

Dear Parent/Guardian,
Welcome to Diamond K Dance Studio. We are a brand new positive atmosphere where we teach the love and technique of dance. We are eager and ready to begin our 1st season. Thank you for your interest and support,
Diamond K Dance

REGISTRATION

Upon acceptance of registration, students are enrolled and financially responsible for the entire 10-month session from September through the end of June. The annual registration fee of \$25 will be due at registration; this fee is non-transferable and non-refundable. The fee for each additional family member is \$10.

TUITION PAYMENT PLANS

For your convenience, tuition may be paid according to one of the following plans:

Plan 1: Full Year-One payment in full at registration. You will receive a 5% discount by choosing this payment plan.

Plan 2: Monthly-Tuition will be due on the first of the month. First month's payment, which is Non-Negotiable and Non-Refundable, will be due at registration.

Tuition will be considered late after the 10th day of each month.

A \$10 late fee will be added to the account after that date.

All financial obligations that are carried over for more than three months will be handed over to a collection agency and the child will be unable to participate in class.

We accept the following forms of payment:

Cash: a receipt will be given for you to save. Checks: returned checks will assess a \$25 returned check fee. Credit card: Visa or Master Card only.

Automatic payment: we will charge your credit card the first week of every month.

**Please note – that if tuition and all financial obligations are not paid in full your child will not be able to participate in our annual dance recital.

CLASS SCHEDULES AND LEVELS

Class schedule is subject to change based on enrollment. Students will be evaluated during the first two weeks of class and level changes may be made based on teacher evaluations. Students do not move up to the next level according to the amount of years that they have studied dance. They must be able to execute proper technique for that level; this is at the teacher's discretion. Some students may take several years to develop as a dancer, while others might only need as little as a year of training. Natural ability, effort, practice and attendance will affect each student's progression as a dancer.

ADD/DROP CLASSES

Parents must complete an Add/Drop request form, which is available at the front desk. Please note September tuition is non-refundable. As of October 1st, your tuition will be adjusted. If the add/drop form is not filled out, your monthly tuition will remain the same. There will be a \$25 Fee for all classes dropped after October 1st. Any dancer who leaves Diamond K Dance after January 1st is financially responsible for the balance of their tuition and costumes for the remainder of the year.

MISSED AND MAKE UP CLASSES

No refunds/credit or make-up class will be given for dancers missing class due to vacations, holidays or inclement weather conditions which are beyond our control. Parents are responsible to notify Diamond K Dance if their child is going to miss two consecutive weeks of classes.

COSTUMES

Costumes deposits (\$50 for each costumes) are due November 15th 2018. Costume balance will be due January 15th. Diamond K Dance is NOT responsible for alterations to a child's costume or for minor defects caused by the costume company.

Pictures

Candid photos will be taken during the winter during class times, which may be posted on the Instagram, facebook or website. Class and individual pictures will be taken during dress rehearsal, right before the annual recital. Information regarding dates and times will be announced during the year.

Snow and Inclement Weather

We will follow the East Brunswick school closings for snow and inclement weather conditions. Unfortunately, these situations are out of our control and we may need to close last minute for safety reasons. If you are unsure please call or check www.diamondkdance.com

WE DO NOT DO MAKE-UPS FOR CLASSES CANCELLED DUE TO INCLEMENT WEATHER. However your dancer has 2 weeks to make up class in a different age appropriate class.

Holiday Closings: Columbus Day, Halloween, Thanksgiving Eve, Thanksgiving Weekend, Winter Break, Martin Luther King, President's Day, Spring Break, & Memorial Day Weekend.

A detailed calendar is available on our website.

Please Note – the calendar is subject to change so please check website for updates.

RECITAL

Diamond K Dance Annual recital is held in June at (TBD). Specific dates and times will be announced. Anyone participating in the recital production must attend a mandatory dress rehearsal prior to the show.

Students unable to attend mandatory rehearsals will not be permitted to participate in the recital. Staging and dress rehearsal is the final opportunity to make any last minute adjustment for the show. Our goal is to put on a professional performance displaying the hard work and effort of all the Diamond K dancers for their families and friends.

