

ISLAND DANCE ACADEMY

POLICIES & PROCEDURES 2025-2026

WELCOME TO ISLAND DANCE ACADEMY!

We are so excited to share our fifth season with you. This Policies & Procedures guide outlines important information about tuition, performances, dress code, attendance, behavior expectations, and more. Please review it carefully, as it serves as your reference throughout the year. Our goal is to maintain a safe, organized, and inspiring environment for every dancer. If you have any questions, we're always happy to help-reach out anytime via email, text, or through your Parent Portal.

STUDIO COMMUNICATION

We strive to keep you well-informed and supported throughout the dance season. Important updates and reminders are shared through email, text messages, and the Parent Portal, so please make sure your contact information is always current.

For quick questions or simple updates (such as running late or reporting an absence), the fastest way to reach us is by texting our studio line at 251-929-4630.

For more detailed questions or account inquiries, please use email (info@theislanddance.com) or message us through your Parent Portal.

Please avoid trying to speak with teachers during drop-off or pick-up. Most instructors teach back-to-back classes, and stopping to talk can delay the next class and disrupt the learning environment. The start of class is especially important for establishing focus and structure for our dancers. We appreciate your help in allowing teachers to stay fully present with their students.

REGISTRATION FEE & FIRST MONTH'S TUITION

To complete enrollment and secure your student's spot in class, the registration fee and first month's tuition must be paid in full.

TUITION & PAYMENTS

- Tuition is due on the 1st of each month and is based on an annual amount divided into equal monthly payments. It is not prorated for short months or increased for longer ones.
- All accounts must enroll in Auto Pay using a debit card, credit card, or ACH draft. Payments process on the 1st business day of each month.
- If paying by cash or a different card, payment must be received before the 1st to avoid Auto Pay charges.
- Late payments incur a 10% weekly fee and may result in suspended classes until payment is made.
- Accounts over 90 days past due may be referred to collections and removed from class. A new registration fee may be required to re-enroll.

PERFORMANCES & ADDITIONAL FEES

- All students participate in our annual Christmas Showcase, held at the studio during the final week of December classes.
 - A \$35 Christmas Showcase Fee is due in November and will be charged automatically unless paid in advance. This fee includes a Christmas T-shirt (used as the performance costume) and all necessary accessories or props.
- Our end-of-season Recital is held in June at the Orange Beach Performing Arts Center. All classes participate.
 - Recital Costume Fees are due in November and will be charged automatically unless paid prior. Each costume is \$85 and includes a garment bag and "recital only" tights.
 - Recital Participation Fee is due in March: \$105 per student or \$155 per family. This covers venue

rental, staffing, a keepsake memory book, recital T-shirt, and a digital video of the performance.

DISCOUNTS

- A 10% sibling discount is available for immediate family members registered under the same account.

NSF PAYMENTS

- A \$35 fee applies to all returned checks or failed Auto Pay transactions.
- ACH/eCheck payments may initially appear successful but later decline. If this occurs, your payment will be voided and you will be notified.

WITHDRAWAL POLICY

- Tuition is non-refundable.
- A 30-day written notice is required to withdraw from class.
- Submit notice through the Parent Portal or email (info@theislanddance.com) and include:
 - Account holder's name
 - Student's name
 - Class(es) withdrawing from
 - Requested withdrawal date
- Auto Pay will stop 30 days after formal notice is received.

REFUNDS & ACCOUNT CREDIT

- Registration, tuition, supply, and costume fees are non-refundable.
- Refunds are only issued if Island Dance Academy cancels a class due to low enrollment or other uncontrollable circumstances.
- In the event of a government-mandated closure, no refunds will be issued if a comparable online class option is provided.

SCHEDULING & CLASS CHANGES

Island Dance Academy reserves the right to:

- Reschedule or combine classes
- Provide substitute instructors as needed
- Transition to online classes (Zoom or similar) in the event of inclement weather, natural disasters, or government-mandated closures. Regular enrollment, payment, and withdrawal policies still apply.

ATTENDANCE POLICY

- Students who miss 3 or more consecutive classes without written notice may be removed from class if we are unable to reach you.
- Tuition for missed classes is non-refundable and non-transferable.
- Vacant spots may be given to students on the waitlist. Re-enrollment will be required if your child is dropped.

DRESS CODE

- Dress code information is available under "Class Descriptions" on our website and on our online shop.
- While we allow flexibility for comfort and individuality, students are expected to be in full compliance.
- No jeans, loose-fitting clothing, street shoes, or dangling jewelry.
- Hair must be pulled back and secure.
- For acro and tumbling classes, no bows or jewelry-these may be removed by the instructor.
- Boys may wear fitted athletic shorts/pants and T-shirts-avoid overly loose items for safety.
- Hip hop students must wear clean sneakers reserved for class use only.

INCLEMENT WEATHER POLICY

- Closure announcements will be made by 2:00 PM for afternoon classes (or by 6:00 AM for morning

classes) via text, email, the Parent Portal, and social media.

- We do not automatically follow school closings, as conditions often improve by class time.
- Your tuition includes up to 2 weather-related cancellations per season. No refunds or credits will be issued for these.
- Additional cancellations may be made up via a weekend class, a similar class, or an online option.
- In case of severe weather (e.g., hurricanes), classes resume once power is restored and access to the studio is possible. Check texts, email, and social media for updates.

LOST & FOUND

- A lost and found basket is located in the lobby.
- Items not claimed by the end of the season will be donated.
- Island Dance Academy is not responsible for lost or stolen items. Please keep valuables at home.

HEALTH & ILLNESS POLICY

- Do not send your child to class if they are sick. Students must be symptom-free (fever, vomiting, or diarrhea) for 48 hours without medication before returning.
- If a child becomes ill during class, a parent will be contacted for immediate pickup.
- Keep your contact information current in the Parent Portal so we can reach you in case of illness or emergency.

BEHAVIOR POLICY

- We use positive reinforcement to create a respectful and encouraging learning environment.
- Corporal punishment is never used.
- Students who demonstrate unsafe or disruptive behavior will be redirected. If issues persist, a parent may be called for early pickup.
- In rare cases where behavior cannot be resolved, the student may be dismissed from the program.
- Please share any behavioral or developmental concerns with us. Many of our staff have

experience working with special needs, and with your help, we can better support your dancer's success.