

REGISTRATION

There is a \$29 registration fee per student or \$45 per family for recreational students, or a \$45 registration fee for Company and Crew members which is required with the registration form. Registration is not considered complete and class space is not reserved until the fee is paid. Registration fees are non-refundable.

TUITION

Tuition is due on the 1st of each month. We accept cash, check and credit card payments. Online payments are also available through the "Parent Portal." You can access the portal using the link on your emailed invoice sent to you monthly. A \$10.00 LATE FEE will be applied to accounts that are 10 days past due. When tuition becomes overdue by more than 14 days, the debit/credit card on file will be billed for the full amount due; a 2.75% surcharge will also be added. Should said payment be declined you will have 3 days to remit payment in full otherwise your dancer(s) will not be allowed to return to class until your account becomes current and this may affect their participation in any upcoming dance shows and/or dance competitions, etc.

Automatic monthly payments using a credit/debit card can be set up in your Parent Portal. If you choose to set-up auto pay, any and all fees will be included in the auto charge. Additional surcharge fees will be applied.

TUITION REMAINS THE SAME WHETHER IT IS A LENGTHY 5-WEEK MONTH OR A SHORT 3-WEEK MONTH, REGARDLESS OF ABSENCES. Tuition is the price of class totaled for the dance season. Tuition may be broken up into monthly or semester payments.

- Monthly statements will not be mailed. If you wish to have a copy of your statement, they can be emailed to you by request.
- All fees must be paid in full before any student is allowed to participate in the recital.
- If tuition is paid by using a credit card, there will be a 2% surcharge added to the amount.
- Withdrawal from the program must be made in writing or tuition will still be due. Tuition is NOT REFUNDABLE for any reason. NO EXCEPTIONS.

TUITION BOX/PAYMENTS

Please deposit all payments into our tuition box located in the lobby.

Payments by Check

- Please use separate checks for all items (tuition, costumes, recital fees, etc.).
- LABEL each check with the student's name and what the payment is for.
- Checks can be deposited into the tuition box without an envelope.

Cash Payments

- An envelope MUST be used for all cash payments. Envelopes are located at the tuition box.
- Please label the envelope with your name, student's name and what the payment is for.

INSUFFICIENT FUND PAYMENTS

If a personal check is returned to Studio A Dance Company due to insufficient funds, we will notify you via email and we will automatically deduct a payment from the credit/debit card we have on file for the amount of your original check plus an insufficient funds fee of \$25 and a 2% surcharge. If you do not have a card on a file, we require that you remit a cash payment for all amounts due, including the \$25.00 fee, within 7 days of receiving notification of the insufficient funds.

Should Studio A receive 2 insufficient checks from you, then we will no longer be able to accept checks as your method of payment. You will be required to make cash or credit/debit card payments for the remainder of the current dance year.

AUTOMATIC CREDIT/DEBIT CARD PAYMENTS

Should your payment be declined due to insufficient funds, you will be notified via email and you will be required to remit a payment via cash or check within 7 days for all amounts due including the \$25.00 fee.

If your payments are unable to be processed for 2 consecutive months, we will no longer be able to accept debit/credit cards as your method of payment. You will be required to make payments using cash or personal checks for the remainder of the current dance year.

LOBBY RULES

Parents are not required to remain at the studio during their child's dance classes unless their children are under 4 years old. Parents may view the dance classes via LIVE video screens. If you do wish to stay please abide by the following;

- Please respect the classes in progress by keeping the lobby as quiet and clean as possible.
- Parents are fully responsible for watching siblings in the lobby area and it is their **RESPONSIBILITY** to **CLEAN** up after their children.
- Children playing with toys, etc. should do so quietly and should not be playing on the stairs or in any manner to obstruct access to the lobby or dance studios.
- Rough-housing, running, tumbling, or loud voices/noises are not permitted in the lobby.
- No tapping or knocking on the viewing windows.
- Please do not interrupt the teacher while a class is in session.
- Please refrain from sitting on the **STAIRS** as this is a fire hazard.
- Please refrain from placing chairs or sitting on the floor in the middle of the lobby or entryway.

