



## Policies & Procedure (August 2024)

**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 entire class. 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, Halloween, Thanksgiving Week, Winter Break and Spring Break. ADA does not close for any October Fall breaks. ADA generally follows the Allen ISD school calendar.

**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:** Only water is allowed in the studios. Food is only allowed in the student lounge and lobby.

**Classroom observation:** Our classes are viewable in the lobby through are lobby monitors. Parents and Visitors are not allowed in the dance studio spaces unless directed by ADA Staff.

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

**Tuition:**

- **Monthly tuition is due the 1st of each month**
- **Late fee of \$15 will be charged after the 5th of the month, plus an additional \$15 every 3 days will be accrued until payment is received. The late fee charge includes any and all fees that may be outstanding. The dancer will no longer be allowed to participate in classes/rehearsals until the balance is paid**
- **Tuition Installments are calculated on a four-week month average**
- **Tuition is prorated upon enrollment**
- **Payment**
  - **All tuition and fees will be charged through the Automatic/Recurring Payment Plan on your online account and paid in full each month. We have implemented a contact-free payment system, and will not accept cash, check, or credit cards in person.**
  - **ADA accepts Visa, MC, and Discover.**
- Tuition discounts are offered for annual or semester payments and qualifying siblings
- Tuition refunds or reimbursements will be issued only if consolidated classes, make-up classes or virtual/online classes are unavailable
- Any credits/negative account balances will only be applied to future tuition

**Adding/Dropping Classes:**

- Please notify the office (phone or email) to add a class after initial enrollment
- Dropped classes require a **30-day notice (email), and must be confirmed by office staff.** **Tuition will not be prorated or refunded, as we require a 30-day notice to drop a class.** Billing will continue until the official drop email as been confirmed, regardless if the dancer attends classes. There are no refunds for any subsequent fees acquired. (See FEES below.)
- **No refunds** are given in any circumstance, regardless of reason for dropping – i.e., loss of interest, time conflict, injury, illness, government shutdown, or natural disaster.

**Annual Recital:** The last day of classes will be on our recital day – Monday, June 2.

**Cancelling Classes:**

- Classes may be cancelled if minimum enrollment has not been reached
- Classes may be rescheduled due to inclement weather
- Classes may be consolidated during Nutcracker production week

**All Fees Are Non-Refundable**

- **Registration Fee :** \$45 new students, \$35 returning students – **Due upon enrollment day.**
- **Recital Fee: \$150, siblings \$100 - Due September 15:** This fee is separate from Costume Fees. This fee contributes to expenses and year-long preparation of the recital, regardless if the performance takes place or not. Please instruct office if not performing in a class you take. You must be available before the week of recital for all rehearsals and classes.
- **Costume Fees: \$95/\$115 per dance discipline- Due October 15:** 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 generally sent home the third week of May.
- **Class Rejoin Fee:** Any student who drops after January 31<sup>st</sup> and re-enrolls during the last three months of the dance semester will incur both a rejoin fee and a registration fee, as well as incur subsequent make-up lesson fees in order to catch up. Contact office for price.
- **Studio Use Fee for Private Lessons:** The studio use fee is an annual payment for each half-hour timeslot for the physical use of the studio space. Contact office for price.
- **No refunds** are given in any circumstance, regardless of reason for dropping or discontinuing classes – i.e., loss of interest, time conflict, injury, illness, pandemic, government shutdown, or natural disaster.
- ADA reserves the right to adjust fees at any point, and without notification.