



# Parent Policies

- Dance fees must be paid in full by the agreed upon due dates or students will not be permitted in class.
- Anyone found defacing the property in any way will be dismissed from the studio immediately and held accountable for all costs and repairs.
- Absolutely NO STREET SHOES are allowed in any of the dance studios.
- Spectators are not allowed in class unless invited by the teacher.
- All transactions through Devotion Dance Company are final. There will be no transfer of fees or refunds on any payments.
- Please be sure to pick up students promptly after class.
- Small children/siblings must be supervised at all times. Absolutely no horseplay is permitted in the studio.
- Please do not disturb classes already in progress unless it is an emergency.
- Everyone has the right to privacy and security, therefore, pictures/videos taken in the studio by students, parents or anyone not employed by Devotion Dance Company may NOT be posted on social media without the expressed permission from the artistic director.
- Parents are expected to promote teamwork, sportsmanship and competitive spirit for all dancers without questioning the judgment of any faculty member or choreographer. As a role model, parents will exhibit exemplary behavior at the studio, performances and competitions. Parents will not make disparaging remarks of any type with regard to teachers, choreographers, choreography placement, costumes, other parents, competitive judges, other schools or publicly criticize them in the studio or over the course of an event.
- Please make every effort to have your children to class on time. We understand that everyone has a schedule, please respect ours. For Competitive students, 5 marked absences could result in dismissal from the competitive team. No refunds.
- It is the parent's responsibility to ensure that Devotion Dance Company is informed of any change in address, telephone number and/or other contact information in the event of an emergency. You may also make changes on your own by logging in to your account on our website.
- Please be sure the office has your most recent email address on file all messages and enquiries must be made through the studio in person, by telephone (613) 818-2193 or email [info@devotiondance.ca](mailto:info@devotiondance.ca)
- The studio will administer a \$40 charge to all cheques returned by the bank for whatever reason. Once you have been notified, your replacement payment, along with the service charge, must be submitted within 3 business days. Replacement payments by cheque will not be accepted unless certified.
- The studio will administer a \$10 charge to all late payments and postponed/held tuition payments for whatever reason. Payments not submitted by studio closing on the due date are considered late. In the event of withdrawal from classes, Devotion Dance Company must be notified in writing 14 days prior to your next scheduled payment date as indicated at registration. At this time, all unused tuition cheques will be returned to you. No refund will be made for the unused portion of a term payment; students are encouraged to complete the remainder of that term. Cheques cannot be mailed; parents are required to pick them up from the studio by June 11th. All uncollected cheques by this date will be destroyed. Once a payment is processed (cheque or credit card) there are no refunds.
- 2% per month will be charged on delinquent accounts. Fees are applied to accounts on the final day of each month.
- There is no refund for missed classes due to absences and inclement weather.
- All students perform in the annual recital. A separate costume is required for each class.
- Devotion Dance Company reserves the right to refuse and/or cancel a student's registration and enrollment at any time.