



POLICIES AND PROCEDURES & IMPORTANT ANNUAL INFORMATION

Fall classes: are based on a 37 week term from Sept 8th, 2019– June 13th, 2020 Registration is ONLY open until November 30th 2019

Payment of Fees:

Leap Dance Academy will have three options for payment:

1. 3 TERM PAYMENT SYSTEM

Term 1 Payment – SEPTEMBER 1ST, 2019 13 weeks tuition

Term 2 Payment – DECEMBER 1ST, 2019 13 weeks tuition

Term 3 Payment – MARCH 1ST, 2020 13 weeks tuition

****Term 1 Payment must also include: Annual registration Fee & Costume Deposit.**

2. Post dated cheques for each month

3. Payment for full year

Discounts will be given for families, and for taking multiple classes. Boys dance for \$35.00 a month

A 4% service charge will be added to purchases made by credit card, which must be provided in case of missed payment, or late payment.

Class fees: Are already calculated factoring in all holidays, therefore NO REFUNDS are given for holiday studio closures. Leap Dance Academy follows the same school holiday closures: Thanksgiving Monday, Christmas Break (2 Weeks), March Break (1 Week), Family Day, Good Friday, Easter Monday, and Victoria Day.

Class changes: Leap Dance Academy reserves the right open/close classes depending on the number of registered students in a class. A minimum of 5 students is required to run a class, with the exception of exam ballet classes. Families will be notified of any changes.

Returned cheques: NSF cheques are subject to a \$30.00 service charge and funds owing to Leap Dance Academy shall become payable by cash ONLY. Dancers will not be permitted in class until all fees and & service charges are paid in full.

Outstanding payments: If a payment is 15 days late, your credit card on file will be charged for late payment, in case of outstanding payment longer than 15 days, a \$1.00 a day late fee will be added until payment is made. Missed payments more than 30 days will result in the dancer being refused entry to class until payment is made in full.

Closures/Cancellations: Leap Dance Academy reserves the right to cancel classes due to weather conditions. Every effort will be made to run classes as regularly scheduled although families should call the studio if weather is questionable. Classes cancelled due to weather WILL NOT be made up or refunded.

Withdrawal Policy: PARENTS ARE REQUIRED TO NOTIFY THE OFFICE AS SOON AS POSSIBLE IN WRITING IF YOU WOULD LIKE TO WITDRAWL FROM THE PROGRAM. Dancers who withdraw prior to commencement of classes (Before Sept. 8th/19) are entitled to a full refund, less the non-refundable registration fee. Once a dancer has started in the course of instruction and decides to withdraw, payments of which they have not used ex. Dec-May will be returned only until November 30th 2019. After this date there are NO REFUNDS ON TUITION OR COSTUME DEPOSITS, and you will be expected to pay for the remainder of the year despite your attendance



Missed Classes: classes are non-refundable when missed by a student for any reason.

Class Attire: All dancers and parents agree to comply with the class uniform requirements. Parents will be notified if a child does not have proper dance attire during class, and a student will not be allowed to enter class after September 30th, 2019 if they continue to attend without proper class attire.

Attendance: We ask that all dancers and parents be committed to the dance program that you have registered for by attending classes regularly especially during recital choreography months (Jan-June).

Disciplinary Action: Staff of Leap Dance Academy reserves the right to ask a dancer to leave class if behavior is affecting the learning environment, in particular disrespecting the teacher, the class/work or any other student. Should this occur more than twice that dancer may not be able to continue participating in the dance program. Disciplinary action taken is at the sole discretion of the staff member and parents will be notified. We also have a **NO BULLYING POLICY**, inside or out of the classroom. Please be sure to inform any staff member of Leap Dance Academy should you need to in regards to this. ***N.B; Please ensure that you call and schedule an appointment to discuss any issues you might have.**

Parent Questions/Concerns: Parents please direct any questions or concerns to the office by email only to make an appointment to speak to someone if necessary at info@leapdanceacademy.ca . We would be happy to assist you.

Recital Costume Policy: Each dancer will participate in the year end recital in which a costume is required for each class. Once costumes have been ordered dancers are expected to pay the balance owing on their total costume bill in April.

Recital Costume Prices: Total costume prices vary in price. Costumes do not include required tights or shoes.

Picture days: Sunday June 14th, 2020

Dress Rehearsal: Monday June 15th, 2020

Recitals: Tuesday June 16th, 2020 at the John Elliott Theatre in Georgetown

Recital Tickets: can be purchased at the theatre box office in May 2020 or online

In compliance with the policies and procedures, Leap Dance Academy can ensure a professional and fun learning environment for all dancers and parents to enjoy. We look forward to having you learn, envision, aspire and perform as you LEAP into something different.

Please acknowledge that you have read this document, and please note that this will be kept in your file

Parent/Guardian Name: _____ **Signature:** _____ **Date:** _____