



# Xiaopei Chinese Dance, Inc.

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## Xiaopei Chinese Dance, Inc. Rules and Regulations 曉佩舞蹈學院規章制度

Every student in Xiaopei Chinese Dance, Inc. is expected to comply with the school's rules and regulations. Students must concentrate and direct their full energy during class to learning and practicing, maintain self-discipline, and provide a helpful attitude to younger and/or new students at all times. All students must be polite to each other, respectful of faculty, and refrain from horseplay and other disruptive behavior while in and around dance class.

### **Registration and Tuition:**

Please refer to Tuition Policy document for detailed information.

Private students must be enrolled in at least one group class or another small group class.

School reserves the right to choose which private students will participate in the School's Showcase.

### **Attendance and Absence:**

Students are expected to attend every class for which they are scheduled. Absence due to illness, injury, or other special circumstances may be excused upon receipt of a doctor's note or a student's or a parent's or guardian's email or telephone call. There will be no prorated fees, refunds, or credits applied for missed Group Classes. There will be no prorated fees, refunds, or credits applied for missed Private Classes; however, private solo classes may be rescheduled if Xiaopei Chinese Dance, Inc. was provided with at least 24 hours' prior notice of the request to reschedule.

### **Dress Code:**

All students must wear appropriate dancewear, and must be neat and clean at all times. Students may not wear any heavy or large jewelry or dangling earrings.

Girls: Pink tights and pink or flesh ballet slippers, and Xiaopei Chinese Dance, Inc. leotard. Hair must be in a neat bun or short ponytail.

Boys: Black bottoms, white or black T-shirt, and black ballet slippers. Hair must be neat.

Adults: Black bottoms, pink/black ballet slippers, any color leotard or similar top. Hair must be neat.

### **School Showcases:**

Participation in performances is an important part of dance education. Xiaopei Chinese Dance, Inc. will present school showcases each year and students' participation is mandatory. Students will be expected to pay any related expenses, such as travel, costumes, performance fee, photographs, and any video or recording fees.

### **Performance events:**

We hope there will be additional performance opportunities for cultural events, non-profit organizations, local community events, and other occasions. Students who participate in such an event will be expected to pay any related expenses, such as travel, costumes, performance fee, and any video or recording fees. Xiaopei Chinese Dance, Inc. reserves the right, in its sole discretion, to judge and decide the ability of students to participate in any such performance event. Students and their parents or guardians must recognize that dance is a highly individualized and challenging activity, and Xiaopei Chinese Dance, Inc. makes no guarantee or assurance with regard to the student's ability to progress in dance or to participate in performances.

**Arrival and Pickup:**

All classes will begin and end on time. Students should be prompt to allow for proper warm-up and conditioning. Students may not enter class late or leave class early without permission. For safety, any student who arrives more than 15 minutes late may be required to sit and observe the class. Parents must pick up young students promptly after class.

Young Students should not be left alone outside the classroom. Xiaopei Chinese Dance, Inc. is not responsible for students who are outside of classroom(s), or dropped off early or picked up late by parents. Students should not bring valuables into class; Xiaopei Chinese Dance is not responsible for lost or stolen items.

**Observation and Video Taping:**

Parents and guardians may not sit in the classroom, and may not take video or pictures during class unless prior special arrangements have been made with Xiaopei Chinese Dance, Inc. Parents and guardians must not go inside the class to talk to or coach the student. Please do not "poke your head in" during class time. Please keep all lobby conversation to a minimum. Xiaopei Chinese Dance, Inc. will arrange occasional class observation (perhaps once per Session) to allow parents and guardians to observe the progress.

**Food and Drink:**

Food, drinks (other than water) and chewing gum are never allowed in the classroom. Water is allowed. All litter is to be disposed in available waste containers. Students are expected to cooperate fully with keeping the dance facility clean and in good condition.

**Smoking, Drugs and Alcohol:**

Smoking, illegal drugs, and alcohol are strictly prohibited at all times.

**Withdrawal:**

A 50% tuition refund will be made in the event of a withdrawal within the first 3 classes of a Session. No refund will be given for a withdrawal after the first 3 classes.

**Dismissal:**

Xiaopei Chinese Dance, Inc. reserves the right, in its sole discretion, to suspend or dismiss any student whose attitude, conduct, or attendance is found unsatisfactory; or for non-payment of tuition. In the event that a student is suspended or dismissed from Xiaopei Chinese Dance, Inc., no tuition refund will be granted. Xiaopei Chinese Dance, Inc. reserves the right to refuse service to any student, parent, or guardian not adhering to the rules set forth in these Rules and Regulations.

These Rules and Regulations are subject to change with or without advance notice to students, parents, or guardians. Updated Rules and Regulations, if any, will be distributed to students, parent, and guardians.

