

~ 2012

Studio Rules

It is your responsibility, as a parent to be sure your child understands and abides by all studio rules.

All parents/guardians are responsible for picking up a monthly newsletter located in the reception area. All new information and reminders will be posted, in the newsletter or on our website (KODG.com) and like us on Facebook for daily happenings.

Before participation in any activity / class, a parent/guardian must fill out a registration card on students including adults. Please be sure to inform KODG of any health, disability, or other concerns pertaining to your child or yourself that we should be aware of.

No gum chewing, eating allowed in designated areas only.

No street shoes in the class or gym areas, no cleats in building.

Students must be potty trained & able to use the rest rooms alone and know not to leave the building at any time or a parent must be present during entire class or event.

No students, siblings, parents, or friends are allowed in classrooms or gym unless participating and a waiver is on file.

Parents must come inside to pick up and drop off students. Students and siblings are not allowed outside the building unsupervised.

All student's siblings/friends must be supervised by a parent/guardian and abide by all studio rules while at KODG.

No running allowed inside of the building.

Dress codes will be enforced. Please see the website or notice.

Students will not be permitted into class more than five minutes late as it becomes a safety issue. Students picked up late and keeping staff late will be charged \$1.00 per minute and billed to account.

No students unattended more than 15 minutes before or after class.

Misconduct in class may lead to dismissal. Including and not limited to student, parent and guardian conduct in and out of class.

Classes must have a minimum of five students enrolled or class day and time is subject to change.

The entire schedule, teaching staff, and classes being offered may change or be cancelled at any time.

The use of slings, ace bandages, etc. will not be permitted in class without a doctor's note specializing in that area.

Child returning after injury: doctor's note stating no limitations is required before resuming participation in class.

Students must report all injuries occurring in and out of KODG to the coaching staff, or any KODG staff immediately.

KODG is not responsible for lost, damaged or stolen belongings and property in and out of the building including the parking lot.

During National Safety Week, emergency procedures and fire drills will be done in all classes. If your child is absent this week it is your responsibility to be sure to ask a KODG staff person for details on procedures and that your child understands them.

In the event of an evacuation from the building. All students report to the pole at the far right side of the parking lot. Parents are asked not to take child out of line until all students have been accounted for and are dismissed by the KODG Staff.

Pictures or videotape of students may be used for promotional or advertising purposes including the newspaper, website, facebook and other forms of advertising.

Make-up Classes

All make-ups must be pre-approved in the office. Once you sign up for a make-up it counts whether the student attends or not.

Natural disaster such as snow days, hurricane, power outage, state of emergency situation, flu, etc KODG is not responsible for rescheduling, and will follow make-up guidelines.

Students must be currently enrolled and cannot be transferred to siblings. Make-ups may only be taken in the type of class of which was missed or in open gym.

Only 2 make-ups per session will be permitted.

Performances

Not limited to but including dance, gymnastics and karate programs will have optional performances at the end of the year. All are

optional, watch for information regarding each program. Each requires additional charges, fees, admittance fees etc.

All dates of performances are subject to change.

Dance recital costumes will not be ordered or handed out until accounts are completely up to date and paid in full.

Recital costumes prices preschool \$84.00, all others are \$88.00. Early bird are \$74.00 & 78.00. A \$10.00 late fee per costume will be charged if not paid in full by December 3rd.

T-shirts are required for recital – Early bird \$14.00, reg. \$19.00

If a student withdraws from a class after costumes have been ordered and/or choreography has been started the costumes become the property of KODG. The parent/guardian forfeits all rights to the costumes as well as any form of credit or refund.

Tuition / Payments

Tuition is based on a yearly premium amount regardless of start date. It consists of 37 days divided into equal payments

Any refunds will be in the form of KODG credits.

All classes must be paid for, whether or not your child attends.

Picture day, dance rehearsals, and gym shows are TBA, along with other dates and may be made up in a make-up class.

If your child does not participate in class during payment week, payments may be mailed and must be postmarked by the tuition due date to KODG, 378 Marion Rd, Wareham MA 02571.

If accounts are not up to date, your child will not be permitted to attend class, or participate in any type of performance or event.

Be sure you have received a magnet with the payment early bird and due dates listed as well as studio closings.

Making payments by the priority due date will secure class placement. If tuition isn't received by due date, (see schedule), we reserve the right to remove students from the roster

When a student wishes to discontinue class, a KODG withdrawal form must be filled out and received by the office before the tuition due date. Verbal correspondents will not be accepted. The child will be considered enrolled and responsible for all tuition for the upcoming payment periods until withdrawal form is received.

Yearly tuition bills paid in full before September 30th by cash or check will receive a 10% discount. No refunds or credits will be granted.

Accounts will be billed a \$35.00 fee for all returned checks and all future payments must be made in cash or credit card.

Parents, and legal guardians, or individuals responsible for accounts will be responsible for all charges due to non-payment, insufficient funds, court fees, attorneys, etc for all unpaid balances of accounts.

All accounts over 30 days and for each 30 days are subject to a finance charge of 6%.

This policy is in place to help insure a safe and educational environment for you and your child.

I _____

Print name of Parent or Guardian

have read and completely understand the above policies put in place by Kaleidoscope of Dance and Gymnastics Inc. (KODG) and agree to the terms of the KODG policies. I will be sure any minor child in my care understands and abides by all of the above and future policies of KODG.

Signature of Parent or Guardian

Date

Student's Name