- Please do not place bags or other personal belongings on the stairs or in the middle of the floor or entryway.
- **Students MUST use the student dressing rooms for their belongings, do not place bags/book bags etc. on the lobby chairs, or anywhere in the lobby.**

PARKING

Please be advised that Studio A shares the parking lot with the Karate Studio and other building tenants. Parking in front of the Studio doors or in any manner that blocks the walkway to the front of the building or blocks the side entrance to the building is **STRICTLY PROHIBITED** and may result in your vehicle being towed at your expense. Please **DO NOT** park in the middle of the parking lot or in any manner blocking the entrance/exit. If the main parking lot is full, please use the lot on the other side of the building.

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Attendance is necessary if a child wishes to show a marked degree of improvement and to allow teachers to do the best job possible.

Make-up classes are only offered if the classes are cancelled due to the teacher not being able to be present and at the discretion of the Director.

Please make every effort to attend each class.

Repeat absences/tardiness may result in the student being pulled from the upcoming recital, competition, parade, festival, etc. A minimum attendance level will be required. If a student misses more than 3 consecutive classes without written notices, the director will assume the student will not be in the upcoming performances. Students missing more than four classes after January will not be allowed to participate in the year-end recital, festivals, competitions, etc.

COMPANY DANCERS

In addition to the policies contained herein, Studio A's company dancers must adhere to the rules, regulations and policies contained in the Company Handbook.

SPRING SHOW

Each year, the season is ended with a fully-staged, professional dance recital. We encourage full participation from all of our students. Each class will be entitled to one routine in the recital as long as the class has a minimum of 5 students. A class with less than 5 students may be in the Spring Show but this is at the discretion of the Director. Combo Cuties jazz/hip hop and ballet/tap classes may be offered 2 or more dance routines in the recital. Again, this is at the discretion of the Director. These classes must reach a minimum of 8 students in order to have 2 dance routines in the spring show or at the discretion of the Director. The Director reserves the right to combine classes for their routines in the show at any time. The recital will be in June (the day before Father's Day); exact dates can be found on our Season Dance Calendar. Routines are planned according to the production's story line. There will be auditions held for main roles. The students selected for main roles will be making a large commitment and will

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be expected to attend additional rehearsals. The Director reserves the right to combine any and all classes as one dance routine in the production.

RECITAL FEES

There is an annual **Recital Fee** due for all families. The recital fee covers the additional staff salaries, rental cost of the auditorium, lights and sound, security, printing, etc. The recital fee is typically due in late March.

\$70 per dancer (includes t-shirt and a Digital Copy of the show)

\$90 per family (includes t-shirts for students and a Digital Copy of the show)

SHOW TICKETS

Anyone attending our Spring Show will need a ticket, unless they are 2 and under. Dancers that are performing in the show do not need a ticket to the show.

SHOW CANCELLATION

In any rare event that any of our shows had to be cancelled, Studio A would reimburse for any tickets that were pre-purchased.

SOLOS/DUOS/TRIOS

This is for Company students who are considering a solo or duo/trio routine. Students will learn their entire choreography over a 4 hour choreography session (day & time based on studio availability). The students will then be required to book a minimum of 8 thirty minute private lessons. These privates will focus on rehearsing and cleaning routines. Students need approval from the director to participate. Cut-off date is typically posted for late November. Payment will be required in advance.

SUBSTITUTION

Studio A reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the studio cannot arrange a substitute, any missed classes will be made-up.

CLASS SCHEDULE

A class must have a minimum of three students enrolled in order for the class to run, unless authorized by the Director. In order for the class to participate in the show, there must be a minimum of 5 students in the class. Classes are subject to change due to lack of enrollment.

