



**** Important Things To Remember ****



1. Dancing is Fun - An activity that allows you to break loose and feel the music shouldn't be stressful, so don't worry about anyone but you and your partner. Learn to breathe and laugh. Learning together is half the fun of actually getting out there and doing it!

2. Let The Teacher Do The Teaching – Although, it's wonderful that you want to help each other, please pay attention to what's being shown and let the instructor lead the class. Talking while instruction is going on will present an opportunity to miss important tips. Not to mention it's disruptive and a wee bit rude.



3. Timing is Everything – Remember that yours is not the only class running and it is physically impossible for your instructor to start precisely on the hour and finish on the hour. This is why we have a five minute transition period included in all classes. This means that if your class is 75 minutes in length, you will have 70 minutes of class time and 5 minutes allows to clear the room and have the next group in. This also applies to private lessons where the lesson length is 55 minutes with five minutes at the end for transition time. Out of courtesy to the next student(s), please vacate the class and continue all conversations outside.



4. Q & A – Office Hours – Due to scheduling, it isn't always possible to chat or answer questions between classes as we are trying to keep everything running on time. If you have questions, please write them down and leave it with your instructor at the end of your class and they will get back to you as soon as possible within that day. We do have "office hours" which means that your instructor will be present 30 minutes before the beginning of their first class to prepare. So that would be a great time to stop in and chat. The other option is to pop in at the end of the teaching day. Many times, there is a very brief Q&A portion at the commencement of your class. Please take advantage of all these opportunities. We are here to help but there's a time and place for everything.



5. Payments / Refunds / Registration Deadlines – It is important to remember that space has to be booked and instructors scheduled for classes. This all has a cost and requires prior preparation, therefore all lessons must be paid in advance. This is the reason we offer an Early Bird Deadline so that we may know if a course is economically viable. Unfortunately, in fairness to those that are diligent in getting their forms in on time, registrations received after said deadline will be returned and regular tuition will apply if there is still room for registration in that particular class. There are **NO REFUNDS** so please be sure about your enrolment.



6. Referral Program – We love it when you tell your friends about us and we believe you should be rewarded for it! So when someone that you referred enrolls in one of our programs, you get a \$10 credit off of your next course registration. That means that if you refer a couple, that's \$20 you save! Pretty good! The more people, you refer, the more credit you get!



Remember: This is for the referral of *New Students* only.

7. Video Taping & Note Taking – We love your enthusiasm for learning what we've got to offer and we solidly encourage you to take notes, if you feel it will help. Just keep in mind that we have to keep things rolling so be sure you can keep up and take notes at the same time. As for video taping; we strongly value the privacy of our students and must prohibit video taping of any group class whatsoever. But! If you wish to schedule a private lesson where you'd like to video the material, we would be most happy to help. Again, we encourage anything that will help you learn, we just have to be careful it is not at the comfort expense of others.



So!

Have fun learning to dance and we appreciate your help and cooperation in running the funnest, most efficient courses for YOU.

Happy Dancing!!

