

# DanceArt Academy Studios

## 2017-2018 Studio Policies

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**Parent/Guardians,**

***Please read carefully read and initial or sign each policy where indicated. The studio will keep the signed copy. THIS DOCUMENT MUST BE COMPLETED BEFORE YOUR STUDENT MAY BEGIN CLASSES.***

I understand that I am registering my dancer(s) for the entire 2017-2018 DanceArt Academy teaching calendar beginning August 14th, 2017 and ending May 19th, 2018.

**Tuition:** Tuition must be paid with an autopay system which requires a card or checking account to be kept on file for tuition payments. To set up your account please login to the parent portal on our website. Your first payment will include your registration fee and first months tuition (Aug. pro rated). Tuition will be paid on the 1st of the month (NORTH) and the 15th of the month (SOUTH) and will incur a \$10 late if recieved after the 5th of the month(NORTH) 19th of the month(SOUTH). You will have 9 additional payments during the season.

**Attendance:** There will be no refunds or prorating of tuition for classes missed (illness, snow closures, holidays).

- Students are expected to make up a missed class by attending a class of their level, a lower level or another style of dance class.
- Please call the studio if your dancer will be late or absent.
- Students may not enter the studio if it is more than 5 minutes late without the permission of the instructor. Students may be asked to watch class and not participate. This is for the safety of the dancers.
- Good attendance is vital to quality dance instruction. Absent dancers slow the process for both the teacher and other committed students. Only three unexcused absences/semester are allowed. Should there be more, the teacher of the class has the option of dismissing a dancer from a performance piece.

**Withdrawals:** A 30 day written notice (ADD/DROP FORM) must be turned into the office by the 1st of the month. If the form is not received by the 1st of the month tuition must be paid for that month. (Example: Jan 1st to Drop Feb 1st)

- Withdrawal with intent to return requires payment for time missed.

**Snow Days:** We take into consideration District 20 and 38 closures. However, studio closure is not based solely on their decisions.

- Closure notifications will be placed on Facebook, Website, Phone and Email. By 8am for morning classes and Noon for afternoon/evening classes.
- Snow days are to be made up like any absence.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Performances:** A performance fee is required for all students for our winter (holiday Lights) and Spring performance. There is no exclusion from the performances and the fee is non refundable. The winter fee covers Show T-shirt, 2 tickets, and performance venue rental, backstage care for dancers, choreography and rehearsals. Nutcracker excerpts not included.

- The winter performance fee \$35.00 per dancer will be charged to your account on October 2nd.
- The spring performance fee \$50.00 per dancer will be charged to your account on April 2nd. This does not include COSTUME.

**Costume Fee for Spring Showcase:** There are NO REFUNDS given for costume fees.

A \$55.00 fee per costume is due on **November 15th**.

- All outstanding balances and fees must be paid in FULL in order for your student to participate in the spring showcase. NO EXCEPTIONS

**Class Placements:** Placement of dancers is made at the discretion of the program director and faculty.

**Dress Code:** Please refer to our dress code document found on our website and at the front desk. For your convenience we will order ALL uniforms from the studio to make sure they are uniform. We seek out the best prices we can find and pass these on to you.

**Communication with Staff:** If you have concerns regarding policies or the running of the studio please make an appointment to speak to the studio director/owner, Miss. Kari.

**Private Lessons:** Private lessons are scheduled with the front desk. Payment for private lessons will be paid for in advance without exception and is paid to the front desk.

**Photo/ Video Release:**

DanceArt Academy Studios is hereby granted permission to take photographs and video of the students to be used in promotional material for the studio. Permission is also granted for DanceArt Academy to copyright such photo in its name.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Studio Etiquette and Rules:**

- All students are required to conduct themselves respectfully with teachers, fellow students, and parents.
- The teacher in the classroom had the right to dismiss any student who is disrespectful or disruptive. Should this happen, a refund will not be issued.
- No eating or gum chewing in the classrooms: only water bottles allowed.
- Everyone must clean up after themselves in all areas of the building.
- We are a NUT FREE studio.
- Parents are required to supervise their children. Running and excessive noise in the studio is not allowed.
- Siblings are not allowed to play outside at the studio facility without a parent.
- Children 10 and under may not be left unsupervised at the studio when not in class.
- When picking up or dropping off children 10 and under, please walk them in and out of the building. All students must be picked up within 10 minutes of the ending time of their class for the day.
- A charge of \$10 for each additional 10 minutes will be charged to the student's bill unless prior arrangements have been made.
- Do not enter empty studios without permission or until a teacher is present.
- Underage drinking. Smoking or any illegal drug use is strictly prohibited. Any student found to be in possession of or using such items will be immediately dismissed from the studio without refund.
- The studio reserves the right to dismiss without refund any student convicted of a crime (excluding minor traffic violations) at the discretion of the owner, Miss. Kari.
- DanceArt Academy Studios reserves the right to change the schedule and/or policies at anytime.

*I have read and understand each studio policy in this document and agree to abide by DanceArt Academy Studios's policies.*

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



The DanceArt Academy Studios

**NORTH LOCATION**

13866 Gleneagle Dr. Colorado Springs, CO 80921  
719-487-9271

[www.danceartacad.com](http://www.danceartacad.com)

**SOUTH LOCATION**

7049 Bandlely Dr. Fountain, CO 80817  
719-205-7909

[www.fountainartscenter.com](http://www.fountainartscenter.com)