

*Kelley Puckett Dance Academy
General Policies*

Welcome to Kelley Puckett Dance Academy and thank you for choosing us as your child's dance educators. Our mission at KPDA is for our students to not only learn a dance but to learn technique, discipline, and proper terminology in class. Our studio provides hands on instruction and correction by professional and qualified instructors. Dance can be recreational or on a competitive level. No matter which avenue you choose we promise to make it positive and enjoyable for each student. Again thank you and we hope that you are very pleased with your experience.

Attendance

Attendance is very important at KPDA but we do understand that sometimes missing class is unavoidable. If you miss your class and would like to make it up contact the studio and we will give you the day and time of a class for your child to attend to make up the missed class. There will be no make ups available in the months of April and May as all classes are preparing for recital at this time. Tuition is not adjusted for absences.

Recital

Spring Recital dates for each location will be set by November 1st. Tentative dates for our 2023 show are the week of May 28th - June 3rd.

Refunds

KPDA does not issue any refunds on tuition and will only issue a refund on costumes if they have not been ordered yet (Nov. 1st). If the costumes have been ordered already and your child chooses not to continue with classes your costume will be sent to you when it comes in. The registration fee is not refundable.

Severe Weather

You can find out if we will be closed due to severe weather by checking our social media pages . **We do not always close if the schools are as most of the time roads are fine in time for classes.** We have an extra week of class included in the year that will be used as a make-up for any cancellations. In the event that classes are cancelled on any night more than one time we will schedule an additional make-up time.

Tuition

Tuition is due the 1st of each month with the first payment due on August 1. You may also choose to pay by semester or year in full by August 1st and receive a 5% discount. Autopay is the preferred method of payment but check and cash are also accepted with the understanding that a \$10 late fee will be added to your account if your payment is not received by the 1st of the month. You must keep a card on file at all times and if you're not on autopay and tuition isn't paid by the 3rd we will charge the card on file. Tuition is the same each month regardless of how many classes are in a month as it is already prorated to the amount of classes per season. There are 10 monthly tuition payments in our season. Venmo will no longer be accepted for tuition payments.

Withdrawal

If you choose to withdraw from classes at KPDA, we must be notified in writing. You will continue to be billed and are responsible for said bill until we receive a written notice. The balance at the time of notice, will still have to be paid.

2022-2023 Tuition Rates and Fees

Class Time Per Week	Rate	Class Time Per Week	Rate
30 minutes	\$48/month	6 hours 45 minutes	\$213/month
45 minutes	\$58/month	7 hours	\$215/month
1 hour	\$65/month	7 hours 15 minutes	\$218/month
1 hour 15 minutes	\$70/month	7 hours 30 minutes	\$221/month
1 hour 30 minutes	\$78/month	7 hours 45 minutes	\$223/month
1 hour 45 minutes	\$84/month	8 hours	\$225/month
2 hours	\$93/month	8 hours 15 minutes	\$228/month
2 hours 15 minutes	\$101/month	8 hours 30 minutes	\$231/month
2 hours 30 minutes	\$109/month	8 hours 45 minutes	\$233/month
2 hours 45 minutes	\$117/month	9 hours	\$235/month
3 hours	\$125/month	9 hours 15 minutes	\$238/month
3 hours 15 minutes	\$135/month	9 hours 30 minutes	\$241/month
3 hours 30 minutes	\$145/month	9 hours 45 minutes	\$244/month
3 hours 45 minutes	\$158/month	10 hours	\$245/month
4 hours	\$166/month	10 hours 15 minutes	\$248/month
4 hours 15 minutes	\$174/month	10 hours 30 minutes	\$251/month
4 hours 30 minutes	\$182/month	10 hours 45 minutes	\$254/month
4 hours 45 minutes	\$186/month	11 hours	\$255/month
5 hours	\$190/month	11 hours 15 minutes	\$258/month
5 hours 15 minutes	\$195/month	11 hours 30 minutes	\$261/month
5 hours 30 minutes	\$196/month	11 hours 45 minutes	\$263/month
5 hours 45 minutes	\$199/month	12 hours	\$265/month
6 hours	\$205/month	**contact studio if combined hours is more than 12 for pricing	
6 hours 15 minutes	\$208/month	Private Lessons	\$25/half hour
6 hours 30 minutes	\$211/month	Registration Fee	\$40/family/year

Recital Costume Fee - \$70/costume

*Acro classes and some technique classes do not have a recital costume as they do not perform in recital.

