

## Dance & Company Performing Arts Studio - Studio Policies/Procedures: January-December 2023

**Monthly Tuition** - Tuition is based on a four-week-month. We do not prorate due to missed classes or studio closures (holidays, breaks, etc) but you do accrue make-up classes good for 30 days (see more below). We do not charge extra if there is a 5th "week" in any given month. The only time a proration occurs is your first month as a new member, if you begin mid-month.

**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.

**Membership** - The 2023 Membership Fees (assessed on 1/1/23) are **\$50/individual OR \$75/family (2+ dancers)**. Fees are prorated based on registration date (quarter system) if registering after January 1st. Paid Membership is not required to attend a class at the "drop-in" rate. If attending at the "drop-in" rate, space is not guaranteed and must be reserved in advance. Students are eligible to enroll in classes at either/both locations.

**Private Lesson Rates** - \$45/30 mins/1 dancer. \$30/30 mins/2 dancers. \$25/30 mins/3+ dancers. Paid directly to Dance & Company.

**Drops** - We require 30 days' notice in writing to drop/cancel any class(s)/auto-debit, which must be emailed to [Lisa@danceandcompany.net](mailto:Lisa@danceandcompany.net). No verbal cancellations. \*Once tuition has stopped being paid, ALL make-up classes left on file are VOID.

**Email Communication** - Each family must 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 so that you do not miss important information for your dancer(s).

**Absences & Make-ups** - Dancers 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 plan to 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 [inquiries@danceandcompany.net](mailto:inquiries@danceandcompany.net).

**Annual Production** - Our Annual Summer Production has associated registration, costume and ticket fees for participants. This info becomes available in fall/winter of 2023. Participation is not mandatory but highly encouraged for all dancers enrolled in classes. Dance is a performance art and this is an opportunity to showcase what you learn in class, perform on stage and experience a professional theatre.

**Dance & Company reserves the right** to cancel, combine or reschedule classes due to government mandates, weather, last minute teacher absence or for any other reason deemed necessary. Dance & Company reserves the right to host classes online via Zoom for the same reasons listed above.

**Dress Code** - All students must adhere to proper dress code and hair requirements: [DRESS CODE](#)

**Potty Breaks** - All parents/guardians of our younger dancers understand that: For those who need assistance in the restroom with clothing or otherwise, if a parent isn't present or easily accessible, Dance & Company staff will assist with potty breaks as needed. We will take the lead from your dancer(s) as to how much assistance is required.

**Dance & Company will be closed for the 2023 season as noted below (all students eligible for make-ups) --**

Martin Luther King Day	Monday, January 16
President's Weekend	Friday, February 17 - Monday, February 20
Spring Break (SV)	Monday, March 27 - Saturday, April 1
Spring Break (RB)	Monday, April 10 - Saturday, April 15
Memorial Weekend	Friday, May 26 - Monday, May 29
Production Week	Monday, June 19 - Saturday, June 24 (Production Events Only, Closed for regular classes)
<b>PRODUCTION 2023</b>	Sunday, June 25
Summer Break	Monday, June 26 - Saturday, July 8
Labor Day Weekend	Friday, September 1 - Monday, September 4
Halloween Day	Tuesday, Oct 31
Thanksgiving Break	Monday, November 20 - Saturday, November 25
<b>Winter Break</b>	<b>Wednesday, December 20 - Tuesday, January 2, 2024</b>

\*We realize all of the school districts have a different winter break schedule for 2023 (first time this has happened) so we are modifying ours to split the difference between them.

**Courtesies & Safety** - Please arrive at the studio a few minutes prior to scheduled class time (no more than 5 mins early) 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.

- **PARKING** - all front-facing parking spots are "exclusively" for 5-minute drop-off/pick-up. We ask that if you want to sit in your car while you wait for your dancer(s) you do so in the center of the lot, or on the side streets. Business owners in this center are trying to keep in mind the safety and convenience for ALL.
- Children must be picked up directly after class; Dance & Company is not responsible for your child before/after their scheduled class(s). Please call the studio if you are going to be late; We are understanding of unavoidable circumstances.
- Mark all belongings with names. We donate unclaimed "lost & found" items to Goodwill at the end of each month. \*Dance & Company is not responsible for lost or stolen items.
- Please be courteous of students in class while waiting for your class to begin; keep the noise level to a minimum.
- Only water is to be consumed inside the dance rooms. Fast food, soda, juice, messy snacks, etc. are not permitted at Dance & Company.
- We have water and snacks available for purchase on the honor system. If you do not have cash at time of purchase, please notify front desk staff; non-cash purchases will be charged with your primary card on file. \*We do not monitor who takes snacks and uses the honor system - this is between you and your dancers. If dancers are not allowed to purchase snacks with your card on file, this needs to be discussed directly with your dancers. We will not deny snack/water requests.

**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 (858 ) 524-6355. Visit our website at [www.danceandcompany.com](http://www.danceandcompany.com) for current class schedule, faculty bios, studio policies and more!