CLASSROOM AND STUDIO ETIQUETTE

Dance training is built on standards that reflect respect and professionalism. These standards include listening to your teacher, applying your corrections, and wearing the required dress code. We expect our dancers to arrive on time, ready for dance, and to display courtesy to

their parents, teachers, classmates, and Studio A's property. Any misconduct unbecoming to students, guests, or teachers may result in suspension from class.

- A good attitude is very important in any learning environment.
- No gum chewing is allowed during class.
- Cell phones must be on silent and are not permitted during class time.
- Classes will start promptly at the specified time. If you are late, please come in quietly so you are sure to not disrupt the class.

If a student or parent/guardian is asked to leave the studio due to misconduct, there will be NO refunds.

DRESS CODE

Dress code is important for the student's safety. Teachers must be able to see body lines and make appropriate corrections. This helps to maintain proper posture as well as decrease the chance of bodily injuries associated with dance. Please see our website for a list of class dress codes and shoes.

HAIR & JEWELRY

ALL STUDENT'S HAIR MUST BE TIED BACK IN A HIGH PONY TAIL OR BUN AND SECURED FOR ALL CLASSES. NO EXCEPTIONS.

No jewelry is to be worn during class (earrings, watches, necklaces, etc.)

HAIR LICE

Children with lice eggs (nits) or lice in their hair are sent home and not allowed to return until the NITS ARE GONE. The NO NIT policy is an administrative, public health policy for control and prevention of head lice outbreaks. Please remember to NOTIFY THE STUDIO if you find nits or lice on your child. This allows us to avoid any outbreak. This is not something that Studio A takes lightly and it is extremely important we emphasize to our children that they are NOT TO SHARE hair products such as elastics, pins, or brushes. It is also important to wear our hair in a HIGH TIGHT BALLET BUN to dance to help reduce the risk of children playing with their hair during dance class.

LOST, STOLEN, OR DAMAGED ITEMS

It is very important that all dance shoes, bags, etc. are labeled with the student's name. We suggest leaving any valuables at home. Studio A Dance Company is **NOT** responsible for any lost, stolen, or damaged items.

CLASS MAKE-UP

We understand how life can be unpredictable and how things can come up. Sometimes, this applies to not only our students, but to our dedicated staff as well. If a recreational student would like to make up a class, they may do so with a CLASS MAKE-UP CARD. Make-up any class you miss that is in your age range/level. Plan ahead and take the make-up card before you miss class. No prior authorization is required. Just hand the instructor a completed Make-up Card before class. All make-ups must be made within 4 weeks the class was missed and

cannot rollover to the next semester, please plan accordingly. You may attend ANY style dance class as a make-up! Make-up classes have no cash value.

INCLEMENT WEATHER POLICY

In the event of inclement weather, you will receive an automated voice call via telephone regarding evening classes. If your child has class during the day at Studio A, and Chelmsford Public Schools are closed, then Studio A will also be closed. Please note the studio does not always follow school closings for evening dance classes, as roads are often cleared by the time our evening classes begin. There will be no make-up classes per routine policy, but classes may be made up at the discretion of the instructor/director.

HOLIDAYS

Studio A Dance Company will be closed for certain holidays throughout the season. Please reference our Season Calendar on our website at: www.studioachelmsford.com. Studio A may be opened for Dance Camps, Workshops, and other events during February and April vacation. If there is an early school dismissal for a reason other than inclement weather, classes will be held as usual.

CLASS OBSERVATION/STUDIO LOBBY – WAITING AREA

At Studio A, we offer parents the opportunity to observe classes occasionally via video screen. We recommend that parents, guardians, and siblings of dancers ages 6 and up do not remain at the studio during their child's dance lessons when they have multiple classes that are back-to-back. This causes a major distraction to many of the dancers and teachers, and may result in slowing dance progression for our students. We ask that you observe through our closed circuit televisions 15 minutes prior to the conclusion of your child's class. Private conference with the teacher and/or Director may be arranged if a parent is concerned about their child's progress.

Per our Studio A House Rules, parents/guardians and siblings are not permitted in any of our dance studios and/or back dressing room. This is for the safety of all our dancers and staff.

