

The Dance Center Policy and Procedures

Registration: Students can be registered in person at The Dance Center or online at TheDanceCenterMO.com. Students will not be able to attend class until the registration form is filled out and signed (hard copy or online), and the registration fee is paid in full. The registration fee is \$30 per student or \$50 per family, and is **nonrefundable**. Students are registered for the entire dance season.

Dance Season: The dance season runs from late August through the end of May commencing with the recital in June. We will accept late starts for new students unaware of our dance season if their start does not affect the class. Returning students must be registered and dancing with us in the fall if they are to participate in the recital. We are a studio that teaches dance, not a studio that only teaches a dance routine for a recital. September through January is a time of learning new dance movements and working on technique.

Parent Portal: Parents have access to an online parent portal. Tuition may be paid online through this portal. Autopay may also be set up through the portal. Once parents have registered, they will be sent an email with a password. Monthly statements are sent out to the email on file.

Parents may also access their class schedule, important documents, and their dancer's recital music once uploaded through their parent portal.

Tuition: Tuition is paid monthly and is due on the **1st** of the month. Tuition not paid by the 7th will be assessed a **\$15.00 late fee**. If the tuition and late fee are not received by the **15th**, lessons will be suspended due to non payment of tuition, and a \$10 reinstatement fee will be applied. The account must be paid in full before classes resume.

There is a \$25.00 charge on all returned checks.

There is a \$10.00 charge on all redeposited checks.

Please drop all payments in the tuition box in the waiting area or in the office. Cash, check, or card is accepted in the studio. Debit or credit cards may also be used online to pay tuition through your parent portal. Autopay may also be set up through your parent portal.

Checks may also be mailed to PO BOX 458, Perryville MO 63701. We must receive the check by the due date in order to avoid late charges.

The only month that will be prorated is August because of the late start. **Tuition is not prorated for holidays or missed classes.** Over the 9 month dance year, the class weeks average 4 per month. Tuition is based on this average and is NOT increased or decreased for short or long months. No refunds, credits, or extensions will be given for scheduled holidays, closings due to inclement weather, emergencies or missed classes. We do offer make-up classes for students who miss their regularly scheduled class.

Class Withdrawal & Tuition Refunds: In the case of withdrawals (other than from injury or serious illness), notification must be received in writing **before the 1st of the following month**. Non-injury/illness withdrawals received on or after the 1st will be charged for the current month's tuition. All other situations, in which a refund might be warranted, shall be decided on a case by case basis by the owner.

Attendance & Tardiness: Students are encouraged to attend 100% of their classes. Please keep absences to a minimum. Students over 15 minutes late may not be allowed to participate in class, but

only observe. In addition to disrupting the class, students who are late miss the warm up period at the beginning of class, which is of vital importance to the student's physical well being.

All students should be picked up no later than 10 minutes after class is finished. This is not only a courtesy to the instructor, but also necessary to insure the safety of your child. We are not responsible for children who are not in class.

Absence/Make-ups: We do not have a refund policy for missed classes. Full tuition must be paid each month regardless of actual attendance. However, make-up classes are available. Classes may be made up at the same age/level or lower for missed classes, and must be made within **30** days of the missed class. Make-up classes will not count towards perfect attendance. **Missed classes cannot be made up for classes missed because of another sport such as soccer, volleyball, etc.**

Dress Code: Dance is a discipline and as such begins with our attire and appearance. We require specific colors of leotards, tights and dance shoes for all classes. Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class may result in the student being asked to sit out of class. Repeated failure to wear required dancewear could result in the termination of lessons. **Dancers should come dressed and ready for class.** Do not use the bathroom as a dressing room unless absolutely necessary. **Dance shoes are not to be worn outside the studio.** Name of the student should be written inside of their shoes.

Class Advancement & Placement Policy: At The Dance Center we take great care and concern in making sure that each student is in a class where he or she will be challenged, but not overwhelmed, and will be able to execute new dance movements without injury or instilling bad habits. Unlike other art techniques, dance is a form that can only be practiced at a studio and under close supervision. One of the most serious mistakes a student can make is to push to be in a level where they are not ready. This can impede their ability to grow, cause injury, and seriously affect a student's motivation and sense of confidence. It is the exclusive decision of the instructor to decide the appropriate class for each student. **Negative attitudes, absences, and putting forth little effort in class will keep a student from advancing in dance.** Attendance is very important, especially if the student is in upper level classes. A student may be placed in a lower level if the instructor feels they have missed too many classes to continue at that level.

Contacting Instructor: We encourage students and parents to discuss any concerns about a class with the instructor. However, it is not always convenient for the instructor to talk in between classes. To respect the instructor's privacy, we ask that you call The Dance Center and we will have the instructor contact you or you can email the studio at thedancecentermo@gmail.com.

