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Policies & Procedures 2022-2023

Art, Cooking, Fashion and Sewing

Thank you for enrolling your child at Staten Island Dance and Arts Center. We are committed to having fun-filled creative days with safety as a priority.

Here is a list of main points, actions taken, and rules to be adhered to by staff, parents, and participants. Please read carefully.

- **Payment:** Seats in our classes are based on availability and require registration. Your payment is due TWO WEEKS prior to the start of class. Payment cannot be transferred to another family.
- **If We Cancel:** Should SIDAC cancel a class due to low enrollment, a refund will be made in full within 10 business days.
- **If You Cancel:** Should you need to cancel your registration for any reason, and it is at least *two weeks prior* to the start date of the class SIDAC will process a refund within 10 business days.
- **Make Up Classes:** We do not allow makeups in other classes during the week. We will make every effort to make up all classes cancelled due to inclement weather.
- **No Shows:** Any no-shows will forfeit their full class/workshop fee. Please let us know as soon as you know your child will be absent for any reason.
- **Drop off/pick up:** We will continue to use one access point for all second-floor classes: LIGHT GREEN DOOR BY OUR DRIVEWAY. Please do NOT drop your child off early for class unless agreed upon in advance. We will not be opening door until exact start times due to extra cleaning procedures that must go on between classes. Studio doors will be LOCKED at 10 minutes past the class start time. Please ring bell/knock to gain entry.
- **Cooking classes:** If your child is registered for cooking classes, gloves and apron will be provided. Long hair must be tied up.
- **Cell phones:** For all classes, cell phones should be kept in child's bag/purse. If your child doesn't bring a bag/purse to class, then child will put in a designated location accessible during class if needed for emergency.

Looking forward to sharing ideas and creating with your children. Please contact me if you have any questions or need further clarification.



SOMETHING FOR EVERYONE UNDER ONE ROOF!