

STUDIO POLICIES:

Our main objective here at Cache Studios NY is to provide everyone that walks through our doors a safe, respectful, comfortable and welcoming environment in which to learn. Please take a moment to familiarize yourself with our studio policies listed below:

- _____ 1. ****Registration, Purchase & Payment Policy****
 - All students must complete the student registration process and submit payment prior to attending any classes.
 - All students must check in at/with the front desk personnel prior to entering the main studio for class. Please be prepared to inform them of the number of classes you intend to take and have your form of payment readily available to expedite the checkout process.
 - Acceptable forms of payment are Cash, Debit/ Credit Cards (*processing fees apply*), ApplePay/ Google Wallet, Venmo [*@CacheStudiosBX*] & Zelle [*347.380.5588*]
 - All sales are **final and non-transferable**. NO refunds will be issued once payments have been processed. A studio credit may be granted in certain circumstances at the discretion of management.
- _____ 2. ****Monthly Package/Membership Tuition Payments****
 - All packages & memberships will be charged/withdrawn on the first Monday of every month or the 3rd of every month (whichever comes first).
 - Pro-ration is available for those that purchase any packages/memberships after the first week of the month (*exclusions for Basic Beginner and other specialty workshops may apply*).
 - For those wishing to stop an upcoming automatic payment due to impending schedule conflicts, vacations, etc., must do so in writing via email to (office@cachenyny.com) no later than 7 days prior to the next scheduled withdrawal. If notice is received after the 7 day period, we cannot guarantee that the payment will not be processed and refunds cannot be afforded, only a studio credit, no exceptions.
- _____ 3. ****Studio Communications****
 - All studio announcements will occur via email, text message and/or social media postings on Instagram & FaceBook.
 - Studio holiday closings will be announced in class, posted online (*social media: IG, Facebook & website*) and via written communications ahead of any scheduled closing.
 - Inclement Weather/ Emergency Closures will be posted on our website, all our social media outlets in addition to email and text messages no later than 60-90 minutes prior to the first scheduled class start time.
- _____ 4. ****Class Etiquette & Studio Rules****
 - Please be prompt and arrive on time for your class(es). Generally, all instructors do not allow students to join in the class past the 15-minute grace period after scheduled start time.
 - Everyone must check in at the front desk upon arrival, regardless of your membership/package status.
 - Cell phones and other communication devices should be silenced or turned off while class is in session. Please be respectful of the instructor and your fellow students and minimize any distractions.
 - No food, gum or drinks (except water) is allowed in the main studio area. This is to help maintain your studios cleanliness.
 - Filming of classes while they are in session is strictly prohibited. We reserve the right to ask violators to leave the main studio area after an initial warning has been issued.
- _____ 5. ****Dress Code****
 - Wear comfortable/breathable clothing that permits fluid movement of your body. Please wear shoes that give you ample ankle support (no crocs, flip flops, etc.)
- _____ 6. ****Health and Safety****

- If you are sick, we respectfully request that you please **stay home**. We will gladly offer you a 7-day extension to any pass/purchase with written request/ notice accompanied by a doctor's note.

7. ****Photography and Social Media****

- Instructor filming and photography will take place during classes. Please take note that we reserved the right to use said images and video for promotional and/or video-on-demand purposes.

8. ****Age Restrictions****

- Cache Studios NY is an adult dance studio. As such members must be 18 years or older to participate. However, students 16 years old and up may attend so long as they are accompanied by a participating parent/ legal guardian.

9. ****Class Hierarchy/ Levels****

Class Level	Details
Basic Beginner	No previous experience required.
Beginner 2	Requires basic knowledge of- Weight shifting: Double/Double Step, Salsa Step, Basic Step and Cross Body Lead.
Beginner 3	Requires basic knowledge of- Men: Basic Step, Cross Body Lead, Salsa Step, Right Turn, Back Step. Women: Basic Step, Cross Body Lead, Right Turn, Half & Half.
Intermediate 1	Requires basic knowledge of- Men: Cross Body Lead, Right Turn, Back Step, Salsa Step, Walk Around Left, About Face. Women: Cross Body Lead, Right Turn, Walk Through 1 ½ Left, 1 ½ Left.
Intermediate 2	Requires basic knowledge of- Men: All of Intermediate 1 requirements plus all Men's Turns including: Double Right Turn, Axel 1 ½ Left, Full About Face Women: All Intermediate 1 requirement plus All Women's Turns including: Double Right, Broken Left 2 ½
Choreography Challenge	Instructors will determine requirements.

If you have any question regarding which level to take, email office@cachenyc.com for additional support

10. ****Cancellation of Classes****

- Cache Studios reserves the right to cancel any class with less than 10 students enrolled. In such an event, students will be credited their class via their studio account and be available for use while valid.

11. ****Lost & Found****

- Any items left behind will be placed in our lost and found, located at/by the front desk area. Unclaimed items left over 30 days will be discarded or donated.

12. ****Policy Changes & Updates****

- Cache Studios NY reserves the right to update and modify our policies as needed. Any changes will be communicated in advance via email and posted on our website.