**EXPRESSIONS DANCE ACADEMY POLICIES**

**TUITION**

Tuition is due on the 1st of every month regardless of absence or a class cancellation due to weather. Please stop by or send payment via mail (P.O. Box 291, Wolfeboro, NH 03894) as an automatic $20.00 late fee will be charged if payments are not received by the 10th of the month. We can also bill credit cards monthly, and accept Venmo. Please understand that upon registration you are responsible for the full-year tuition unless you notify us in writing 14 days in advance. There are no refunds of monthly tuition. At the discretion of the director, refunds may be given to those who have prepaid for a semester or full-year with 14 days written notice.

If payment is not received by the 10th of the month your Credit Card will be charged your monthly tuition, including late fee. This also applies for costume deposits, competition fees and balances. Credit Card charges include a 3.5% processing fee, as well as .15 cents per transaction. If the Card is declined, dance classes will be suspended, and you will receive a $25 Charge Back Fee.

* There will be a $30.00 fee for any returned checks and a $25 fee for any Credit Card charge back fees.
* Invoices are a courtesy and are only given through e-mail. Once enrolled you are responsible to pay your monthly payment on time regardless of illness, cancellations, or scheduled vacations. Please plan accordingly. If you change your e-mail address please let us know as we are not responsible for e-mails sent to undeliverable addresses.
* **Delinquent payments on accounts over 30 days from the 1st of the month will result in the suspension of that** **student's participation in class**. If needed, please call the studio to set up an alternate payment plan. We do not want to deny any student the opportunity to dance if a viable solution is available.
* No student will participate in the recital until all fees, late fees, NSF charges or costume fees are received and cleared. Open balance after the conclusion of the recital will result in an automatic Late Fee of $200.00.
* Tuition is calculated by the number of weeks dance classes are scheduled. The yearly tuition is divided into **9** equal payments for your convenience; it is NOT billed for lessons per month. Payments remain the same each month regardless of attendance, closures, holidays, etc.

**DRESS CODE**

All students are required to wear proper dance attire and dance shoes. NO T-SHIRTS! Hair must be neatly tied back. All Ballet and Pointe dancers are required to wear a bun.  Do not wear dance shoes outside of class. All dance apparel is available at Wolfeboro Dancewear and is recommended for all students to look uniform when performing. Tights and leotards should be in good condition without holes. \*Instructors reserve the right to deny a student's participation in class if the dress code is not respected!

* **Ballet & Pointe** - Black leotard and pink tights. Pink ballet shoes or pointe shoes. Ballet (company) 3-5 must have revolution advanced split-sole. Hair in a bun.
* **Jazz 1, Jazz 2, Mini, Petite, Junior, Senior, Master, Elite Dance Company** - Leotard and tights (any color).  Dance shorts and/or fun dancewear is optional. Tan Pedinis.
* **Modern & Lyrical**- Solid color leotard and tights. Dance shorts, Crop tops and/or fun dancewear is optional. NO SHOES or SOCKS, bare feet only.
* **Music Video Dance** - Comfortable and appropriate dancewear.  Black high-top dance boots to be ordered through Wolfeboro Dancewear are often the choice of shoe, but this will be decided in November.
* **Creative Movement** - Comfortable clothing or dancewear. Pink ballet shoes. Black ballet shoes for boys. Bare feet acceptable.
* **Cheerdance** - Comfortable and appropriate dancewear. Clean, plain white sneakers - any style but must be used strictly for dance class.
* **Primary and Secondary -** Leotard and tights (any color).  Pink ballet shoes (**NO TIES**) and black buckle tap shoes.
* **Hip-Hop 1,2,3 & Hip-Hop Comp –** Comfortable and appropriate dancewear, including bra tops and dance shorts.  White dance sneakers to be ordered through Wolfeboro Dancewear.
* **BTJ 1 & BTJ 2** - Leotard and Tights (any color). No dance pants.  Black jazz boot and black strap tap shoes. Ballet shoes are not required, but are optional.
* **Production** – Any dancewear. No street clothes. Shoes will be determined and chosen based on style of routine, or character.
* **Tap, Tap Company -** Any dancewear. No street clothes. Black tie tap shoes.
* **Musical Theater -** Leotard and tights (any color).  Dance shorts, crop tops and/or fun dancewear is optional. Must be form fitting. Shoes will be decided in late October as they will need to match the theme of the routine.

