

Bellydance with Nicola

www.nicola-bellydance.com nicolaraks@mts.net

204.957.7520

Class Policies & Guidelines

ALL STUDENTS MUST READ THIS BEFORE REGISTRATION. PLEASE PRINT AND BRING YOUR COPY WITH YOU IN THE FIRST CLASS OF SESSION.

The information below is based on policies from many dance studios and organizations, and helps to create a positive, productive learning community for each and every class.

While class policies may not entirely prevent problems, they help to make expectations clear and understood. Policies exist in response to past issues, conflicts and problems presented in class, and help establish a level of etiquette and collegiality.

Registration & Payments:

- Please refer to specific class listings for fees, studio locations, times, dates, deadlines, etc.. Please do not phone studios for class info—please use info at the website or call Nicola directly.
- Payment is currently accepted by cheque (to N. Tresoor), cash (hand-delivered), money order, or PayPal (via the website).
- Download the registration form, mail/drop it off to the address listed on it, or in class if you are currently registered. Your registration is complete once the form is complete (both sides), signed, and full payment has been made.
- All classes run on minimums and maximums--if registrations are not received by stated deadlines, you may find the class you wanted as been cancelled or is full. Registrations are processed as first-come, first-served -- you may be put on a waiting list pending final numbers. No phone-in registrations are accepted, nor will your form be processed without payment.
- There are no refunds. Students who experience a life crisis/event should make every effort to do make up classes later in session, or, should contact Nicola regarding potential other options.
- If you sign up for the wrong level, your registration can be transferred to another level.
- If sessions are cancelled, refunds are issued for your classes not yet taught. Cash payments must be picked up in person; your form and any uncashed cheques will be shredded. Paypal payments will be refunded via Paypal.

Attendance:

- Your mindful presence and willing participation increases your ability to learn, understand, and retain course content.
- Your absence does impact the rest of the class--many of our games, exercises and projects require partners and groups. We do notice when you miss class! If possible, notify Nicola in advance of your absence so class plans may be adapted.
- If you miss several classes in a row, please get to class as soon as possible. The sooner you get back, the sooner you can catch up. It's never "too late".
- Attend another class at another time slot to make up for missed classes. Although no class is ever fully duplicated or repeated, you are encouraged to make up for lost time on a class-for- class basis. Please arrange to attend to closest level to your own. The onus is on the you to arrange for these make up times. You have until the end of the next (proceeding) session to do so or the time is forfeited. Body Balance classes must be made up during the same session.
- THERE ARE NO REFUNDS FOR MISSED CLASSES.
- Due to changes in rental agreements and contracts, Nicola can no longer re-schedule classes cancelled by her (due to illness, bad weather, travel, training, etcetera), but may offer a substitute teacher, practice session, or credit, at her discretion.

Etiquette & Decorum:

- Please arrive properly dressed and with your supplies: stretch dance/yoga pants, tank top, overtop for warmth, thick cotton socks or dance shoes, finger cymbals (Saroyan or Turquoise brand), hip scarf or shawl; see course outlines for additional required supplies in intermediate levels. Yoga mat or towel optional.
- It is expected that all class members at all levels will conduct themselves with respect, courtesy and friendliness towards Nicola and all members of class.
- Fun is always encouraged, however, please refrain from talking unrelated to the task-at-hand. It is distracting and disrespectful.
- Positive language is encouraged, toward yourself and others. Please be aware of the presence of other clients, customers, and children.
- Questions are always welcome. Please ask if you do not understand. If you have missed the content due to class absence, you may need to do a make-up class or a private lesson.
- Please give yourself personal space if attending with friends or family members.
- Refrain from leaning against mirrors, walls, and barres. This prevents damage to studios, and keeps your body and brain primed to dance.
- Arrive with enough time to change and prepare for class so that we may start in a timely, focussed manner.
- If arriving late, enter quietly and join in class as discretely as possible, AFTER warming up.
- NO GUM, CANDIES, OR FOOD IN CLASS. WATER BOTTLES (WITH CLOSURE) ONLY.
- NO PERFUME OR OTHER SCENTED PRODUCTS, including essential oils. Nicola and many of her students have life-threatening allergies/sensitivities to perfume.
- NO SMOKING at or near class entrances; smokers should not smoke within 30 minutes of class. SMOKING IS STRONGLY DISCOURAGED, in part due to Nicola's asthma.
- All cell phones, pagers and electronic devices should be turned off or worn at vibrate ONLY if students are on-call or expecting emergency calls. Please take any such calls OUTSIDE of the studio space, so as not to disrupt the class.
- If you have dance-related announcements, please inform Nicola ahead of time, and wait for the appointed time during class to make your announcement.
- Nicola and the studio owners reserve the right to remove disruptive students from class, with no refunds. Nicola has a zero-tolerance policy for abusive or threatening behaviour.
- Talk time in the form of questions, discussions or lecture is part of instructional time. Pay attention and show patience.

Preparation & Practice:

- Practice does not always make perfect, but it usually leads to proficient. The brain and body cannot memorize or familiarize without repetition and review. 15 minutes a day, or 30 minutes 2-3 times per week are recommended for anyone above beginner, and encouraged for all students.
- You are strongly encouraged to practice outside of class to be best prepared and to review material. Ideas, methods, and advice for practice will be shared in class. The onus is on you to record and apply this advice.
- Specific assignments and home-based prep may be assigned in class to intermediate students. If you are an intermediate student, please contact Nicola or classmates regarding missed content and assignments if you are absent from a class.
- Choreographies will and do require daily practice after the month of April for June recital. Extra practices may be scheduled, for additional fees, at the students' convenience.
- All course materials should be read and re-read regularly, and brought to class. A binder or folder is suggested. Time, effort, care, and great thought go into all handouts and other materials. Many more articles are available on the website. For further articles, see <www.nicola-bellydance.com> Information & Resources.

Many warm thanks for your part in making dance classes fun, exciting, effective and productive!

Last updated: 2011/06/22

Phone: 957-7520 **Email:** nicolaraks@mts.net

OR belydans@mts.net www.nicola-bellydance.com