



## P O L I C I E S

### Attendance

- Students should arrive 5 minutes prior to their scheduled class time.
- Please call the studio if the student will be absent or significantly late to class. The student may make up a missed class in another class/level. Please talk to the director before scheduling a make-up class to ensure that the level is appropriate.

### Class Cancellations

- If Philadelphia public schools are closed due to inclement weather, the Philadelphia Dance Academy will also be closed. There will also be a message on the voicemail when classes are cancelled.
- If an instructor is unable to teach a class, a qualified substitute will take her/his place. If under some extreme circumstance, a substitute cannot be found, class will be cancelled and a make-up class will be scheduled.
- Private lessons must be cancelled at least 24 hours prior to the scheduled start time, otherwise full payment will be due.
- If a holiday or snow day should fall on your scheduled day, you may make up the class with the same or similar level on a different day. Tuition will not be prorated or refunded.

### Payment/Refund Policy

- Payment is due the week before each semester begins.
- There is a late payment fee of \$15.
- The \$25 annual registration fee is non-refundable.
- The returned-check fee is \$25.
- Sale of all leotards, costumes, and dancewear is final.
- Tuition after the first class is 75% refundable, after the second class 50% refundable, and is non-refundable after the third class.

\*\*\* THIS POLICY APPLIES TO ALL CLASSES INCLUDING CREATIVE MOVEMENT AND PRE-BALLET, regardless of changes in nap times, moving, time conflict, etc. We will try to accommodate schedule changes if there is space available in another class.

# POLICIES

## Conduct

- Please talk quietly in the reception area and hallways so as not to disturb students taking class.
- Please keep doors to studios closed.
- Please keep all strollers, scooters, and belongings away from the elevator and bathroom doors.
- No running in the studio or hallway.

## Dress Code

- Hair should be secured away from the face in a ballet bun or similar style for all ladies in pre-ballet and ballet. If hair is too short for a bun, please wear a headband to secure hair away from face.
- Students must wear appropriate uniform for each class.
- NO JEWELRY, WATCHES, SKIRTS, TUTUS, LEGWARMERS, or WARM-UPS. Skirts are permitted for pointe and variations class only.
- The following is the dress code for each level:

### Level

### Dress Code

Creative Movement	white leotard, white socks, pink ballet slippers (optional)
Pre-Ballet I/II	white leotard, white socks, pink ballet slippers
Ballet I	powder blue leotard, footed pink tights, pink ballet slippers
Ballet II/IIIA	royal blue leotard, footed pink tights, pink ballet slippers
Ballet IIIB	navy blue leotard, white socks or footed pink tights, pink split-sole ballet slippers
Ballet IV/V	black leotard, footed or convertible pink tights w/seams, pink split-sole ballet slippers
Pointe	white or black leotard, pink tights, pointe shoes (white sheer skirt optional)
Theater Dance	black leotard or tank or Philadelphia Dance Academy tank/tee, black or tan tights or jazz pants, TAN jazz shoes
Boys	white tee shirt, black tights/pants, black or white ballet slippers