

**Students, Parents and all other guests of Reflections In Dance will be expected to follow these rules. Students over the age of 8 who are frequently left without parent supervision will also be asked to sign the acknowledgment located at the bottom of the registration form to indicate their understanding of their expected behavior. Any person found to be in violation of these rules will be served a written warning. If the behavior continues, Reflections In Dance will review the situation and reserves the right to ask said person and/or the student to withdraw from the school.**

1. All students, faculty and families will be treated with respect. Students are not to ridicule, correct or bully other students. Each student has their own strengths and challenges and it is expected that tolerance be practiced at all times. If a student is having issues with another student, it is expected that it be brought to the attention of the teacher to be dealt with appropriately.

2. All concerns regardless of subject matter should be brought to the attention of the teacher or staff member in an appropriate manner. Teachers and staff members have private offices where issues may be discussed. If a teacher or staff member is not available, please contact us to set up a convenient time for all interested parties to meet to discuss problems. The front desk should only be used for pick up of notices and payment. Any concerns or disapprovals of the policies or business practices should be brought directly to Ms. Kalea or Ms. Sandi. In turn, we will respect your privacy and any issues that Reflections In Dance needs to address that are personal in nature will be dealt with appropriately.

3. Only authorized staff members are to enter offices unless invited by a teacher or staff member.

4. Students waiting in dressing areas or front waiting room are expected to wait quietly and respect the property of the studio. Children may not touch TV, VCR or other monitors in the waiting area. No running, jumping or climbing on furniture. A verbal warning will be given if necessary before a written warning will be issued. Inappropriate behavior in the waiting area disrupts classes and others at the school. We are only responsible for students during their class time. Reflections In Dance does not assume responsibility for students before or after their assigned class time. Students should be picked up promptly after class and call to alert us if you will be late.

5. Parents are responsible for their children while in the waiting area. Students' siblings and their guests should also wait quietly and play appropriately. Parents and other guests should not be present in the dressing areas unless assisting their child. After the child is dressed, parents are expected to return to the waiting room. (men- please assist young children in the bathroom). Parents are also expected to refrain from inappropriate conversations while in the waiting area as there are always children present. Students should either come dressed or use the dressing rooms to change. Please keep bathrooms open for restroom use only.

6. Please practice patience and respect at all times. It is the nature of a dance school to sometimes be hectic with children all around and with their respective parents needing questions answered, with tuition to pay and with information to be handed out. We value each of you and are happy to answer questions and help whenever possible. We, the staff of Reflections In Dance, will treat each parent, student and guest with the same respect and patience.

7. There is to be no smoking within 50 ft. of the studio. We do not have a proper receptacle for cigarettes. Please respect our clean, healthy environment.

8. Families with infants are urged to use the table in the restroom for changing diapers. Plastic bags are provided to dispose of those diapers.

9. If you must bring food or drinks: all food and drink should be restricted to the waiting area only. Please do not dispose of left-over food or drink in our trash cans.