

# Academy Policies

The mission of Bluegrass Academy of Dance is to provide the highest quality of dance and wellness instruction to students of all ages. The Academy strives to foster a healthy and encouraging environment that will develop performers that are creative, confident, and focused, both on and off the stage.

In order for us to carry this mission out, we ask that you adhere to the following policies:

- ❖ **Dress Code:** Students are expected to wear leotards, tights, or appropriate dancewear, and bring the necessary shoes to ALL classes. **NO LOOSE OR BAGGY CLOTHING PERMITTED!** Hair should be securely pulled back off the face. We will be using black tap shoes, pink ballet shoes, and tan jazz shoes (unless otherwise instructed by the teacher). Dance shoes should **NEVER** be worn outside; this is to protect your shoes as well as our dance floor. \*\*Please see our dress code document for more information.\*\*
- ❖ **Tuition:** Tuition is due the 1st of each month. Tuition is based on the number of classes in the year, therefore tuition is the same each month, regardless of how many classes there are in that month. This fee also includes the cost of a costume for each class (or leotard and tights for ballet classes), performance fees, registration fees, and an end of the year t-shirt. A \$10 late fee will be automatically charged if paid on or after the 15th of each month. If tuition is not paid by the 22nd of the month, your student will have to sit out of class until the account is made current. \*\*There is a \$50 charge for any returned checks. There will be no refunds or deductions for classes missed.
- ❖ Every family is required to have a credit card on file. You may still pay by cash or check. Any remaining balance will be charged to the card on file on the 30th of each month. An individual payment plan for tuition and any additional fees will be decided upon registration.
- ❖ No chewing gum, candy, food, or drink (except water) is allowed in the dance studios.
- ❖ **Drop-off/Pick-up:** It is very important that we know who is allowed to pick up your child! We ask that you wait in the lobby if you are early dropping off and picking up your child. It is very disruptive to have people walking through the studio when class is in session. Parents are welcome to leave their child and come back, or to stay in the lobby during class.

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- ❖ Attendance: Attendance is VERY important! In order for your student to get the most out of their dance class, regular attendance and attentive behavior is a must. If your student misses class, they are allowed to make-up classes within the following two weeks with the instructor's approval. Please ask your instructor for available times. No refunds will be given if students are not in attendance. If excessive absences become a disruption to learning, students may be asked to attend private lessons at cost to the parent or forego recital performances.  
\*\*Please take your child to the restroom before each class to minimize disruptions.
- ❖ The Studio Director: Our accounts are run under a program called The Studio Director. You may log in to your account at any time to check your balance, view upcoming fees, or to check your child's progress report.
- ❖ Performances/Recital: Bluegrass Academy of Dance produces one full length Ballet each fall and a recital is held annually in May at Lovett. Recital policies will be handed out at the appropriate time.
- ❖ Costumes: All costume costs are included in the monthly fee. Costumes will be handed out in class at the appropriate time.
- ❖ Picture Day: All ordering AND pick-up of pictures will be done through the photographer; business is between the family and the photographer. Pictures are not mandatory. Dates TBA.
- ❖ Closing for Weather: In the event of snow or other inclement weather, please check our Facebook page for updates on closing, as we will likely not be in the studio to answer the phones. We generally follow the Calloway County school system, but if we feel we can safely have classes, we will do so. There is one 'built-in' snow week each year. After that, make-up lessons will be scheduled promptly as needed.