KPDA 2022-2023 Policy Agreement

Child's Name _____ Age ____ DOB _____

Parent/Guardian _____ Phone _____

Mailing Address (include city/Zip) _____

Email _____ *required

Medical Conditions _____

I agree for my child's photo (without name) to be used in studio marketing such as website, print material, or any other advertisement for KPDA or KPDA Xtreme.

_____ yes _____ no

Method of payment

_____ Please enroll me in autopay with the understanding that my card will be charged monthly for tuition and on November 1st for my costume balance.

_____ I prefer to pay by cash/check but understand that if payment is not made by the 3rd, my card will be charged the amount due.

Card Number _____ Exp _____

**you are also able to enroll yourself in autopay online if you prefer not to put your card info on this form.

_____ I will pay my year in full by August 1, 2021 and receive a 5% discount (discount is only on tuition, not on costumes or any other fees)

_____ I will pay by semester (August 1st and January 1st) and receive a 5% discount

_____ I will pay by cash/check monthly with the understanding that if I do not pay by the 3rd of each month the card on file will be charged. **must enter card info on site or above**

WAIVER OF LIABILITY STATEMENT:I, the undersigned parent or legal guardian of the dancer(s) herein, do hereby give permission for the aforementioned dancers to participate in any and all classes, programs, shows and events offered by or attended by Kelley Puckett Dance Academy, INC. Students and parents are responsible for following all of the policies and procedures of Kelley Puckett Dance Academy, INC. Be it known: that within the limits of our training and experience the necessary precautions are taken to protect the student from physical injury during the instruction period. Any student participating in Kelley Puckett Dance Academy, INC. and/or their parents/guardian, must understand that despite the precautions taken any injury resulting from such participation, including the lobby areas, will not be the responsibility of Kelley Puckett Dance Academy, INC and or any of its' instructors. Please understand we do not provide supervision in the waiting room. If injury should occur while waiting, it will not be the responsibility of Kelley Puckett Dance Academy, INC and, or, any of its instructors.

INSURANCE AND PERMISSION FOR TREATMENT:My signature below indicates my certification that I have medical insurance on the dancer(s) listed herein and will maintain continuous medical coverage while he/she dances at Kelley Puckett Dance Academy, INC. I also authorize Kelley Puckett Dance Academy, INC. and its owners, employees, directors, etc. to use standard first aid procedures on the dancer(s) listed above and to consent to any other medical procedure that is deemed necessary in the case of an emergency. Furthermore, I certify that I personally and/or my medical insurance carrier will be responsible for all expenses which are incurred in relation to any injury sustained during any Kelley Puckett Dance Academy, INC related activity, including, but not limited to Kelley Puckett Dance Academy, INC classes, competitions, shows, etc.

KELLEY PUCKETT DANCE ACADEMY RULES AND REGULATIONS:My signature below also indicates that I have read, understand, and will abide by all general rules and regulations that are set forth by Kelley Puckett Dance Academy, INC. and its owners, employees and directors, and any additional rules or requirements as set forth throughout the year. A complete copy of all rules and regulations is available in the studio. As the parent or legal guardian, I agree to make all payments by their assigned due date. I agree that if we do not follow proper withdrawal procedures, we will be accountable for all charges and fees assessed.

Parent/Guardian's Signature: _____

Date : _____

KPDA 2022-2023 Calendar

August 8th-12th - First week of classes

October 3rd-7th DANVILLE Studio Closed for Fall Break

October 10th-14th - LAWRENCEBURG Studio Closed for Fall Break

November 1st - Recital Costume Fees Due - \$70 per costume

November 21st-25th - Studio Closed for Thanksgiving Holiday

December 19th-January 1st - Studio Closed for Holiday Break

April 3rd-7th - DANVILLE Studio closed for Spring Break

April 10th-14th - LAWRENCEBURG Studio Closed for Spring Break

May 22nd-26th - Last week of regular classes

May 29th-June 3rd - Recital Week, Exact days and times TBD

THESE ARE OUR ONLY CLOSINGS, unless there is severe weather or other circumstances out of our control. You can find out about severe weather closings by checking our Instagram, Facebook, and we will also send an email. Please keep in mind that we do not close just because schools are as usually roads are clear by afternoon.

Tuition is paid over 10 months and due by the 1st of each month. Tuition is not adjusted based on number of lessons per month as it is already based on lessons in the year divided by months.

Office Hours: We do have office hours during the day Monday-Thursday and will return all emails and phone calls ASAP. The office is closed Friday-Sunday so weekend correspondence will be returned on Mondays.