

Policies & Procedure

All Fees Are Non Refundable

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

Costume Fee: Due October 15: \$75/\$85 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.

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 auditorium, programs, technicians, and lighting designers.

Tuition:

Monthly tuition is due the 1st of each month, not the first dance class of the month. Tuition paid after the 5th will incur a \$15 late fee. Late fees will be strictly enforced. Tuition is based on a ten and a half month dance year. 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 immediately if dropping a class or you will continue to be billed. ADA accepts Visa, MC, and Discover. Credit Card authorization forms available.

Annual Recital: This year's recital date is June 14, 2011 at the Eisemann Center. Dress Rehearsal is June 13, 2011.

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.

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 at the end of the dance season as performance preparations are in progress.*

Dress Attire: Please refer to the Dress Code

Holiday Closings: We will close for Labor Day, Memorial Day, Thanksgiving, Winter Break and Spring Break. We do not close for any other holiday or school holiday. Please refer to the website, 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.

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 whose attitude, attendance, or conduct is found unsatisfactory.

Classroom observation: If you have visiting family or friends who would like to observe your child's dance class, please notify their respective teacher. No photographs or video recordings are allowed without the permission of the teacher.

Communication: We communicate with our parents and students via email. Please keep a current email address on file with us at all times.