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Fall studio classes are designed to help our students continue to build and sharpen skills needed to advance to the next level. We suggest every dancer enroll in at least one ballet class which is the foundation to all genres of dance.

## Tuition:

Tuition is due on the 1st of each month.

Each session includes 4 classes. I.e Monday Session Pre-ballet 4:15-5:15 will include every Monday in that month.

On months with 5 weeks we will not hold sessions.

## **Refunds/Early Withdrawal Policy**

No refunds will be given for pre-paid tuition. In the unlikely event a student needs to withdraw from classes, for any reason, a Class Drop/Add Form must be completed and submitted by the 1<sup>st</sup> of the month. A student's absence from class does not affect tuition payments.

#### Referrals

Refer another family to NGAA and receive a \$5 credit to your account after their 1<sup>st</sup> month tuition has been paid. This is our way of saying thank you for your continued support.

# Student Absence/Make-up Classes

Please be advised that attendance is closely monitored. Students are required to attend all scheduled classes and are expected to inform the studio of an intended absence prior to class. No credits or refunds will be issued for missed classes.

### **Attendance**

Regular attendance is essential to ensure maximum progress for each student. NGAA strives to develop our students' talents to their utmost potential, which can only be achieved through regular attendance. Absenteeism will not only slow down your progress, but the progress of the entire class. Regular attendance is also critical when students are assessed for advancement. Dancers who frequently miss class may be left out of certain sections of the routine.

Punctuality is also a very important part of attendance. Dancers should arrive 5 minutes before their scheduled class to dress and begin warm-up. For their safety, dancers who arrive to class more than 10 minutes late may be asked to observe and take notes for the class. Dancers must be picked up within 5 minutes of the end of their class or rehearsal.

### **Class Level and Promotion**

The faculty at NGAA is committed to the technical and artistic growth of our students. We will strive to bring each dancer to their individual peak potential in a supportive and nurturing environment. Therefore, the placement policies at NGAA are geared towards the individual student.

Placement begins at the Pre-School Level and increases to the Advanced level. Every student is evaluated on a regular basis to ensure proper placement. Changes in a student's class placement are based on the recommendations of NGAA Director and Faculty. Do not be concerned if you repeat a level of training; students will not necessarily be promoted to a higher level on an annual basis. Placement and advancement from one level to the next is based on the student's own merit, understanding of vocabulary, technique, and the ability to demonstrate those skills. Overall strength, maturity, and attendance are factors as well. NGAA's faculty is very concerned with the proper and safe advancement of all our students. It is essential that the body be in proper alignment and the muscles well strengthened before more complex exercises are undertaken. To advance too quickly is to invite injury and we do our utmost to protect our students against such events. After classes have been in session for 4 weeks, NGAA faculty will make any necessary adjustments to ensure all students are properly placed within our program.

### Communication

Communication is key to maintaining smooth and effective studio operations. At NGAA we utilize several means of communication to keep all of our students and parents well informed.

Our website is a great resource for studio information. <a href="www.ngaainc.com">www.ngaainc.com</a> Policies, class information and schedules, faculty information, news, events and much more are posted on our website and kept current. If you have a question, more likely than not, you will find the answer on our website.

**E-mail** will be utilized to send reminders and alert families to important studio information. **Information** will not be sent home with your dancer.

### Observation

NGAA understands the desire to observe your child while in class, but your presence is often distracting and can lead to disruption of the entire class. We are considering hosting an Open house for families in November. More information will be forthcoming.

### **Inclement Weather Policy**

The studio will remain open during inclement weather if the streets are not dangerous. In case of severe snow, the studio will close and you may make-up the class within 4 weeks of the closing. A closed announcement will be posted on our website, Facebook, and email. NGAA does not credit, refund, or pro-rate tuition for classes cancelled due to inclement weather.

### **Class Cancellations**

In the unusual circumstance a class should be cancelled by NGAA or NGAA faculty, two make-up dates will be offered for the students to choose from when possible. No refunds or credits will be given.

## **Mandatory Dress Code**

NGAA believes that uniforms foster a more structured and disciplined class environment, which promotes a more positive classroom atmosphere. It is also exceedingly important for our teachers to be able to adequately see their students' bodies in order to promote proper body alignment. In turn, this will aid in correct muscular development and in preventing injuries.

Jewelry, other than stud earrings, is NOT permitted. Dress code (both hair & attire) will be strictly enforced. Students not meeting the specified dress code will be asked to sit and watch class until the dress code has been met.

**Pre-Ballet** Solid light black leotard - NO attached skirts. Pink or flesh-tone footed tights, pink or flesh-tone full sole leather ballet shoes. Hair secured in a ponytail/bun.

**Beginning Ballet & Ballet I: Solid black leotard -** NO skirts. flesh-tone footed/convertible tights, pink split sole **leather** ballet shoes. Hair secured in a bun.

**Ballet II:** Solid black leotard - NO skirts. flesh-tone footed/convertible tights, pink or flesh-tone split sole leather ballet shoes. Hair secured in a bun.

**Advanced Ballet:** Solid burgundy leotard - NO skirts. Pink or flesh-tone footed/convertible tights, pink or flesh-tone split sole ballet shoes. Hair secured in a bun.

*Modern:* I & II: Black Solid color leotard and flesh-tone footless/convertible tights. III – Advanced: Solid color leotard and footless/convertible black tights. All: Bare feet. Hair secured in a bun.

Jazz: Solid black leotard, flesh tone tights (Advanced Jazz - black convertible tights). Hair secured in a bun.

**Boys Attire:** White t-shirt, black stretch shorts or black dance pants, dance belt & black shoes as listed above. dancer(s).