

## The Dance Station Policies & Procedures

*TDS Policies and Procedures are devised in an effort to offer our Dancers & Families an organized, friendly and positive experience. By enrolling at The Dance Station, Families agree to adhere to all TDS Policies & Procedures.*

### COMMUNICATION

We work diligently to keep Families well informed. Info is provided on [www.thedancestation.ca](http://www.thedancestation.ca), in our eNewsletters & on our Bulletin Board located in the Lobby. Please read all TDS communications carefully. **It is the responsibility of the dancer/parent to stay current on studio policies, news & events.**

TDS Newsletters provide important reminders, recital, costume and studio information. Newsletters are emailed to our distribution list and posted on our Bulletin Board. We need your permission to email you. To be added to our distribution list, please email [dancestation@thedancestation.ca](mailto:dancestation@thedancestation.ca).

We have found email correspondence to be most efficient for our dance families. Please ensure that we have your correct email address throughout the year. Please note that TDS does not give out faculty contact info. If you need to speak to an instructor, please email the studio. For any questions, feel free to contact us by emailing us directly at [dancestation@thedancestation.ca](mailto:dancestation@thedancestation.ca) or by calling the studio 905 632 5608.

Dancers should make every effort to attend class every week & notify the studio in advance of an absence.

If your child has an injury or medical condition, please inform the teacher in advance or indicate on your TDS Registration Form.

### SOCIAL MEDIA

The Dance Station also communicates and shares information on our Instagram & Facebook Page.

Please follow us on Instagram [@thedancestationinc](https://www.instagram.com/thedancestationinc)

And Facebook [The Dance Station](https://www.facebook.com/TheDanceStation)

Many TDS Teams enjoy sharing their successes and information on unofficial social media platforms such as WhatsApp, Snapchat, etc... Please Note, these are Parent Run social media platforms and are not Run or Monitored by The Dance Station. The Dance Station is supportive of this practice when used appropriately as a method to interact in a positive manner, build rapport and bond with teammates. Please keep all unofficial social media platforms positive and respectful. Using these tools in an inappropriate manner can have a negative consequence on the individual, the Team, the Teachers and the Studio. We Thank You in advance for your support.

### STUDIO, LOBBY & CHANGEROOM AREAS

**Please help us maintain a quiet, respectful lobby area. Young children must be supervised by a Parent at all times** in the waiting areas. **Parents are responsible for Dancers before & after Class.** Dancers are to arrive no earlier than 15 minutes prior and are to be picked up no later than 15 minutes after their class.

Dancers should arrive dressed according to the Dress Code. Hair pulled back off the face neatly and no dangling jewelry.

**Parents and Siblings are not allowed in studios while classes are in progress.** Out of respect for Dancers who are waiting for their class to begin, we ask that Parents and Students do not approach Faculty between classes. Parents must make an appointment to speak with an instructor.

Please remove wet shoes/boots at the front door and place them on the shelving provided. Lockers are available for general use. The Dance Station Inc is not responsible for any lost, stolen or damaged personal items; all belongings brought to the studio are the responsibility of the dancer and family.

Only water is permitted in the studios. No food, juice, pop is to be consumed in the studios. Gum chewing is not permitted in the classroom.

Studios 1 & 4 have Viewing Windows. Blinds will be opened & closed at the Teacher's discretion.

### **DANCE CLASS PHONE POLICY**

Dancers are welcome to bring their cell phones in their dance bags, however, phones must remain in their dance bags during class time. Please note that video recording of any kind is not permitted without teacher permission.

### **HOLIDAYS, ABSENCES & STUDIO CLOSURE INFORMATION**

Holidays & studio closures are accounted for in the payment schedule. Classes are not rescheduled if cancelled due to inclement weather. Classes are not made up or refunded if Student is absent. In case of bad weather, Cancellation messages will be posted on our Instagram and Facebook pages.

### **RECITAL INFORMATION**

Families participating in our year-end Recital must adhere to our Recital Policies entitled, "Recital FAQs". Photos of dancers from the Dance Station may be used for advertising purposes. Please notify us in writing if you do not want your child included in TDS advertising.

### **PAYMENT, LATE FEES & CANCELLATION**

All tuition is due on the first of each month. An administration fee of \$50 will be applied to ALL OVERDUE payments and NSF cheques. Outstanding balances will be due upon notification of withdrawal. All accounts must be up to date in order to participate in the Year End Recital. A \$50 Late Fee will be charged on all accounts over 30 days. If payment has not been received within 60 days, Dancers will not be permitted into Class.

### **CANCELLATION POLICY:**

**Registration fees are non-refundable. Summer Camp, Summer Class & Summer Intensive Fees are non-refundable.** Costume Fees are non-refundable as of **November 1, 2025**. Competitive Costume Deposits are non-refundable and Family is responsible for full Balance of Costumes as of **October 1, 2025**. **No tuition refunds after February 28, 2026**. For all withdrawals from September 2025 –February 2026: upon notification of withdrawal, families forfeit tuition of the current TERM. (TERM 1: September 1, 2025 - November 30, 2025, TERM 2: December 1, 2025 - February 28, 2026, TERM 3: March 1, 2026 – June 5, 2026). Only future tuition payments will be returned. There will be no reimbursement of a partial term of classes. **We strongly encourage Dancers to attend more than 1 month before withdrawing**

# TDS Recreational Classes 2025-2026 PRICING

**\$35 Registration Fee** processed in 3-5 business days.

**NON-REFUNDABLE.**

**\$125 plus HST Costume Fee per class** processed November 1, 2025.

**NON-REFUNDABLE AFTER NOVEMBER 1, 2025.** One-time fee.

**SAVE 5%** when you pay in full. Add an additional Class for your Dancer & **SAVE 5%**. Discounts reflected in pricing below.

	<b>30 MINUTE CLASSES (2 – 5 YR OLDS)</b>	
CLASSES PER WK	PAY IN FULL (5% discount)	3 PAYMENTS OF:
1	<b>\$439 plus HST</b>	\$154 plus HST
2	<b>\$830 plus HST</b>	\$291 plus HST
3	<b>\$1243 plus HST</b>	\$436 plus HST

	<b>45 MINUTE CLASSES (5 YEARS &amp; UP)</b>	
CLASSES PER WK	PAY IN FULL (5% discount)	3 PAYMENTS OF:
1	<b>\$653 plus HST</b>	\$229 plus HST
2	<b>\$1243 plus HST</b>	\$436 plus HST
3	<b>\$1864 plus HST</b>	\$654 plus HST

### 3 PAYMENT TERMS:

If you opt to make 3 payments, your TDS Account will be automatically charged on: September 01, 2025 | December 01, 2025 | & March 01, 2026

**No tuition refunds after February 28, 2026.**

Upon notification of withdrawal, families forfeit tuition of the current TERM.

Terms for 2025- 2026: September 1, 2025 - November 30, 2025 | December 1, 2025 - February 28, 2026 | March 1, 2026 - June 5, 2026. Only future tuition payments will be returned/stopped. There will be no reimbursement of a partial term of classes.