



# UPPER FALLS DANCE ACADEMY

## Information & Policies – 2021-2022

### 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 and students acknowledge responsibility for all tuition payments and acceptance of UFDA policies for the enrolled student.

### Tuition/Payment

Tuition rates are based on our school year and remain the same regardless of the number of weeks, holidays and closings. Tuition is divided into 10 equal monthly payments (no other payment plans are offered for the 2021-2022 season). Please feel free to contact the Academy if unforeseen financial difficulties arise.

Monthly Payments are due the 1<sup>st</sup> of each month with the exception of your first payment (due at time of registration). Future payments will not be billed to your address. Statements will be emailed on the first of each month for anyone who has a balance due. If UFDA has another State/ County Mandated COVID-19 closure classes will be taught virtually and continue with the same tuition rate.

**Credit Card payments will be the only form of payment we accept to pay tuition.** Although not required, we encourage families to select the autopay option to pay monthly tuition with the credit card on file. Tuition will be processed automatically by the 1<sup>st</sup> business day of each month. If UFDA receives a notice that credit card cannot be processed or payment did not go through, families will have to update billing information in their online account to allow payment to go through before the 15<sup>th</sup> of the month to avoid late fees (see below).

### 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 \$15 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. A **Withdraw Form** is required to be filled out and handed in to our office if a dancer wishes to withdrawal from a class. Withdrawing from class does not exempt you from fulfilling tuition obligations outlined in the registration contract. Please see schedule below for withdrawal policy and payments.

#### Withdrawal

#### Payments due

Prior to 30 days of registration	Payment for all classes taken
30 - 90 days of registration	Payment for all classes taken + 2 months tuition
After 90 days of registration	Payment for full year

Medical exceptions will be up to the discretion of the director. Hardcopies of the withdraw 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. It is your responsibility to keep information on the UFDA student online account up to date. 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 take 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 – [www.upperfallsdance.com](http://www.upperfallsdance.com)**

Our website is a great source for information and is continuously updated with the latest information, including the studio calendar, newsletters, and links to our Facebook page.

### **Facebook Page**

Like our Facebook page! This is the best way to get information about our inclement weather closings and studio events

## **Attendance**

### **Absences**

Please notify the studio if a dancer is out sick for any reason. If a dancer misses class due to quarantine or testing positive for Covid-19, please contact us to discuss a date for returning to the studio and arrangements making up missed classes.

### **Spring Classes, Performance Rehearsals, and Participation**

Attendance is extremely important in the months prior to the annual performance. We want your children to shine the day of their performance. Gaining confidence of the choreography is only achieved by regular attendance. Dance is like a team sport – and every dancer is an integral part of the team. One dancer's absence may disrupt an entire performance. Missing more than 3 classes between March 1st and the performance date will subject a dancer to additional required rehearsals, limited appearance in choreography, or being removed altogether from the performance.

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. Missing more than 3 classes between March 1st and the performance date will subject a dancer to additional required rehearsals, limited appearance in choreography, or being removed altogether from the performance. 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.

### **Class Level and 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 UFDA 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

UFDA's annual performance is tentatively scheduled for a Saturday June 18 at 6:00pm. A mandatory dress rehearsal will be the Friday before, at 5:30 p.m. If your child will not be participating in the annual performance, the **Non-Performing Form** must be filled out and handed in by December 1. Students are required to stay for the entire performance, early dismissal is not allowed on performance night.

## Performance Rehearsal Schedule

We will post the rehearsal and performance schedules in the studio by mid-April. Regular scheduled classes will change for approximately the last week in May and first three weeks in June. The mandatory performance schedule will take the place of the regular schedule and classes will be at different days and times for the 4-week period.

## Tickets

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

## Costumes

Though we try to minimize the cost, the price is generally between \$50 and \$70 per costume. A costume deposit of \$50 per enrolled class is due December 1. Full or partial costume deposit payments can be made at any time before December 1. Costumes will be purchased in January.

The remaining balance will be posted to your account in March and due by April 1. Costume costs are non-refundable. 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.

### Evening Classes

All classes that begin after 4:30 p.m. will be evaluated depending on current driving conditions regardless of whether or not the BCPS are closed or delayed due to inclement weather. A message will be posted by 3 p.m. on our Facebook page and sent by email.

### 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.

## 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 aid in the development of their dance training and technical skills and disciplines the student to be aware of their presentation. 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.

## **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. Cell phone use is permitted for students outside of class and dressing room areas BEFORE or AFTER class.

## **Waiting Room and Kitchen Area**

Parents are welcome come into the studio to drop off and pick up their dancer. At this time we are not allowing parents to wait in the main waiting area.

Water bottles and snacks may be available to 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. If dancers leave the studio, 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.