



Policies & Information

Enrollment

Placement

Forte Academy of Dance & Music staff will ensure that each student is placed in the correct class based on their experience, skills and maturity level, and we will do our best to accommodate schedules. After the initial weeks of class, students may be asked to switch classes if the class in which they are placed is not a good fit.

Age Requirement

- **Dance Regular Season: Revised policy for 2019-20:** All regular season Pre-K dance students *must turn three years old on or before their first day of class*, with the cutoff for recital participation being November 15th. Pre-K dance students must be out of diapers and be able to verbally communicate with their teacher. Children who do not meet the aforementioned requirements can be enrolled in a 'Roos & Joeys class, where they will be accompanied by their parent. Parents wishing to have their child placed in a dance class before the age requirement is met may make arrangements to have their child evaluated for Pre-K dance class readiness while attending a 'Roos & Joeys class. In most cases, dancers may only be enrolled in the Pre-K program for 2 seasons.
- **Dance Short Session:** Pre-K dance students enrolling in short sessions must be three and out of diapers on their first day of class.
- **Music:** We recommend that most students enroll in private music lessons at the minimum age of 6. Prior to that (beginning at 18 months), we offer early childhood group music classes that will prepare younger musicians for success in private lessons.

Musical Instruments & Materials

We recommend that a music student attend their first lesson before purchasing an instrument. The teacher will advise the student on instrument size, brand, type, etc. during the first lesson. It is recommended that music students bring a notebook to class for the instructor to make notes for the student and parent. Parents are responsible for the purchase of any required materials, music books, sheet music, and so forth as required by the instructor.

Pointe Work (Dance)

To be considered for work on pointe shoes, students must complete Cecchetti Grade I and pass the examination. Students must also be at least eleven years of age and have a recommendation to begin pointe from their Grade I teacher. Dancers must maintain enrollment in a Cecchetti class to continue on pointe.

Dance Competition Team

All students wishing to compete must audition (Corps & Ensemble) or be invited (Apprentice & Debut), and if selected, must commit to the financial and time requirements associated with a competition dance team.

Studio Conduct

Classroom rules

- Raise your hand to speak
- No gum or food
- Attend to personal needs (restroom) before class
- Be attentive and respectful
- Be on time, dressed properly, with no jewelry in dance class
- Wait to enter classroom until being invited by teacher
- Respect studio property. Do not hang on barre or put hands on mirrors or walls
- For parent/toddler classes ('Roos & Joeys), any unenrolled siblings that need to stay in the classroom with the parent must stay seated and observe the class. All participating children must be enrolled

Waiting room etiquette

- To enable the students to focus in class, classroom doors to the waiting room will typically be closed, except on scheduled parent observation days.
- Parents must stay at the studio for the duration of the class for any child five years old and younger, or for any student who may require their parent's assistance during class.
- Siblings waiting at the dance studio with parents should be well-supervised. We have a small play area with books and coloring materials, but this is not a substitute for parent attention. For safety reasons, please do not allow children to climb under or stand on waiting room chairs, run, throw things, or enter the office. Please make sure that crayons are used for coloring books only and not studio walls or furniture. Empty studios are off-limits without a teacher present. "Rough-housing" and running are not permitted.
- No food or beverages (except water) inside the waiting room. This is to promote optimum cleanliness of the facility for the benefit of our students and staff. Please dispose of these items before entering the building.
- Teachers are not typically available for discussion between classes. If you would like to speak with your teacher/your child's teacher, please leave your contact information at the front desk.
- We thank you in advance for contributing to our upbeat studio culture by maintaining a positive demeanor at the studio. If you have questions about our policies, please direct them to the front desk.

Tuition and Expenses

Deadline

Monthly tuition is due on the 15th of the previous month. First month's tuition is due at registration.

Yearly Registration Fee

At the time of registration, each household will pay a \$25 enrollment fee each year.

Payment Type

- The studio is on an auto-pay only system. A Visa, Mastercard, or Discover credit card (or debit card with one of those logos) must be submitted at registration and must be kept updated to maintain enrollment.
- If an auto-pay card is declined, the household will have 7 days to provide updated card information. After that time, the dancer is subject to late fees and/or cancellation of enrollment.
- Alternately, families may use another payment method to pay-in-full for the entire year. This must be done at the time of registration only. If a household's tuition bill for the full year is paid up front, a 5% discount will be applied (costume fee must also be paid in full). Paid-in-full tuition is not refundable. If paying cash, be sure to ask for a receipt.

Discounts

- **Family Discount:** Households enrolled in multiple classes will benefit from our special pricing; 5% off the second class in a household, 10% off the third, and 15% off the fourth. The fifth class and beyond will be discounted 50%. Discounted classes must cost less than or equal to the previous class.

Dance Recital Costumes

- **New Costume Policy for 2019-20:** The student's entire \$80 costume fee will be charged via auto-pay on November 15th. A costume will not be ordered for a student until this payment has cleared. Anyone not planning to participate in recital must let the front desk know before November 15th. Please note that new tights and/or shoes may be required for the recital dance. There are absolutely no refunds on costume payments after the costume order has been placed. All costs associated with replacing lost or damaged costumes and accessories are the responsibility of the dancer.
- Dancers are measured for their recital costume before the order is placed. Costume sizes are chosen carefully according to the dancer's largest measurement. Once the costumes have arrived, the studio will approve sizing, **keeping in mind that dance costumes are not meant to fit or feel like normal clothing**. Once costumes have been approved by the studio and sent home, dancers will be responsible for minor costume sizing alterations that they personally desire.
- For hip-hop groups, a class shoe order will be placed in late winter (parents turn in an order form with the dancer's shoe size). Size should be selected carefully, as we are generally unable to return or exchange hip-hop shoes. Shoe fees will be deducted via auto-pay on February 15th.

