



**TEXT/CALL**

704-982-7514



**EMAIL**

INFO@ALBEMARLEACADEMYOFDANCE.COM

## **POLICIES & GUIDELINES**

### ***Commitment***

Our dance session is based on a ten-month period, starting in September and going through June. We do ask that you consider this a commitment. Upon registering for a class, you are allotted that space for the duration of the dance session. We do accept new students through January, but only if there is availability within a class; students are expected to complete the entire term regardless of their start date. We do not accept students who do not plan to complete the session. This is unfair to students who may be kept out of a class due to unavailable space.

### ***General Policies***

#### **Attendance, Tardiness, & Make Up Classes**

AAD reserves the right to have students who come in late to class, sit out during that class period. Repeated tardiness or non-attendance may result in termination of lessons. A minimum attendance level will be required. We will occasionally offer a make-up class in the event that we have to cancel a class. Individual student make-up classes are not offered. Missed classes may not be applied to future tuition. While it is not required, we do appreciate being notified when a student will be absent; submit absences via the parent portal or send us a text 704-982-7514.

#### **Parent Observation & Contact with Instructors**

We do not allow parents in the classrooms on a day-to-day basis because it is difficult for students to maintain their focus during class with observers in the room; however, it is important that you have a chance to observe the progress of your child. We invite all parents/guardians to join us during parent view weeks. We do have video monitors in our lobby so that you may observe class without interrupting. Instructors have very limited time with students, and from the very second the children walk in, class starts; even if it looks like the teacher isn't busy, he/she may be doing things that are important, like taking class roll or getting the music ready. We ask that if you need to talk to your child's teacher, you notify the office manager, and she will arrange for the teacher to contact you. If the issue is not something that needs to be handled at that time, send an e-mail (info@albemarleacademyofdance.com), text/call us (704-982-7514), or tell the office manager. If your child forgot something, you need to pick them up early, you are late and they need to be taken to class, see the office manager, and we will be happy to take care of it. We appreciate your cooperation in this matter, and hope that you understand that this is for the safety and well-being of all the children at the studio.

#### **Dress Code**

Required dancewear and dance shoes must be worn to all classes. Please see our dress code page for details. Please make sure that your dancer isn't wearing their dance shoes outside of the studio. They should wait until they come into the studio to put their dance shoes on. Failure to follow dress code may result in the student not being allowed to participate in class.

## **Drop Off & Pick Up**

The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before, after, or between classes. Students should arrive not more than 10 minutes prior to their class time and should be picked up within 15 minutes of class end. We care deeply about our students, but our staff cannot be responsible for childcare duties that occur outside of a child's normal class time. Should there be repeated tardiness or early drop off (more than one occurrence) from the same family, the school will charge the family \$20 for every 10 minutes or portion thereof.

*For drop off:*

Doors will open at 10 minutes before the first scheduled class of the day. Students should be escorted to the front door (Ross Drive/paved parking lot side of the building) for drop off. Please do not drop your student off more than 10 minutes before their class is scheduled to begin. Parents are allowed in the lobby, but are not required to stay.

*For pick up:*

All students will need to be picked up from the back door (larger, gravel parking lot side of the building). We will keep your children inside, and will dismiss them one at a time to their parent/guardian out of the back door. Please exit your vehicle and come up to the back porch to pick up your child. Please do not enter the building during dismissal – we will bring your child to you at the back door. If you plan to stay in the lobby while your child is in class, please exit at the end of class, and go around to the back door to pick up your child. Many times we send home important information, and if a student doesn't pass through the back door, they miss that information. If it is dark, please turn off your lights – it makes it almost impossible to see anything when the lights are shining in our eyes at dismissal.