RECITAL TICKETS

All family members and guests will need a ticket for the recital, including children over the age of 4. Recital tickets will be sold online sometime in May. All tickets are non-refundable and non-exchangeable. Diamond K Dance is not responsible for tickets that are lost or misplaced.

COMPANY REQUIREMENTS

A signed contract committing dancers to rehearsals, traveling and additional fees. Participation in specific classes and technique classes. Attendance at all rehearsals. Attendance at performances and a limited number of regional and national competitions.

Specialties: When a student has reached a certain level of dance, they will be invited to participate in any or all specialty numbers, which are choreographed throughout the year. Specialties consist of: Solos, Duets, Trios, Small and Large Group Numbers, & Production Numbers

DANCER'S CODE OF CONDUCT

- We understand that being late sometimes is unavoidable. Arriving to class on time is in the best interest of the student especially those where higher levels are concerned. A student who misses the beginning exercise runs the risk of injury by not being properly warmed up.
- For your safety there is No Chewing Gum In Class.
- Cell phones may not be used during class
- Cell phones must remain in dancers bag while in the dressing rooms
- No food or drinks are permitted in the dressing rooms. - Only water bottles are permitted in the dance studios.
- Please support and respect your fellow students and instructors so Diamond K Dance can continue to be a fun, friendly and family atmosphere.

PARENT'S AGREEMENT / CODE OF CONDUCT

- I will provide Diamond K Dance with current telephone numbers, emails and emergency contact information
- I will view the Diamond K Dance website, check emails, the studio bulletin board, my child's dance bag and ask questions regarding Diamond K Dance news and updates
- I will trust that the faculty and staff at Diamond K Dance have my Dancer's best interest in mind when it comes to their dance education and that they want my child to succeed.
- I will take responsibility for all fees, tuition payments and deadlines throughout the year.
- I will respect treat the Diamond K Dance facility as if it were my own home and I will not allow my child's siblings to disrupt classes in session, staff working and/or vandalize the studio **
No food or drinks are permitted in the lobby
- I will respect members of the Diamond K Dance community including fellow parents, students, faculty and staff in person and on the computer
- I will not question or argue with Diamond K Dance faculty and staff members regarding Diamond K's rules and policies
- I will alert Diamond K Dance if there are any significant changes in my child's health, or well being that may affect his/her ability to attend class or perform
- I understand I am not permitted to interrupt teachers before, during, in between or after classes. **If you wish to speak to a teacher, please leave a message at the front desk and the teacher will call you or set up an appointment to meet with you.
- If you are unhappy with certain issues at Diamond K Dance please see the front desk to make an appointment with the director and please do not discuss it in the lobby or hallway. We will

do our best to resolve the issue as quickly as possible. Misunderstandings are often caused by such conversations.

- Please do not discuss the abilities, class placement or performance of any Diamond K student in the lobby or with the staff.

- Diamond K Dance reserves the right to refuse service to anyone who does not comply with the above code of conduct.

News and Information:

Please take time to check & become familiar with our website: www.diamondkdance.com.

Notices and updated announcements will also be posted in the lobby, and sent via e-mail. It is the parent and dancers responsibility to find out any information they may have missed while absent.

Social Media

Please respect Diamond K Dance brand on all forms of social media. Do not publish any content that would be damaging to the company, its employees, teachers, and/or students.

BRAND

It is not acceptable to use Diamond K Dance branded logos without written permission from the Diamond K Staff.

Waiver

By enrolling in classes, I waive any liability against Diamond K Dance on behalf of my child for any personal injury or loss of property while participating in any activity or any class offered by the school. In case of an emergency illness or injury in which I cannot be present or reached, I authorize Diamond K Dance to seek the necessary medical attention for my child.

I give permission for my child to be photographed or videotaped while dancing. I understand that the photographs and video will be used by Diamond K Dance for the purpose of publicizing and promoting the studio's programs and services and may be included on the studio's website. Compensation will not be expected.

I have read and understand the above handbook and I agree to abide by these policies while my child is enrolled in Diamond K Dance Studio.