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## **2017-2018 Performance Arts Centre Policies and Regulations**

### **All Programs**

#### Attendance:

Attendance each week is mandatory. Progress will be much faster, and lessons will be much more enjoyable if effort is put forth each week to be prepared and present in class.

#### Practice at home:

Practice at home is vital for guaranteed success. We do cover a lot in class, but without review and repetition at home, we won't make the same progress throughout the year. At Studio 410, we want you to be able to enjoy your year of lessons, and want you to see progress! When you put in practice time at home, you are demonstrating your level of commitment, and that will allow you to take leaps and bounds in a forward direction this year.

#### Payment:

Payment is required within the first full week of the month. Studio 410 will send an invoice including a 5% late fee if payment has not been received on time. Cheque (payable to Studio 410), credit, or cash is acceptable and e-transfers are accepted when sent to [info@studio410.ca](mailto:info@studio410.ca).

#### Lesson Policies:

Lessons must be distributed evenly throughout the month, at least one lesson per week. If make-up lessons are required, there is a maximum of 2 lessons per week. 24 hours' notice must be given if cancellation of a lesson is needed. If notice is given in time, a make up lesson will be scheduled with your teacher or a substitute. If less than 24 hours notice is given, the lesson for that week will be forfeited and no refund will be provided.

#### Punctuality, Preparation:

Each student should be ready and on time for their lesson. Please be punctual so that we can have the appropriate amount of time for your lesson. Studio 410 instructors will wait 15 minutes for late arrivals to accept them into their lesson, but the class will end at the scheduled time.

### **Music Lessons**

#### Lesson Policies:

In the event of a snow day, lessons will take place via Skype or Facetime between student and teacher. If this cannot take place, a make-up lesson may be arranged within one (1) week at the discretion of the student and teacher.

If a teacher is sick or unable to make the lesson, a substitute will be supplied if possible. If a substitute is not available, the lesson will be rolled over to the next

week. If Studio 410 staff should cancel because of snow or sickness, we will be sure to communicate that to you in plenty of time. Lessons will always be made up if it is the instructor or Studio 410 that has cancelled.

Punctuality, Preparation:

If music books or an instrument is forgotten, it is at the discretion of Studio 410 employees to continue or cancel that lesson. If we are unable to conduct the lesson, it is considered a missed class and will be forfeited.

Payment:

Music Lesson students will be signed up for the entire season, September – June, unless otherwise stated at the time of registration. If registering monthly for lessons, payment will be made for four (4) or five (5) lessons (depending on how many weeks in the month). Lessons expire at the end of the month. A monthly payment schedule is available for full time students who will commit to lessons September through June.

**Stepdance (September – June),**

Payment:

If registering monthly for lessons, payment will be made for four (4) or five (5) lessons (depending on how many weeks in the month). Lessons expire at the end of the month. A monthly payment schedule is available for full time students who will commit to lessons September through June.

**MTC (September – February)**

Lesson Policies:

Please provide 24 hours' notice if you are unable to make a lesson. Missed lessons will not be rescheduled or refunded. Lessons will be rescheduled however in the event of a snow day.

Payment:

Payments may be made in full or via a monthly payment schedule.

**DanceWorks**

Lessons Policies:

Please provide 24 hours' notice if you are unable to make a lesson. Missed lessons will not be rescheduled or refunded. Lessons will be rescheduled in the event of a snow day.

Payment:

No discount on program costs will be issued for late registrants.  
Payment must be made in full.

Participant/Guardian Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_