HOUSE OF CHARM

**Financial Commitments**

Signing up for this season brings some commitments. All our students will perform in the recital which will be in June 2023, with the possibility of performing in a holiday performance in December 2022. If your child doesn’t want to perform in the recital that is fine we just need to know at the time of enrollment, that way our teachers can place them properly in a routine so they’re absence in the recital won’t effect the other students. Along with that there are costume fees which will be collected. We will have a couple of rehearsals at the end of the season to prepare for the recital. It is mandatory that all students be at every rehearsal. This ensures that the show will run smoothly. Any absences need to be approved by your teacher and too many absences can result in removal from the recital. You will also be expected to attend picture day. We are only held responsible for your child while they are in our care during class or event. Students need to be picked up as soon as the class is released. Students who arrive 15 minutes prior to their class time or picked up 15 minutes after their class is over or a subject to a fee of a dollar a minute from the time the class was over to the time they get picked up. If you need special arrangements please contact our office in advance.

**Attire:** Leotard, dance pants or shorts with tights and jazz shoes. All jazz shoes must be worn in the classroom only. Wearing them outside will ring the shoes and or dance floor.

**Class conduct:** When students come into the classroom they need to come prepared and ready to learn. The word can't is one of the worst words one could use in our classes. Be respectful and punctual. Do not criticize or complain. Listen before speaking with kindness and caution. There is no chewing gum, cell phone usage, or eating during class times. Students are encouraged to bring water so they can keep hydrated. Students need to use the restroom before and after class, however if there is an emergency we will allow your child to use the restroom. Be yourself and allow others to treat you with respect at all times.

**Website:** Check for class schedule and calendar updates.

**Tuition:** Tuition must be paid in full before the beginning of each term. Payments are due one week prior to the new session. Late tuition payments will be billed an additional $25.

**Absences and Make- up Classes:** Please notify our office if you or your child will be absent from class (267)945-1262. We strongly recommend our students to make up any missed lesson. You may make up a missed class in any comparable class on our schedule within the same term the class was missed. See your instructor for their recommendation. No refunds or credits will be issued for missed lessons.

**Shoes and Clothes:** Please label all modeling shoes and clothes. This will make them easier to identify later.

**Lost and Found:** If you lose something, check in the lost and found, keep valuables with you and place them in designated areas of classrooms. HOC is not responsible for loss of personal items. At the end of each session, lost items will be donated to charity.

**Emergency Weather Conditions:** Call the studio in the event of bad weather; the message will announce any necessary closings. No refunds will be issued for miss classes for class cancellations due to hazardous weather.

**Parental Observation:** All parents are asked to remain outside in the parking lot but not mandatory. Parents are not allowed to attend class under any circumstance.

**Refunds:** Tuition is non-refundable.

**Student Drop Off and Pick Up:** Our policy states that all students should remain in the building until picked up by a parent. When dropping your child off for class, walk them to the door and watch for them to enter the building. Parents, you must enter the building to pick up your child.

**Entering the Building:** The building entrance is in the middle of the West building. All students and HOC patrons must insert and exit through these doors.

**Parking:** The church parking lot is permitted for parents and guardians.

**A Personal Note:** You and your child are very important to us. We are always willing to listen and talk, anytime you wish to speak to your child teacher please leave a message at the front desk and a teacher will contact you. This will make it possible for us to run our schedule and allow the teacher and parents to have a less rush and more productive conversation. You can also contact your child's teacher via email.

**If You Are Not Returning to Class: *HOC Cancellation* *Policy*** Students wishing to end their commitment are required to fill out the 30 day written notice form available at the front desk to cancel enrollment. Billing and roll meant will seize 30 days from when the written notice is received. A show C considers your child enrolled in the class until we receive this written notice and will build your account accordingly. If notice is given less than 30 days prior to cancellation, the customer is responsible for the full upcoming monthly tuition.

**In Order to Maintain Your Class Placement:** You must be current in all tuition payments. Payments remain the same each month regardless of actual classes attended. If you are two months behind on your account your child will not be allowed to continue until your account is current.