

PARENT POLICIES

To ensure the continued success, safety, and professionalism of Devotion Dance Company, all parents/guardians are expected to adhere to the following policies. Failure to comply may result in disciplinary action, including dismissal from the studio.

- **Dance fees must be paid in full by the agreed-upon due dates.** Students with outstanding balances will not be permitted to participate in classes, competitions, or any performances until payment is made in full.
- **Anyone found defacing or damaging studio property will be dismissed immediately** and held financially responsible for all related repairs or replacements.
- **Absolutely no street shoes are permitted in any of the dance studios** under any circumstance.
- **All transactions are final.** Devotion Dance Company does not issue refunds or transfer fees for any reason.
- **Please arrive on time to pick up your child following class.** Prompt pick-up ensures the safety of all dancers and respect for our staff's schedules.
- **Younger children and siblings must be supervised at all times.** Horseplay or disruptive behavior is strictly prohibited anywhere on studio premises.
- **Do not interrupt classes in progress unless there is an emergency.** In urgent situations, please speak directly with the teacher in charge.
- **To protect the privacy and safety of all dancers, photos or videos taken inside the studio may not be posted to social media** without the **express written permission of the Artistic Director.**
- **Parents are expected to model respectful, positive behavior at all times.** Promote teamwork, sportsmanship, and support for all dancers. Negative commentary regarding faculty, choreography, costume decisions, student placement, other parents, competitive judges, or dancers from other studios will not be tolerated—whether at the studio or during events.
- **Please make every effort to ensure your child arrives on time for class.** We understand life is busy, but our schedule must be respected. **Competitive students with 5 or more marked absences may be removed from the competitive team.** No refunds will be issued in this case.
- **It is the parent's responsibility to keep contact information current.** Notify the studio of any changes to your address, phone number, or email. You may also update your information by logging into your account on our website.
- **Ensure the studio has your most current email address on file.** All communication must go through the studio either in person, by phone at (613) 818-2193, or via email at info@devotiondance.ca.
- **Returned cheques are subject to a \$40 service charge.** Once notified, replacement payment and the service fee must
- **A \$10 late fee will be charged for any missed or delayed tuition payments.** Payments not received by studio closing be received within 3 business days. Certified cheques are required; personal cheques will not be accepted for replacement. On the due date are considered late.
- **Withdrawals from classes require 14 days' written notice prior to the next scheduled payment.** At that time, unused post-dated cheques will be returned. **There are no refunds for the unused portion of a term.** Students are encouraged to complete the term. Cheques must be picked up in person by recital day or will be destroyed.
- **A 2% monthly interest fee will be applied to all delinquent accounts,** charged on the last day of each month.
- **No refunds or make-up classes will be provided for absences or classes missed due to inclement weather.**
- **All students perform in the annual recital.** A separate costume is required for each class, and payments are due prior to the show.
- By providing credit card information, you authorize Devotion Dance Company to charge your account for fees related to your or your child's participation in the studio's programs. This authorization will remain in effect until you notify Devotion Dance Company in writing of any changes or cancellation. A 2.4% fee will be applied to every transaction paid with a Visa or MasterCard credit card.
- **Devotion Dance Company reserves the right to refuse or cancel a student's registration at any time** at the discretion of the Artistic Director.