## **Potty & Accidents**

All AAD students must be fully potty trained before attending classes. If your child needs to use the restroom during class, we are happy to escort them to the restroom, but once they are at the restroom, they must be able to fully potty on their own without any assistance from us. This includes being able to pull down their own leotard and tights, and pull them back up again; wipe themselves and flush the toilet; and wash their hands. We provide a stool in both bathrooms that they can use to get on and off the toilet, or wash their hands. If your child is unable to do this, we ask that you stay at the studio during their entire class time so that you may assist them if they need to use the restroom. We understand that sometimes accidents happen. If your child has an accident in class, we will notify you to bring them a change of clothes. They are welcome to return to class upon changing their attire.

## **Class Etiquette and Discipline**

In today's world of instant informality and less than perfect manners, ballet class provides an oasis of true courtesy and dignity, a remnant of the royal decorum of the Baroque age. In ballet we create an environment conducive to learning and physically demonstrate the esteem in which we hold our art, our teacher, and our fellow students. Considerate, respectful behavior is expected. \*Respect for the teacher and for one another is essential to a successful classroom environment. \*Behavior in the halls and the dressing room should be polite and quiet by both students, parents and siblings.

## **Teaching Method and Corrections**

Proper dance training happens only when the student feels the correct body position. Communication and education for both dancers and parents is very much a part of our program. Parents are welcome to speak to the teacher regarding any special concerns (please refer to parent/teacher contact). As a part of their training, dancers will receive frequent constructive criticism (called corrections) throughout the year. Corrections are given to assist and teach. The student should understand that a correction is a gift and should be received as such. For our instructors to be able to give proper corrections, it is imperative that students follow the dress code. Please refer to the dress code in the next section. The reason for our dress code is so that the teacher can see the body positioning of the student, and make the necessary corrections. In order to avoid lumbar injury to students and instructors, tumbling students must be able to demonstrate core stability and fully support their own body weight before advancing to instructor assisted inverted skills.

## **Food & Drinks**

Please make sure that if your dancer needs water, you send a water bottle. We do not allow any liquids except water in classrooms. This includes flavored water. Anything other than water could damage our dance floors. Food is not allowed in classrooms. If you/your dancer has food in the lobby, please throw any food-related trash in the outside trash cans located in the front of the building.

## **Medical Emergencies**

By registering with us, you have given permission to Albemarle Academy of Dance to administer and seek medical attention for you or your child in the case of a medical emergency.

### **Photos/Videos of your child**

By registering with us, you have given permission to Albemarle Academy of Dance to take photos/videos of your child and grant AAD the irrevocable and unrestricted right to use, reproduce, publish, and distribute the photographs and/or videos of your child for promotional and advertising purposes. We may use the child's full name in connection with these photographs and/or videos. AAD is not obligated to seek your further approval or notify you of the use of the photographs and/or videos.

### **Weather Closings**

AAD will follow the same schedule as Stanly County Schools in the case of inclement weather. If school is canceled or dismissed early, there is no class held. If school is delayed, there will be classes held. For the most updated information, check our Facebook page, our website ([www.albemarleacademyofdance.com](http://www.albemarleacademyofdance.com)) and your email.

### **Recital**

At the end of our 10-month dance season, we produce a full-length stage show, which showcases all of our students. Our recital will be held in June at the Stanly County Agri-Civic Center. We feel performance is a necessary part of dance. All students will participate in the full-length end of year recital. (Please note the recital date in the 'Important Dates to Remember' section.) All students are required to attend all recital rehearsals and dress rehearsals.

## ***Registration & Payment Information***

### **Registration**

Registration, recital, theatre/voice material fees, and costume fees are due upon registration.

*In person:* You will be given a total amount due. This amount is due to be enrolled in class. Your registration form will not be accepted for enrollment without payment & draft information attached.

*Online:* Your card/account on file will be charged within five business days of your online registration. We will not verify the total to be charged with you once you have submitted registration. Please contact us prior to submitting registration to receive a cost total and breakdown if you are unsure. If the account charged is declined, registration is forfeited, and all classes you registered for will be immediately removed from your account.

