STUDIO POLICIES & PROCEDURES

Dance & Company Performing Arts Studio | January–December 2027

Monthly tuition

Tuition is based on a four-week month and is not prorated for missed classes or scheduled studio closures (holidays and breaks). Eligible missed classes may be made up within 30 days (see below). There is no additional charge in months with a fifth week. Tuition is prorated only for a new student's first month when enrolling mid-month.

Automatic payments & late fees

A credit or debit card must be kept on file. Monthly tuition is automatically charged to the primary card on the 1st of each month. If a payment is declined, you will get an automatic communication. For the first declined payment, a $15 late fee applies if the balance is not resolved within three business days. For subsequent declined payments, the $15 late fee applies immediately.

Annual membership

2027 membership is $60 for the first dancer and $50 for each additional family member, assessed January 1. For families enrolling after January 1, annual membership fees are prorated quarterly based on the registration date. Membership is not required for drop-in classes or adult sessions; advance reservations are required and space is not guaranteed.

Private lessons

Rates start at $45 for 30 minutes, $65 for 45 minutes, and $85 for 60 minutes (one student). Payment is made directly to Dance & Company. For private and semi-private lesson information, email inquiries@danceandcompany.net.

Dropping classes / ending auto-draft

We require 30 days' written notice to drop a class or stop automatic tuition payments. Email cancellations to inquiries@danceandcompany.net; verbal cancellations are not accepted. All unused make-up classes become void once tuition payments stop.

Absences, make-ups & extended breaks

Make-ups must be age and level-appropriate, scheduled in advance by emailing inquiries@danceandcompany.net, and completed within 30 days of the missed class. Same-day cancellation or a no-show forfeits the scheduled make-up. Make-ups are void when tuition is no longer being paid. For an extended absence, a one-month courtesy hold is available at 50% of your normal tuition to retain your class spot. Otherwise, the student is removed from the roster following the required 30-day written cancellation notice.

Annual Summer Production

Our Annual Production is optional but strongly encouraged; dance is a performance art, afterall! It gives dancers the opportunity to share what they learn onstage in a professional theatre. Separate registration and costume fees apply; details are announced in the fall.

Dress Code

Students must follow the studio's published dress code and hair requirements, which can be found HERE.

Arrival, pickup & class etiquette

Arrive a few minutes before class (no more than five minutes early), dressed and ready, with hair secured; a ballet bun is required for Ballet Intro and above. Please avoid entering a class in progress when possible and keep noise low while waiting. Children must be picked up promptly after class. The studio is not responsible for supervision before or after scheduled class times. We understand that emergencies and unavoidable delays occur – call the studio lobby if this is the case.

Lobby & observation

The lobby is closed for class observation. Front-studio classes can be viewed through the exterior windows; back-studio classes can be viewed via Zoom. Login information is available at the front desk.

Parking

Front-facing parking spaces are reserved exclusively for five-minute drop-off and pickup. If waiting in your vehicle, please use the center of the parking lot or nearby side streets. Help us keep the shared center safe and accessible for everyone.

Restroom assistance for younger dancers

If a younger dancer needs help in the restroom and a parent or guardian is not present or readily available, studio staff may assist as needed, guided by the dancer's needs.

Belongings, food & drinks

Label all belongings. Unclaimed lost-and-found items are donated at the end of each month; the studio is not responsible for lost or stolen property. Only water is permitted inside dance rooms. Fast food, soda, juice and messy snacks are not permitted inside.

Snack & water honor system

Water and snacks are available for purchase on the honor system. If paying without cash, record the purchase on the designated board and the primary card on file will be charged. We do not monitor individual purchases or refuse snack/water requests. Families should discuss any purchasing restrictions directly with their dancers.

Schedule changes

Dance & Company may cancel, combine, reschedule or move classes online (via Zoom) when necessary, including for weather, government mandates, unexpected instructor absences or other circumstances.

2027 STUDIO CLOSURES

Martin Luther King Jr. Day	Mon, Jan 18
Presidents' Weekend	Sat, Feb 13 – Mon, Feb 15
Spring Break	Mon, Apr 12 – Sat, Apr 17
Memorial Day Weekend	Sat, May 29 – Mon, May 31
Production Week	Mon, Jun 21 – Sat, Jun 26
Annual Production	Sun, Jun 27
Summer Break	Mon, Jun 28 – Sat, Jul 3
Labor Day Weekend	Sat, Sep 4 – Mon, Sep 6
Thanksgiving Break	Mon, Nov 22 – Sat, Nov 27
Winter Break	Mon, Dec 20 – Sat, Jan 1, 2028

Students are eligible for make-up classes for scheduled closures, subject to the make-up policy.

Communication

Every family must maintain at least one active email address and review studio announcements and quarterly newsletters for schedule, safety, and event updates.

General Inquiries

inquiries@danceandcompany.net

Class inquiries, tuition, billing, make-up scheduling, schedule adjustments, and general questions.

Lisa Lewis | Owner & Business Director
Lisa@danceandcompany.net

Katie Collins | Owner & Artistic Director
Katie@danceandcompany.net

Kathleen Keleher | Assistant Artistic Director
Dco.assistantdirector@gmail.com

Dalis Northup | Studio Coordinator
DCo.coordinator@gmail.com

Annie Johnston | Performance Crew Coordinator & Marketing Specialist
Danceandcompany@gmail.com

QUESTIONS? inquiries@danceandcompany.net | (858) 524-6355 | danceandcompany.com

Please allow up to 24 hours for an email response. Phone assistance is available during business hours.