

School Policies

Registration: A non-refundable fee of \$30 per family is required yearly at time of registration. \$15 of this fee is credited to tuition if student is pre-registered by recital 2010. The registration fee is waived if the year's tuition is paid full by the same date.

Payment of Fees: When signing up for dance, you are signing up for classes from September through May. Payment for these classes is for the year in advance or in monthly or trimester installments. Tuition is made by automatic bank account debit, automatic credit card payment, or a set of post-dated checks. Cash is acceptable by paying the year in advance or by paying ahead by two months. The month of September is non-refundable. All tuition not paid by due date is subject to \$10 late fee per month.

Payment by Automatic Bank Account Debit or Automatic Credit Card Charge: Tuition will be debited from your bank account or charged to your credit card on the 1st day of each month from September-May. You must sign an auto-debit / auto-credit card charge authorization form. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. Only regular monthly fees may be paid by auto-debit or credit card. Declined cards and accounts are subject to the \$20 NSF fee. Incidental fees such as recital tickets and shirts must be paid by check or cash.

Payment by Post-Dated Checks: Tuition is paid by a series of post-dated checks dated for the 1st day of each month, September through May. Checks are made payable to Allegro Dance Arts. All checks must be received upon registration to confirm lesson time. No lesson times will be confirmed without receipt of all post-dated checks. All NSF checks will be charged a \$20 fee.

Costume, Recital, Convention and Competition Fees: Parent agrees to sign required release forms for these extra activities. By signing associated forms, parent agrees to: 1) pay costume deposit of \$20 per costume and recital fee of \$12 per student for year-end recital by January 1st, 2) pay costume balance by February 1st, 3) understand that these fees are non-refundable after January 1st, 4) pay any Convention and competition fees within 30 days of notice.

Withdrawal, Cancellation and Refund: There is a two-month minimum for all lessons. (The exception to this rule is the three to five year old dancer who is not ready to take dance.) To withdraw from classes a parent must complete and sign a withdrawal form provided by the school office. The form must be received one month before date of withdrawal. All unprocessed checks dated after the one-month notice will be returned. All automatic bank debiting or credit card charges will stop after the one-month notice period. If a class is cancelled due to low enrollment, or if a student is unable to participate due to injury or extended illness, a refund for unused classes will be issued. If the school district closes due to bad weather, the studio will also be closed. Dancers are welcome to make these classes up in class of the same level. Weather closings will be posted on our website.

Adding Classes and Changing Levels: If you wish to add a class mid-year, be sure to let the office know. They will let you know the recommended level and if the class is open. If the teacher recommends your child take a different level, she will let you and the office know. If you decide to take the new level, please let the office know.

Dress Code: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear could result in student being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn outdoors to dance class. For safety reasons, dancers are not permitted to wear jewelry. Long hair must be tied back.

Attendance and Lateness: If your child will be absent, please call and let the office know. The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. If a student misses more than four classes without notifying the office, the school reserves the right to terminate lessons. After March 1st, a student may only miss up to four classes for each class they take per week classes. If a student misses more, she/he will not be allowed to participate in the year-end dance performance. Regular attendance is key to student progress.

Parent's Responsibility to be Aware of Events and Changes:

It is the responsibility of the parent or adult student to be aware of all school activities such as performances, rehearsals, holidays and snow days. The school will post notices, as well as, sending notices home with students. It is the responsibility of the parent to inform the school of any address, telephone or e-mail changes.

Care of Students: It is the responsibility of the parent to make sure their child arrives safely in the building and is picked up promptly after class. The school is responsible for a student only when she/he is in class. Parents with students under the age of five are to remain in the school during their child's class. Parents are welcome to observe class through windowed doors. **In studio observation is ONLY allowed with clearance by teacher. For safety concerns, observers are NOT allowed in the stairwell or to observe classes for more than 10 minutes.** Parents of young children are welcome to stay in studio room until their child feels comfortable. Hydration is important. Water in a spill-proof bottle is recommended. No food or drink in the studios. Teachers are allowed to eat in the studio, as most teach for more than three hours at a time.

Waiver of Liability: In registering my child for dance classes, I recognize there are risks of injury to my child because of the very nature of the classes themselves. On behalf of my child, I assume all risks associated with any of these classes. I agree to protect and save harmless Allegro Dance Arts, its employees, and instructors from any loss, damage, or expenses as to all claims of liability whatsoever on the part of Allegro Dance Arts, its employees, and instructors.

Photo Release: I grant the school permission to take photographs of my daughter/son to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Yes _____ No _____

I have read and understand the above policies and procedures and agree to abide by them.

_____ Date

_____ Student Name (please print)

_____ Signature of Parent or Adult Student