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DEAR PARENTS,

I would like you to be confident in your choice to become a member of Distinctive Dance Etc. Please take the time to carefully review the following policies and expectations:

**<u>Tuition</u>** is due in full on the 1<sup>st</sup> Class of every session. Late fees will be applied for unpaid tuition or payments.

<u>Makeups</u> are allowed for any missed classes due to illness, vacation, etc. Approval for makeup times can be coordinated through the front desk. **No tuition refunds will be made**.

Annual Closings are listed on the back of this sheet and are subject to change at any time. (Please see Closings listed on back)

<u>Snow Days</u> and weather cancellations/updates will be published through the DDE website, DDE Facebook page, and **DDE Parents Page (follow this FB group)**, DDE Instagram @missstacydistinctivedanceetc, as well as ROBOTEXT, ROBOMAIL through Dance Studio Pro.

**Dress Code** is an important part of dance discipline; although I appreciate individuality and self expression it is important that all students follow the dress code that is expected of them in each class. (Please see DRESS CODE & SHOE REQUIREMENTS on Back)

## Procedures for airing or addressing questions/sharing ideas/ concerns or grievances:

First of all, I appreciate your feedback. I'm sure that many of you can relate to the following experience: You're sitting in the lobby and are privy to a group of parents discussing what they love about the program, and maybe that they would like to see something possibly done differently. Possibly an idea that could build future business relationships or increase enrollment. While I understand that discussing your ideas and concerns with peers is a vital part of the process of daily life and problem resolution, I want you to feel comfortable with coming to me directly. I want to do my part by saying that I welcome the opportunity to listen to your comments, concerns, and ideas. If you could please:

- Call the studio or my cell to set up an appointment to come in and talk with me in person.
- Alternatively, you can e-mail me at: <u>Distinctivedanceetc@gmail.com</u>

**<u>Fire Exits and Evacuation Procedure:</u>** We will clearly point out the emergency evacuation plan to students. These plans are posted up in multiple high visibility locations throughout the studio. In the event of fire, we will notify each student's parent/legal guardian as soon as everyone has been moved to safety.

<u>Accident/Injury Documentation</u>: Any time a student is injured at Distinctive Dance Etc., an Accident/Injury report will be completed by the attending staff person. The staff member will describe how the injury occurred, the nature of the injury and what First-Aid was given. The form requires the signatures of both the staff member and parent/guardian.

**Emergency Contact Procedure:** In the event of Serious Illness or Injury that requires medical attention, 911 will be dialed immediately. Every effort will be made to contact the child's parent/legal guardian before the child leaves the studio. Children will be transported to Hasbro Children's Hospital.

I look forward to watching your child grow with me at Distinctive Dance Etc. I am beyond excited about sharing this new venture with you and your family. I have been planning this for decades, and am thrilled that you are allowing me to share this memorable time in your child's life.

