

Please read through the policies and procedures listed below and sign the bottom of your registration form.

ATTENDANCE: A student's progress in class relies heavily upon consistent participation. Late arrival to class is disruptive and may be harmful to the student who has missed warm ups. The student may be asked to sit and observe.

ATTIRE: Proper dance attire is a necessary part of achieving the best training possible as it allows the instructor to observe the students form and movement. See class descriptions for class specific requirements.

SAFETY & SECURITY: No child can be left unsupervised for extended periods of time before or after class. Small children must be supervised at all times. No running in hallways, playing on furniture or tampering with bathroom facilities is allowed.

CLOSINGS: Generally, when the area schools are closed due to snow, STEPS will be closed as well. Please check our website or call our voicemail for updated information on cancellations. You will not receive a phone call. Classes cancelled, due to weather, will not be re-scheduled but you may choose to make the class up.

MAKE-UP CLASSES: Any classes missed may be made up in the current trimester at or below the level of the missed class .

REFUND POLICY: There are no refunds once that trimester has begun. If a class is cancelled due to low enrollment, a full tuition refund will be given.

RETURNED CHECKS: There will be a \$25 charge for all returned checks.

LATE FEES: Tuition payment not received before the last day of the current session will be subject to a \$10 late fee plus an additional \$5 for each week late thereafter.

STEPS Performing Arts Center reserves the right to dismiss any student from our program if he, she or any family members do not comply with studio policies. We also reserve the right to cancel, change a class or change faculty if necessary.