

Policies and Procedures

These guidelines are in place to benefit our students, staff and our studio

Please read them carefully and review them with your student.

TUITION AND FEES:

REGISTRATION, WAIVER AND PAYMENT must be received prior to your student beginning class.

Registration fee is \$35 per student, \$50 per family. It is due upon registration of a class and is valid for one year.

Accounts with returned checks or insufficient funds will be charged \$25. These accounts must be paid by cash when paying the balance.

Indy Dance Academy has a **no refund policy**. If you must reschedule multiple classes due to illness, injury or personal emergency, please contact our controller, Mary Ann Pahud.

Payment for class is due prior to entering class. Tuition may be paid online or at Indy Dance Academy or in person at the front desk.

We reserve the right to cancel a class if we do not have 5 or more students enrolled. You will receive a credit toward another IDA class (excludes our Studio Renters) or IDA merchandise. Credit must be used by December 1, 2011. **We do not offer refunds.**

Trial classes are \$15 per class and must be paid prior to class. You must sign in with the front desk and complete a trial class waiver and class pass for the instructor. You may not take more than 2 trial classes of the same class.

ATTENDANCE:

Attendance is important in order to ensure maximum progress for the student. Without proper warm-up exercises, the student can run the risk of injury. Please arrive 10 minutes early so the student may stretch and be ready for class. If you are late, please enter your class quietly.

No Shows/Missed Classes: If you cannot attend a class, please call The Academy in advance.

Students are allowed to make up two classes per semester unless; you call in ADVANCE to report the illness, injury or personal/family emergency. Upon the onset of a prolonged injury or illness, please contact The Academy immediately to discuss situation with our controller, Mary Ann Pahud.

ATTIRE:

Please bring a sports bag to accommodate clothing and shoes to change into appropriate dress/shoes for class. **No street shoes are allowed in the studios.**

Each student must wear appropriate dancewear.

Hair must be pulled back in neat ponytail or bun for classes.

Jewelry should NOT be worn to class; make up should be neatly applied.

Youth Classes ONLY:

- ***Creative Movement/Dance/Combo Classes:*** Pink or tan tights, leotard based on class level, pink ballet shoes and tan tap shoes, hair should be neatly pulled off of face.
- ***Ballet Classes:*** Pink tights, pink ballet shoes, solid colored leotard based on class level and hair pulled neatly in a bun.
- ***Jazz/Musical Theatre/Lyrical/Modern/Tap Classes:*** Tan tights, tan or black jazz shoes/tap shoes, solid colored leotard, hair must be pulled back neatly, booty shorts permitted. No shoes needed for modern classes, lyrical shoes may be worn for lyrical class if you have them.
- ***Hip Hop/Conditioning Classes:*** Athletic shorts, capris, or pants. T-shirts, or full sports top (no belly showing) hip hop sneakers or white sole sneaker. **Street wear, cut offs or jeans are not permitted.**
- ***Boys:*** Athletic shorts or pants. T-shirt and appropriate shoes for class style. No "street wear", cut-offs or jeans permitted.
- ***Adults:*** Comfortable dance attire: may include leotard and tights/athletic shorts/yoga pants/dance pants, t-shirt/tank top (no belly showing). Appropriate dance shoe (i.e. ballet, jazz, tap, hip hop sneaker and/or white sole sneaker).

DROP OFF/PICK UP:

- We request that you drop off your student and wait in the lobby or you are welcome to leave The Academy during the instructional time. This allows the instructor to focus on the student as well as allows the student to focus on instruction. The instructors will reserve a time when it is appropriate for viewing.
- You are to walk your student into the lobby and pick up student in lobby if he/she is 9 years of age or younger.
- We suggest parking in the west or south parking lot of our building.
- All students and parents must enter through the front door.
- Side door (located on north side of building) is for **IDAC members and staff only.**

LOBBY ETTIQUETTE:

- All children not participating in class need to be in waiting room and/or supervised while going to the restrooms and the vending area.
- **There is to be no food or drinks throughout The Academy. Please put any sports drink /bottled water in contained bottle. Gum is not allowed in the building.**
- Please help us keep IDA clean and germ free. We appreciate everyone picking up their belongings, throwing away trash, and regularly wash hands. We have hand sanitizers conveniently located throughout The Academy. Put bag and other items in cloak area
- Please no cell phone conversations in the building. Wi-Fi is available for your use in the lobby.
- The television in the lobby will always be on kid friendly stations, we will not permit talk shows, news or sitcoms to be viewed.
- **Smoking is not permitted in or around the IDA premises.**

COMMUNICATION:

- Our instructors want you and your student to be happy however, it is not possible for our instructors to have individual communication with each parent during class time. If you would like to speak to the instructor or would like to speak with the Dance Director, Amy Western, please leave a note with the front desk.
- If you have a business related question, comment or problem, please contact Kristen Tod, Business Director.
- If you have a billing question, comment or problem, please contact MaryAnn Pahud, Controller

Weather related closings will follow **Carmel Clay and/or Washington Twp. School** systems. We will post closings on WTHR Channel 13, FOX 59 and WTTV 4 and will do our best to have these posted for you on our website and on our VM by 2:00pm the day of the weather related cancellation. **PLEASE ALWAYS CALL OR CHECK OUR WEBSITE FIRST BEFORE DRIVING TO CLASS!**

PERFORMANCES:

There will be several OPTIONAL performance opportunities throughout the year. All fees and information pertinent to the performance will be provided