to stand at least 3 feet away from the window, people who are observing or waiting need to use quiet voices and take any calls on cell phones to front lobby or outside. If possible friends and siblings should avoid the observation room in order to maintain the best educational setting.

Instruction Policy: Prima School of Dancing owns all material and choreography taught in class and students must have teacher and Director permission to use any such material.

Class Placement Policy: Parents and students agree to uphold the decision of placement of the instructor and the Director.

Dress Code: Students must adhere to the dress code and hair requirement standards set for each style and level of dance.

Class Minimum: The minimum class enrollment is 8 registered students, Prima holds the right to cancel if minimum is not met.

Injuries: Students, parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury or damages sustained before, during or after class time on Prima School of Dancing's property.

Photo Release: The school is hereby granted permission to take photographs of the student to use in brochures, web sites, posters, advertisements and other promotional material the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

***You will be asked to sign on your registration form signifying that you have read and understand Prima's policies and procedures and agree to abide by them.**