

RULES & POLICIES

We ask that all students/families read the handbook at the start of the season.

CODE OF CONDUCT:

Whether a recreational student or a Co. member, being a part of the TDL family is exciting but comes with responsibility. This means both students and families are expected to maintain a behavior that best embodies our beliefs. As a representative of TDL, be considerate, respectful and supportive of everyone...for our comp/convention students this also means maintaining those values towards people both from in our program and outside.

Common Areas

- Our studio is inside a shared space, therefore the code of conduct is of the utmost importance
- Anytime students are in the common areas running/shouting is prohibited
- Snacks are limited to the main lobby area unless directed otherwise
- ALWAYS clean up after yourself anywhere in the building
- **Please be considerate of the other programs conducting classes and sharing our space**

In The Studio

- No street shoes allowed in the studio space
- No shouting in the studio/building
- No chewing gum
- Only water is permitted in the studio space
- No food in the studios

GENERAL POLICIES:

- Students should be dropped off about 5-10 minute early to get settled in and ready to enter class on time
- Please do not leave your child at the building more than 15 minutes early without permission from a faculty member. We cannot guarantee staff will be there to monitor them otherwise.
- **Arrive in dress code (including hair) or arrive early enough to ensure you are ready on time**
- No cell phones are allowed in the studio space. Please silence phones in our common areas.

COMMUNICATION:

If you need to speak with a faculty member please contact us to schedule a time as to not take away from our scheduled class times. You can easily reach us at info@thedancelab.net. Please never interrupt an active class unless there is an emergency.

DRESS CODE:

Head to the dress code tab of our website for a full breakdown of our dress code policies. Continuous lack of following dress code will result in an email from us to notifying you to correct dress code mishap.

REGISTRATION & TUITION

- Payments for tuition, costume fees, competition fees, etc are to be made via the parent p portal. You can find this in the menu bar on our website.
- For recreational students there is a \$35.00 fee for each student or \$45.00 per family is required with the registration form in order to reserve a space in a given class. All registration fees must be paid in full at the time of registration and are non-refundable. Registration is not considered complete until the fee and first month's tuition are paid in full.
- Company students- in place of a registration fee have "company dues" which you will learn more about in your season info packet.

- Tuition is due by the 1st of each month.
- Please note that some months have three weeks while other months have five; however monthly payment installments remain the same throughout the year. It all gets balanced out.
- Holidays and scheduled closures are already calculated into rate. When there are cancellations due to whether etc, we will try and offer make up class.
- All payments are non-refundable and non-transferable.
- Late payments (after the 10th of each month) will result in a \$5 late fee for every week after that payment is behind. If tuition exceeds 21 days past due, we will automatically attempt to process payment or your child will not be permitted to attend classes until brought up to date
- There is a returned check fee of \$25.00

Closings & Attendance

Attendance

- Education and teamwork are important pillars to TDL. This means we take attendance seriously. When students miss class not only do they miss out on what we are learning but it effects the whole team in terms of choreography and rehearsals.
- Please notify us of an upcoming absences or the day of if it's last minute. Students are welcome to still join us to observe class if they are still feeling under the weather but not exuding symptoms or with injuries and need to sit out. (Covid policies differ)

Snow/ Other Inclement Weather

The Dance Lab follows Burlington/Lexington Public School system for closures however we do hold the right to maintain or cancel under our discretion as well. No refunds will be given in the event of snow or other inclement weather.

Other Closings

There will be times when TDL will need to close whether it be due to competitions/conventions, schedule issues etc. For company students, no make up classes will be offered for attending events. Any recreational classes may be offered a make up.

Cancellations & Withdrawals

The Dance Laboratory does reserves the right to cancel a class due to low enrollment. In this event, another class will be suggested. If you are unable to continue in the new class and withdraw, any unused tuition will be refunded.

- By registering for dance classes, you are committing to payments from the time of enrollment for the full length of your students sessions. You are required to fulfill the season of payment unless specific circumstances in which case please email attn: billing at info@thedancelab.net
- Resurgence Scenario: All classes are backed with a virtual class option via Zoom. Should the studio need to close its in-studio classes, classes will automatically begin via Zoom. Should you not wish to continue classes virtually, no refunds or discounts will be given for tuition for the time period involved.