

Studio Code of Conduct & Attendance Policy

At Reflections Art, we're dedicated to fostering a respectful, and inspiring, and uplifting environment for all of our students, teachers, and staff. We believe that mutual respect, responsibility, and a passion for God and the Arts are essential for creating a thriving culture.

Studio Code of Conduct: Dance with Respect

We ask all our students, parents, and staff to adhere to the following guidelines to ensure our studio remains a supportive, welcoming space for everyone:

1. **Respect for All:** Treat your fellow dancers, teachers, and staff with kindness, respect, and professionalism. The studio is a place for creativity, and we want everyone to feel valued and encouraged.
2. **Positive Attitude:** We encourage a positive and growth-oriented mindset. Dance is about learning, improving, and challenging yourself—and it's always more enjoyable when we approach it just as we do the Lord, with an open heart.
3. **Be On Time:** Arrive on time and be ready to participate in class fully. If you arrive late, you risk missing essential warm-up exercises, which are crucial to both safety and performance. Please notify us in advance if you expect to be late due to unforeseen circumstances.
4. **Personal Responsibility:** Be prepared for class by bringing the appropriate attire, shoes, and equipment. If you're unsure about the dress code or what to bring, don't hesitate to ask.
5. **Cell Phones and Distractions:** To maintain focus and respect for others during class, please keep your cell phone turned off or on silent. We encourage you to be fully present and engaged in the lesson.
6. **Safety First:** Always prioritize safety in and out of class. Inform your instructor of any injuries or physical concerns before class begins, and listen to their guidance during lessons. If you need a break or feel unwell, don't hesitate to take one.
7. **Studio Etiquette:** Treat the property and the studio and all of its equipment with care. This includes keeping the space clean and tidy, as well as respecting the personal belongings of others. **Please note** that no food or gum is allowed in the studio. Water is allowed, as long as it is in a closed bottle.
8. **Behavior:** Disruptive behavior or any form of harassment will not be tolerated. If there's an issue, please speak directly to a staff member. We aim to create a safe and positive space for everyone, and mutual respect is key.
9. **Communication:** If you have any questions, concerns, or feedback, please reach out. We're here to help, and your input is valuable in maintaining a harmonious and productive learning environment.
10. **In Class Corrections/Adjustments:** Our instructors provide hands-on guidance during their classes to help you find correct body alignment through demonstration and by physically guiding your movements to help you find the proper placement. If you prefer not to be touched or don't want hands-on

adjustments, please inform us in writing by sending an email to ReflectionsArt.co so we can inform your instructor.

Attendance Policy: Be Present, Be Punctual, Be Prepared

To ensure that each student has the best experience possible and makes the most of their classes, we ask that everyone adhere to the following attendance guidelines:

1. **Attendance Commitment:** We value your dedication to your craft, and we ask for your commitment to attending classes regularly. Consistent attendance is key to progress and growth, as each class builds on the previous one. If you are unable to attend, please inform us as early as possible.
2. **Absences:** Life happens, and sometimes you may need to miss class. If you can't attend, we ask that you notify us at least 24 hours in advance, if possible. This helps us manage scheduling and allows us to offer you a potential makeup class, if available.
3. **Make-Up Classes:** We understand that schedules can be unpredictable. If you miss a class, we may offer you the opportunity to make it up in another class, provided space is available. Make-up classes should be scheduled within a reasonable time frame of 2 to 4 weeks following the missed session. Please note we are unable to give refunds for missed classes.
4. **Late Arrivals:** Please aim to arrive at least 5 minutes before class starts so you can be ready to begin promptly. If you are more than 10 minutes late, you may be asked to sit out or conduct your own warm-up during certain parts of the class to ensure your safety.
5. **Tardiness:** Frequent tardiness disrupts the flow of the class and impacts your learning. If you find that you're consistently running late, please reach out to us so we can find a solution. We want to support you in making the most of your time in the studio!
6. **No Shows:** We understand that emergencies happen, but repeated no-shows without notice are disruptive. If you're unable to attend a class, please notify us as soon as possible. Unexplained absences may result in a forfeited class fee or loss of access to future classes.
7. **Class Cancellation by Studio:** In the rare event that we need to cancel a class due to unforeseen circumstances (e.g., inclement weather or instructor illness), we will notify you as soon as possible. A make-up class or credit will be offered in such cases.

A Note on Our Studio Culture

We are here to support you in your artistic journey, whether you are a beginner or an advanced student. We ask that you follow these policies not only to ensure your personal growth but also to maintain the studio environment where everyone can thrive.

We believe in the power of God and with your commitment, Reflections Art will continue to be a place where creativity and joy flourish. Let's dance, create, and inspire—together!

If you have any questions or concerns, don't hesitate to reach out to us. We're here to help you succeed every step (and leap) of the way!

Thank you for being a part of the Reflections Art family. We can't wait to see you shine!