

## Melinda's Dance Studio Policies and Procedures 2017-2018

**Registration Fee:** There is a non-refundable registration fee of \$11 per dancer due at registration. Registration Deadline Friday, August 11<sup>th</sup> – any registration after this date will have an increased fee of \$25 (Fees Include Sales Tax).

**Tuition:** Tuition will be due quarterly. If payment is not received by the due date the dancer will not be allowed to attend class. There will be a \$10 late fee added if a payment is not received by the listed date. Payments will be accepted by either cash or check made out to Melinda's Dance Studio. They can be mailed to PO Box 1009, Williamsburg, turned in at the front desk during studio hours or left in the drop box outside the studio. We will also be offering online payments through the Parent Portal with an additional convenience fee. There will be a \$25 charge for any returned payments.

**Recital Fee/Costumes:** Recital fee of \$16 per dancer will be due to cover the cost of recital and includes a recital t-shirt! A \$35 Costume Fee will be due, if this amount is not paid, a costume will not be ordered for that dancer. The remaining balance of the costume will be due in during Observation Week and Costume Pick Up!

**Dance Attire:** Dancers will be required to have proper dance clothes to participate in dance class. No jeans, baggy clothes or school clothes will be allowed during dance class. Form fitting clothes such as leotard, tights, leggings, yoga pants, shorts, tank tops etc. are acceptable. Hair must be pulled back if it is longer than chin length. Proper dance shoes are also required which can be ordered through the studio if you choose.

If a dancer is not dressed in appropriate clothing or dance shoes they will be asked to sit out.

**Studio Customs:** No food, gum or street shoes allowed on the studio floor. Please respect the furniture and property in the studio. **Please do not drop your children off early, as the studio doors will only open 5 minutes prior to scheduled class time. There will not be someone in the studio to watch your children so please do not drop them off early or leave them unattended after class. An early drop off/late pickup fee will be assessed if there are multiple occurrences or issues!**

**Attendance:** Being a dancer at Melinda's Dance Studio is a NINE-MONTH COMMITMENT! To ensure that a dancer is receiving proper training of technique and choreography they have to attend class. If a dancer has missed too many classes or does not know the choreography by recital they will not be allowed to dance. Please be courteous and call or email the studio **IN ADVANCE** if a dancer will not be at class. There are no refunds for missed classes.

**Injuries:** If a dancer is injured they will still be expected to attend regular classes and observe. There are no reimbursements due to injury. Please bring a doctors note to verify the injury.

**Withdrawals:** All withdrawals must be made in writing at the beginning of the month they wish to stop. Tuition will still be billed in that month. If a withdrawal is made after recital costumes and fees have been applied there will be NO REFUNDS.

**Cancellations:** If the Williamsburg School District is closed due to weather so is the studio. Please call or email the studio with any questions about cancellations. There will be no makeup for classes cancelled due to weather. Please check KCRG Cancellations or your email for dance class cancellations! The studio WILL hold class if Williamsburg schools are closed due to a Clerical Day or have an early out!

**Cell Phones and Attitudes:** Melinda's Dance Studio will not tolerate the use of cell phones during dance class. They are to be kept in dance bags and silenced during class and not used until class is over. Cell phones will be confiscated and returned at the end of class if not used properly. Bullying or harassment of any kind will not be tolerated at the studio. Leave all drama and gossip outside of the studio!

**\*\*By signing I agree that I have read, understand and will abide by Melinda's Dance Studio Policies listed above.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_