

THE STUDIO+

2018-2019 POLICIES AND PROCEDURES

PAYMENT OF ACCOUNTS

PAYMENT DUE DATES: Student accounts are due in full on the 1st day of each month. ACH (auto draft) accounts have the option to pay on the 1st, 5th, or 10th day of the month. Late fees will be applied to accounts remaining unpaid on the 11th day of the month, please refer to the late fee section below.

BILLABLE ITEMS/PURCHASE: Monthly tuition and costume installments will be billed monthly. Funds received will be applied 1st to tuition, then to costumes, lastly to other outstanding items. Generally, dancewear, tickets, recital t-shirts, videos, and other non-recurring costs are not billable and must be paid at time of order.

- Registration fees are **non-refundable** and must be paid at time of registration. Students are not added to a class roster until the registration fee is paid. After 10 days following student registration, there are no refunds.
- Dancewear requires a **non-refundable** ½ payment at time of order, with the balance due at time of receipt. Dancewear will not be issued until paid in full.
- There is a costume fee for each class. Fees vary according to size. Advanced classes have two costumes each. Costumes may be paid in full at the time of registration, or they may be paid by installment. Those who prefer the installment method will be billed in 4 equal installments beginning in August. If a student withdraws from a class but remains enrolled in other classes, applicable costume payments or installments may be applied to another costume balance, but not to tuition. Costumes must be paid in full by November 10th, after which a \$25 per month late fee will be applied until paid in full. Students who withdraw from the studio will receive a costume credit for payments received for future use should they re-enroll within one year from drop date. **There are no costume refunds.** (If a student drops a class late in the season, the applicable costume(s) may be used by a substitute dancer during the performance and then issued to the dropped student after the performance.)

ACH BANK DRAFT: To avoid late fees or penalties, account holders are encouraged to enroll automatic bank draft. For convenience, clients may choose a draft date of the 1st, 5th, or 10th day of the month. Clients enrolled in the ACH program will continue to receive an itemized statement, prior to the draft date. The account holder may withdraw from the automatic bank draft program at any time with a simple 10 day notification.

LATE FEES & PENALTIES: For those not enrolled in the ACH program, full payment of billed charges is due on the 1st day of the month. Unless prior arrangements have been approved, accounts remaining unpaid on the 11th day of the month will be billed a \$20 late fee. A \$25 NSF fee will be charged for any returned checks or ACH drafts. Students whose account is 60 days past due are subject to being withdrawn, without refund, from classes until such time as the account is brought current. Students with accounts that have unpaid balances at recital date may not be allowed to perform.

CLASS PLACEMENT, ATTENDANCE & PERFORMANCES

SEASON DATES: Generally, the dance season is from mid-August through the first week of June. The season includes an optional Christmas performance and a mandatory final performance. Generally, during even numbered years the final performance is the last week in May and, in odd numbered years, the first week in June. For the year end performance, during the month prior to the week-long auditorium rehearsals, there will be 3 or 4 mandatory Saturday rehearsals at the Studio from 9:00-1:00pm. Detailed rehearsal information will be posted in advance. Students participating in the Christmas performance should expect additional mandatory rehearsals including certain Fridays and Saturdays and during some regularly scheduled class times beginning mid-October until performance time. Christmas rehearsal schedules will be posted weekly and may vary.

CLASS PLACEMENT & SCHEDULES: Class placement of each individual student is determined by the teaching staff. Review of skill-level, ability, applied effort, attitude, attendance, age, grade, and other factors are carefully considered. Age and grade do not necessarily determine a student's placement. Students are placed into classes wherein it is believed that they will be optimally challenged and be most successful. If it is determined that the student is not placed accurately, the placement will be adjusted, accordingly. Generally, class schedules are done by mid-July, but are subject to change.

CLASS ATTENDANCE: Regular classroom attendance is required. If it is necessary for a student to miss a class, the parent (or responsible party other than the student) is asked to call the studio to advise that the student will be absent. If a student is excessively absent, the student and/or parent will be contacted. If the absences are not resolved, the student is subject to being dismissed from the class, or being moved to a lower level class. Determination of excessive absences is at the discretion of the instructor and will be made in accordance with the class level and performance expectations.

ADD/DROPS: Students may add or drop classes at any time. To make a change, a parent (or responsible party other than the student) must contact the office manager, Stephanie Stover. **Classes that are not formally dropped will continue to be billed and payable.**

MID-YEAR PERFORMANCE: The Studio+ does a Christmas show in mid-December. It is an optional performance; however, students must sign up on or before October 1st to participate. Students who do not sign-up will not be included in the placements and will not perform. Minimum age requirement is age 5. There is a \$35 participation fee. Costumes are provided by the studio. Auditions may be required; however, all students who sign-up will be given a role in accordance with their level and experience. Mandatory rehearsals will include Fridays and Saturdays and some regularly scheduled class times beginning mid-October until performance mid- December. Christmas rehearsal schedules will be posted weekly and may vary. Due to a limited amount of rehearsal time, only 2 excused absences are allowed, at which point an understudy is given the role.

