



# UPPER FALLS DANCE ACADEMY

## Information & Policies

### Enrollment Contract

Registration for classes is a contract with Upper Falls Dance Academy. Payment is due at the time of registration. Enrollment is complete when both the \$30.00 registration fee and the first payment are made. By signing the registration form, parents/adult students acknowledge responsibility for all tuition payments and acceptance of UFDA policies for the enrolled student.

### Tuition/Payment

Tuition rates are based on a 30-week session divided into 9 equal monthly payments. An additional fee (not calculated in the 30-week plan) will be due in June, regardless of the payment plan selected. Discounts for the yearly plan are only in effective at the time of registration. Payment is due at the time of registration. Please feel free to contact the Academy if unforeseen financial difficulties arise.

Families choosing the monthly payment plan will pay the second payment on October 1. Future payments will not be billed to your address. Statements will be emailed on the first of the month to anyone with a balance due. Parents have the following options to make payments to their account:

1. Choose autopay in their account and have their monthly tuition charged automatically to their credit card on file. Those signed up for auto pay will be charged on the first of every month and will be emailed a confirmation of payment. Any other charges (costumes, June fees, etc.) will also be charged on your card unless we are contacted before the specified due dates.
2. Parents may also log in to their account through our Parent Portal and manually make a credit card payment.
3. Payments can be mailed or brought to the studio on the first of each month. Checks should be made payable to Upper Falls Dance Academy (name of student on memo line). Any payments brought to the studio should be in a sealed envelope and dropped in our drop box located near the office door.

### Overdue Accounts

We do not want to have to tell dancers that they cannot take classes because tuition has not been paid. Please feel free to contact the Academy if unforeseen financial difficulties arise.

- Late Payments  
A \$10 late fee will apply after the 15th of the month for monthly payments.
- Returned Checks  
A \$20 charge will be assessed on all checks returned by the bank.

## **Withdrawal from Classes**

Non-attendance does not constitute withdrawal from class. Four weeks' written notice using the [Withdraw Form](#) is required if a dancer wishes to withdrawal from a class. The responsible party is also obligated for tuition due during that four-week period. No refunds are given for early withdrawal, absences or weather-related closings. If family paid the full tuition payment upfront, a refund for the remaining weeks left in the 30-week schedule will be given only for medical exceptions. Hardcopies of the form are also available in the office.

## **Communication**

### **Parent Portal**

All families/students need to have an account created through our Parent Portal (located on our website) in order to register for classes. Families should keep up to date information on the UFDA student online account. A current emergency contact number and email address is extremely important. Tuition fees & other charges are accessible and can be managed and paid by you on this profile. Only directors of UFDA have access to your information.

### **Monthly Newsletters**

UFDA emails out a newsletter once per month. Upcoming important dates (studio closings), studio events and other studio related information are included in the newsletters. Please make the time to read the newsletter each month. Newsletters will be posted to our website, as well as, posted on our studio bulletin board.

### **Website**

Our website, [upperfallsdance.com](http://upperfallsdance.com), is also a good source for information. The studio calendar, newsletters and links to our Facebook page are available online.

### **Facebook Page**

Like our fb page to be informed about our inclement weather closings and studio events

## **Attendance**

### **Absences**

If a dancer will be absent for more 2 classes consecutively, we ask that you please email us to let us know.

### **Spring Classes and Performance Rehearsal Attendance**

Attendance is extremely important for the dancers in the months prior to the annual performance. We want your children to shine the day of their performance. Familiarization and confidence of the choreography is only gained by attendance. Dance is like a team sport in that every dancer is an integral part of the team. One dancer's absence disrupts the entire dance. Missing more than 3 classes between March 1st and the performance subjects the dancer to committing to additional rehearsals, limited appearance in choreography or being removed from the performance.

## **Participation**

Our teachers have the right to limit a student's participation in their dance due to poor attendance. An instructor's choreography represents their work and the work of an entire class. It is unfair to ask us to include your child in a piece of work when he or she is inadequately prepared because of irregular attendance.

## **Placements**

Placement recommendations are made by teachers at the end of each year and posted to your account under pre-approved classes. New students should contact the Center to arrange for a placement session. We feel strongly that placing students in a level that matches their capabilities will enable them to reach their full potential and reduce injuries. Most dancers spend two years at the same level and it is entirely possible that three years will be needed at a level in order to master the technique, develop the required strength and alignment and/or have the maturity to successfully move on. Feel free to contact us to discuss a placement and a dancer's progress with parents.

