

Studio Policies/Procedures: 2019-2020 Season

Monthly Tuition & Auto-Draft: We require every family to have a credit or debit card on file for auto-debit. Tuition will be processed on the 1st of every month with your primary card on file. If your card has declined, you will be notified immediately. If not remedied within 3 business days (1st offense), a \$15 late fee will be incurred. If after the 1st offense, a \$15 late fee will be incurred immediately after the decline. *We require 30 days' notice in writing to cancel any class(s) along with your auto-debit, which must be emailed to Lisa@danceandcompany.net.

Membership Fees – Assessed for all students upon registration and prorated based on registration date. The 2019-2020 membership fees are **\$30 per individual or \$50 per family** (2+ dancers) and full fees are assessed annually on Sept 1st for all members. Membership fees are not required to attend a class at the “drop-in” or punch-card rate however, 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.

Absences & Make-ups: Dance & Company will not pro-rate tuition for the time that the studio is closed for the holidays or for days that you are out for any reason. However, you are able to participate in make-up classes that coincide with your schedule and your skill level; classes must be made-up within 30 days of your missed class and scheduled in advance by emailing inquiries@danceandcompany.net. If you cancel day-of or no-show to a scheduled make-up, you forfeit that make-up. Make-up classes are void if tuition hasn't been paid. If you take extended time off, we offer a 1-month courtesy hold for 50% of your tuition rate to hold your spot on the roster. Otherwise, you will be dropped from the class roster once a 30-day notice has been submitted in writing to lisa@danceandcompany.net.

Dance & Company will be closed for holidays as noted below – (all students eligible for make-ups for these closures):

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| Labor Day (2019) | Friday, August 30 – Monday, September 2 |
| Thanksgiving (2019) | Monday, November 25 - Saturday, November 30 |
| Winter Break (2019/2020) | Monday, December 23 – Saturday, January 4 th 2020 |
| Martin Luther King Day | Monday, January 20 |
| President's Weekend | Friday, February 14 – Monday, February 17 |
| Spring Break (SV) | Monday, March 30 - Saturday, April 4 |
| Spring Break (RB) | Monday, April 13 - Saturday, April 18 |
| Memorial Weekend | Friday, May 22 - Monday, May 25 |
| Summer Break | Monday, June 29 – Saturday, July 4 |

Summer Production Schedule, 2020:

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| Picture Day (SV) | Sunday, June 14 th (All SV & RB performers) |
| Production Week (SV & RB) | Monday, June 22-Saturday, June 27* |
| | *Dance & Co. regular class schedule cancelled due to production related activities |
| Tech/Dress Day (PCPA) | Thursday, June 25 |
| Production Day (PCPA) | Sunday, June 28 |

Courtesies & Safety – Students should arrive to the studio a few minutes prior to scheduled class time dressed in proper code 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. We ask that parents pick up their children directly after class by coming into the studio lobby. Dance & Company cannot be responsible for your child after their scheduled class times – please call the studio if you are going to be late. Make sure your child's belongings are marked with their names, as this will make it easier to identify misplaced items. We donate unclaimed “lost & found” items to The Goodwill at the end of each month. *Dance & Company is not responsible for lost or stolen items.

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. If you must drop off your dancer more than 5 minutes prior to class, please check in with the front desk staff.

We ask that only water be consumed inside the dance studios. Certain food and drink items such as fast food, soda, juice, messy snacks, etc. will not be permitted for consumption inside Dance & Company. For convenience, we have water and snacks available for purchase on the honor system. If you do not have cash and are in need, write your name on the board and pay it back by Saturday of that same week, otherwise your primary card on file will be charged. *We do not control who takes snacks and uses the honor system – this is between you and your dancers.

Questions? Concerns? Please email inquiries@danceandcompany.net and allow 24 hours for a response or call the studio during business hours at either location. Visit our website at www.danceandcompany.net for a current class schedule and happenings.

Sorrento Valley (SV)
6635 Flanders Dr. Suite D
San Diego, CA 92121
858.750.3021

DANCE & COMPANY
PERFORMING ARTS STUDIO 

Rancho Bernardo (RB)
12120 Alta Carmel Ct. Suite D
San Diego, CA 92128
858.524.6355