



STUDIO POLICIES 2019-2020

Thank you for choosing Center Of Dance Arts. We appreciate your business and we will do everything possible to make dance a wonderful experience for both you and your child. If at any time you have any questions or concerns, please contact the director for assistance.

TUITION AND FEES

Tuition is based on the number of classes provided during the entire dance season, which runs from September through June. All classes will meet between 30-33 times (with the exception of Friday and Saturday company and troupe classes due to competition) per season. We will make classes up if they fall below that.

- There is an annual registration fee of \$25 per dancer, \$40 per family.
- A 10% sibling discount is available.
- Tuition is due the first week of the month.
- June tuition is due up front upon registration and is **NOT** refundable after October 31, 2018.
- A late payment fee of \$10 will be assessed after the 7th of the month.
- Account balances must be clear before a student may participate in the recital.
- Checks should be made payable to Center Of Dance Arts. Bills will be emailed home monthly. Receipts are available at your request. There is a \$25 service charge on returned checks.
- If you wish to pay by credit card, please fill out an automatic payment form to have your card charged monthly.

COSTUME PAYMENTS

Students participating in the annual recital will require a costume for the performance. A deposit of \$37 per costume is due when you register. There are two additional costume payments of \$30 due in October and December. Families are responsible for full payment once the costume has been ordered. **No refunds will be given.**

WITHDRAWAL

In the event a student needs to withdraw from class prior to the end of the season, the withdrawal must be submitted in writing 30 days in advance in which your last months' payment will be applied. Refunds are not given for short-term illness or injuries. Long-term absences for illness or injury for 4 weeks or more will be given school credit only. You will still be responsible for the balance of your costume.

Company/Troupe withdrawal is required to give 30 day notice, which you are still responsible for your tuition during those 30 days. You are also still responsible for the balance of the costume and competition fees, which are bundled into your tuition.

ABSENCES

Regular attendance is very important for dancers to reach their full potential. Make-up classes may be available if your child must miss class. Tuition will not be pro-rated for missed classes.

INCLEMENT WEATHER

We account for each class to have 2 “snow days” per year, after that make-ups will be scheduled. Please refer to our studio website for information on studio closings due to bad weather.

www.centerofdancearts.com

CALENDAR

September 9, 2019	First Day Of Dance
September 23-27, 2019	Bring A Friend To Dance Week (Rec students ONLY)
September 30-October 1, 2019	Studio Closed – Rosh Hashanah
October 9, 2019	Studio Closed – Yom Kippur
October 31, 2019	Studio Closed - Halloween
November 7-8, 2019	Studio Closed – Teacher Convention
November 9, 2019	Studio OPEN for Rec Classes ONLY! No Company/Troupe!
November 27-December 1, 2019	Studio Closed - Thanksgiving Break
December 2-7, 2019	Parent Observation Week (Last 15 minutes of class- Rec classes ONLY)
December 22- Jan 1, 2020	Studio Closed - Winter Break
January 20, 2020	Studio Closed - MLK Day
February 14-17, 2020	Studio Closed - Presidents Weekend
April 8-19, 2020	Studio Closed - Spring Break
May 22-25, 2020	Studio Closed - Memorial Day Weekend

Picture Days: TBD

Dress Rehearsal: TBD

Recital: TBD

PICK-UP AND DROP-OFF

Please do not leave your child unattended before or after class. Our staff will not be able to monitor your child when she or he is not in the classroom. In the event that you are delayed, your child must wait in the waiting room to be picked up. The studio is not responsible for children who leave the premises.

STUDIO INFORMATION

Your child will receive monthly newsletters the first week of each month regarding important studio information. Please refer to these to keep yourself up to date on all information. You can also refer to our studio website (www.centerofdancearts.com) Please provide your email address upon registration. We will send reminders of days we are closed, pertinent recital info, billing statements, etc... throughout the year.