YEAR-END PERFORMANCE: A production fee of \$125 will be billed for each student. Clients may opt for \$12.50 per month or \$62.50 in August and January. The fee will include an end of the year performance t-shirt for each student. Participation in the year end performance is mandatory. If an emergency arises that will prevent the student from performing, please advise the studio as soon as possible. Without exception, all performance rehearsals are mandatory. Students missing mandatory rehearsals will not perform in the applicable pieces.

THE STUDIO+ NEVERLAND COMPANY PERFORMERS

AGE & SKILL LEVEL: To participate in The Studio+ Neverland Performance Company, a student must be 12 years of age by September 30 and must meet advanced level skill requirements. Acceptance into the company is determined by the studio directors.

CLASS, ATTENDANCE & PERFORMANCE REQUIREMENTS: Company dancers must be concurrently enrolled in ballet, tap & jazz and attend a 2 hour company class each week. Company performers are allowed no more than 2 excused absences per semester from company rehearsal classes and they must maintain an 90% attendance record in their regular classes. Additionally, company dancers are required to participate in the annual Christmas show and must be available for *all other performances*, unless advance notification is given and the absence is excused by instructor. Some out-of-town travel may be required. Unexcused absences may result in dismissal from the company for that season. Company dancers exhibiting unacceptable behavior (including attitude) in any class, may be dropped from Company at the instructor's discretion.

COMPANY FEES: Participation fee is \$35 per month. There are no costume fees. The Studio + purchases and retains all company costumes. Students may be required to participate in certain fund-raisers to help offset the cost of costumes, travel, and other costs.

NON-COMPETITIVE DANCE CONVENTION(S)

TRIPLE THREAT TEXAS: Mid year, in January or February, the Studio + attends Triple Threat Texas, in Arlington, TX. Please refer to the guidelines for TATD, as the same rules apply.

TATD: Each summer, during the last week of June, the Studio+ attends the Texas Association Teachers of Dancing (TATD) convention. Other conventions or workshops may also be attended. To attend TATD or any other studio endorsed convention, a student must be 11 years old by June 20th. The student must have been enrolled in tap, ballet, and jazz for the prior season and must have demonstrated exemplary behavior, have a good attendance record, and have exhibited an exceptional work ethic at the studio. Students must be approved by a studio TATD teacher-member and must travel with the studio to and from such conventions. Students wishing to attend TATD or any other convention should contact the office.

DRESS CODE

All students are required to follow The Studio+ dress code at all times. In order for all dancewear to match, students are encouraged to purchase their dancewear at the studio. Dancewear purchased outside the studio must match that which is carried at the studio. The dress code is as follows:

LEOTARDS: Leotard must be worn for all classes, except hip-hop.

Ages 3-4 yrs: Light pink, plain, tank leotard

Ages 5 yrs and up: Black, plain, tank leotard (or other studio approved black leotard)*

Advanced Ballet: Black, studio approved (or special class leotard)*

*Students wishing to wear a black leotard other than that which is offered at the studio, must obtain approval. Any outside leotard must be conservatively tasteful. Generally, leotards with rhinestones, attached skirts, etc. are not allowed in class.

TIGHTS: Tights must be worn for all classes. Tights must be footed, or transition. Ankle length tights are not allowed (certain exceptions may apply in Modern, per instructor approval).

Ballet: Pink only.

Tap, Jazz, Irish & Contemporary: Pink or tan

Acrobatics: Pink or tan tights may be worn, but are not required. (Booty shorts are required)

HAIR: Hair *must* be completely pulled back and secured to stay up throughout all classes.

Ballet: Hair and bangs must be secured.

Tap, Jazz, Irish, Contemporary, Hip-Hop & Acrobatics: Hair must be secured away from face.

OUTER-WEAR: Items worn over dancewear is limited to that specified below.

Ballet: Leotard & tights only – no outer wear is allowed.

Tap, Jazz, Irish & Contemporary: Black booty shorts or jazz pants may be worn over leotard & tights.

Acrobatics: Black booty shorts are required to be worn over leotard & tights.

Hip-Hop: See requirements below.

T-Shirts, Tanks, Other: Nothing other than required dancewear may be worn in class.

SHOES: Appropriate shoes or footwear must be worn during all classes.

Ballet: Pink ballet shoes

Pointe Shoes: Pink (shoes may be dyed for certain performances.)

Jazz: Tan jazz boot

Tap: 4-6 yrs. – Black, tie, patent leather (baby doll)

7 yrs. & up – Black, tie, leather (Junior)

Intermediate - Black, per instructor (hard toe)

Advanced - Black, per instructor (hard toe, generally, double soled)

Contemporary: Foot undeez or bare foot, or other at the discretion of the teacher

Irish: Black Irish Ghillies (soft shoe) or Hard Shoe

Acrobatics: Black, leather, slip-on acrobatic shoes

Hip-Hop: Tennis shoes, designated for class and not worn outside of the studio

HIP-HOP REQUIREMENTS: Fitted t-shirt or tank. Midriffs must not be exposed.

Sweatpants or long basketball shorts. If wearing basketball shorts, bike shorts should be worn underneath.

Hair *must* be pulled back & controlled.

THE STUDIO+ POLICIES & PROCEDURES ACKNOWLEDGEMENT

I have received, read, and agree to the 2018-2019 The Studio+ Policies & Procedures.

Parent Signature (or responsible party)

Date