



Policies & Procedures 2019 – 2020 Abridged

FINANCIAL:

1. Accounts – all accounts must be current and paid in a timely fashion. Overdue accounts may result in a student unable to participate in class.
2. Tuition payments – we accept cash, check, and credit card. Prices for classes are listed in our brochure and on our online registration website so that you have an idea of what your tuition will be. If you use the parent portal you can view your account 24/7.
3. Tuition is due by the 7th of the month every month. Our tuition is based upon an annual amount and then divided into 9 equal payments. The May and June monthly payments will be billed at the same time in May. (therefore, no payment for the month of June). There is a \$10 late fee if tuition is not received by the 12th of the month. Please make sure to pay tuition on time as well as any other payments that are required (i.e. costume fee, recital fee, etc.). The same late fees apply to payments for events or items that are past the deadline.
4. Discounts – there is a 5% discount on tuition if the full year is paid for by September 30th. There is a 10% discount for families with more than one child enrolled during the season. This applies to full paying first child and then the 10% discount on the other children.
5. Bounced checks or credit card payments – there will be a \$25 fee for any bounced checks or credit card transactions.
6. There will be no refunds for classes missed due to unforeseen/uncontrollable circumstances. For example, snow days. If several are missed due to these types of events the instructor may schedule a makeup.
7. If a student leaves the program mid-year, we will discontinue charging tuition from the point at which we are notified. No refunds will be given for classes already attended.

DRESS CODE & COSTUMES:

8. Attire recreational – students should be in dance attire with hair pulled back and appropriate dance shoes. No jewelry. See our shoe list for guidelines. This is on the bulletin board and on the website.
9. Attire competition – should wear a dark leotard, and pink/black/white or tan tights along with the proper dance shoes. Hair should be pulled back in a bun. Dance shorts and/or ballet skirts may also be worn depending on the discipline and teacher.

CLASSES & EXPECTATIONS:

10. Attendance – parent will notify the studio and/or teacher when your child will be absent from class.
11. We focus on team spirit and bonding. We spend our time developing not only the dancer, but the child as well. Gaining individual confidence on and off the stage is so important for kids and we believe the earlier the better. We focus on being better than YOU were last week or last year, not trying to be better than someone else. We provide a supportive, inspiring, and encouraging environment. We want the kids to be as successful as possible. Kids generally respond better to praise and love. There are lots of hugs and high fives! We expect the same type of attitude from our teachers, parents, and students.
12. Private lessons (solos, duets, and trios) will run from September 2019 through May 2020. There will be one session in June to run all privates as one last practice before recital. They are on a first come, first serve basis. The style of dance should be agreed upon with the parent, student, and teacher. Forms will be given out upon registration should you choose to sign up for a slot. We will make every attempt to do makeups for private lessons if advance notification of the absence.
13. Injuries – injuries must be reported immediately to an instructor or owner for proper documentation and paperwork processing. Parents will be notified immediately if there is a serious injury. We have a first aid kit located at the front desk.
14. There will be photos taken at the studio and at studio events. These photos will be used for marketing purposes. You hereby give full release of the use of the photos that have your child(ren) in by agreeing to these policies and procedures.

SPECIAL EVENTS:

15. Recital will be held in June 2020. The recital fee is \$100 per student with a limit of \$150 per family. There will be more information coming soon.
16. Picture day will be in late spring. There will be more information coming soon.
17. Fundraising opportunities will be available throughout the year. More information will be coming soon.
18. Observation week will be in late spring. We will have a monitor in the lobby for viewing some classes periodically throughout the year. Notification will be made as to what classes and when prior to the viewing. You hereby agree to have your student(s) viewed during these types of special events.

LIKE US ON: FACEBOOK, TWITTER, AND INSTAGRAM

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