



Policies and Procedures

Dress Code

1. Appropriate uniform and shoes are required.
2. No street shoes, jeans, or school clothes are permitted in class.
3. Hair must be pulled back neatly and securely away from the face.
4. Small earrings are permitted. No other jewelry should be worn.
5. Undergarments should be tucked into dance clothing and match.
6. Panties should not be worn under tights or leotards.
7. Repeatedly coming to class dressed inappropriately may be cause for dismissal. NO refunds will be given.

Payments

1. All dance accounts must have an active credit or debit card on file.
2. Dance Depot bills electronically on the first of each month.
 - a. The first of 10 installments is collected on September 1, 2024 and continues through June 1, 2025.
3. Payments by check or cash must be received by the 25th of the previous month to ensure the card on file will not be auto-drafted.
4. Late fees are assessed the 15th of every month.
5. Past due accounts 2 months or greater will result in the dancer being unable to participate until the account is current.
6. Closures for extreme weather, pandemic, and natural disaster are non-refundable.
7. Registration, recital and costume fees are non-refundable.
8. A lump sum paid in full with a cash or check receives a 5% discount.
9. A surcharge of 2.89% will be charged for all payments made with Visa, Mastercard, and Discover.

Attendance and Make up Classes

1. Attendance is important and students are expected to be on time.
2. Excessive absences or tardiness may result in removal from sections of choreography.
3. Make Ups will be at the same or lower level class.
 - a. Dancers may choose any class at their level as a make up.
 - b. A make up must occur within 14 days of the absence
4. Dance Depot reserves the right to substitute teachers.
5. Closures for extreme weather, pandemic, and natural disaster are not eligible for makeups.

Studio Communication

1. Most communication will be done via email and through our free mobile app.
2. Please be sure we have your current email address.
3. Newsletters will be posted on our website and displayed in the studio.
4. Please follow us on Facebook, and Instagram. We have a closed FB group for all current students.
5. Download our studio app from Google or Apple.

Drop Class

1. Dancers should attend the full season to maximize instructional and technical benefits.
2. Upon receipt of WRITTEN NOTICE a dancer may be dropped on the first day of the next month.