

## Policies & Procedure

**Attendance:** *Students should be dropped off and picked up within 10 minutes of their class time.* Students need to attend all classes unless there is an illness or family emergency, as absences affect the class as a whole. **Weekly reinforcement of dance technique is imperative to keep the student advancing with the remainder of the class. Poor attendance hampers the student's dance education.** Make-up lessons can be taken within the paid calendar month in a comparable level class, with office approval. **Parents and students are responsible for contacting the studio office to find out any information they may have missed during an absence.** *No make-up lessons are given after February as performance preparations are in progress.*

**Dress Attire:** Please refer to the Dress Code on the Policies page of the website.

**Holiday Closings:** We will close for Labor Day, Memorial Day, Thanksgiving Week, Winter Break and Spring Break. .  
Please refer to the website, [www.danceada.com](http://www.danceada.com) for specific dates.

**Personal Property:** Be sure to **label your dancewear** and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the lost and found, as it will be donated to charity on a regular basis. Security cameras are in force.

**Class Etiquette:** Every student is expected to behave throughout the facility in a disciplined, responsible, and courteous manner. Excessive talking or unfriendly behavior is not conducive to a healthy learning environment. ADA reserves the right to suspend or dismiss any student or parent, whose attitude, attendance, or conduct is found unsatisfactory.

**Food and Drink:** Food and drinks are allowed in the kitchen/break area only. Only water is allowed in the studios, student lounge and lobby.

**Classroom observation:** We have monitors in the lobby for parents to observe class. No videotaping or photographs without teacher and management permission.

**Communication:** We communicate with our parents and students via email. Please keep a current email address on file with us at all times. Emails are sent from our administrative software, The Studio Director. The email address is [danceadadr@gmail.com](mailto:danceadadr@gmail.com). Please add this address to your inbox.

**Annual Recital:** Please check our website at [www.danceada.com](http://www.danceada.com), Calendar tab for recital dates in June.

**Cancelling Classes:** We reserve the right to cancel any class due to insufficient enrollment. If this occurs, an alternate class will be offered to you.

**All Fees Are Non Refundable**

**Registration Fee:** \$40 (new students) \$30 (returning students) \$10 sibling discount.

**New: You must be available before the week of Recitals for all rehearsals and classes.\***

**Recital Fee:** Due September 15: \$65 per student, \$50 sibling discount, \$150 family max. This fee is separate from Costume Fees. This fee contributes to expenses of the theater, programs, technicians, and lighting designers. Please instruct office if not performing in a class you take.

**Costume Fees:** Due October 15: \$75 for sizes XS – M child and \$95 for sizes Large child-XXLA adult per costume. Students who participate in the recital will be required to purchase one costume per dance discipline. When you pay for a costume, you make a commitment to the teacher and the other students in the class to participate in the recital. It places a burden on the class and teacher when someone drops in April or May. *Accounts must be current before costumes are released to take home. Costumes are sent home the first week of June*

**Studio Use Fee for Private Lessons:** The studio use fee is an annual payment for the physical use of the studio space during the regular dance season, September-mid June.

**Tuition:**

Monthly tuition is due the 1<sup>st</sup> of each month, not the first dance class of the month. Tuition paid after the 5<sup>th</sup> will incur a \$15 late fee. Late fees will be strictly enforced. Tuition is based on a ten month dance year (August and June are charged at half month rates)- Tuition is the same for a Holiday month or a month with 5 weeks. There is no price reduction for missed lessons; however, lessons may be made up within the same month. Do not deduct from tuition for any reason; tuition is for lessons and has nothing to do with any other fees. Please notify ADA in writing or via email immediately if dropping a class. We require one month's notice or you will continue to be billed. ADA accepts Visa, MC, and Discover. You may pay online. If you would like ADA to deduct your tuition and fees automatically, please check the Automatic/Recurring Payment Plan option. A debit or credit must be kept on file regardless of enrollment in recurring payment plan.