



### DRESS CODE:

- All students must arrive to class in a dance attire.
- No street clothes will be permitted.
- All students, hair must be tied back and secured for class.
- No jewelry may be worn during class (earrings, watches, etc.)
- It is very important that all belongings are labeled.

#### ***Ballet Creative***

Pink body suit  
Pink skirt  
Pink tights  
Pink ballet shoes

#### ***Ballet Levels***

Navy body suit  
Pink tights  
Character shoes and skirt  
Pink ballet shoes

#### ***Jazz Levels***

Black body suit  
Tan tights  
Black dance shorts  
Black jazz shoes

#### ***Tap***

Black body suit  
Tan tights,  
Black dance shorts  
Black tap shoes.

#### ***Hip Hop***

Comfortable clothing  
Indoor running shoes

### CLASSROOM RULES:

- No food or drinks of any kind are permitted in the dance rooms.
- Class will be conducted with the doors closed, this will avoid any distraction from the lobby.
- Students must arrive to class on time and be prepared to dance.
- Attendance is taken at the beginning of each class.

### LOBBY RULES:

- No student is permitted to leave the building without an adult.
- Please try to keep the lobby as quiet and clean as possible.
- Please do not interrupt the teacher while the class is in session.
- We are not responsible for unsupervised children.
- Viewing days may be scheduled with the instructor.

### SUBSTITUTION:

- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes.
- If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up by the school at the majority's convenience.

### WITHDRAWALS AND REFUNDS:

- There is a two-month minimum for all classes.
- Withdrawals can only be processed after October 25.
- Withdrawal must occur within the first 7 days of the month.
- No withdrawals will be accepted after April 1.
- Withdrawal must be done in person and will not be accepted over the phone.
- To withdraw from classes, a parent or adult student must:
  - (A) inform school administration and
  - (B) complete a Withdrawal Form at the school office.
- Upon completion of the withdrawal process, the regular billing will be dropped after 30 days.

### MONTHLY TUITION POLICY:

- Tuition is based on a total of 32 classes per year.
- Tuition is due the 1st of each month - excluding December.
- Tuition is the same amount each month regardless if it is a 3 or 5 week month.
- We accept cash, checks, Visa, Master Card and AMEX.
- All checks should be made payable to Thornhill School of Ballet
- After the 10th of the month a \$15.00 late fee will be charged.
- There is a \$35.00 charge on all returned checks.
- If your account falls behind more than 2 months, enrollment will be terminated.
- Money is not refunded for missed lessons for any reason.

### SNOW OR BAD WEATHER POLICY:

If it is necessary to cancel lessons due to bad weather such as snow and ice, a recorded message will be placed on the answering machine "Classes have been canceled". Please appreciate that we will not have enough time to call everyone back. There will be NO reduction of tuition. All classes cancelled will be rescheduled. The dates will be specified by the instructor.

### HEALTH:

You are the best judge of your child's health and we trust you will not bring a sick child to the studio. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child. Please inform the administration and instructors of any health issues such as allergies, injuries or condition.

### DISCARD POLICY:

The studio reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees.
- Not observing the rules of the studio.
- Physical and/or verbal abuse of any person.

### INJURIES:

Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal class activity or any other activity conducted by the students before, during, or after class.

### KEEP INFORMED:

It is the responsibility of the parent or adult student to be aware of all school activities, including viewing days, rehearsals, performances, and the dates the school is open and closed. The school will post notices of the dates and provide copies of the school's calendar of events. It is the responsibility of students and parents to ensure they are informed of any changes to the schedule by regularly checking the bulletin board and reading the newsletters that are sent home and available in the lobby. Thornhill School of Ballet is not responsible for lost or stolen items.