

## School Policies

**Registration and Payment.** 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 of previous year. The fee is waived, if the year's tuition is paid in full.

When signing up your child for dance, you are signing up for classes from September through May. Payments shall be made either by monthly installments or by paying the year in full at time of registration. Payment shall be made through bank debit (EFT), credit card, check, or cash. Monthly payments are due the first of each month, September-May. All forms of payments can be taken at the dance office (debit, credit, check or cash). Online payments can be made by bank draft or credit card. If you start after the first week, classes are pro-rated. Registration closes January 15<sup>th</sup>. NSF checks may be deposited through EFT when funds are available.

Costume, Recital, Competition, and/or convention fees shall be paid when the parent has signed and agreed to their child's participation. Costume deposits and recital fees are due December 1st and non-refundable after January 1st. Costume balances are due February 1st. Convention and/or competition fees are due within 30 days of notice.

We prefer all families use the auto-pay program. By registering for this program, you avoid late fees and postage.

**Withdrawal and Refund.** There is a two month minimum for all lessons. (The exception is the three to five year old dancer who is not ready to dance). Parent shall complete and sign a Studio Withdrawal Form provided by the dance office. The form must be received one month before date of withdrawal. All automatic payments to Allegro Dance Arts, LLC will be cancelled once this form has been received. 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.

**Adding Classes/Changing Levels.** All class additions and level changes need to be approved by the office. If your child's teacher recommends a different level, she will let you and the office know.

**Weather Closings.** If Crawford Central closes due to inclement weather and/or cancels after school activities, Allegro Dance Arts will be closed. Allegro will post closings at [allegrodancearts.com](http://allegrodancearts.com), Facebook, and [broadtexter.com](http://broadtexter.com). Parent agrees to check these services. Dancers are welcome to make up classes in a class of the same or lower level.

**Attendance and Tardiness.** Regular prompt attendance is key to a student's progress. Please let the office know if your child is going to be late or absent. For safety reasons, Allegro reserves the right to have tardy students not participate in class. Repeated absence and tardiness may result in termination of lessons. After March 1st, a student may only miss four classes for each class they take per week.

**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. Repeated failure to wear required dancewear could result in termination of lessons. Students are not allowed to wear jeans or shoes worn outdoors to dance class. For safety reasons, dancers are not permitted to wear jewelry, hair must be tied back, no gum allowed.

**Awareness of Events and Changes.** Allegro will post notices on the website and signs at the studio for all school activities such as performances, rehearsals, and holidays. It is the responsibility of the parent to read and abide by notices and to inform the studio office of any changes in contact information during the dance season (which can be done via the customer portal on the website).

**Care of Student.** 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 of dancers 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 the teacher. For safety concerns, observation is not allowed from the stairwell.

**Photo Release.** Parent grants Allegro Dance Arts, LLC permissions to take photographs of their child to use in brochures, websites, posters, advertisements and other promotional materials the school creates.

**Waiver of Liability.** In registering my child for dance classes, I realize 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, LLC its employees, and instructors from any loss, damage, or expenses as to all claims of liability whatsoever on the part of Allegro Dance Arts, LLC, its employees, and instructors.

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

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name

\_\_\_\_\_

Signature of Parent