



26 Richmond Valley Road
Staten Island, New York, 10309
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www.siDanceAndArtsCenter.com

Dear Parents,

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

Here is a list of main points, actions taken, and rules to be adhered to by all. Please read carefully. Please call the studio 718.356.3760 if you have any questions.

- **Payment:** Seats in our classes are based on availability and require registration. Your payment is due at time of registration unless otherwise agreed upon in advance. Payment cannot be transferred to another family. We don't accept substitutions in our classes. The rosters are set based on provided names at registration. At class time, teachers and staff are verifying attendance against the printed roster.
- **Member:** A member is considered someone who has attended a session (s) during the academic year. The membership fee is \$25.00 and valid for the academic year Sept-June.
- **If We Cancel:** Should SIDAC cancel a class during a session, we will make every effort to make up the class. There are no refunds or credits for holidays or snow days.
- Should SIDAC cancel a workshop, due to low enrollment, a refund will be made in full within 10 business days.
- **If You Cancel (a single class/workshop, not part of a session):** Should you need to cancel a workshop for any reason and it is at least one week prior to workshop date, SIDAC will process a refund within 10 business days. Should you need to cancel a workshop for any reason, and it is at least 48 hours prior to workshop date, SIDAC will provide a credit to be used within the same calendar year.
- **If You Cancel (session):** Should you need to cancel your session registration for any reason, and it is at least *two weeks prior* to the start date of the session, SIDAC will process a refund within 10 business days. Should you need to cancel your session registration for any reason, and it is at least *one week prior* to the start date of the session, SIDAC will provide a credit to be used within the same calendar year.
- **Make Up Classes:** Make up classes during a session are available based on availability. Make up classes must be taken within the same session of the missed class. We will make every effort to make up all classes cancelled due to inclement weather. There are no refunds or credits for holidays or snow days.
- **No Shows:** There are no refunds or credits for no-shows.
- **Payments:** Payments may be made cash, check made out to SI dance and arts center or Zelle to ilovesidac@gmail.com.
- **Drop off/pick up:** We will continue to use one access point for all second-floor classes: TEAL 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 cleaning procedures that go on between classes. Studio doors will be LOCKED at 10 minutes past the class start time for student safety. Please ring bell/knock to gain entry or call the studio.
- **Accommodations:** Please notify the studio at registration if your child has any food allergies, physical challenges, or speech difficulties. All of our classes/workshops are drop off. We provide an inclusive environment for all children, and we want to ensure we're setting every child up for success.
- **Behavior and Cell phones:** Please discuss with your child to be kind and tolerant of others. We provide an inclusive environment for all children. Any type of bullying, within the SIDAC studio, will not be tolerated and your child may be asked to leave without reimbursement. Cell phones are distractive and unnecessary during classes/workshops. Cell phones should be handed to the teacher at class time or put away in their bag. It will be within reach in case of emergency. Our teachers will relay any information to the parent/guardian if the child needs help. No Exceptions.
- **Water Bottles:** Please use labeled reusable water bottle. We would like to be kind to our environment.
- **Cooking classes:** If your child is registered for cooking classes, gloves and apron will be provided. Long hair must be tied up.
- **Parking:** Please be courteous to our neighbors- this is both a business and residential street. Do not block any driveway or gate that has "no parking" signage. Do not double park, please watch for kids.

Looking forward to sharing ideas and creating with your children at SIDAC.



SOMETHING FOR EVERYONE UNDER ONE ROOF!