



CAMARILLO DANCE COLLECTIVE

Camarillo Dance Collective Studio Policies

2025 - 2026

GENERAL POLICIES -

CLASS PLACEMENT: All class placement decisions are made by CDC instructors and our CDC Director. This decision is based on age, ability, and previous classroom evaluation. Placements are reviewed within the first two weeks of attendance for accuracy, and adjustments will be made if necessary.

COMMUNICATION: CDC is dedicated to keeping all of our families up to date on all studio related information, and will update all families with a weekly studio email blast. CDC holds each family responsible for keeping up to date on all studio information and changes, by reading all email and message updates in the parent portal. We are available for any questions via email or by phone, and will issue a response within 48 hours Monday-Friday, and 72 hours Saturday-Sunday. If you would like to speak with our director in-person please schedule an appointment using your parent portal.

MAKE-UP CLASSES: Any missed classes must be made up within 30 days of the initial absence. All make-up classes must be scheduled in advanced through the front desk. Any dancer that attends a make-up without prior confirmation, will be sent to the front desk for confirmation of that attendance in the class.

DROPPED CLASSES: All dropped classes must be communicated via a written form that is available at the CDC front desk, and is to be returned to the front desk prior to the 15th of the month, in order for the student's account to not be charged for the next months tuition. Any drops after the 15th of the month, will result in a charge, and will not receive a refund for the following month.

UNEXPECTED CLASS CANCELLATIONS: If a class must be cancelled due to extreme weather or any other event beyond CDC's control, any missed classes can be made up at any time. No refunds will be given.

DANCE CLASSES ATTENDANCE AND TARDINESS: Students are encouraged to arrive ten to fifteen minutes prior to their class time in order to be best prepared for class. Students arriving ten or more minutes after their class time has begun, may be asked to sit and observe, due to risk of injury. This is determined at the discretion of the CDC instructor. Students must regularly attend class in order to sustain progress, attendance will be checked in on regularly.

CLASSROOM AND FACILITY ETIQUETTE: CDC expects all students and families to treat each other and the CDC faculty and staff with kindness and respect. We are a community, and together and we should show kindness, support, and care for each other at all times. Negativity will not be tolerated and will be addressed by the director if needed. Negative behavior such as bullying, harassment, and or assault will result in immediate removal from CDC, no refunds will be given.

DROP-OFF POLICY: CDC is not responsible for providing before or after class childcare for any student. We ask that each dancer is to be picked up in a timely manner. If it is an emergency and you are unable to do so, please notify the front desk. Any children who are visiting CDC, both students, siblings, and friends must be properly supervised by the adult responsible for them at all times, while on CDC property.

FACILITY CARE: Respect should be shown for all CDC property at all times. To keep our studios in good condition, only water is permitted in the classrooms. Absolutely no chewing gum is permitted inside classrooms. All hallways and doors must remain unobstructed at all times in order to adhere to the fire code. Students should store their dance bags and belongings in the lockers, and should be out of the pathway. Street shoes should be removed prior to entering the studio with the exception of jazz funk/hip-hop.

TUITION POLICIES -

Tuition is processed by an automatic bank account debit or automatic credit card payment. Tuition will be debited from your account on the 1st day of each month from September - June. Each class meets once a week and tuition is based on 4 classes in a month. The month of September is non-refundable. Credit card or bank debits are not accepted for in-person payments, all payment transactions will be debited from the account linked in the family portal, created upon registering. Statements and invoices will be available to view in your family portal. If you would like to change or update your payment information, you may do so at anytime through the family portal account.

Families that fail to pay tuition or any additional fees will receive an email and or call notice after the 3rd of the month. Failure to pay after 30 days will result in classes being suspended. There is a \$25 fee for all returned checks/declined debit and credit card payments.

There will be no discounts, credits, or refunds given for any missed classes; however make-up classes are available. All tuition payments, costume charges, registration and recital fees are non-refundable and non-transferable once processed.

To cover all processing costs a convenience fee of 3% is applied to any payments processed by debit/credit card. Any family that would like to pay by ACH, cash, or check may do so to avoid these fees. All cash or check payments must be submitted 5 days prior to billing or the card on file will be billed on the due date.

Incidental fees such as additional performance payments, merchandise, costumes, etc. can be paid by check, cash, or processed through the family portal account.

PRIVATE LESSON FEES: Private lesson rates are decided by each individual instructor and must be processed and paid prior to when the private lesson is set to occur. Instructor private lesson availability will be available to reserve through the family portal. A 24 hour cancellation notice must be given in order to receive a credit for a cancellation, failure to do so will result in the full agreed upon amount processed from your account. A no-show will result in a charge for the full amount of the private lesson, a credit will not be issued.

RELOCATION: Some performance fees may be refunded upon relocation of more than 50 miles distance. Costumes and recital merchandise are non-refundable, but items can be shipped to the forwarding address. Drop forms must be submitted and approved.