Dance Competition Team

Competition Team members must commit to financing all costumes, competition fees, shoes, tights, accessories, make-up, and required classes.

Refunds

There are absolutely no refunds on tuition payments.

Withdrawal Policy

New Withdrawal Policy for 2019-20: The studio now enforces a **Withdrawal Period**, which occurs between the 1st and 11th of each month for the following month. (For example, a student stopping class as of February 1st must submit a Drop Form to the front desk between January 1st-11th.) This is the only time that drops can be accepted for the following month. Since there are no refunds on tuition, we recommend completing the month paid, or transferring to another class for the remainder of the paid timeframe. Partial-month refunds and credits are not available. All withdrawals **MUST** be submitted by completing a Drop Form.

Attendance Policy

Dance Recreational Classes

Five absences not made-up could result in the student being removed from the recital dance at the teacher's discretion (Note: there is a limit of three make-up classes in terms of compliance with this policy).

Make-Up Classes

There are no refunds for missed classes, snow days, etc. In these instances, students can make arrangements at the front desk for an optional make-up class, and will be placed in an existing class at the appropriate level to make-up for the missed time. On the date of the make-up, the front desk should be notified and provide a form for the student to fill out. The student should have the completed form signed by the teacher of the make-up class. It is the student's/parent's responsibility to schedule and attend make-up classes and turn in signed make-up forms to the front desk.

There is no limit on make-up classes that may be taken for classes cancelled by the teacher or due to inclement weather. For classes missed due to illness, student scheduling conflict, etc., we recommend no more than three make-up classes, due to the fact that it is important for students to attend their own classes as much as possible to master steps at their skill level as well as their own recital piece. Whenever possible, students may not make-up in full (no openings) classes.

Private Dance & Music Lessons

Private lesson students must give the front desk 24-hour notice of an absence to be eligible for a make-up lesson. Make-up lessons will be scheduled pending studio and teacher availability. There are no refunds for missed lessons.

Anticipated Absence

In the case of absences that are known about in advance (vacations, school events, etc.), please inform the front desk (not the instructor). For last-minute absences, please call the studio.

Snow Days

Notification of studio closure due to inclement weather will be posted on our website and Facebook page. Those sources should be checked as the authority on whether the studio is closed. We will also try to send out an email and post a notice on the door, whenever possible. **We are no longer closing anytime Waterford Schools is closed for weather (they may cancel classes when we don't, and we may cancel classes when they don't), so please check our sites for information going forward.**

Extended Absence

If a student misses four consecutive classes and the studio does not receive notification of an absence, the student will be considered a drop from the class. To re-join the class after that time, the dancer would need to re-register and pay the one-time enrollment fee that accompanies registration.

Students who are absent do not receive refunds for their missed classes, even when there are several in a row. In the event of an extended absence, the student can either:

- 1) Drop the class and then re-register (with the usual enrollment expenses, pending space in the desired class), or
- 2) Continue enrollment/tuition payments and come to make-up classes (optional) for the missed time.

Perfect Attendance

Perfect Attendance Awards are given out at the end of the season. These awards can only be achieved by attending all scheduled classes for a student's own class. Make-up classes do not count toward perfect attendance.

Special Recognition Awards

There are several special awards given out in a ceremony at the end of our recitals. All students should plan to remain backstage for the duration of recital, perform in our studio-wide finale, and stay onstage for the awards ceremony.

The following are the awards for which students are eligible. Each award is based on qualities that are important to instructors. We are providing a list so that any students that are motivated toward earning a special award can be aware of the requirements and go above and beyond!

AWARDS FOR EVERYONE (DANCE & MUSIC):

Award:

Recital Performance Award – Medal

Who can win this award: Anyone!

How: Students must perform in the June recital(s) and participate in the finale to earn their recital performance award.

Award:

Top Points Earner – Trophy (sticker book award)

Who can win this award: One student per class/instrument

How: Earn the most stickers in your sticker book (coming to class, answering questions, helping others, mastering practice steps or pieces).

Award:

Perfect Attendance – Plaque

Who can win this award: Anyone!

How: Students must attend ALL of their regularly scheduled classes since registering. Make-up classes do not count toward perfect attendance.

Award:

5-year trophy & 10-year award

Who can win this award: Anyone!

How: Students who have been enrolled at Forte Academy of Dance & Music for 5 or 10 consecutive seasons without withdrawing from the studio are eligible.

Award:

Student of the Year – Trophy, Crown, Portrait mounted at studio

Who can win this award: One student in each age group (petite, junior, senior); 3 total for the ENTIRE STUDIO

How: Students of the year are talented, cooperative, dedicated, and have a positive attitude and good attendance. Students who exhibit these qualities are nominated by instructors, and winners are selected by studio directors.

DANCE:

Award:

Spliters Club – Medal

Who can win this award: Anyone!

How: Acquire the flexibility to do the splits and show your instructor. There are bronze, silver, and gold level splitters. Dancers must maintain splits to maintain status.