Costumes: Costume deposits will be split into three payments of \$25 per costume, in September, October, and November. This must be paid in full by **November 30th** in order for the costume to be ordered. Any remaining balance on costumes will be invoiced in January and due by February 1st.

If costume deposits are not paid in full by November 30th, there is a \$20 shipping charge **per costume**, as they will not have been ordered with the other costumes.

Costumes cannot be returned once ordered and costume costs are non refundable for any reason whatsoever.

Measurements for costumes will be taken in November. When ordering costumes we always allow room for growth since the costumes are ordered in December but many are shipped up to 3 months after ordering. Costumes are not like other clothing in that there is seldom a "perfect" fit. We will

make small adjustments to a costume like adjusting straps, adjusting lengths, etc if needed. If the costume arrives and parents are unhappy with the fit, and we cannot fix it, they will be given the opportunity to have the costume altered at their expense.

Costumes will be released in April. Each costume is steamed and packaged with a new pair of tights (if applicable) before they're released. If the tights packaged with the costume are not the correct size, we can exchange them as long as they are unopened.

If there is a balance on the student's account, the costume(s) will not be released.

Please do not let your dancer play in their costume before the recital.

Costumes not picked up by June 30th will become property of The Dance Center.

Annual Recital: Our annual recital will be held in June at the Perry Park Center Theater in Perryville. Families with dancers performing in the recital will be charged a \$80 recital fee in January, due by March 31st. This fee includes a digital copy of all performances and seating.

All tuition, costume fees, and any money due the studio, must be paid by May 31st. Any money due to The Dance Center that is not paid before then will result in the student(s) not being able to participate in the recital.

You may take photos and videos at the recital, but for the safety of the performing dancers no flash photography is permitted.

Senior students are given an opportunity to dance a solo in the recital. However, senior students will only be allowed to dance a solo if they have completed a minimum of two previous consecutive years.

Stage Rehearsal: There will be a stage rehearsal for the recital. Rehearsals are at the Perry Park Center Theater in Perryville.

Pictures: Recital photos may be offered in the spring after costumes have arrived. More details to come.

Parents' Responsibility to be Aware of Dates and Events: It is the responsibility of the parent/guardian or adult student to be aware of all studio activities, such as recitals, times/days of classes, dates the studio is open or closed, and any policy changes that may be made during the year. We publish a bimonthly newsletter which will be available on our website, and the studio bulletin board. It is the responsibility of the parent/guardian or adult student to check the bulletin board, website, or The Dance Center Facebook page on a regular basis for any updates.

Studio Code of Conduct: Students and parents will conduct themselves in an appropriate manner while at The Dance Center. We will teach each student to work hard and seek to encourage each other. Politeness and courtesy are highly valued. Proper respect for the staff and fellow students is expected of all our students, parents, and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on site and at studio functions. The studio reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance, or conduct is found to be unsatisfactory. Any student or parent/guardian who disrupts class, or approaches an instructor, staff, another student, or parent/guardian with the intent to disrupt, cause dissent, or contravene the policies and procedures of The Dance Center may be dismissed immediately.

Waiting Area: The Dance Center provides a waiting area for parents and siblings while class is in session. Please pick up after yourself. **ABSOLUTELY NO GUM ALLOWED IN THE DANCE CENTER.** Infants/toddlers welcome in the waiting area but **children over 2 years old should be able to sit quietly and wait.** No running around the waiting area, playing in the bathroom, standing on table and chairs will be tolerated. **If you are bringing children over the age of 2 into the waiting area, they must be able to behave. Children in the waiting area must be supervised AT ALL TIMES.** Please do not bring children who are ill into the waiting area. **No smoking or pets of any kind are allowed in the waiting area. No foul language. Students waiting for their class to start and parents waiting while class is in session are to wait in the waiting area. Parents please do not take photos from the waiting room of the monitor or through the glass window into the dance room. Please respect the privacy of our dancers and instructors. If you wish to take a quick picture of your dancer when their class is finished inside the dance room this will be allowed.**

Inclement Weather: The Dance Center will not always be closed when schools are closed. Often by late afternoon on a school snow day, the roads will be clear. In inclement weather, we will make a decision by 2:00pm whether or not to cancel classes. We will post closings of the studio on The Dance Center Facebook page and website. If you do not hear from us, please feel free to call us at 573-517-7727 if there is any doubt about classes being canceled. If The Dance Center remains open, it will be because we feel that our staff can make it safely to and from the studio. If you are ever uncomfortable with the condition of the roads and are hesitant about driving to the studio, please stay home. We would never want anyone to feel that they are at risk for driving to the studio.

Dance Room Rules: Students should stay away from the mirrors and never touch them. Ballet barres are for instruction only. No playing on the barres! Gum, candy, cough drops or food are not allowed in the dance room. **Only water is allowed in the studio including the waiting area.** No talking while the teacher is talking. Notify the instructor immediately if you are injured or ill. Maintain a positive attitude. Absolutely no exclusive social cliques.