

RULES AND REGULATIONS



1. Registration and Payment

- a. Registration fee (non-refundable) of RM50 and deposit of one month's fee (to be topped up accordingly) will be required for all new student and student rejoining the centre.
- b. Fee will be collected at the beginning of the month, and must be paid by the 10th day of the month.
- c. Student that has stopped and wish to rejoin the class will need to pay the registration fee and deposit. The student will need to join the waiting list (or join a different class) if the old class is full.

2. Absence

- a. Parent/guardian should notify the teacher of the student's absence prior to the lesson.
- b. Fees will not be refunded for classes missed by the student, replacement classes are subjected to availability and must be taken within 3 months of the date of absented class.
- c. Classes cancelled by the teacher will be replaced.
- d. A substitute teacher may be assigned when the regular teacher cannot attend the classes.
- e. Students will be charged half of the regular monthly fee for every month of absence if sufficient notice (one month) has been given prior to the long absence. Replacements for the missed classes that have been paid are subjected to availability and must be taken within 3 months of the date of absented class.
- f. The deposit will be forfeited if the student is absent without paying the fee for a month. The student will need to pay the registration fee and deposit should he or she wish to rejoin the class.
- g. The centre reserves the right to transfer, combine or dissolve any classes – the students will be notified in advance.

3. Public Holidays and Centre Holidays

- a. The centre will be closed on Kuala Lumpur public holidays unless stated otherwise in our calendar.
- b. We will be also closed on certain dates - refer to the centre calendar and the student's notebook for details. On average, there will be 4 classes per month – some month may have more or less than 4 classes.

4. Termination

- a. Students who wish to withdraw from his/her class must give written notification 30 days in advance in order for the deposit to be refunded.

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5. Drop off and Pickup

- a. Parents are responsible for ensuring your child arrive and collected on time. Teachers and staffs are not always available to supervise late pickups.
- b. For the safety of the child, please bring your child to the studio and pick up from the same place. Do NOT drop them off at the carpark.
- c. As soon as your child is with the instructor, parents are free to leave, or stay in the waiting area, but must not disturb the class.
- d. Parents and siblings are not permitted to stay in the studio dance area during lessons unless permitted by the teacher.

6. Communication

- a. Parents are advised not to approach the teacher in between classes, as the teacher may need to prepare for the next class unless a meeting has been arranged. If you need to ask a question, please write the message in the message book or send a WhatsApp message/note/text message/email. The teacher will response in due course.

7. Uniform and Attire

- a. Parents are responsible for purchasing the proper footwear, dancewear and necessary equipment for the class.
- b. Only the appropriate dance sneakers/socks/dance shoes are allowed on the dance floor.
- c. If assistant is required for tiring the hair bun, please arrive 15 minutes before the class commences.

8. Friendly Rules

- a. Being punctual for class. In case of lateness and absence, please inform the teacher.
- b. Being well groom for the class. Long hair must be tied up into a bun.
- c. Wearing proper attire for the class.
- d. Label all Bag, Shoes, Leotard and Water Bottle with the child's name, so that they can be returned to you if left behind in the studio.
- e. Being helpful to each other.
- f. Keeping the premises tidy and clean.
- g. Keep the noise down in the studio to avoid disturbing the class.
- h. Taking care of your own belongings. The studio will not be responsible for damages and loss of any items.

Thank you for your Cooperation!