

# **HAD/WUDC POLICIES 2026-2027**

## **STUDIO POLICIES**

- ***GENERAL***

- No food, drinks or chewing gum are allowed in the studios. Water bottles are allowed.
- Siblings are not allowed in the dressing room, office area or studios and should never be left unattended.
- Teachers reserve the right to dismiss any student who repeatedly disrupts class or fails to adhere to dress code.
- Parents, please do not interrupt teachers while class is in session. Check with the front office to see when the teacher is available.
- Purses, jewelry and other valuables should not be left unattended in the dressing room or lobby. The studio is not responsible for loss or theft of personal items.
- For safety, dancers should wear street clothes to/from the studio.

- ***MAKE-UP CLASSES***

- Make up classes need to be requested and approved before attending a different class.
- Requests can be made via correct studio email.
- Make-up request form and make-up class must be completed within 4 weeks of the absence. Make ups do not carry over from the prior quarters.
- Make-ups requested during the spring semester will be limited because of the time spent in class on choreography and preparation for our spring performance.
- Upon approval from the teacher, an email confirmation of the determined make-up class will be sent to the email on file or provided.
- On the day of the make-up, please pick up a pink admission card from the office to give to the teacher.
- Makeups are recommended to be done in the current or level below class.  
Example: Ballet III students can take Ballet IIB as a makeup class. Some classes do not have an option for makeup classes (Pointe, Progressions, Hip Hop). but other genres can be used.

- ***DROPPING CLASSES***

- You must notify the studio in writing by the Wednesday prior to tuition processing to drop a class; you will be responsible for any tuition/fees until notification has been received.

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- ***CLASSROOM ETIQUETTE***

- Consistency and punctuality complement and enhance the overall learning experience. Tardiness is to be avoided as it disrupts the work and progress of others.

## **LOBBY POLICIES**

- Do not leave valuables unattended. HAD/WUDC is not responsible for lost or stolen items. Take valuables into the studio with you.
- No sitting or playing on stairs
- Area must be kept quiet during classes
- No tapping/knocking on studio windows
- Earphones must be used while listening to music or playing video games
- Children must not be left unattended; please accompany to the water fountain
- Do not move or remove furniture

## **PAYMENTS**

Houston Academy of Dance and West University Dance Centre offer four payment options for classes. The studios also offer a 15% family discount for two or more members. The child or children with the lowest tuition receives the discount. Tuition is non-refundable.

- We accept cash, check, money order, Discover, MasterCard or Visa
- No tuition refunds. No credits. No exceptions.
- Accounts more than 15 days past due will be assessed a \$10 late charge.
- \$35 charge for all returned checks.

### ***Annual Registration Fee***

- Single student: \$55
- Two students: \$80
- Three students or more: \$100

### ***Payment Options and Schedule***

- Option I: One annual payment with 5% discount; due upon registration
- Option II: Two semester payments; 1st payment due upon registration, balance due in January
- Option III: Four payments (Recommended for new students); 1st payment due upon registration, then remaining quarters due October, January and March
- Option IV: Single class payment; \$20 for 1-hour class, \$25 for 1¼-1½-hour class

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## ***Late Payments***

- Late Charge: All accounts more than 15 days past due will be assessed a \$10 late charge and will continue to be assessed monthly until paid. Discounts are not applied to payments made late.
- Returned Checks: \$35 charge on all returned checks.

## ***Summer Payments***

- Summer programs are stand alone programs and require payment upon registration.
- HAD Summer Intensives, Classical Workshop, HAD & WU Summer Dance Camps, WU Summer Classes and Boot Camp fall under this category.

## ***Withdrawal/Dropping Classes***

- You must notify the studio IN WRITING **by email or letter** by the Wednesday prior to tuition processing to drop/withdraw from class.
- Any withdraws post tuition processing will be non- refundable.
- You will be responsible for any/all tuition/fees until written notification is received.
- Performance/Costume fees are non-refundable. You are responsible for all balances even upon withdraw.
- Phone calls/voicemails/text messages are not accepted methods of withdrawal.

## **WEATHER**

The welfare of our students is always our priority:

- HAD refers to SBISD closings to assist in determining studio closures.
- WUDC refers to HISD closings to assist in determining studio closures.

## **HOLIDAYS**

Studios will conduct classes even when HISD and SBISD have off-days. Studios only close for the following:

- Thanksgiving Day
- Christmas Day
- Spring Break

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## **ANTI-BULLYING POLICY**

Houston Academy of Dance and West University Dance Centre believe that ALL students have a right to a safe and healthy studio environment.

We have an obligation to promote mutual respect, tolerance, and acceptance.

Houston Academy of Dance and West University Dance Centre will not tolerate behavior that infringes on the safety of any student.

A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation in person or by means of social media.

Houston Academy of Dance and West University Dance Centre expects students and/or staff to immediately report incidents of bullying.

Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated.

This policy applies to ALL students when at the studio and during studio-sponsored activities (i.e., Competitions, exhibitions, rehearsals).

To ensure bullying awareness, we will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff in order to build and maintain a safe and healthy learning environment.