

## **Broadway Dance Studio Policies – August 1, 2021**

- Dancers must be the appropriate age/grade for class by September 1st of the current school year and instructor approved.
- Tumbling students must be the appropriate age by the first day of the session they are registered for.
- Only registered students may participate in classes.
- Please be prompt, 10 – 15 minutes early, please use the bathroom and be ready when class begins.
- Please contact Dance on Broadway or Instructor if your child will be absent.
- Please label all items: shoes, clothing, bags etc.
- Dance and practice clothing should be comfortable, neat, and clean.
- Students should be respectful of other dancers in speech as well as physical contact (no hitting, pushing, pulling, pinching, grabbing, tripping etc).
- Dancers should respect Instructor's authority in class.
- Profanity of any kind is not allowed from anyone at anytime.
- No gum allowed.
- To participate in future ballet, jazz, acro or tap competitions / festival teams, dancers will be required to take a ballet class, so it is good to start now!

### **Volunteering**

Parents of dancers are required to volunteer at least one time during the year. A deposit of \$50 will be required. In order to volunteer you will need to sign up specifically on the sign up sheets. You cannot just show up and have that count as volunteering without signing up or checking with Christine Salmon first. If you are unable to volunteer due to special circumstances please talk with Cory Jo Steed. If you do not volunteer a \$50 fee will be charged.

### **Special Performances (Solo's, Duets, Festivals Competition)**

(This includes solos, duets, trios, festivals, competitions, etc.)\* Instructors will identify students they feel are ready and willing to participate in a special performance. Guardians will be contacted to determine if this is something they would like to participate in. The time and number of lessons required will be determined by the Instructor. The costume fee for privates will be the actual cost of the costume. You will be charged the costume fee and then if it is more you will need to pay the difference. Additional requirements will be discussed on an individual basis.

Students or families with past due balances will not be considered for special performances until resolved.

*\*If you are interested in a special performance, a parent or guardian (not the child) must contact Cory Jo Steed by Oct. 1st.*

### **Refund Policy**

Refunds will be given under the following circumstances: Tumbling fees will not be refunded after the 2nd class. Any refund before the second class will be prorated. Costume fees will not be refunded if material, accessories and costumes have already been ordered or purchased. After November 1st costume fees will not be refunded. Written request for remaining class fees must be submitted before the 1st of the month. Registration fee is non-refundable. First and last month class fees are non-refundable as of September 30th of the current season. When a refund is given registration discounts and multi child discounts no longer apply. There will be a \$25 fee for all NSF checks. There will be no refunds issued for dance after December 15.

### **Outstanding Balances**

All accounts are to be paid in full by April 1st. Accounts that are making monthly payments must continue to make consistent payments until paid in full. Any outstanding balances after this time are subject to a minimum \$5.00 late fee or 5% of the remaining balance the 1st of each month until the balance is brought to \$0.00.

### **Email Transfers**

If you have made arrangements to make payments via Email Transfer you are required to send the transfer by the date agreed upon. If a follow up or reminder is required a \$5 additional fee will be charged.

***Dance on Broadway reserves the right to dismiss any student at any time if Studio Policies are not met. Dance on Broadway reserves the right to make any changes to the current schedule and instructor if needed based on registration and or class/teacher schedule conflict.***

**Please contact Cory Jo Steed @ 403-795-7333 with any questions or concerns.**