



Policies and Procedures

1. **MISSED CLASSES** – Absences are the responsibility of the parent. Missed classes will not be credited or refunded. In order to accommodate absences we allow for make-up classes as explained below.
2. **MAKE-UPS** – Missed classes may be made up in any appropriate class on the schedule as long as the child's enrollment remains active. Make-ups are not transferable to other students. **You must call ahead to schedule your make-up!** If you cannot attend a scheduled make-up, and do not cancel 24 hours prior, it will be counted as one anyway.
3. **ENROLLMENT** – Enrollment in class is not guaranteed until registration is completed and payment is made. Enrollment fees are non-refundable unless a class is cancelled by Creation Station Studio City, in which case, any remaining payment will be credited toward a new class or refunded. If you try our classes in the middle of a pay cycle and wish to continue with us we will pro-rate your enrollment.
4. **TERMINATING ENROLLMENT** – If you would like to stop taking classes at Creation Station Studio City, you must give us 4 weeks notice. 4 weeks from receipt of notice your payments will stop and student will be finished with class.
5. **SIBLING /MULTI CLASS DISCOUNT**
2nd Student or Class - 10% off the total fee for the 2nd child/class.
3rd Student or Class - 20% off the total fee for the 3rd child/class.
4th Student or Class - 30% off the total fee for the 4th child/class.
5th Student or Class – 40% of the total fee for the 5th child/class.
6. **ILLNESS** – For the well being of all of our students, please do not bring a child to class with any kind of runny nose or cough - If we feel that a child may be sick, we will ask that you take them home for the day and schedule a make-up.
7. **PRIVACY POLICY** - This policy explains our information practices and the way that Creation Station Studio City collects and uses your information. This Privacy Policy covers the information you provide to us offline and at our Creation Station Studio City web site. The privacy of your personal information is very important to Creation Station Studio City. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information.
8. **MEDICAL CONSENT & RELEASE OF LIABILITY** – In case of emergency, I authorize the staff of Creation Station Studio City to obtain medical treatment deemed necessary for the welfare of my child. I further agree that I will be financially responsible for all charges and fees incurred in the rendering of said emergency treatment. I understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation in activities at Creation Station Studio City, and I voluntarily assume the risks associated with such participation. I release GOODY TUTUS, Inc. from any and all liability for injuries that may be incurred by my child during the activities sponsored by CREATION STATION STUDIO CITY.