

Affinity Illinois Dance Center Policies

Updated 7.8.25

Class Placement:

There are quite a few factors that are involved in class placement. The biggest factors include the physical safety and mental well-being of each and every student. Having each student placed in a level in which they can physically, emotionally, and mentally thrive is one of my highest priorities. I am always willing to discuss my reasoning for class placement and offer suggestions and ways to help each student progress, if that is their goal.

Attendance and Make-up Classes:

Regular attendance is important for physical safety, injury prevention, and overall strength and to maintain conditioning. If a student is feeling sick, I do ask that the student stay home to get their proper rest! If a student is unable to make it to class, I ask that you please email info@affinityillinoisdancecenter.com to let me know so I can plan accordingly for class that day. If classes are missed due to sickness, weather, or other reasons, classes can be made up in a level equal to or lower than the student's regular class. If you are needing help finding a make-up class, please let me know and I can offer some options! Refunds will not be issued for sickness, weather, or other related unexpected studio closures or student absences.

Pointe Shoes:

I remember my first day of pointe and how excited I was! I had dreamed about it for so long! I know I have some dancers that are wanting and dreaming to go on pointe one day. Getting your first pair of pointe shoes is a huge honor and it is one you have to work very hard for. There are many risks if a dancer is not strong enough, not old enough, or not properly trained. It's important to be cleared by your instructor for pointe work. Students will be assessed for pointe shoes typically around age 12 (level 3-4), if that is something they are wanting to pursue.

Performances:

Performances at Affinity Illinois Dance Center are NEVER required!!! Performances will always be optional to all students. I am currently planning on the following performances for the 2025-2026 year: Ignite Peoria (August 9), The Nutcracker (December 20), and Spring recital (May 2). There will be performance fees for participation in these performances that helps to cover the costs associated with the show.

Studio Maintenance:

I am working to be able to provide a bookshelf out front and some coloring books and little toys for waiting siblings. That being said, I ask that you please help me in making sure things get put

back where they belong and trash is picked up behind you. I love having a space that the kids enjoy being in and want to make sure it remains a clean and comfortable place for them to be!

Cell Phones:

I understand that it is sometimes important for students to be able to contact a parent or guardian while they are in class. I ask that cell phones remain in the students' dance bag or in a cubby while they are in class and in between classes unless it is an emergency. The friends you make through dance can be some of the best friendships and I'd love to cultivate that while they are grabbing a snack or water in between classes instead of students being on their phones.

Pick Up and Drop Off:

For safety reasons, I ask that students under 8 be walked to the door and picked up from inside the studio. Students under 5 years of age, must have a parent stay either in the building or parked in their car just outside the studio for the duration of their class. Please be courteous to the class that is going on before you. Feel free to come in and set your stuff down, get ready for class, get your shoes on, stretch, and warm-up but be polite to the teacher and remain quiet while in the studio until it is your turn to dance. If possible, please arrive 5-10 minutes before the start of your class so that you can be ready to dance when it is your turn!

Please be prompt to pick up your child after their class. As the only instructor in the building on most days, it makes it difficult for me to make sure every child gets to their designated pick up person while I'm teaching. Please be on time to pick up your child! I will give the parent and emergency contact a phone call if a student is not picked up after 5 minutes.

Please have your child wear a cover up on their way to and from the studio, especially if they are wearing a leotard and tights! T-shirts and shorts are easy to throw on over a leotard and tights before and after class. Dance shoes are not to be worn outside of the studio! Please make sure students are wearing street shoes upon arriving and leaving the studio.

Registration/Tuition:

Registration and enrollment is open throughout the year. A non-refundable yearly registration fee will be charged which will be good for classes August 2025- May 2026. In August 2026, all students must re-register for the next year.

Tuition is non-refundable. Tuition is made in monthly payments starting July 21, 2025. Tuition is charged before the month of classes start and will be **due by the first day of classes for that month**. If tuition is not paid by the first class day of the month, a \$20 late fee will be added to the account. If the tuition and late fee are not paid by the end of the first week of classes for the month, students will not be allowed to continue coming to class that month. If there are extenuating circumstances, please reach out to me and I would be happy to draw up a payment plan or have a meeting to discuss other payment arrangements. Parents can sign up for

automatic payments through our system, Studio Pro. Tuition can also be paid by cash or check made out to: Affinity Illinois Dance Center. If you are on auto-pay, the payments will be taken out automatically, no need for any action on your part. If you are on auto-pay, tuition for 2025-2026 will be processed on the following dates: July 28, August 25, September 29, October 27, November 24, December 29, January 26, February 23, March 30, April 27. Tuition will be prorated by 50% on payments for the months of December and May.

We are running classes on a school year basis. If you are not wanting to continue classes for whatever reason, a written notice will need to be emailed to us 30 days in advance so as to not be charged tuition for that next month. You will still be responsible for any tuition and late fees during that 30 day period.

Classes will automatically roll over and continue for the spring semester. If you are not wanting to continue with classes for the spring semester, you will need to send an email no later than December 4, 2025 notifying us of your intention to drop from classes.

Dance Etiquette:

- Arrive 5-10 minutes early (if possible) to ensure you are dressed and ready for class!
- Warm up, stretch, get a drink of water, and use the restroom before class starts!
- Please make sure your cell phone is muted and tucked away in your dance bag or cubby.
- Please make sure you are dressed appropriately for class, hair is up, and you have all the necessary dance shoes for the day.
- Please no big earrings, necklaces, bracelets, or watches during class.