

West K Dance: Whole Studio Policies

1. **Code of Conduct:** Every member of West K Dance is expected to treat others with dignity and respect. This includes dancers, parents, teachers, staff, and volunteers.
2. All dancers, teachers, and parents show a positive attitude towards each other and are expected to work together as a team in unison.
3. **Monthly Tuition:**
 - All tuition is due on the **1st** of every month.
 - **Cheques** are to be made payable to West K Dance.
 - **E-Transfers** are to be sent to **info@westkdance.com** (please include the dancer's first and last name in the notes)
4. **Tiny Dancers:** Our tiny dancers **will not** perform in our year-end show, but instead, they will have a Parent Watch Day, which will take place on **December 2-7, 2024**
5. **Arrival Time & Dress Code:** All dancers should arrive 10 minutes before their class start time, dressed appropriately, following the dress code, and with their hair secured away from their face.
6. **Costume Requirements:** All dancers must follow all of the hair, make-up, tights, and costume requirements. If undergarments are worn by students, they must be nude, seamless, and not visible under any of their costumes. If there is a lost or damaged costume, the director must be notified immediately to discuss a solution before the performance. Food cannot be eaten in costumes.
7. **Costume Fees:** Costume fees are \$85-105 per routine. Please note that all costume fees are non-returnable and non-refundable.
8. **Photo Day Fees:** Photo orders are optional, and all fees are paid to the photographer.
9. **Dress Rehearsals:** Students are required to attend all dress rehearsals that will be held in preparation for our year-end show. This includes an in-studio rehearsal before the year-end show.
10. **Parent Volunteers:** At times, we may require parent volunteers for backstage and help at events. This includes helping with quick changes and placing props on stage.
11. **Withdrawal:** To withdraw from any program, West K Dance requires a 30-day written notice.