

Dear Parents/Guardians,

We hope you're doing well. We wanted to clarify our Academy of Dance make-up policy and inform you of an update to the policy.

Make-Up Policy:

If your dancer misses a class or a day of classes, they will receive a make-up slip equivalent to the amount of missed hours. You will still need to give us at least 1 hour notice of absence to be eligible for make-up classes. Notice can be given by phone call (657) 232-0197 or email to info@academyofdance.org, or you can send a chat on our website. The following are not accepted for make up slips: Texting, or sending an instagram message to the teachers/director/administrator.

Example 1: If your dancer misses 3 hours of classes on Monday, they'll receive a 3-hour make-up slip that they can use on a single day. Any unused hours redeemed that day from the slip will be forfeited. So, if they take 2 hours of classes but not the full 3 hours, the remaining hour will be lost.

Example 2: If your dancers misses just the first class of Monday and misses just 1 hour of dance, they will receive a make up slip for only 1 hour of dance.

This new policy has been implemented to alleviate the risk of accruing additional drop-in charges. We believe this change offers more flexibility for your dancer.

Make Up Policy Reminders:

- You have 30 days from the date of absence to make up classes.
- To schedule a make-up class, please stop by the front desk or email info@academyofdance.org.
- We require 1 hour notice before the start of class time to be eligible for make-up classes.
- Make up clips can be used for any style of dance within your dancer's level and age range.
- Your dancer will need to pick up their make-up slip prior to the start of class. Any student not on the attendance sheet will not be allowed to participate in class.

Thank you for choosing The Academy of Dance. If you have any questions, feel free to reach out, and we would be happy to explain the make up policy more extensively.

Best regards,
Boroka Nagy
Director
The Academy of Dance