

POLICIES & PROCEDURES

Oklahoma Youth Dance Connections (OYDC)

PLEASE READ CAREFULLY AND KEEP FOR QUICK REFERENCE!

Policies of OYDC are designed to promote a positive learning experience for your child, integrate with professional dance instructors and the business of an organized Event Center. By following these policies, you will help create the best dance experience possible and a healthy and fun environment. The Instructors associated with OYDC and at 3Sixty Event Center are professionals and take dance very seriously. By following these policies, you will help your child to excel at the fine art and sport of dance.

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Studio and Class Rules

- All students must wear a cover-up over their dancewear to and from the studio.
- Dance shoes should not be worn outside of the building.
- Do not leave any children unattended in the studio.
- Dancers should arrive at least five minutes before scheduled class time and be picked up promptly after class.
- Please notify the studio if you will be late picking up your dancer.
- If a stranger is to pick up the student they must present written permission.
- If you must pick your dancer up early from class, please send a written notice to the instructor, before class, and the instructor will dismiss the dancer from class. No parents will be allowed in the class.
- Teachers reserve the right to dismiss any student from class who is continuously disruptive.
- A parent/teacher conference must take place before a “dismissed student” may return to class.
- All students should arrive to class on time.
- Students must come into class prepared with hair properly secured and dance shoes on.
- All students must follow the dress code described in policy and procedures.
- No jewelry may be worn to class other than small earrings.
- There will be no food or gum permitted in the ballroom.
- Student must keep talking to a minimum.
- Any student who repeatedly disrupts the class will be dismissed.
- Registration is accepted on first come first serve basis.

Registration & Tuition Policies & Requirements

- Registration is on a first come basis
- A yearly non-refundable registration fee of \$50 per new student and \$25 per returning student is required.
- Classes will be closed to further enrollment after maximum capacity has been reached.

- Registration fees and tuition payments are non-refundable.
- There will be no refunds given due to missed classes.
- **Withdrawing Policy:** Written notice must be given thirty-days prior to your upcoming tuition payment. You will be responsible for the next payment if you do not give a thirty-day written notice. Please be aware that no refunds, total or partial, will be given due to withdrawing from classes.
- OYDC reserves the right to decline to coach anyone at any time for any reason.
- **Tuition payment:** must be made by the first lesson of each month. If tuition is not paid by the first lesson of the month, your child will be refused admission to class. Each month allows for 3, 4, or 5 lessons however tuition will remain the same each month. Tuition may be paid monthly or in total per semester. A 5% discount will be given if full semester tuition is paid up front. All tuition, registration fees, recital fees, costume fees, competition fees, recital tickets, and all fees associated with the dance program are non-refundable. Oklahoma Youth Dance Connections does not pro-rate tuition.
- **Payments:** OYDC accepts payments by check, cash, and most major credit cards.
- **Showcase Fees:** To help defray the cost of showcase expenses such as the rental, technicians, special effects, props, sets, etc., a non-refundable showcase fee will be due by 30 days before the showcase date. The showcase fee will include 2 complimentary tickets per family to the performance. Additional costume fee will apply.
- **Cancelled Classes:** Classes with less than four students may be cancelled, combined, or rescheduled at OYDC's discretion. A proper notice will be given.
- **Withdrawals and Refunds:** One-month notice from the first of the month is required to discontinue any class. If your child wishes to withdraw you must notify OYDC in writing one month in advance, or you are responsible for that month's tuition.

Other Policies

Substitutions

Oklahoma Youth Dance Connections reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes.

Missed Lessons and Make-Up lessons

No make-up lessons will be given unless absence is due to serious illness and 24-hour notice (phone or via email) has been given. Make-up lessons will be limited to 2 per year and will require a doctor's note. School or family activities such as ski trips or programs, band trips,

Spring Breaks that differ from our school's schedule, sports games, etc. do not qualify for make-up classes.

Dance Class Attendance and Repeated Tardiness

Repeated tardiness may result in dismissal from lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, we reserve the right to terminate lessons. Students missing more than 4 classes mid-term may not be allowed to participate in the year-end recital.

Parents are Responsible to be aware of Dates and Events

It is the responsibility of the parent or guardian to be aware of all school activities, such as viewing days, showcases, extra classes, and dates the Oklahoma Youth Dance Connections is open or closed. The school will post all such notices on the Facebook page. It is the parent's responsibility to regularly check to ensure they are informed. It is the responsibility of the parents or guardians to inform the school of any address, telephone or email address change.

Dress Code

Practice wear as specified by OYDC and dance shoes are required for all classes. If a student is not dressed appropriately they will be asked to sit and watch class. Student's hair must be tied back and secure for class. T-shirts, gum, and excessive, loose fitting jewelry is considered inappropriate. Practice wear and shoes can be purchased on line or we can recommend a local vender with a wide selection of youth and adult ballroom dance apparel, shoes, accessories and practice wear. See your teacher for details.

Insurance

Oklahoma Youth Dance Connections does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of medical coverage.

Severe Weather and Unforeseen circumstances

Oklahoma Youth Dance Connections will cancel classes when Oklahoma City Public Schools choose to close. If the school must cancel classes due to severe weather or events beyond our control, the missed lessons will be offered at another time, live or virtually, or added on to the end of the teaching schedule. No refunds for lessons missed due these reasons will be given.

Safety

Safety for your child is of our utmost concern. All young dancers must be escorted to and from the building. If a health condition exist which will prevent full participation, please notify OYDC in writing as soon as possible. No child will be allowed to leave the studio with anyone other than a parent unless with written notice from parent.

Teacher's Schedules and Business Matters

Be mindful of the instructor's time. To voice concerns or questions with a teacher make an appointment for a scheduled meeting, do not stop them before, during or after a dance class. Parents are not allowed to interrupt a class while it is in progress.

We look forward to very successful year at Oklahoma Youth Dance Connections!