**All shoes must be purchased at Wolfeboro Dancewear to ensure we all match on stage!**

**COSTUMES**  A $35.00 costume deposit is due at registration.  If a student has multiple costumes the remainder of the deposits can be paid in October.   All costume balances will be billed to your account in November, and must be paid in full for your dancer’s costume to be ordered. Please note that the first costume is $92, as that also includes your dancer's recital T-shirt, after that they are $72 each.  **If costume payments are not received by November 15th your Credit Card on file will be charged, including late fees.**

**Recital tights** are not included in the price of the costume and must be purchased through Wolfeboro Dancewear to ensure all dancers match. All dancers Grade 1 and up will be required to have plain black leggings for the recital finale. Finale tank tops or t-shirts for all dancers will be provided by the Studio. If a student is not performing in the recital, we must have written notice no later than December 1st as costumes are ordered at that time.  If a student withdraws from classes after costumes are ordered, you are obligated to pay the costume bill.  No refunds, credits or exchanges on costumes.

**BAND APP**

We are completely paperless. All studio information and updates will be posted in the App. It is the parent/guardians responsibility to stay current with the App. Please be sure to turn on your notifications.

**SNOW DAYS**

**We make every effort possible not to cancel classes. If a cancellation is necessary due to inclement weather, it will be posted on the studio band app after 2 p.m. We do not follow the GWRSD closings. You may take any other age-appropriate class to make up for the cancellation. Please contact me if you are unsure what your options are for make-up classes. Make-up classes will be scheduled once 2 classes have been missed.**

**CODE OF CONDUCT**

Proper respect for the director, staff, curriculum and fellow students is expected from all students, parents and siblings. Every individual should behave in a disciplined, responsible manner both on and off site at any time you are representing Expressions Dance Academy. We expect students to be focused and ready to learn when in class. Students should maintain a respectful, attentive attitude toward instructors at all times. In support of that, we must also ask for a calm atmosphere in the waiting area. Please encourage younger students and siblings to read, color, or play quietly while in the waiting area. The Studio reserves the right to dismiss or suspend any individual whose attitude, attendance or conduct is found to be unsatisfactory or derogatory towards fellow students, parents or teachers. This includes social media postings. **Parents or students wishing to speak with the director or the instructor must schedule an appointment. Please be aware of instructors’ obligations and demanding schedules and do not attempt to engage them in any impromptu discussions before, during, between or after classes.**

**FESTIVAL OF TREES**

All classed in 1st Grade and older will be performing a preview of their recital routines at the Festival of Trees. The event will be held at the Kingswood Arts Center, and we typically perform on the second Saturday morning of December. This is not a mandatory event. Students will wear basic dancewear attire. More information will be handed out in November.

**SPRING PERFORMANCE (RECITAL)**

Our annual performances will be held on Friday, May 15th at 6pm and Saturday, May 16th at 10am. Dress Rehearsal will be on Thursday, May 14th at 4pm. A complete recital package will be posted in the Spring with all of the specifics.

**DIGITAL DOWNLOADS (RECITAL)**

Our annual performances will be recorded and distributed via the band app in the form of a digital download. All families will be billed around $25 in their May monthly invoice.

**STUDIO POLICIES**

* Students and families are expected to respect the studio and its tidiness. Please be responsible for your own water bottles, candy wrappers, diapers, food and trash.
* No street shoes, gum, food or drink is allowed in the studio at any time.
* ALL classes begin and end at the scheduled times.  Please see that your child arrives early enough to be prepared for class on time. We are not responsible for students before or after their scheduled class.
* Please be courteous of the classes that are meeting before and after you and respect other dancers’ personal property.
* The Dancer’s Lounge is only for dancers only. Siblings and parents please enjoy the waiting room.
* Students should be picked up promptly after their class has been dismissed. For safety reasons, no student will be allowed outside into the parking lot unless accompanied by an adult.
* Please remember that excessive absences are a distraction to the entire class as they attempt to learn choreography around missing students. If your child is ill or injured but able to at least come watch the class, it will minimize the disruption. IF YOU ARE UNABLE TO ATTEND CLASS, please notify the instructor by leaving a message at the studio.
* All COMPETITION students will receive a CONTRACT that they are expected to read and follow outlining additional expectations and policies.

**CLASS PLACEMENT**

Class placement is made at the Director’s discretion. Entire classes do not advance to the next level as a whole. Placement on any Competition Teams does not guarantee placement the following year, but instead is contingent upon a number of things including attitude, attendance, and progress.

The Studio and the Instructors are not liable for personal injuries or loss or damage to personal property.  Please inform the instructor of any physical limitations which may prevent full participation in class.