



August 23, 2010

Dear Students, Parents and Friends,

Please note that with our new make-up policy, you will have no make-ups available to you unless you call in and inform the front desk of your absence before the class begins. If you are making up a class before your absence, you must inform the front desk of the day you will be absent. If the office is closed, please write a short note & put it in the payments box.

**Remember, make-ups do not carry over from session to session.**

AND...

Any change of schedule must be brought to the attention of the front desk by the 15<sup>th</sup> of the preceding month in order to change your billing status. You will otherwise be charged your contracted fee.

Thank you for your attention in these matters. We are looking forward to a wonderful year.

Deane Dance Center