



For PRIVATE STUDENTS

1. There are 10 classes in each session. Tuition payment for lessons is due at the beginning of each of the three sessions: September 1, December 1 and March 1. There will be a \$15 fee for over due bills.
2. One make-up lessons is allowed per session, **ONLY IF** you cancel the lesson within reasonable notice. Two make-up lessons will be allowed during the Winter session, during flue and snow storm season. If an instructor cancels a lesson, it will be made up or reimbursed.
3. If the Westford School system cancels due to inclement weather, lessons will be canceled and made up at a later date. If the weather is questionable, cancelation will be at your discretion, but consider the make-up policy (#3) before you cancel.
4. Students are expected to arrive on time, and ready for their class: fingernails appropriately short (piano students), hands washed and dried, **ALL MUSIC** and instrument in hand, assignment books in music bag. Teachers will not wait more than 10 minutes at the Studio for a late student.
5. Students are given an assignment book where they can record their practice time, and a system of stickers and rewards. Please encourage your children to practice the expected number of minutes per week (indicated on each page of the assignment book). If encouragement becomes unpleasant enforcement, please give us a call between 9:00am - 8:00pm. If a student is consistently not practicing, we may need to reconsider his/her readiness for lessons.
6. If you need to terminate your lesson for any reason, we will reimburse your half of the remaining balance. Unusual circumstances such as a sudden long-term illness or injury will of course be taken into consideration.
7. There are several recitals during the school year. While we encourage all students to perform, no one is forced to participate if they really suffer through the experience. Please feel free to talk with us if your child does not wish to perform.

I have read and agree with the above Private Student Policies

Signature _____ Printed Name _____ Date _____

For CLASSES

8. There are 8 classes per session. Please make every effort to be at your regularly scheduled class. If you must miss a class, you may attend a similar class to make it up during the session. Please check with the instructor for availability.
9. Refund and Cancellation Policy: Tuition is due at the time of registration. Your space will not be held until tuition is received. You will not be notified when we receive your child's registration unless the class is full. All classes are contingent upon sufficient enrollment. Center Stage will not issue refunds for classes after the first week of class. If you withdraw before the first day of class your tuition, less a \$25.00 registration fee will be refunded.
10. Inclement Weather: Center Stage classes will be canceled when Westford Public Schools are closed due to inclement weather. Every effort will be made to hold make-up classes in the event of cancellations, but if that is not possible, no tuition refunds will be issued. Students may attend a similar class to make-up the missed class. Please check with your instructor for availability.
11. Proper Attire: For maximum safety and comfort during classes, students should wear sneakers, dance shoes and pants or shorts (no longer than the ankle!). T-shirts with the Center Stage logo are available for purchase at the studio.
12. Students are expected to arrive on time, and ready for their class: bathroom needs met, appropriate attire, clean hands, shoes on, music in hand, etc.
13. There are several performance opportunities during the year. While we encourage all students to perform, no one is forced to participate if they really suffer through the experience. Please feel free to talk to the instructors if your child does not wish to perform.

PHOTOGRAPHY

1. Center Stage frequently uses photographs of students enjoying classes and productions in advertising and publications. If you do not want your child's image used in this way, please call the studio at (978) 392-3433. You are agreeing to permit your child's photograph to be used for publicity when you sign the registration form and initial the photo release line.

THE BUILDING AND STUDIO:

1. Students may leave their shoes and outer-wear in the appropriate shelves in the waiting room during their lesson/class.
2. Parents and sibling(s) may wait in the waiting room only if they are quiet and respectful of the space. You may not wait in the hallway.
3. If parents need to talk to the instructor or just check in, please do so at the beginning of the lesson/class or give us a call between 9:00am - 8:00pm. You may get the answering machine and we may take a day or two to get back to you. Email work swell, as we avoid phone-tag.
4. Please make every attempt to pick your child up within a few minutes of the lesson/class end-time. Instructors may need to leave for an appointment, and do not want to leave anyone here alone. If you know you need to drop a child off early, pick him/her up late, please ask in advance.
5. Bathroom: There is a bathroom down the hall on the second floor for emergencies only. It is a bathroom shared by everyone in this building and must be kept clean. Please help your child take care of their bathroom needs at home before the class, or accompany them to the shared bath and make sure you clean up thoroughly. Thank you!
6. Instructors will not be responsible for the students after they have left the studio—parents must be with them at all times in the bathroom, the hallway, the rest of the building and the parking lot.

I have read and agree with the above Classes, Photography, Building & Studio Policies

Signature _____ Printed Name _____ Date _____