



# Ogden Tavaci School of Performing Arts

## Policy Information

To maintain the quality of our program, Tavaci has the following policies:

1. Our classes are very fun and interactive! To ensure that Tavaci is a good experience for everyone, students must be able to follow age appropriate directions. They should also actively participate in class. Disruptive behavior, for any reason, takes away from the experience of the rest of the group. Continued disruptive behavior may jeopardize your child's participation in Tavaci.
2. Before class please make sure your child has used the bathroom, gotten a drink, eaten something, and left all snacks and toys in the car. Class time is packed, and it takes valuable time away from learning if the teachers have to stop and address these kinds of interruptions.
3. Drop off and pick up should be within 5 minutes of the start and end time of class. Please be on time. Our warm-ups and new concepts are always taught at the start of class, and it is critical that your child is present for these. It helps them sing in a healthy way for the remainder of the class.
4. Consistent attendance leads to high engagement and learning. Please make weekly attendance of utmost importance! If you cannot get your child to class, please notify your teacher via text message. No more than three classes may be missed in a semester. If a student is absent for more than three classes, they will not be able to perform in the end of semester concert, as they will not know the material well enough.

5. The first 3 weeks of the semester are considered open registration weeks. Students may bring a friend to try our program if there are any open spots in their class. Please notify your teacher in advance if your child will be bringing a friend. The 4th-week of class and beyond will only be available to enrolled students.

6. The end of semester concert is an integral part of the students' performance training. It showcases what your student has learned throughout the semester and is influential in building your child's confidence and stage presence. There will be two concerts annually (Christmas and Spring). All concerts and performances are free to the public. The dress rehearsals held prior to the concert at the concert location are MANDATORY. You will be given advance notice of dates and times for these concerts. The rehearsals are closed to parents and visitors.

7. Occasionally, we perform at special events. Attendance is not mandatory, but strongly recommended. There are no additional charges for these additional performances.

8. Your child may be asked to participate in a specialty number. These are additional songs in the concert that consist of a small group of students who are willing to put in extra time and effort to learn the material. We will occasionally hold extra practices for these specialty numbers outside of normal class time. You will be notified of the dates and times for these practices.

9. Costumes are a fun way to make our concerts extra special for the performers and audience. All students are required to wear the selected costume. Every effort will be made to use the current costumes for as many semesters as possible. Sometimes the costumes do change, but this only happens every few years. We will give you notice when they do. You will need to purchase a new costume when your child outgrows his/her current costume, or when new costumes are required.

10. Tuition may be paid by year (due by September 30th), per semester (due by September 30th for Fall or January 31st for Spring), or broken into recurring monthly installments (due by the first Tuesday of each month) for your convenience. If payment is 30 days overdue, a \$5 late fee will be charged each month until the payment is made. Please see the "Tuition and Fees" page in this packet or our website ([ogdentavaci.com](http://ogdentavaci.com)) for more detailed information.

11. ALL tuition payments and fees are non-refundable. You will not receive a tuition refund for missed classes or for discontinuing the program. You are responsible for the payment of the full semester even if you miss lessons, take weeks off, or quit in the middle of the semester. If you drop out at any time during the semester, you agree to pay the remaining tuition installments. Exceptions will be considered on a case-by-case basis.

12. At Ogden Tavaci, we want you to know how much we value and respect your time, energy, and costs to make this program happen. Participating in Tavaci may be time-consuming, particularly towards the end of each semester, however, the time is well spent. Here, your child will develop skills and talents that will serve them throughout their lives.

Thank you so much for supporting our program. We love our Tavaci students and families!

# TUITION AND FEES

## TUITION

### ONE STUDENT-

Per Month: \$40 (Due by the 5th of every month)

Per Fall Semester: \$160 (Due by September 30th)

Per Spring Semester: \$200 (Due by January 31st)

Per Year: \$340 (Due by September 30th)

## FEES

Registration Fee: \$25 per family (Due at time of Registration. Only needs to be paid once per school year.)

Concert Fee: \$15-25 per student every semester (Due November 5th for Fall Semester or April 5th for Spring Semester)

Props Fee: \$5-25 per student every semester (Due November 5th for Fall Semester or April 5th for Spring Semester)

Costume Fee: \$40-48 per student (Paid once until the child needs a bigger size or we switch costumes. Due October 5th for Fall Semester or February 5th for Spring Semester)

Late Fee:\$5 (If payment is 30 days overdue, this fee will be charged every month until original payment is recieved.)

*Please go to our website ([ogdentavaci.com](http://ogdentavaci.com)) for more information on enrolling more than one student per household or if you have any further questions about tuition and fees.*

# SIGNATURES AND CHECKLIST

Please sign and return this final page to your Tavaci teacher.

## Please Initial

\_\_\_ I understand what I need to pay in tuition for this semester.

\_\_\_ I know when tuition is due.

\_\_\_ I understand that if I am late paying tuition, a \$5 late fee is required.

\_\_\_ I know the estimated amounts for additional fees.

\_\_\_ I know when the additional fees are due.

\_\_\_ I understand that all tuition payments and fees are non-refundable. I know that I will not receive a refund for missed classes or for discontinuing the program.

\_\_\_ I understand where to go to find additional information.

\_\_\_ I have read through and understand the policy for the Ogden Tavaci School of Performing Arts.

\_\_\_ I am OK with my child being photographed or videotaped for promotional, training, or social media purposes. I will contact [ogdentavaci@gmail.com](mailto:ogdentavaci@gmail.com) to opt out of this.

\_\_\_ I agree to read and respond to parent text messages and emails.

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this document, I verify that I have read the above policy and agree to abide by the policies of Ogden Tavaci School of Performing Arts.