

COBEQUID

DANCE

ACADEMY

REFUND POLICY

If you or your child withdraws from a class or classes before November 28th, you will receive a full refund on any classes remaining in the year for which you have paid in advance. You will be responsible for clearing any outstanding balance owing at the time of withdrawal. After November 28th, no refunds will be issued.

ATTENDANCE

Regular attendance is necessary to ensure adequate progression and mastery of the required technique. Performances are based on group choreography that requires the participation of ALL students in order to progress. Students missing more than 5 classes in any one enrolled class for non-medical reasons may be withdrawn from performances. Parents must inform their teacher directly when their child is absent for medical reasons or e-mail the school at admin@cobequiddanceacademy.com in order to have their child excused. ONLY absences for medical reasons will be excused. All other absences will count toward the 5 allowable absences. Students and parents are encouraged to consider scheduling commitments and potential conflicts carefully before enrolling. Students missing time for medical reasons are permitted to attend another class at the same grade level as a make-up. This applies to medical absences only. Please consult with your teacher before attending a make-up. CDA Inc. classes are NOT cancelled on CCRCE in-service days.

STUDIO ETIQUETTE

Parents, students and visitors are asked to remove outdoor footwear before entering CDA. Please place shoes on the provided racks and mats to reduce tripping hazards. Students should arrive for class at least 15 minutes early to allow time to be dressed and ready to start class on time. For the safety of our students and the consideration of other establishments in the building, it is imperative that parents and guardians have full control of children in their care at all times. Noise levels outside the studios, in hallways, common areas and entrances must be kept to a minimum to respect the learning environment of others. Your attention to this is appreciated. Students arriving late are asked to enter the studio quickly and quietly with as little disruption to the class as possible.

STORM CLOSURES

Cobequid Dance Academy Inc. reserves the right to close the school when poor weather creates road conditions that are deemed to be unsuitable for safe travel. CDA Inc. closely monitors cancellations of other public institutions* and weather warnings to determine when closure should be made. We make every attempt to make a school closure decision by 1:00pm for afternoon and evening classes, and by 8:00pm on Friday evening for Saturday classes and 8:00pm Saturday evening for Sunday classes. Notification is sent immediately via email and text to all families, and notice is placed on Big Dog 100.9 cancellation page, Facebook and Instagram.

MAKE-UP CLASSES

Make-up classes may be scheduled in the event that a regularly scheduled class is cancelled due to non-weather related factors. The week following the year-end recital will be dedicated for make-up classes.

PARKING

CDA parking is located behind the Arlington building. Spaces are limited between 3pm and 5pm on weekdays. Spaces are less limited evenings and weekends. There is additional parking along Prince St., free public parking on Prince St. between The Nook & Cranny and Caldwell Roach. **FOR STUDENT SAFETY, PLEASE DO NOT PARK ON ARLINGTON ST.** The street parking on Arlington is limited to 15 minutes and tickets will be issued for anyone parked for longer than the specified time. Please speak with your children about how to be safe when arriving and leaving the studio as Arlington can get quite busy in the afternoon hours.

DROP-OFF AND PICK-UP PROCEDURES (Please see Covid-19 Guidebook for our Covid Drop-Off and Pick-Up Procedures)

For the safety of all students at Cobequid Dance Academy, the following Drop-Off and Pick-Up procedures are to be followed:

1. All students are to wait in the waiting room until their scheduled class. Students are to refrain from entering any studio while class is in session.
2. Parents/Guardians with children in Creative Movement are asked to stay in the building during their child's class.
3. Parents/Guardians with children ages 10 and under should accompany their child into the school and wait with them in the waiting room until their teacher comes to escort them to class.
4. Children aged 10 and under are NOT permitted to leave the building unattended. Parents/Guardians must be in the waiting area at the end of their child's class to pick them up.

5. Children aged 10 and under who do not have a parent or guardian in the waiting room at the end of their class will be escorted back to their studio and will wait there under the supervision of a Teaching Assistant or the Teacher until their parent/guardian arrives.
6. After 2 instances of Parents/Guardians who are more than 15 minutes late picking up their child, a fee of \$10 per late pick-up will apply.
7. Any student that is enrolled in the last class of the evening (on any evening) must be picked up on time. Teachers will NOT leave any student unattended at the end of the evening. After 2 instances of late pick-up, a fee of \$10 per 15 minutes of late time will be charged.
8. Please make sure that any person responsible for dropping-off and/or picking-up your child is aware of the above procedures. For the safety of all students and staff at Cobequid Dance Academy, at no time is it acceptable for these procedures to not be followed.