## **Annual Performance**

**Date:** UFDA's annual performance is usually scheduled for Saturday at 6:00pm of Father's Day Weekend (date to be announced in October). A Mandatory Dress Rehearsal will be the Friday the day before, at 5:30pm. If your child will not be participating in the annual performance, the [Non-Performing Form](#) must be filled out and handed in by December 31.

## **Performance Rehearsal Schedule**

We will post the rehearsal and performance schedules in the studio by mid-April.

## **Tickets**

Performance tickets will go on sale in late May (date will be posted in May Newsletter). Seating is reserved. Your account must be up to date in order to purchase concert tickets.

## **Costumes**

Though we try to minimize the cost, the price is generally between \$45 and \$70 per costume. A costume deposit of \$45 per enrolled class is due December 31. Costumes will be purchased in January.

The remaining balance will be posted to your account in March and due by April 1.

If you decide that your child will not perform in the performance after costumes have been ordered, you will be obligated to purchase the costume.

## **Inclement Weather Policy**

Below are our weather-related policies. Always remember, if you do not feel comfortable driving because of the weather, please do not come. Absences will be excused.

### **1. Evening Classes**

All classes that begin after 4:30 will be evaluated depending on current driving conditions regardless of whether the BCPS are closed or delayed due to inclement weather. A message will be posted by 3pm on our Facebook page and sent by email.

### **2. Saturday Classes**

If a weekend weather system occurs, classes will be evaluated depending on current driving conditions 1 hour prior to the first scheduled class. A message will be posted on our Facebook page and sent by email.

## **Parking**

Please take caution when entering and exiting the studio parking lot. Many students are crossing the parking lot at drop off and pick up times. We ask that you do not park, drop off or pick up students along the garden side of our studio building. Many cars pulling into the lot will not be aware that a car has stopped there, and it could lead to an accident. We remind you that the Salem Church parking lot is another parking option for parents. This also will relieve congestion and allow better traffic flow.

## **In-Studio Policies**

### **Dress Code**

Upper Falls Dance Academy students are required to wear specific dancewear to classes. Loose flying hair should also be contained. These requirements discipline the student to be aware of their presentation and technical skills that aids in the development of their dance training. Required uniform can be found online. We appreciate your cooperation.

### **Changing Room**

Our dressing room door remains open during studio hours. Please leave the main floor area of the room and the top of benches clear. Dance bags and shoes should be placed in the cubbies or under the benches. We kindly ask that dancers arrive already dressed for class. If circumstances arise that your child must change into their dance uniform, we offer a dressing screen in the room and also have our restroom. We encourage students not to take too much time changing in the restroom, so other students and teachers may have access to it between classes. Boys taking classes at the studio should keep their belongings in the kitchen area and wait for class to begin in the waiting room.

Boys should not be in the dressing room at any time. The office and bathroom is available if a male student needs to change.

### **Cell Phones**

Student and visitor cell phones must be turned off or placed on silent while in classrooms. Under no circumstances will a student be allowed to place or receive a call during class time. Texting is also prohibited. Student cell phones may be used in the dressing rooms or outside BEFORE or AFTER class.

### **Waiting Room**

Parents and siblings are welcome to wait in the main waiting area. Please remember to keep voices low since classes are in session. We also ask that anyone waiting please do not move the curtains to observe the dancers or go up and down the staircase to the upstairs studio. This is very distracting to the dancers. UFDA provides an opportunity in November for parents to come and observe their child in classes.

### **Kitchen Area**

Water bottles and snacks are for purchase on the honor system. The money from purchases goes towards our UFDA performance fund. Our Parent Association rely on parent donations of water and snacks to sell and would greatly appreciate your help in stocking these items. You can sign up and bring any donated snacks or cases of water to the kitchen area and leave it on the counter. **Drinking and eating is only allowed in the kitchen area.**

**Safety**

It is preferred that younger students not be dropped off too early and their parent leave before classes begin. Also, especially for our younger students, parents should come into the studio to pick up their child. We prefer that dancers not leave the studio while waiting before, between or after classes. If dancers leave the studio to go outside, UFDA can no longer be responsible for their safety.

**Photo/Video Release**

Upper Falls Dance Academy may use pictures and other audiovisual materials of my children for advertising and promotion for the benefit of the program. If you do not want your child photographed, please contact us.