

NAACH HOUSTON

Policies and Guidelines

All the policies outlined here are created in the best interests of the student within the context of providing a great learning experience at our center.

Levels: All new students will be evaluated and placed in an appropriate age group based on their current skill level.

Duration: Class duration is 60 minutes. Kids class 45 minutes.

Attendance: Attending all classes is highly encouraged. If a student will be missing a class, he or she is requested to send an email to the instructor in advance. During performance quarters, if a student misses more than 2 classes, the student may not be allowed to participate in the showcase. Attending the last two classes before the performance is mandatory.

Missed Classes: Classes missed will not be made up, except those cancelled by the company. The company reserves the right to cancel a particular class or batch at its discretion.

Dance Class Attire: Students should come to class in comfortable clothing that allows ease of movement, like workout/track pants and t-shirts. Denim clothing is not allowed, No jewelry is allowed during class for the purpose of safety.

What to Bring to Class: Students should carry a water bottle to class.

Recording Class: We record the dance choreography every week and upload it for learning purposes. The specific group will be able to view it for the practice purposes. Students/parents are not allowed to Video record the class.

Pick Up Policy: Children and teens should be picked up by their parent/guardian at the class end time.

Parents, Family & Friends Policy: Parents, family and friends will not be allowed into the studio when the class is in session. You will be allowed to watch your kids for the last 10 minutes of class.

Choreography: Students will require written permission from their instructor if he or she would like to replicate in part or whole the exercise and/or dance routines learned in the dance class at other events, teaching it to friends/family, etc. You acknowledge and announce the instructor and the dance company verbally at the event right before or after the performance.

In-Class Presentation: In non-performance quarters, there will be a 10 minute in-class presentation in the studio at the end of the last class. All students are allowed to record the in-class presentation and you may invite friends and family to watch your dance performance.

Promotion: Company instructors reserve the right to promote the students from one level to another level and their decision is final.

Program Management: Instructors, class sizes, class levels, rules and regulations are subject to change without prior notice and all decisions made by the company will be final and binding.

Cell phone: Students are required to put their cell phones on SILENT MODE during class.

Fees: All fees are to be paid by the first class in the first week of every month, a \$10 late fee will be charged, if the fees are not cleared by the second week, the student will not be allowed to attend class.

Parent Participation: We encourage parents to attend the last 10 minutes of their kids class once monthly, to see the progress of their child.

Refund: A full refund will be issued if the cancellation request is made 7 calendar days prior to class start date. A \$15 cancellation fee will be charged if the cancellation request has been made 4 days prior to commencement of course \$25 fee during the 1st week of class. After attending the 1st class if cancellation request is made a \$50 fee will be charged, after taking 2 classes there will be no refund allowed.

Registration fee : There is an annual Registration fee of \$25 , the consecutive family member pays only \$15/ and the registration fee for the third family member is waived.