

*****PLEASE REVIEW ALL POLICIES BEFORE THE START OF THE SEASON*********FAMILY & MULTI CLASS DISCOUNT POLICY:**

* **Family & Multi Class Discount:** Available only for students living in the same household (NO EXCEPTIONS). You will pay full price for the 1st class (highest price), then we will take 10% off the total of all other classes. Does not apply to Enrollment Fee, Spring Show Fee, Costume Fees, or Dance Team Fees/classes.

* **Max Tuition Policy:** Available only for students living in the same household (NO EXCEPTIONS). Tuition will be calculated with our regular policy taking 10% off all classes except the 1st class. If the tuition amount is higher than \$400 you will qualify. You will pay a max of \$400 per month in tuition no matter how many classes you take. Does not apply to Dance Team classes. Full price of costumes and other fees will still be charged.

****WITHDRAWAL & REFUNDS POLICY :**

If a student must drop from a class PLEASE MAKE CONTACT WITH the studio before the 1st of the month to avoid being charged tuition. If you can't make direct contact with one of our office staff before the 1st of the month, we must have a voicemail, Facebook Message or Email dated/time stamped before the 1st. If we do not receive a drop notice before the 1st in one of these ways, you will still be responsible for ½ of the following month's tuition. NO EXCEPTIONS!!!! Once we receive the drop notice, we will then notify the child's instructor and email you a drop form to be filled out. If we are not notified your account may continue to be charged monthly tuition installments and fees. If you are on autocharge, you must notify us 5 days before the first of the month to avoid a charge to your card. Dropping from a class does not release you from any past due charges still owed on your account. Walking out on a balance owed and refusing to pay will result in us sending the account to collections.

If a student incurs an injury that affects them participating in class for a time period, but they plan to continue once healed, tuition will still be due during that time. We encourage students to continue coming to class as a lot can still be taught without physical participation such as technique corrections, choreography knowledge, terminology and much more! If you decide to drop, then return later you may incur an additional enrollment fee to "re-enroll" or the dancer's spot in the class could be given to a dancer on the waitlist for that class.

*Other medical circumstances beyond this will be discussed with the parent and handled on a case by case basis.

ATTENDANCE / MAKEUP POLICY:

Regular attendance is vital to student progress and group choreography. We know life happens and there are many reasons students may have to miss class for unexpected reasons. When possible, please make every effort to attend each class for the success of the individual dancer and the class as a whole. If you miss more than two of the final 8 for leveled classes or two of the final 4 for combo classes; before recital you may be dismissed from participating in the recital routine at the discretion of the teacher OR you may be required to take private lessons at an additional cost to tuition, to get caught up before the performance.

To make up a class, please contact the office to find a similar class to attend at no extra charge. Please note, there may not be multiple classes identical in level or style, we will do our best to match you up to the closest class possible for make up. ****There are no refunds or discounts for students missing classes (no matter how many) due to reasons outside of K & Co Dance Studios control. Students may make up missed classes until April 1st.**

INCLEMENT WEATHER POLICY:

If Claremore Public Schools are closed due to weather conditions, we are closed as well. However, in the event school is in session and the weather conditions become questionable, we will make the call on classes by 3:00pm. We will email, text, and/or call affected classes, and we will also post any closings on our Facebook page. We will offer only one day of make-up classes (regardless of how many we missed due to weather) in the Spring. ****There are no refunds or discounts for canceled classes due to weather or road conditions. K & Co. reserves the right to combine classes during the makeup day scheduled.**

CANCELED CLASSES, REFUNDS, RESCHEDULING & SUBSTITUTION POLICY:

Refunds will be issued for any fees paid towards the class if K & Co. cancels a class due to low enrollment. K & Co. reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. K & Co. reserves the right to reschedule or combine classes if a substitute is not able to be found.

END OF SEASON PAST DUE ACCOUNTS & COSTUME HOLD POLICY:

If any and all late tuition and fees are not caught up and paid by April 1st, any and all costumes for students on that account will be held and not sent home until the account is paid in full. Please note this will result in possible missed opportunities for picture week as well as performance.

STUDENT MISCONDUCT POLICY (including: dress code & studio misconduct):

PLEASE DISCUSS THIS POLICY WITH YOUR CHILDREN! It will also be discussed in each class at the beginning of the dance year. K & Co. Dance Studio will be enforcing a "3 strikes & you're out" policy. Any student that refuses to follow the classroom or studio rules will be given 2 warnings. 1st offense will be a verbal warning between the student and teacher, 2nd offense will result in a written warning sent home for the parent to sign and return the following week. 3rd offense will result in the student being excused from the classroom to wait in the lobby for the parent. The parent(s) will then be contacted to set up a meeting with Kristen, the instructor, and the student to discuss the issue and what can be done to correct it. Refusing to follow dress code for students in technique levels 1-6 is considered a rule violation. Combo class students are expected to follow dress code, however we understand dress is not usually up to them - accidents happen and parents forget! Please make every effort to follow the dress code, but know that we will not punish our little combo class students for not being properly dressed.

CLASS PLACEMENT POLICY:

Students are placed in class first according to age and then by observation of a combination of years danced and level of technique. Please see Kristen for help on class placement. The number assigned to classes (ex. Ballet 1 or Ballet 2) is not necessarily based on the level of students in class, but on the number of classes required to accommodate the size of enrollment that year. If one class is too large, we will add another one and number it accordingly to create a comfortable student/teacher ratio.