

320 Studio Policies & Procedures

Helpful information to keep your dance season running smoothly.



Every Journey Matters.

Clear communication and shared expectations help every dancer have a positive, successful experience throughout the season.



1



PARENT PORTAL

The Parent Portal is your one-stop location for managing your 320 Dance account.

Through the Parent Portal, you can:

- ♥ View your class schedule
- ♥ Update contact information
- ♥ Make payments
- ♥ View account balances
- ♥ Register for classes, camps, and events
- ♥ Receive important studio information

2



TUITION & PAYMENTS

Tuition is processed through our secure ePay system. Please remember:

- ♥ Tuition is due according to your enrollment agreement.
- ♥ A valid payment method must remain on file.
- ♥ Families are responsible for maintaining a current account balance.
- ♥ Questions about your account? Our office is happy to help.

3



COMMUNICATION

We communicate with families in several ways throughout the season. Please be sure to check:

- ✉ Email
- 📱 Text Messages (when applicable)
- 📘 Facebook
- 📷 Instagram
- 🌐 Website
- 👤 Parent Portal Announcements

4



WEATHER CLOSINGS

When severe weather affects studio operations, notifications will be shared through:

- ♥ Email
- ♥ Facebook
- ♥ Text Messages

Whenever possible, decisions are made as early as practical to allow families time to plan.

5



ILLNESS

To help keep our dancers and staff healthy, please keep your dancer home if they have:

- Fever
- Vomiting
- Diarrhea
- A contagious illness
- Any symptoms that would prevent them from participating comfortably in class

When your dancer feels better, we'll be excited to welcome them back!

6



LOST & FOUND

Items left behind are placed in our Lost & Found area.

- ♥ Please label shoes, dance bags, water bottles, and jackets with your dancer's name whenever possible.

Unclaimed items may be donated periodically throughout the season.

7



HOLIDAY BREAKS & STUDIO CLOSURES

Studio closures and scheduled breaks are included on our studio calendar.



Please refer to the website throughout the season for the most current schedule.

8



QUESTIONS?

We're always here to help!

- ✉ frontoffice@320dance.com
- 📞 816-903-2523
- 🌐 www.320dance.com

No question is too small—we're happy to assist!



320 TIP

Save frontoffice@320dance.com to your contacts and mark our emails as "safe" so important studio updates don't end up in your spam folder.