### **Registration Fees, Recital Fees, Costume Fees & Theatre/Voice Materials Fees**

All fees are non-refundable & non-transferable.

### **Withdrawal**

There is a TWO MONTH MINIMUM on ALL registrations. This means if you register for a class(es), but then decide not to take said class(es), you will still be charged two months worth of tuition. Withdrawal must be done in person, or in writing. Withdrawal must be handled by the school office, not with the teacher. Monthly students must submit it in writing and complete required studio paperwork by the 7th day of the current month in order for the automatic bank draft to be discontinued for the following month. No drafts will be discontinued for students that withdraw or quit after February 1, regardless of if it is by the 7th of the current month. We start recital choreography early, and when a student quits in the middle of planned choreography, the entire class is interrupted, and teachers must be paid to re-choreograph and reset the entire dance. This takes valuable class time and disrupts the progress of other dancers. This policy is put in place to discourage dancers from dropping and hindering the progress of their fellow classmates.

To withdraw from classes a parent must: Inform school administration in person or in writing, and complete and sign a withdrawal form provided by the school office. There are no refunds on registration fees, recital/showcase fees, theatre materials, costume fees, or tuition. If you discontinue classes at AAD, these fees will not be refunded or transferred to another student/family; any fees paid for recital costumes will be put into the AAD scholarship fund. No payments made will be refunded or transferred.

## **Tuition & Payment Policies**

Tuition is not refundable and not transferable.

*Summer Tuition:* Summer tuition is to be paid in full at the time of registration. This includes all classes, intensives, camps, and registration fees. The only exception to this is if an individual student has a summer tuition total amount due of \$400 or more; in this case a \$100 down payment is required upon registration, along with a bank draft form and voided check. The remainder of the amount will be drafted in two equal payments on July 1 and August 1. (ex. Jane Doe's summer tuition total is \$500. She must pay \$100 at registration, leaving \$400 remaining on her account. This is then divided into two payments of \$200, drafting first on July 1, and again on August 1.)

*Fall/Winter Dance Season* (September - June) The season is based on a ten-month "year", beginning in September and ending in June. New students must pay the first installment of their tuition payment up front. Tuition is divided equally, depending on how you choose to pay. Tuition must be paid by one of the following three options below:

- 10 Equal Monthly Payments– For this option you must submit an ACH authorization form. Automatic bank account debit will occur on the first business day of each month September through June (or October through June for new students), beginning September 1 (beginning October 1 for new students). Bank drafts can be scheduled for the 15th of each month, but will be assessed a 15% convenience charge, and will require the first month be paid in advance.
  - Monthly payments are only accepted through an automatic ACH bank account draft; we do not accept cash or checks in the studio for monthly payments. If your monthly draft is returned, you will be assessed a \$30 NSF fee. If returned, your monthly amount will be re-submitted along with the \$30 NSF fee. After two NSF returns for monthly drafts, we will no longer accept monthly draft payments from your account; at this point the remainder of the tuition for the season will be due in full to continue enrollment at AAD.
- 2 Equal Payments – For this option you must submit an ACH authorization form or a credit card authorization agreement; your first payment will be deducted from that account on September 1 (new students make first payment upon registration). Your second payment will be deducted from that account on February 1. If you do not wish to have your account deducted automatically, you must make the full payments due by August 7 and January 7, consecutively. Even if you plan to make payments in full to avoid accounts being automatically deducted, you will still be required to submit a signed bank draft or credit card authorization to be used in the event you do not make payment in time.
- 1 Full Payment – For this option you must submit a bank draft form or a credit card authorization agreement; your payment will be deducted from that account on September 1 (new students make first payment upon registration). If you do not wish to have your account deducted automatically, you must make the full payment due by August 7. Even if you plan to make payment in full to avoid account being automatically deducted, you will still be required to submit a signed bank draft or credit card authorization to be used in the event you do not make payment in time.

