



## Policies & Procedures 2021 - 2022 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 at the studio. Credit card payments can be made via the parent portal. Our parent portal allows you to view your account 24/7.
3. Tuition is due by the 7<sup>th</sup> 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 12<sup>th</sup> 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 30<sup>th</sup>. 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 declined 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:**

8. Attire recreational – students should be in dance attire with hair pulled back and appropriate dance shoes. No jewelry. See our website for a shoe list for guidelines.
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/or hairstyle that is up and away from the face for all classes with the exception for tumble classes and solos with teacher approval. Dance shorts and/or ballet skirts may also be worn depending on the discipline and teacher.

### **CLASSES & EXPECTATIONS:**

10. Attendance – parents will notify the studio 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 2021 through May 2022. There will be one session in June to run all privates as one last practice before recital. The style of dance should be agreed upon with the parent, student and teacher. Forms will be emailed each summer should you choose to sign up for a slot. We will make every attempt to do makeup 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 2022. The recital fee will be determined after the venue is secured. 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 in the fall of each year. More information will be coming soon.