

# STUDIO POLICIES 2023 - 24



*Artistic  
Confident  
Driven*

## **TUITION FEES & PAYMENTS**

\*Tuition rates are for the full season including all holidays. The season runs from August 21st through the year end Summer Showcase in June. Tuition is not based on the number of classes in the month. Tuition fees are paid monthly or annually. June 1st will be the last tuition payment of the season.

\*After registering (paying for the 1st month + annual membership fee), monthly tuition must be paid by auto debit with the card you have on file.

**ALL students must have a card on file. This card will be charged on the 1<sup>st</sup> of every month beginning September 1st. This card will be charged unless other payment arrangements have been made at least 3 business days prior to the 1st. There is no tuition adjustment due to the length of the month, inclement weather, vacation closures, holidays, or student absences.**

## **DISCOUNTS**

The first sibling receives a 5% discount on the smaller tuition account. 10% discount for 3rd and more. No sibling discounts for special performing groups.

## **NSF PAYMENTS**

NSF on paper checks, auto-debit or auto-charge payments will incur a \$35 NSF fee which will be paid at the front desk along with the tuition or other current charges that are due.

## **WITHDRAWAL FROM CLASS**

To withdraw from a class a parent/guardian/responsible party must fill out a withdrawal paper.

Your monthly payment will **STILL BE DUE** in the month that you drop and **no refunds** will be given for that month. All automatic charges will still be charged on the 1st regardless of when you drop. If you drop after the 1st you will not be charged in the next month but there will be **NO REFUNDS** on what has already been paid. You may also transfer and change classes at any time (up until notice of classes closing) as long as the level/class is approved by the teacher.

## **RESCHEDULING, TEACHER AND CLASS SUBSTITUTION**

AC Dance reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. ACD reserves the right to reschedule or combine classes.

\*AC Dance reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence or governmental advisory.

## **REFUNDS/CREDIT ON ACCOUNT**

\*Tuition, membership fees, and costume fees are not refundable for any reason. Refunds are only issued when ACD cancels a class due to low enrollment.

## **PRIVATE LESSON CANCELLATION POLICY**

All private lessons cancelled with more than 24-hour notice will receive a full refund. No-show lessons or lessons cancelled by the student/parent with less than 24-hour notice will be charged the full amount.

## **ATTENDANCE**

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes within 30 days of the absence. There will be a list of which classes students can attend for a make-up based off each age and level.

## **SAFER STUDIO POLICY**

In order to reduce community spread of Coronavirus, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing® and Youth Protection Advocates in Dance®. The studio understands that unlike older children and adults, young children cannot be expected to maintain social distancing at all times. This studio focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular facility adaptations to minimize contact and mingling where possible. In the event a class is unable to be held at the studio classes will convert to an online learning platform until in-studio class can resume.

## **PARENT OBSERVATION**

Parent observation is temporarily closed. We will keep you updated and try to create new ways for you to view the progress of your child. We would also hate for you to miss out on Parent Participation Week

## **WATER FOUNTAINS**



The water fountain will not be available for usage. All students must bring a water bottle labeled with their name and a lid.

## **STUDIO CLEANLINESS**

Dancers and their families are expected to help keep the studio clean at all times. Please encourage your dancers to pick up after themselves and use appropriate trash cans.

### RECITAL COSTUME ORDER/EXCHANGES

\*All classes will have a recital costume unless noted on the schedule

\*Recital costumes are not ordered unless payment is made in full.

\*All costume prices will be put on the costume schedule.

\*Students are measured for costumes in classes. If a costume does not fit, we are able to exchange it within ONE week at no cost to you, if it is returned in its original packaging. After that week, there will be additional shipping/handling charges and/or limited availability.

### WINTER WONDERLAND COSTUME CHARGES-SEPT.22ND SUMMER SHOWCASE COSTUME CHARGES - JAN. 26TH

### HOLIDAY SHOW & RECITAL

We have two large events throughout the year. A holiday show, 'WINTER WONDERLAND' always the 2nd weekend in December and an end of the year SHOWCASE in June. There are multiple shows for the events. Tickets are sold for these events. Detailed show information will be released at a later date.

### LOST AND FOUND AND SECURITY

A lost and found basket is located in the student lounge. Please let someone at the front desk know if you are missing items. Items left will be donated at the end of each semester to Goodwill. Security cameras are located in public areas for safety and security. ACD does not make security or video data available to students or parents.

\*ACD is not responsible for any lost or stolen items. Please do not leave belongings unattended.

### INCLEMENT WEATHER POLICY

In the event of inclement weather, a BAND notification (our app for communication) and an email will be sent. Please note that we do not necessarily follow school closing as roads can often be cleared by the time studio classes begin. We will do our best to make a decision by 2p.m. Classes canceled due to bad weather will not be made up. Students may opt to make up a class in a similar age and style.



### (Band app logo)

### COMMUNICATION

We do all communication electronically. Due to the waiting room being closed and no parents in the studio we are putting signage in the waiting room area that you can view from outside. You must be a member of the BAND app that we use. The information on how to get access to it will all be shared the first week of dance. We do 90% of communication through this app along with emails.

\*We have disabled the feature of comments. This will ensure that you are only receiving messages that are sent directly from ACD and not all the members posts/comments.

### DROP OFF/PICK UP

**Please make sure that your child is not to the studio any more than 10 minutes before their scheduled dance time unless you have prior arrangements made and approved by us.** This especially applies to younger dancers. The earlier they come the less attention span they have in class, which translates to less productivity for the teacher and student.

\*We have many new policies that we have implemented this season. They will all be in place so that we are doing our part to try keep students and families safe.

**A \$25 courtesy charge may be charged to you for a staff member having to watch your child longer than 10 minutes before or after their class. This is for recreational and company members. NO EXCEPTIONS.**

Please pick up your dancer on time. We realize that sometimes circumstances are out of your control. Please also don't assume that there are classes after your child's ends so it is ok for them to just "hang out". You never know if we have cancelled or changed class times. We also have many teachers that live out of town and younger drivers. Everybody wants to get home for the evening and we want everybody safe.

Signing this policy page informs us that you have read, understand and agree to abide by these policies.

Parent/Guardian/Responsible Party Signature

Date



**Tuition  
2023 - 24**

**1 Class a Week - \$55.00**

**2 Classes a Week - \$110.00**

**DISCOUNT FOR 3 OR MORE CLASSES**

**3 Classes a Week - \$148.50**

**4 Classes a Week - \$187.00**

**5 Classes a Week - \$220.00**

**6 Classes a Week - \$247.50**

**1 - Sibling Discount of 5% off the lowest tuition**

**2 & more - 10% off of the lowest tuition(s)**