



TEXT/CALL

704-982-7514



EMAIL

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POLICIES & GUIDELINES

Commitment & Payment Policies

Enrollment in our program is a commitment to the full ten-month dance session, which runs from September through June. When you register for a class, you are reserving a space that is held exclusively for you for the duration of the session.

Please read carefully:

By registering, you agree to participate in the class through the end of the session, regardless of your start date. New students may be accepted through January, only if space is available. We do not accept students who do not intend to complete the full session. Because class sizes are limited, each registration prevents another student from enrolling. Registering without the intention to complete the session may result in another committed student being denied access to a class that is otherwise full. By enrolling, you are also accepting full financial responsibility for the entire session, regardless of attendance or withdrawal. Tuition is not prorated or refunded for missed classes or early withdrawal. Your registration confirms that you understand and agree to these terms.

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. **CURRENT STUDENTS REGISTERING ON OR AFTER AUGUST 16 WILL BE REQUIRED TO PAY THEIR FIRST INSTALLMENT OF TUITION 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.

General Policies

Attendance, Tardiness, & Make Up Classes

Regular class attendance is essential for student progress, consistency in training, and group choreography. Frequent absences can impact skill development and class cohesion. Students should make every effort to attend each scheduled class and arrive on time, ready to dance. AAD reserves the right to have students who come in late to class, sit out during that class period, or may remove them from choreography if they are not present. 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

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, and we welcome you to stay in the lobby to watch if you would like.

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 promptly at the scheduled end of their class. 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 a closed bag 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) 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.