



# Harwood-Watson Dance Studios

## **Harwood-Watson Studio Policies**

### **Tuition:**

1. The Harwood-Watson Dance Studios regular school year begins at the end of August and goes into June. Tuition may be paid in full or in TEN equal payments regardless of weeks in any one month, or days HWDS holds classes (example: December has Winter Break, but the tuition is the same). Students enrolled are expected to participate the entire school year culminating with the year-end recital "Student Showcase" in June.
2. Tuition is due on the first of the month. Tuition is delinquent after the 10<sup>th</sup> of the month. A \$15 late fee will be charged on all late payments received after the 10<sup>th</sup> of the month. If payment has not been received by the 15<sup>th</sup> of the month, the student/s will not be allowed to participate in class/es until payment is arranged.
3. HWDS accepts payments in cash, checks, Visa, MasterCard, Discover and by monthly automatic withdrawals. All monthly automatic withdrawals are made on the 1<sup>st</sup> of each month. Please be sure your credit card information for automatic withdrawals is up to date, including any changes in address.
4. For students to participate in any Harwood-Watson Dance Studios functions, all tuition must be up to date. This includes any HW Performers (optional-by audition only) fees and year-end Student Showcase.
5. Checks returned to the studio for insufficient funds will be charged a \$35 service fee.
6. Each student pays a registration fee of \$50 every year (no matter what month they begin classes).
7. Students who wish to drop a class or classes must submit written confirmation from their parent or guardian to break the financial commitment to the Office Manager including name, student's name, class or classes, date, reason for dropping with signature of parent or guardian 30 days prior to the last attended class (email notice is encouraged). The Office Manager will then settle the student/s' account with the parent or guardian. There is no tuition or registration refund prior to the end of the 30 days.

### **Refunds & Make-ups:**

1. There are NO refunds for registration. There are NO refunds for tuition in the month a student drops (see #7 above). There are NO refunds for missed classes due to absence, excused or not excused. Make-up class is ANY class in the student's same level or below within the same month or by permission from the Director up through March 2019. Showcase classes may not be used for make-up classes without Director's permission after March 2019. After Showcase 2019, students may make up classes freely throughout the last week of classes. Make-ups do not include Summer Session classes.

### **Classes:**

1. Students must arrive 10 minutes prior to their class time to be fully prepared for class. Proper uniform and hair are mandatory. Students will need to wait at the classroom door if they are late to be summoned in by the instructor; depending upon how late they are they may have to sit out class and watch. This will not count as an absence. If you think you may be late or have to miss, please notify the Front desk. It is up to the class instructor's discretion to allow the dancer to be admitted into class if they are late or missing class uniform.
2. All students must wait to be invited into the classroom at class-time by the instructor before entering a studio classroom. Late students must wait for instructor's acknowledgement and invitation to join the class or take a seat to watch.
3. It is proper dance etiquette to thank the instructor when class is finished.
4. Class size is generally limited to 15 students, although some classes may be larger or smaller based on the instructor's preference and enrollment. If a class has reached capacity, a waiting list will be started. As soon as the waiting list achieves six registered students, a new class could open up.
5. Make-up classes are offered as a courtesy and must be taken within the tuition month or at the discretion of the director. Make-up classes must be in the student's current level or below, but as long as the class is not otherwise closed, make-up classes may be in a different dance genre. Classes cancelled due to weather (usually same as Orange County Public School weather closings) are not made-up, but also do not count as an absence.
6. Students may not purposely switch classes without Directors approval.

7. Make-up classes may not be banked for a discount in tuition. Absences may not be banked for discounts in tuition. If a student will be absent for an extended period of time they must either submit in writing to the Office Manager a Drop statement or a Leave of Absence statement. (See #7 under Tuition above.)
8. **Please notify the Office Manager of any class schedule changes, new contact information (phone, address, and email), emergency information, medical/? that affects your student, and any financial accounting changes if you are on auto-pay. We must have a valid email address and phone number for each student.**
9. If a Harwood-Watson dance instructor is absent, a director-screened and approved professional substitute instructor will continue your student's class.

**Conduct:**

1. Families and students agree to respect the establishment of Harwood-Watson Dance Studios. This is accomplished by, e.g., understanding the limited lobby space requires subdued noise of voices and all electronics, keeping through-ways open for safety, being aware of students from classes needing the drinking fountain, always aware in keeping traffic areas open, not bringing strollers inside, not eating meals at the school (dancers may eat in main lobby), and cleaning up any messes made, taking phone calls outside and never running inside; returning any borrowed items to the front desk and never taking them home without explicit permission from staff. Please alert the Front desk if you discover anything amiss with the restrooms, dressing rooms or in the outside hallway or parking lot. We really do care about you. Thank you!
2. Dancers agree to be well-groomed and dressed properly in uniform, including proper hair in each of their classes; wearing a "cover-up" (example: shorts, skirt, pants) over class uniform whenever outside the studio or at a performing venue. Dancers agree to keep their items *contained* within their dance bags and ALL dancewear labeled with their name or initials in each item, packing their dance bags ahead of time to ensure all components are fresh and available. Proper uniform is mandatory to attend class.

**Student Showcase (End-Year Recital):**

1. Participation in the end of year school performance includes Creative Movement classes and above plus all the other dance genres, unless "Open" or otherwise specified. ALL participating STUDENTS have Dress Rehearsal at Harwood-Watson Dance Studios the Saturday before our End-Year Student Showcase!
2. Student Showcase is the reward of your student's accomplishments and is presented in a professional theater. Students are required to purchase all correct UNIFORM items (leotards, tights, shoes, etc.) for each of their classes (regardless of participation in the Showcase). Additional items may be required for Showcase.
3. While there is no "Showcase Fee," parents/guardians must purchase tickets (\$20 per seat) to attend the performance. And, additional costume accessories may be needed at the Instructor's discretion.
4. Participation in the Showcase is expected and highly recommended for the growth of your dancer. The student (and parent or guardian) **MUST** notify the Instructor and Director **AS SOON AS POSSIBLE** if they are unable to participate in the Showcase. There is no tuition discount for not participating; required class uniforms are still required for classes.
5. ATTENDANCE is mandatory in order to participate in the Showcase OR for a student to progress to the next technical level. Students agreeing to participate must make a full commitment to being on time to class, learning the choreography and participating in ALL rehearsals. Parents need to help their dancers manage their time so they can have success.
6. Additional rehearsals are required for all ballet classes in the Showcase; usually at least three Saturday afternoons before the show NOT including Memorial Day Weekend (holiday). See Event/Holiday calendar.

**NOTE:**

1. The policies established here and agreed upon (upon registering) are solely to benefit the student, ensuring every student's experience at HWDS is a good experience and helps prepare each student for their next challenge. Whether your child is training for the professional world of dance or just for fun, our staff and policies first and foremost are concerned with the safety of your child by providing professional instruction and organization. Welcome to Harwood-Watson Dance Studios! Where: "In every child there is a seed..." EHW

