

## Studio Policies/Procedures – Sept. 2015 – Aug. 2016

*Tuition is due on the 1<sup>st</sup> of the month and considered late three (3) business days thereafter. A late fee of \$15.00 will be applied per student.*

**\* If you have a credit/debit card loaded into your online portal, you are automatically enrolled for auto-debit, meaning your tuition will be pulled between the 1<sup>st</sup> and 3<sup>rd</sup> of each month. If your credit/debit card has insufficient funds, you will be notified immediately. If not remedied within 3 business days, a \$15 late fee will be incurred. \*We require 30 days notice to cancel your auto-debit via Jackrabbit. Without 30 days notice, we are not able to cancel auto-pay (credit/debit). We also require 30 days notice to drop classes. We can add classes at anytime; 30 days is not required to add classes to your schedule.**

**Membership Fees** – An annual membership fee will be assessed upon registration. \$25 per individual or \$40 per family. Depending on when you register, your fees will be prorated. Everyone pays fees annually in September. Membership fees are not required to attend a class at the “drop-in” rate. If attending at the “drop-in” rate, your dancer is not guaranteed a space on the roster.

**Additional Fees** – Dance & Company requires annual production and costume fees for all students participating in our Production.

**Dance & Company** will not pro-rate tuition for the time that the studio is closed for the holidays, for days that you are sick, or for your family vacations. However, you are able to participate in make-up classes that coincide with your schedule and your skill level. If you choose to do this, classes must be made-up within 30 days of your missed class. Make-up classes are void in the following month if you haven’t paid that month’s tuition. If you decide to take time off, 50% of your tuition rate is due to hold your spot on the roster. Otherwise, you will be dropped as a student of Dance & Company.

### **Dance & Company will be closed for holidays as noted below:**

Thanksgiving (2015)	Monday, November 23 – Sunday, November 29, 2015
Winter Break (2015/2016)	Monday, December 21 2015 – Sunday, January 3, 2016
President’s Day	Monday, February 15, 2016
Spring Break	Monday, March 28 – Sunday, April 3, 2016
Memorial Day	Friday, May 27 – Monday, May 30
Summer Break	Monday, June 27 – Monday, July 4, 2016
Labor Day	Saturday, September 3 – Monday, September 5, 2016

### **Summer Production Schedule, 2016:**

Picture Day ( <b>Dance &amp; Co</b> )	Sunday, June 9, 2016
Tech Rehearsal ( <b>Poway Center for Performing Arts</b> )	Wednesday, June 22, 2016
In-Studio Dress Rehearsal ( <b>Dance &amp; Co</b> )	Friday, June 24, 2016
Dancers Rest Day ( <b>Studio Closed</b> )	Saturday, June 25 <sup>th</sup> , 2016
Production Day ( <b>Poway Center for Performing Arts</b> )	Sunday, June 26, 2016

**Arrival to class** – Students should arrive to the studio a few minutes prior to scheduled class time and dressed in proper dance attire with hair tied back or in a ballet bun. If possible, avoid entering class when it is already in progress as it is disruptive to the teachers and students. Parents please note that students must be picked up from the studio directly after class. Dance & Company cannot be responsible for your child after their scheduled class times unless prior arrangements are made.

**Please** make sure your child’s dance shoes are marked with their names, as this will make it easier to identify misplaced items. See office management for lost items. We will donate “lost & found” items to The Goodwill at the end of each month.

**Please** be courteous of students in class when waiting/preparing for your class to begin, by keeping the noise level to a minimum.

**Parent observation** is only allowed through our studio lobby. We do not allow observation from inside the dance studios.

**Students** are required to sign-in for their classes each day. Your respective sign in sheet will be located at the reception desk before each class begins. We ask that parents pick up their children directly after class by coming into the studio lobby (unless prior arrangements are made with studio management).

**We** ask that only water be consumed inside the dance studios. Certain food and drink items such as fast food, soda, juice, coffee, messy snacks, etc. will not be permitted for consumption inside Dance & Company. We do our best to support a healthy lifestyle at Dance & Company. Remember to stay hydrated and consume foods/snacks that will give you energy for your classes.

**Questions? Concerns?** Please email [Katie@danceandcompany.net](mailto:Katie@danceandcompany.net) or [Lisa@danceandcompany.net](mailto:Lisa@danceandcompany.net) to set up a meeting. Katie and Lisa are typically not available for an on-the-spot conversation during business hours but are happy to set up a private meeting or answer questions via email. With our growing student base, class schedule and production, we hope you will understand. Please remember too that our other staff members are there to help and answer questions as needed.