



# Centre For Performing Arts



## Studio Policy Document

**Failure to comply with any of these rules could result in your child's dismissal from class or the Centre. Dismissal will be at the discretion of the directors.**

- The Centre runs on a ten month dance year which starts in August and concludes with an end of the year recital in May. Our summer sessions are taught in June and/or July and do not conclude with a recital.
  - Tuition is charged in ten equal payments starting in August regardless of the number of classes in the month. Whether we have a short month (3 weeks) or a long month (5 weeks), tuition remains the same. If your child attends the first class of the month you are then expected to pay for a full month's tuition.
  - **Tuitions and all other fees are non-refundable.**
  - You may pay in advance for tuition or fees. **There will be a \$10 late fee starting on the second lesson of the month for late tuition.** A child's absence does not wave this late fee. There is a \$30 fee charged for each returned check. All outstanding balances should be paid before recital in May to ensure your child's placement in the recital.
  - If your child decides to withdraw from classes, a formal withdrawal form must be completed and turned in to the front office. The forms can be printed from our website under the 'Class Information' tab or are available in the front office. You will be charged tuition until the form is completed and received by the Centre office. There is no reduction in tuition for missed classes. If more than four consecutive classes are missed without payment, your child will be dismissed from the class, and tuition will be charged until the withdrawal form is received.
  - All checks should include your child's name, account number (date of birth), and the description of your payment.
- We also accept all major credit cards. Cash should be placed in an envelope with the same description required by check writers.
- Our annual end of the year recital will be held on **Saturday, May 14, 2011 at 6:00pm** at the Montgomery Performing Arts Centre in downtown Montgomery. The \$45 (\$55 per family) performance fee is due by April 1<sup>st</sup> and is required to participate. This ensures theatre rental and stagehand fees. Dress rehearsal will be at 7:30am at the theatre with the performance beginning at 6:00pm. Students are to arrive by 5:30pm.
  - Costumes for the end of the year recital are required for each class the student is participating in. Costumes cost \$40-\$60 and must be paid in full by December 1<sup>st</sup>. All late payments and orders are subject to a \$15 late fee to pay for extra shipping on rushed orders. *Note: Tiny Tumblers and Beginning Tumblers classes will not participate in the recital.*
  - Some of the classes will be asked to perform in community events such as the Autauga County Fair, Spinner's Pumpkin Patch, Prattville Christmas Tree Lighting, May Cityfest, and many more. These performances are optional for students but encouraged. A fee for performance attire of no more than \$20 may be required for these performances. All Centre dancers are invited to participate in the Prattville Christmas parade. A centre sweatshirt or t-shirt will be required to ride on the Centre float. Please see the newsletter for dates of all of these events to come.
  - Many informational letters are sent home throughout the year. Please check your child's dance bag regularly.

- We also communicate through a master studio e-mail list and a monthly newsletter. Please give us your e-mail address if you wish to be contacted via e-mail. The monthly newsletter will be available in the front lobby at the beginning of each month. It is very important that you read this newsletter in its entirety as it will include important notes about your child's dance classes and upcoming performances.
- The Centre is not responsible for children left unattended before or after class times. If you will be arriving late to pick up your child, please let the instructor know so he or she can take the student to the office to wait on you.
- All scheduled rehearsals are closed unless otherwise specified by your child's teacher. This allows there to be fewer distractions and a more productive rehearsal time for teachers and students. You are always invited to watch your child through our observations windows. **Please refrain from entering the class during class time.**
- All students are required to be in proper dancewear and appropriate shoes to attend classes. Proper dancewear along with prompt and regular attendance, establishes an enjoyable dance experience. All hair should be secured away from your child's face with no excessive jewelry worn. No gum or candy is allowed.
- Private Lessons are offered to those wishing to improve on skills on an individual basis or for special events such as talent shows, pageants, etc.

Private Lessons are done by the half hour and hour, and fees charged are at the discretion of the instructor.

- Competition dance teams are chosen through invitation or audition only. Competition students compete on a national level in various styles of dance. A separate contract and agreement is required for those wishing to participate on a competitive team. Please see the office staff for more information.
- Classes are held on all school/teacher workdays. The dates the studio is closed are listed below. During severe weather conditions, announcements will be posted on the website regarding class cancellations.

**2010/2011 Studio Closings**

**September 6, 2010 – Labor Day**

**November 22 – 26, 2010 – Thanksgiving Holidays**

**December 20, 2010 – January 2, 2011 – Christmas Holidays**

**March 14 – 18, 2011 – Spring Break Holidays**

- Any issues, concerns or grievances of any kind that you may have regarding your child, child's instructor, etc. are to be addressed privately with the director after class or rehearsal time in the office. If the director is not available, please schedule an appointment via the office manager or by sending an email to, [info@centreforperformingarts.com](mailto:info@centreforperformingarts.com). Please refrain from discussing the matter in the lobby or in front of other parents and children.

*I have read the above Policy document and agree to comply with the terms explained.*

Parent's Name Printed: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_