

Policies and Procedures

Signed registration and payment must be received prior to your student entering class.

Classes are subject to closure or cancellation per enrollment.

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.

No Shows/Missed Class: If you cannot attend a class, please try your best to call the academy in advance. Students are allowed to make up one class per 6 weeks. We ask that you call and schedule the class time you are coming and we will provide a make up pass for your student prior to entering the class.

The academy has a no refund policy. If you have to reschedule multiple classes, we will provide you with credit to use within the year.

Please no cell phone conversations in the building. WiFi is available for your use in the lobby.

The television in the lobby will always be on kid friendly stations, we are not permitting talk shows, news or sitcoms.

Please bring a sports bag to change into appropriate shoes for the studio floors. No street shoes are allowed in studios.

Attire: Each student must wear appropriate dancewear.

There are specifications for each class.

- Creative Movement/Dance/Combo Classes: pink or tan tights, leotard, pink ballet shoes and tan tap shoes, hair neatly pulled back off of face.
- Ballet Classes: pink tights, pink ballet shoes, solid colored leotard, 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 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/Cheer Hop/Conditioning Classes: athletic shorts, capri's, or pants. No streetwear, cut offs or jeans. T-shirts, or full sports top(no belly showing) jazz sneakers or white soled tennis shoes.
- Boys- Athletic shorts or pants. (No jeans, cut offs or streetwear.) t-shirt, and appropriate shoes for class style.

We request that you drop off your student and wait in the lobby or you are welcome to leave the academy. This allows us to focus on the student as well as allow the student to focus on instruction. The instructors will reserve a time when it is appropriate for viewing.

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 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 academy.

Our instructors want you and your student to be happy, however, it is impossible to talk to students and or/parents 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 .

Our website is a terrific source for updated information. Please check it often for updates and News/Events.

If you are late, please enter your class quietly.

HAVE FUN!!

ENJOY The Indy Dance Academy!