Please note that we are currently in the process of installing a camera that will give us a view of our newest dance studio space (Yellow Room). Until this is finalized, the parents/guardians of our **dancers in the Yellow Room** are permitted to stand in the hallway to view their children during their class. Please have your cell phones on silent and be mindful of the classes going on in the Fish Bowl Studio.

During classroom viewing, we ask that you observe quietly, that cell phones be turned off, and that siblings are monitored and quiet during observation.

Studio A's lobby/waiting area is not a lounge for parents and siblings. Our studio is a large facility and we do have ample amount of space for students to be dropped off and picked up safely and orderly in between classes. The lobby is set up as an open concept that will allow parents to sit/stand while they wait a few minutes for their child to exit dance class.

INSURANCE

Studio A Dance Company does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs, it is

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understood that the student's own policy is your course of reimbursement. A release of liability waiver must be signed before your child can dance at the Studio A Dance Company.

PHOTO RELEASE

The studio is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements, and other promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

PICK-UP/DROP-OFF

Please be prompt in picking up your child at the end of class time. We also suggest that someone accompany little ones at the beginning as well as at the end of class time. Students are not to be left at the studio for excessive time before or after class.

Parent/guardians MUST come into the building to pick up their children. Students are not permitted to exit the facility without a parent/guardian.

MISCELLANEOUS

Home practice is needed by each student to progress. We encourage parents to support this as it will help the teachers move each class and student at a faster rate, as well as promote progress.

Make it a weekly basis of asking your child if the teacher gave out any notices, etc. Many times notices are left in a student's dance bag and parents never see them.

Please inform your instructor of any injuries, allergies, or special needs that may require extra attention.

STUDIO A HOUSE RULES

1. Please keep the dance studio clean.
2. Please dispose of any trash in the trash cans provided.
3. Please dispose of WATER BOTTLES into our RECYCLING BINS.
4. NO FOOD or DRINK permitted inside the studio other than WATER.
5. Snacks are to be eaten in the front lobby only and only during break time.
6. NO PEANUT OR NUT PRODUCTS ALLOWED IN STUDIO A!
7. Waters are available for \$1.00 per bottle. Please deposit money into the tuition box.
8. Please arrive to dance in street shoes and change into your dance shoes.
9. Dance shoes are NOT allowed to be worn outside.
10. Dress in appropriate dance attire at all times.
11. Please take off your shoes and other belongings in the dressing area. DO NOT leave your belongings and shoes in the front lobby area.

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12. Students and Parents are expected to be courteous at all times.
13. Hair should be UP IN A HIGH, TIGHT BUN OR PONY TAIL and off face at all times
14. Please NO jewelry or long earrings.
15. Studio A is NOT responsible for any lost, stolen, or damaged items.
16. ALL CHILDREN/SIBLINGS must remain in the front lobby and MUST be supervised at all times (please see Front Lobby rules above).
17. **PARENTS MUST REMAIN IN THE FRONT LOBBY.** PARENTS ARE NOT PERMITTED IN ANY OF THE DANCE STUDIOS OR IN THE BACK DRESSING ROOM UNLESS INVITED BY AN INSTRUCTOR.
18. Please DO NOT rearrange our furniture in our Front Lobby and/or Dressing Rooms. It is not safe to have furniture in the middle of the lobby. This is a high traffic area.
19. Please DO NOT sit at the Front Lobby desk. This is reserved for Studio A **STAFF ONLY**.

Please remember Studio A Dance Company is here to serve you with your child's dance education. Please contact us at any time with any questions, comments, or concerns. We look forward to the coming year with excitement as we watch your child grow and develop in the area of dance.

Studio A reserves the right to change the above policies at any time. Should the policies be changed during the current dance year you will be provided with a copy via email. In addition to these policies, ALL Company and Crew members should refer to their handbook for all other policies regarding Company and Crew.



Studio A
DANCE COMPANY