

POLICIES

TUITION POLICY - Tuition is non-refundable. Summer Tuition must be paid in full. Summer Tuition will be prorated for missed classes due to vacation or other ADA workshops & intensives (Must provide vacation dates at time of enrollment). School Year Tuition, (August-May), paid in full or by semester will receive a 10% discount. Arrangements can be made for monthly payments. Monthly installments are due before the first lesson of each month, and automatic credit card payments can be set up for your convenience. \$25 late fee will be charged after the 5th for late monthly payments. Students will not be allowed to participate in his/her classes and will be asked to sit out until tuition is current. There is a \$25 return check fee charged for each insufficient check. All tuition is based on the entire season, and there will be no reductions or credits for missed classes due to illness, holidays, bad weather, etc.. (students may make-up missed classes by attending another scheduled class in the same level).

PERFORMANCE POLICY - Summer Session will present an informal, in-house showcase at the end of the session. There are no additional fees associated with this presentation, and it is generally held at the Academy of Dance Arts. Each dance year we provide many performance opportunities. Our two main performances are professionally staged shows and are held at a theatre in costume. This is a wonderful opportunity to showcase all of our students' talent for family and friends! We encourage all of our students' to perform whenever possible!

EARLY WITHDRAW - Students are encouraged to complete the entire session once enrolled. Summer Session is a 6 – 8 week program. Our School Year Dance Season begins in August and runs through May. There are no tuition or costume refunds for early-withdrawal. A student withdrawing before October 31st will not incur future tuition charges for the rest of the season. After this early-withdrawal date, tuition & costume fees will still be the responsibility of client for the remainder of the season regardless of participation, however these fees may be transferred to another family member to attend other classes offered at the Academy. In case of illness/injury, members may withdraw with a physician's note. Students will not be charged tuition during leave of absence, and no refunds will be made for tuition paid in advance, however, tuition paid in advance will be prorated and credited to your account for future lessons.

EXPECTATIONS

PROPER DANCE ETIQUETTE & DISCIPLINE ARE PART OF YOUR CHILD'S DANCE EDUCATION

Dance Attire & Shoes - All students must wear appropriate dance attire to every class and/or rehearsal, with hair out of face and bun securely fastened to head (boys – hair combed out of face). Dancers should arrive with dance attire on and wear a cover up to and from the Academy. Jewelry will NOT be allowed in class and/or rehearsal. (small, pierced stud earrings are acceptable) **PLEASE DO NOT WEAR DANCE SHOES OUTSIDE, TO AND FROM THE ACADEMY.**

Tardiness/Late Arrival - Students should arrive at least 10 minutes prior to class time, and take care of restroom breaks before class begins. Little ones are discouraged to leave the classroom unless there is a true emergency. Students arriving 5 minutes late to a class in progress should enter the classroom quietly, sit, and stretch until the next activity begins. A student arriving late 10 minutes or more may be asked to sit out and take notes or asked to attend a make up class. This policy assists in keeping your child injury free as well as practicing proper dance etiquette and being respectful to their teacher and classmates by not disrupting class.

Behavior - Students are expected to behave in a professional manner and have positive dance spirit! They are encouraged to be attentive and follow classroom directions. Good sportsman-like behavior and teamwork are strongly reinforced. Kindness and respect for each other during and outside of classes help, to maintain a friendly and healthy environment. Horseplay and bullying are not allowed at anytime.

Discipline - Instructors handle discipline in the classroom firmly in a kind and loving way. Students are not to be yelled at or made to feel bad, however students not behaving in an appropriate manner may be asked to have a seat with a parent in the lobby or phone home to be picked up early. Your assistance with reinforcing a consistent pattern of discipline is appreciated. Dancers with negative and disruptive behavior may be asked to leave the Academy. Our goal is to promote a safe and friendly place with a nurturing environment where everyone can learn about the joy & fine art of dancing.

Please contact Desiree with any questions or concerns you may have regarding our policies and expectations. We are always glad to receive information and comments that may assist us in providing the best possible environment & training for our students. Desiree can be reached by calling 324-7600 or 641-8195/ desiree@academydanceartsok.com