To update your payment method on file, you must notify the office manager. Simply changing your information in the parent portal will not update your draft/payment information that is on file in your paperwork.

## **Calculating Tuition and Enrollment/Registration Fees**

In order to calculate tuition, you add up total amount of class time. See the pricing chart on the next page.

Registration fee, recital/showcase fee, recital costume fees, and materials fees are due immediately upon enrolling. For new students, tuition is required upon enrollment as well (see above). Summer registration and tuition fees are due upon enrollment in full

*Examples:*

1. Child is enrolled in one ballet class that is 45 minutes long, refer to the row that says 45 minutes total class time in the pricing chart below. Determine which tuition option you prefer (see above for break down of tuition options); 10 payments, 2 payments, or 1 payment. For one dance class, you will be charged an \$80 costume fee, as well as a \$35 recital/showcase fee and \$20 registration fee. Assuming the 10 payment option is selected, the first of 10 payments would also be due upon registration and enrollment.
2. Child is enrolled in ballet, tap, and hip hop, and each class is 45 minutes long. Total amount of class time is 2 hours and 15 minutes. Using the pricing chart, you can find that row and see what tuition would be for the option you select. Payment due upon registration and enrollment would be \$80 costume fee times three, as well as a \$35 recital/showcase fee and \$20 registration fee, plus the first of your tuition option payment.

# P R I C I N G

<b>Registration Fee - \$20</b>	<b>Recital/Showcase Fee - \$35</b>
<b>Recital Costume Fee - \$80 per class</b> (for each applicable class) <i>Payment options available if registering for 4+ classes</i>	<b>Materials Fee - \$20</b> (only valid for theatre & voice classes)

10 PAYMENTS: Via monthly automatic bank draft on the 1<sup>st</sup> of each month through June

**Tuition Options:**

2 PAYMENTS: Payments due on September 1 and February 1

1 PAYMENTS: Payment due on September 1

TOTAL CLASS TIME PER WEEK PER STUDENT	10 PAYMENTS	2 PAYMENTS	1 PAYMENT	TOTAL CLASS TIME PER WEEK PER STUDENT	10 PAYMENTS	2 PAYMENTS	1 PAYMENT
45 minutes or less	60	300	600	5 hours 45 minutes	310	1550	3100
1 hour	80	400	800	6 hours	320	1600	3200
1 hour 15 minutes	95	475	950	6 hours 15 minutes	330	1650	3300
1 hour 30 minutes	110	550	1100	6 hours 30 minutes	340	1700	3400
1 hour 45 minutes	125	625	1250	6 hours 45 minutes	345	1725	3450
2 hours	140	700	1400	7 hours	355	1775	3550
2 hours 15 minutes	165	825	1650	7 hours 15 minutes	365	1825	3650
2 hours 30 minutes	170	850	1700	7 hours 30 minutes	375	1875	3750
2 hours 45 minutes	185	925	1850	7 hours 45 minutes	380	1900	3800
3 hours	200	1000	2000	8 hours	390	1950	3900
3 hours 15 minutes	215	1075	2150	8 hours 15 minutes	400	2000	4000
3 hours 30 minutes	230	1150	2300	8 hours 30 minutes	410	2050	4100
3 hours 45 minutes	245	1225	2450	8 hours 45 minutes	415	2075	4150
4 hours	255	1275	2550	9 hours	420	2100	4200
4 hours 15 minutes	270	1350	2700	9 hours 15 minutes	425	2125	4250
4 hours 30 minutes	280	1400	2800	9 hours 30 minutes	430	2150	4300
4 hours 45 minutes	285	1425	2850	9 hours 45 minutes	440	2200	4400
5 hours	290	1450	2900	10 hours to 10 hours 45 minutes	450	2250	4500
5 hours 15 minutes	300	1500	3000	11 hours +	475	2375	4750
5 hours 30 minutes	305	1525	3050				