

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. All dancers, teachers, and parents show a positive attitude towards each other and are expected to work together as a team in unison.
2. **Monthly Tuition:**
 - o All tuition is due on the **1st** of every month.
 - o **Cheques** are to be made payable to West K Dance.
 - o **E-Transfers** are to be sent to **info@westkdance.com** (please include the dancer's first and last name in the notes)
 - o A **\$25 late fee** will be applied to all accounts with tuition unpaid by the **8th** of the month
3. **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 1-5, 2025**.
4. **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.
5. **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 find a solution before the performance. Food cannot be eaten in costumes.
6. **Costume Fees:** Costume fees are \$85-105 per routine. Please note that all costume fees are non-returnable and non-refundable.
7. **Photo Day Fees:** Photo orders are optional, and all fees are paid to the photographer.
8. **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.
9. **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.
10. **Withdrawal:** To withdraw from any program, West K Dance requires a 30-day written notice.
11. **Year-End Show:** Our year-end show will take place at the end of June. All regular recreational classes, Competitive Company groups, and adult classes will perform in the show. More details, including dates, times, and ticket information, will be provided closer to the event date.