



STUDIO RULES AND POLICIES

(Initial on each line)

- **Registration:** There will be a **\$25 REGISTRATION FEE** for each individual student (*\$10 additional student registration fee*) due at the time of registration (fall and spring). If student does not attend class for more than a month, registration must be paid again upon return.
- **Tuition: \$60/MONTH.** Single households with multiple students will be charged \$20 per additional student. Tuition is due by the 5th of each month. *If your tuition is late, you will be charged a late fee of \$10 per student.* Tuition will not be pro-rated for holidays or class re-schedule. Tuition will be pro-rated for new students joining mid-months. If tuition is passed due, tuition must be paid before the student may be allowed to attend the class.
- All our groups meet for class twice a week. Monthly tuition is based on a once-a-week value. This allows our dancers who can only attend class once a week to elect a day that works with their schedule, and those who can attend both classes to not have to pay extra and build their dance abilities.
- **Withdrawal Policy:** You are responsible to notify the director if your child will stop being a member of ACDF. The Parent/Guardian continues to be responsible for tuition during the 30-day notice period. All students are considered enrolled until we receive a written notice, a talk to parent in person, phone or via email. Please do not leave phone messages.
- **Absences:** No refunds or deductions will be made for lessons missed.
- **Performances:** ACDF performs at various functions and community events. While the Main and Competitive Companies will perform most of these shows, ACDF will, under special circumstances, allow its beginner and intermediate students to perform. Parents and students should note that the company exists to teach dance, and not to perform simply for the sake of performance. We give a minimum notice of one month for scheduled performances. ACDF does not require any of its students to perform; however, they are encouraged to participate in small shows throughout the year and in the company's large productions in the fall and spring.
- **Costumes:** Each dancer is responsible for purchasing his/her own costumes. All costumes **MUST** be purchase from the company. No outside costumes will be accepted. Two new costumes per dancer are required each year (average total of \$350/season) unless otherwise informed. Costumes prices will be given as soon as possible to ensure adequate time to make payment. Costume deposits are non-refundable.

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- **Privacy & Confidentiality:** Students' lists, names, phone numbers and addresses are not to be used for other purpose than the exclusive activities of ACDF.
- **Parents** are not permitted to observe class unless prior arrangements have been made with instructor and/or working on a project. Acceptation made in certain classes.
- **Communication:** ACDF has several methods of communication with dancers and parents. (1) Memos and handouts will be given to dancers or posted to studio door. (2) A Facebook group "ALCORTA'S - Parents and Dancers" has been created to pass out information, post memos, links to music, video clips and more. (3) There is a WhatsApp group message for each class. Please download to stay informed for your specific class.
- All **cell phones** should be turned off or in vibrate mode in the studio (students and observers). Cell phones may be used outside the building. If a cell phone is taken away from the student, the parent will need to come back at the end of the instructional day to pick it up. No classes will be disrupted to return cell phones.
- Students should be on time for class. Plan to arrive approximately five minutes before your class. Students who arrive more than 15 minutes late will not be allowed into the class that day. This is to eliminate disrupting the class and to ensure appropriate warm up time for all students.
- Students must be picked up on time at all times. No exceptions. It is not the instructors, directors, and group representative's responsibility to wait after class for your child to be picked up. If you are running late due to an emergency, you must contact the director immediately. If this becomes a repetitive occurrence, after the third offence a \$25 fee will be applied to your next month's tuition.
- **Contact Information Changes:** It is the responsibility of the parent to contact the group leader and directors to notify them of any contact information changes.
- **Code of Conduct:** Students and parents will dress and conduct themselves in an appropriate manner while at Alcorta's Compañía de Danza Folklórica and at all performances, competitions, recitals and events in which ACDF is being represented. Proper respect for the staff and fellow students is expected of all students, parents/guardians and siblings. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at ACDF. Students will not speak negatively about one another or the instructors. Any parent/guardian or student who disrupts class or approaches a teacher, staff member, another student or parent with the intent to cause dissent or contravene the policies and procedures of ACFD will be dismissed immediately. If you have a concern or grievance you must make an appointment with the director, or you are welcome to send an appropriate email to discuss the issue.

By signing this form, you verify that you understand and accept the tuition, dress code, shows, costumes, rules and regulations of Alcorta's Compañía de Danza Folklórica.

Signature

Date

Printed Name



DRESS CODE & CLASS RULES

(Initial on each line)

- Do not wear dance shoes outside. Change them at the studio. This will keep your shoes clean and in good condition and protect the studio dance floor.
- Keep your shoes and dance paraphernalia with you in the studio. Put your name on all your dance equipment. Do not leave your things in the waiting area. The Studio is not responsible for lost or stolen dance equipment.
- No unnecessary talking during class. This applies to both students and observers.
- Absolutely no horse playing will be tolerated in class, performances, etc.
- No gum, candy, drinks, food, smoking, or cell phones are allowed in the studio.
- No video cameras are allowed in class without advance permission from the studio.
- Class uniform will be enforced. Each student should have at least two group shirts. One for every practice and one for performances. Order forms available upon request.
- Girls: leotard or tight fitting dance top, any color, any solid black or studio t-shirt, black dance pants or sweatpants, jazz pants, tight dance shorts and short dance skirts are allowed over tights, folklórico shoes or adelita boots, black practice skirt, no jeans.
- Boys, all ages: any solid black or company t-shirt, black dance pants, sweatpants or shorts, folklórico boots, no jeans.
- No jewelry or watches.
- Hair must be pulled back from the face
- Students who fail to show up to class in proper attire will not be allowed to take the class that day.
- Students must bring their own water bottles for water breaks.

Zero Tolerance: We ask that students are prepared for classes by wearing the appropriate attire, shoes and having hair done accordingly, listening to the instructor, and applying corrections and not wearing street clothes to class. We expect all students to arrive on time, be prepared to dance and display courtesy to parents, instructors and classmates.

By signing this form, you verify that you understand and accept the dress code and class rules of Alcorta's Compañía de Danza Folklórica.

Signature

Date

Printed Name



FUNDRAISING

(Initial on each line)

- In order to keep our registration and tuition fees low, we have several fundraisers throughout the year. Each group within the company will be charged with chairing a fundraising event each year. Ex: Loteria Nights, Plate Sales, Ticketed Event, etc.
- The “Inolvidable” production program book is our main fundraiser for the year. All members of the company are required to sell a minimum of \$350 in program ads. Families with multiple dancers must sell an additional \$50 in program ads per dancer.
- Opt-Out is an option for you if you do not wish to participate in any fundraiser yet would still like to support ACDF thru a direct donation for the required amount as stated above.
- Further fundraisers within specific groups may be coordinated for costume expenses, competition fees, conference fees and other activities; participation in such is to each parent’s discretion. The group parent leader will be responsible for these additional fundraisers.
- It is the parents responsibly to meet the quota given for the year.

VOLUNTEERING

(Initial on each line)

- Each family in the group will be required to actively participate in a group committee throughout the year.

By signing this form, you verify that you understand and accept the Fundraising and Volunteering regulations of Alcorta's Compañía de Danza Folklórica.

Signature

Date

Printed Name