

BACKSTAGE DANCE STUDIO POLICY PLAN 2011-2012

POLICY STATEMENT

Please read the policies carefully and address any questions or concerns to one of our staff members. You should keep a reference copy of the Policy Plan available should any questions arise or visit our website at www.backstagedance.org to view. Your signature on the student registration form indicates that you have been advised of a written/published Backstage Dance Studio Policy Plan for 2011-2012.

STUDIO PHILOSOPHY

Backstage Dance Studio is a place of learning, much like that of an academic school. We take pride in our students' progress and strive to promote self-confidence, teamwork, and a positive self-image in a happy and fun environment. Together, with you, our goal is to create responsible, motivated, and independent individuals.

OUR COMMITMENT

We value every student and family. We are committed to treating students and families with the highest level of professionalism, respect, and courtesy. We encourage you to let us know at any time if we are not meeting your expectations or providing you with the level of goods or services you desire.

TUITION

Our School-Year Program tuition is based on the number of hours a student takes each week and may be paid by the month, trimester, or year. All vacations and holidays have been taken into account. Trimester and Yearly Payment Plans are not available after 9/13/11. Monthly tuition is due the first of each month regardless of attendance and is delinquent after the 10th of the month. Trimester tuition is due at time of registration and again 12/1/11 and 3/1/12. A \$20 late fee will be charged to your account if tuition is not received by the 10th of the month. Trimester plans will revert to the monthly program if payment is more than 30 days past due. **We do not bill unless your account becomes delinquent.** There will be a \$25 charge to your account for any check returned by your bank for any reason. An annual Account registration fee of \$25 per family is due at the time of registration and is non-refundable. We offer automatic charging to Visa and MasterCard accounts for both monthly and trimester tuition plans. If at any time your credit card on file needs updating, it is your responsibility to do so. We will not waive late fees for declined credit cards.

DRESS REQUIREMENTS

Proper dance attire enables the student to fully participate in class and to maintain a disciplined attitude toward dance studies. Street wear and loose or baggy clothes such as sweatshirts, T-shirts, and shorts hinder the teacher's ability to monitor the student's muscular and skeletal development and are not to be worn during class. (Exception: Hip Hop students may wear street clothes (no jeans) to Hip Hop class only). Proper dancewear includes: tights, leotards, unitards, bike shorts, leggings, form-fitting tops, proper black jazz shoes, black tap shoes, pink leather ballet slippers and dedicated hip hop sneakers/shoes. Long hair must be secured away from face and neck (bun or pony tail). Terrific 2's, creative movement, pre-ballet, and ballet/tap combo classes for ages 5-8 are required to wear solid colored leotards and pink tights. **No food or drink** (water only) is allowed in the dance rooms. **ABSOLUTELY NO GUM CHEWING during class! See class-specific dress requirements posted at our website.**

ABSENCES AND MAKE-UP CLASSES

Regular attendance in class is encouraged to ensure student progress. If a class is missed, students are encouraged to make up the absence at any regularly scheduled class of the same level. Students who continually miss class may not be eligible to participate in our annual Spring Show as the students learn new choreography each week and it is easy to fall behind when attendance is inconsistent. Students who need to leave early from class should notify the teacher before class begins.

ARRIVAL FOR CLASS

Arrange for students to arrive 5-10 minutes early for class so they have ample time to dress, put up their hair, and be ready to start class on time. Punctuality is important, as lack of proper warm-up time may result in injuries and late arrivals are disruptive to the class. Children under the age of 11 must have adult supervision at all times. It is the **parent's responsibility** to monitor young siblings while at the studio.

DROPPING A CLASS

In order that we may add a waitlisted student, and to avoid additional charges to your account, we require written notice by the 15th of the month prior to dropping a class for any reason. A Drop Form is available at the studio front desk. There is no refund for tuition due or paid in the month a class is dropped. If you paid Trimester or Yearly, the tuition will be re-calculated at the monthly fee to determine any balance due or partial refund.

REFUNDS

There will be no refunds, deductions, or transfers for missed lessons regardless of reason. In the event a class is cancelled due to lack of minimum enrollment, the class may be combined with another class. If we cancel a class entirely, a full-refund will be given.

CLASS PLACEMENT/REGISTRATION

Student is placed in class on an individual basis (based upon age and ability) and will be advanced at the discretion of the instructor. Registration is first-come, first-served and is secured by payment of tuition and registration fee as well as a signed Waiver/Release.

INSURANCE

All students are required to be covered by their own insurance policies. If an injury occurs, it is understood that the student's own policy is the only source of reimbursement. Backstage Dance Studio is not responsible for loss of any personal belongings.

STUDIO CLOSURES

The Studio will be closed the following dates:

- **Thanksgiving Break – November 23 - 27, 2011**
- **Winter Break – December 19, 2011 - January 1, 2012**
- **Mid-Winter Break – February 19 - 26, 2012**
- **Spring Break – April 8 - 15, 2012**
- **Memorial Day – May 25 - 28, 2012**

The Studio will be open for all other holidays/breaks. In the event of **adverse weather**, please visit our website or call the studio for recorded information regarding closures (425.747.5070). **If classes are cancelled due to weather, they may be made-up in accordance to our Absence and Make-Up Policy.**

SPRING SHOW

Our annual Spring Show will be held in early June (date to be announced in Fall newsletter). Rehearsals will be held at the Studio prior to the show (dates to be announced in the Spring newsletter). Participation in the Spring Show is not required but students are encouraged to do so. All students who participate in the Spring Show are required to order and pay for their costume (through the Studio) by the date indicated on the student measurement form.

PRIVATE LESSONS

Private lessons are available for those students who would prefer one-on-one instruction with a teacher. The rate is \$75 per hour or \$45.00 per half-hour and may be scheduled through the instructor or Front Desk staff.

BIRTHDAY PARTIES/STUDIO RENTAL

The studio is available for birthday parties. The cost for a standard party is \$200 (max. 12 children) for 1-3/4 hours (3/4 hour of instruction with the teacher of your choice, if available, and 1 hour of party time). You provide your own decorations/refreshments. Please contact the front desk for information regarding **all-inclusive** Birthday parties. The Studio may also be available for rental to individuals and/or groups for dance rehearsals (as space permits) at the rate of \$50 per hour.