

### Studio Policies/Procedures: January-December 2021

**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](mailto:Lisa@danceandcompany.net). \*Once tuition has stopped being paid, ALL make-up classes left on file are VOID.

**Membership Fees** – The 2021 membership fees are \$40 per individual or \$60 per family (2+ dancers) and full fees are assessed annually on January 1st for all members; Fees are prorated based on registration date after Jan 1. 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 in class.

**Email Correspondence:** We require each family to have at least one primary email on file so that we can properly communicate with you. We do mass communications to our entire student base that often cover studio updates, safety procedures, special events, announcements, etc. We highly encourage you to pay attention to these communications.

**Annual Production** – We offer an annual Production and there are associated registration and costume fees for participants. This information becomes available at the beginning of the year.

**Absences & Make-ups:** Dance & Company will not prorate 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 age and skill level; classes must be made-up within 30 days of your missed class and scheduled in advance by emailing [inquiries@danceandcompany.net](mailto: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](mailto:lisa@danceandcompany.net).

#### Dance & Company will be closed for holidays for the 2021 season as noted below

*\*All students eligible for make-ups for these closures --*

Martin Luther King Day	Monday, January 18, 2021
President's Weekend	Monday, February 15
Spring Break (SV)	Monday, March 29-Saturday, April 3
Spring Break (RB)	Monday, April 12-Saturday, April 17
Memorial Weekend	Friday, May 28 - Monday, May 31
4th of July Weekend	Friday, July 2nd - Sunday, July 4th
Summer Break	Monday, August 2nd-Saturday, August 7
Labor Day	Friday, September 3 - Monday, September 6
Thanksgiving Break	Monday, November 22 - Saturday, November 27
Winter Break	Monday, December 20 - Saturday, January 1

**Production 2021 -** **Sunday, August 1st**

**Courtesies & Safety** – *Please see our website for info regarding our Covid-19 Safety Procedures*

- Students should arrive at 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; 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 available via Zoom.
- We ask that only water is 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. All purchases will be charged with your primary card on file. We do not accept cash payments. If you 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](mailto: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.com](http://www.danceandcompany.com) for a current class schedule and updates.