

# POLICIES & PROCEDURES

## PAYMENTS - MUST HAVE A CURRENT CREDIT CARD ON FILE

- ❖ ONLINE REGISTRATION
  - Annual non-refundable fee of \$20/student September (\$25/student October)
- ❖ TUITION
  - Posted on 1<sup>ST</sup> of the month (September - May)
  - Due by 5<sup>TH</sup> of the month (September - May)
  - Credit Card on file will run on the 6th of each month
  - Late fee \$20/class
  - No refunds
  - Must sign-up for Auto Pay online
- ❖ YEAR IN FULL
  - Must email request via greendanceacaemyllc@gmail.com
  - Pay by October 1<sup>st</sup> to receive 10% REBATE as credit on account
  - Cash or check only, no credit card

## STUDIO COMMUNICATION

- ❖ EMAIL – WILL BE THE MAIN FORM OF COMMUNICATION
  - Account Statements
    - Sent at the beginning of the month
  - Studio Closings
    - Inclement weather
    - Class canceled
  - Recital Information
    - Dress rehearsal schedules
    - Recital dates and times
- ❖ Phone/Text Messages
  - In case of emergency
  - Class cancelations
  - Inclement weather
- ❖ Contacting teachers personally is **prohibited**
  - Contact studio office to schedule an appointment
- ❖ Website & Social Media
  - Studio updates
  - Detailed information

## CLASS RULES

- ❖ Class Attire
  - See “What Should My Dancer Wear” for required shoes and tights
  - Hair should be pulled back out of face and eyes
- ❖ Attendance
  - Taken at every class

- 10 minutes late will be marked late
- Parents will be contacted if frequently late
- ❖ Make-Up Classes
  - Attend similar style class
  - Fill out Make-Up Form at front desk
  - Inform Teacher of make-up
- ❖ Dropping Class
  - **MUST NOTIFY THE OFFICE VIA EMAIL PRIOR TO THE 1<sup>ST</sup> OF THE MONTH**
    - Refunds will not be given for Tuition already paid
  - Continual absence with NOT result in being dropped

## STUDIO RULES

- ❖ Food & Drink
  - Food in lobby areas only
  - Teachers may permit water in the classroom
  - All students must clean up after themselves
- ❖ Floors
  - No street shoes in the classroom
  - Keep walkways clear by using cubbies
- ❖ Lost & Found
  - Items collected will be donated at end of each semester
- ❖ Student Pick-Up & Drop-Off
  - Drop-off no more than 10 minutes before class
  - \$40 babysitting fee will be charged if students are left alone more than 10 minutes

## RECITAL INFORMATION

- ❖ Dates and Times
  - Announced via email
- ❖ Recital Package
  - Includes; 2-recital tickets, 1- recital t-shirt, 1-pair of tights/style, recital music download, Digital Recital Video, minor costume alterations
- ❖ Costumes
  - Size confirmation must be signed by December 1st
  - Costumes can be viewed on account after January 1st
- ❖ Dress Rehearsal
  - Schedules sent via email