

TUITION: Monthly tuitions must be received on or before the 10th of the month. Tuitions not paid by the 10th will be subject to a late fee of \$15.00. Returned check fee: \$25.00. Post Dated Checks will NOT be accepted. We now accept credit card payments in-person only. Please remit tuition by mail or use school drop box on outside of front door if absent on the due date to avoid a late fee of \$15.00.

CREDITS & REFUNDS: There are no credits or refunds EXCEPT when a class is canceled by the school due to insufficient enrollment. There are no refunds on tuition, registration, performance or costume fees. No exceptions will be made to this policy.

COSTUME & PERFORMANCE FEES: The school holds fundraisers each year to help offset performance and costume fees. Parents are encouraged to volunteer to help with these fundraisers. Fees & Due Dates are posted as they arise.

COMMUNICATION: To schedule a faculty conference, leave a message at front desk, call or e-mail us at ReflectionsInDance@gmail.com You may also e-mail us if you have questions or concerns. E-mail is checked at least once every 24 hours. We use the Internet to notify parents and students of school closing and up-coming events.

INCLEMENT WEATHER: We will follow the Public School closings for inclement weather only, in the event that we decide it is safe to hold classes we will contact all students. We recommend calling 410-857-9476 before leaving for class, the message will change to indicate our intentions to close. Classes canceled due to inclement weather are non-refundable but a make-up date will be announced. If you are unable to attend the scheduled make-up class, you are allowed to participate in a comparable class. **WAITING AREA:** Please wait for student in waiting area. Young siblings of students must stay with parents. *Students age 6 and under must stay in waiting area with a parent/adult until teacher signals class to studio.* Only registered students are allowed beyond waiting area (except during Observation Days.) Toys and coloring books are provided for your convenience; please be sure to clean up after use. Inappropriate use of the toys provided may result in the removal of play materials. Please do not discard food and drink in our trash cans.

PARKING: Park head-on along the cement wall next to the school. Children may be dropped off directly at the entrance. Overflow parking is permitted in the Municipal Lot after 5pm. We are not responsible for students before or after their scheduled class time and our Liability Insurance does not extend to the parking area. Be advised that parking on the empty lot (old Wheeler lot) is at your own risk and we will not be held responsible for ticketing or towing of your vehicle.

ARRIVAL & DEPARTURE: Upon arrival students must check in at Front Desk to sign in and check for any updated school information. All tuition must be up to date before attending class. Students should arrive 5 minutes before class and must be picked up promptly.

DRESSING ROOMS: Parents are not allowed in dressing rooms EXCEPT to assist young children. (Dad's: please assist your children in the bathrooms to help with changing). Students waiting in the dressing rooms are expected to behave appropriately or they will be asked to wait in the waiting area with a parent.

ABSENCES & MAKE UP CLASSES: ALWAYS CALL THE SCHOOL IN CASE OF ABSENCE. If you would like to make up your class due to an absence, please speak with your child's teacher or with Kalea or Sandi to make proper arrangements. Students may make up a total of 4 classes. Please keep in mind that participating in a class other than your child's normal class can be disruptive to other students and to the teacher. Try to keep your absences and make-up classes to a minimum.

GROUNDS FOR DISMISSAL: Failure to pay tuition, unseemly or disruptive behavior anywhere on school premises (including parking lot) and excessive absenteeism (30% or more). Dismissed students are not entitled to a refund. Students in danger of being dismissed are given a written warning before action is taken.

OBSERVATION OF CLASSES: Allowed during special **VISITOR'S DAYS** or when invited by the instructor. Closed circuit TV is available for all other days. Men are discouraged from viewing our exercise/adult classes; please speak to the instructor for permission.

PHOTOGRAPHY: NO Photography is permitted beyond the waiting area without prior permission from the staff.