

# Dance Policies & Procedures

## Registration

Annual registration fees due at the time of registration are non-refundable. Registration fees will be calculated based on current registration fees charged industry wide. Check class schedule for current fees. All students must register in person. If student enrolls in Dream Pointe and Starlite Express dance classes, registration fee will be paid to Starlite only. Nutcracker participation fee must also be paid at registration – see below. Enrollment deadline for The Nutcracker is September 15<sup>th</sup>. Enrollment deadline for recital is January 31<sup>st</sup>. On-line registration fees will be paid to Starlite.



## Tuition & Dancewear

Two options are currently available for payment of tuition. The first method is by autopay where client authorizes Dream Pointe Ballet Company to automatically debit a charge card (Visa/Mastercard) or a checking account for each month enrolled September – May. Charges/debits shown on your bank or credit card statement will act as your receipt. Paperwork for authorization including all necessary bank information must be filled out and turned in to the office the first week of classes. Charges/debits will be automatically processed the 5<sup>th</sup> of each month. Academy will shred autopay authorizations during September if student does not re-enroll.

The second method of payment available is the traditional method of paying tuition payment by submitting payment by check or money order by the first lesson of the month. The same tuition formula explained above will be used. An irreversible \$10.00 late fee will be added for payments made after the 10<sup>th</sup> of the month. Classes are to be paid for in advance. To avoid late fees, the academy recommends clients choose autopay as it is hassle-free for both parent and academy. Traditional-method clients 20 days late for two consecutive months will be required to switch to autopay.

A \$15.00 fee will be charged on all returned checks or declined charges/debits. Tuition payments are paid by month, not by the number of lessons within the month. No class that is missed can be credited to the next month or subtracted from the monthly payment. Please use payment envelopes to ensure tuition and misc. expenditures are properly credited to your account. Cash payments may be made only if exact amounts are used as the academy does not carry change. Cash payments require a receipt. All cash payments must be given directly to office staff. All other payments should be placed in the tuition box. Teachers cannot accept payments of any kind.

Dancewear, merchandise, and other misc. expenditures are not included in tuition and costume payments and must be paid separately. Late fees of \$10.00 will be added to these expenditures if not paid when due. All dancewear is purchased through Starlite and cannot be combined with Dream Pointe tuition, costume, etc. Checks for dancewear must be payable to Starlite.

## Recital Costumes, T-Shirt & Fee

Dream Pointe classes will participate in the annual recital hosted by Starlite Express Dance Academy. For the months September – December, a costume payment will be added to tuition. Formula for costumes is total number of costumes divided by four months equals the monthly costume amount to be added to monthly tuition September – December. For the months January – May, only monthly tuition is due. Current costume prices are listed on class schedule. These costumes are the student's to keep following the recital. Measurements for costumes will be taken in November. Costumes must be paid for in full by January 1<sup>st</sup> or a costume will not be ordered. No refunds on costumes after January 1<sup>st</sup> even if student withdraws. Costumes are not custom-made and may require alterations. Since costumes are ordered, some accessories will need to be attached by parent. We select the highest quality costume for the price. These are not made for everyday use and must be cared for accordingly. Costumes may be exchanged one time and must be exchanged within one week of receiving. Those registering after January 1<sup>st</sup> may not have costumes in time for recital photos. A recital fee will be charged to pay for facility rental as well as a recital t-shirt for the finale and prop fee if applicable. Recital fees must be paid by April 30<sup>th</sup>.

## Nutcracker Fees, Rehearsal & Volunteer Requirement

A Nutcracker participation fee will be due at registration. See current class schedule for current fees. Costumes for productions are rented. Rental costumes will be tried on during the fall months to ensure best possible fit. Costumes must be returned within one week of the production in excellent condition or the full price of the costume will be charged to replace it. Lost costumes will be charged full price for replacement. Participation fee pays for rehearsals and costume rental. One member of each participating family must volunteer to assist with the Nutcracker. Board term is June – January. Sign-ups available in June. Nutcracker rehearsals are on Saturdays September-November. Rehearsal schedule and auditions for main roles posted in August. Dancers may take ballet classes without participating in the Nutcracker. See Dream Pointe Overview for details.

## **Trial Class**

Potential students may try one class without charge. If student enrolls, he/she will be charged for the trial class.

## **Withdrawals & Refunds**

If participating in the Nutcracker, students may not withdraw September – December as commitment is required for the production each season. Following production, one-month notice is required to withdraw from classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the academy office and not with the teacher and must occur within the first five days of the month. Withdrawals made after the 5<sup>th</sup> of the month will be charged the full month. No withdrawal will be accepted after March 1<sup>st</sup>. To withdraw from classes a parent or adult student must: 1) Inform academy administration in person, and 2) Complete and sign a Withdrawal Form provided by the academy office. Autopay clients will be removed from the autopay system and their paperwork, after the one-month notice period, will be shredded. Any unpaid balances will be charged prior to discontinuance of autopay. No refunds will be given for costumes after January 1<sup>st</sup>. Dream Pointe Ballet Company reserves the right to terminate lessons of any student without notice. In such a case a refund for unused lessons will be given.

## **Dress Code**

Students must adhere to dress code for each class enrolled. A copy of dress code requirements is given at registration or posted on line. Required leotards must be purchased from the dance academy payable to Starlite. Failure to wear required dancewear to class can result in student being asked to sit out during class. Repeated failure to adhere to dress code can result in termination of lessons.

## **Attendance, Tardiness, Make-Up Classes & Pick-Up**

Dream Pointe reserves the right to have students who come late to class sit out the class. Repeated tardiness may result in termination of lessons. A minimum attendance standard will be required. If a student misses more than four classes without notice, Dream Pointe reserves the right to terminate lessons. Students missing more than four classes will not be allowed to participate in the productions or recitals. Students are responsible for making up a missed class within the month of absence. Teachers will recommend the best make-up class. Dream Pointe must be notified when a student will be missing class. **UNEXCUSED ABSENCES MAY NOT BE MADE UP. Students must stay in the academy lobby until guardian picks them up.** Dream Pointe is not responsible for students prior to or following class. Please be prompt in picking up your child following lessons.

## **Injuries & Insurance**

Parents, legal guardians of minors, students and adult students waive the right to legal action for any injury sustained on academy property resulting from normal dance activity or any other activity conducted by the students before, during or following class time. All students are required to have health insurance and are responsible for all costs resulting from any injury sustained at the academy. Parents and students must be aware that there is an inherent risk in physical activity and will assume risk as such.

## **Facility Care & Parent Observation**

Students must not touch any equipment in class unless permitted by teacher. Food, drinks other than water, gum and smoking are prohibited in the academy. Students need to use the bathroom and get drinks of water prior to or following class. Doors will remain closed during dance class. Only dancers with appropriate footwear are allowed onto dance floor – no street shoes allowed on floors! Parents may watch classes from lobby window only and are not permitted in the dance room except for quarterly “Kodak Days” to be announced and during “Creative Choreography” the last 15 minutes of the last class of the month upon invitation by teacher. Students may not contact teachers outside the office.

## **Student Folders**

Each new student receives a folder with a progression chart to sign off each week. It is the parent and student’s responsibility to bring their folder and inquire at the office if a folder was not received. It takes at least two years to complete a progression chart and receive award. It is student/parent’s responsibility to sign-up for awards at the dance academy by April 30<sup>th</sup>.

**By signing my registration form, I agree to have read & understand the above policies & will abide by them.**