

POLICIES OF MISS DIANNA'S SCHOOL OF DANCE, Inc.
8641 North Oak Traffic way
KC, MO 64155

1. **LESSON FEES** are due the first dance class of each calendar month. Arrangements can be made to pay at a different time of the month to fit your budget. Please list these arrangements on your enrollment sheet. Lesson fees are the same each month regardless of the length of the month and how many classes your child attends. If your child will be missing class for an extended period of time due to illness, etc., let us know as soon as possible. If a student decides to discontinue classes at any time during the session, you are obligated to pay the lesson fees for the month in which they discontinue. You will be charged for lessons until we have been notified of their leaving.
2. **COSTUME FEES:** Once you have signed the permissions slip to order costumes and for your dancer to participate in recital, you are obligated to pay the costume and recital fee.
3. **LATE FEES AND RETURNED CHECK CHARGES:** There will be a \$20.00 per month late fee added to lesson fees that are not paid for during the current month of instruction. These fees add up quickly, so prompt payment is advised. There will be a service charge of \$35.00 added to any check returned to the studio because of insufficient funds.
4. **DANCE CALENDAR** Attached is the Calendar for the Dance School year. Please add events and holiday breaks to your family's calendar. Tuition is based on the whole school year averages out to 4 classes per month, so full tuition is due during the holiday season.
5. **SNOW DAYS** If school has been cancelled because of snow or cold weather, that **DOES NOT** mean that our dance classes will be cancelled. Sometimes, the streets are cleared and safe for travel by the time we would be holding classes. If you have any doubt about whether we will be holding lessons, check our Facebook Page and/or your e-mail. That information will be posted by 2pm. The first snow/sick day for each class will not be made up nor shall payment be withheld. Please watch the bulletin boards, your email, and our Facebook page for the most current information. *Add info@missdiannas.com to your contacts so that these important emails do not go to spam or promotions instead of your inbox*
6. **MISS DIANNA'S SCHOOL OF DANCE IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES OR FOR THE INJURY OF ANY STUDENT OR CUSTOMER.** Please **ONLY** allow your student in teacher supervised classrooms or under your supervision in the waiting/play areas.
7. **FAMILY AND FRIENDS** are always welcome, but not required, to observe classes. We do ask that you observe from the waiting room areas only and that you keep in mind that the students are trying to learn. A quiet and non-distracting atmosphere is essential to a successful and fun learning environment. Just as in school, the teacher needs to be who the student looks to for guidance.
8. **OUR CLASSES WILL ALWAYS BEGIN AND END AT THE SCHEDULED TIMES** Please make arrangements to arrive and depart as close to these times as possible. Please advise your child's instructor if you will be late in picking up a student or if someone else will be picking up your child.
9. **PHOTO RELEASE** Photos taken throughout the dance season may be used on our website, Facebook Page, Instagram, and Promotional Documents.
10. **CDC Guidance & KCMO** We will continue to put the health and safety of our dance families first by following CDC and KCMO guidelines. Changes will be emailed as necessary

Thank you for your cooperation & interest in our programs,
The MDSOD Staff