

# STUDENT/PARENT OBLIGATIONS, DANCE POLICIES AND PROCEDURES

## REGISTRATION:

A non-refundable fee of \$32 per family is required annually at time of registration. There is no registration fee for the Summer session. Tuition is based on an annual fee for entire semester. All holidays and vacations have been taken into consideration.

## Academy of Dance Arts Recital is Sunday, June 9<sup>th</sup> at Noblesville H.S.

**COSTUME AND RECITAL FEES:** Recital Fee: \$30 per family Child costume size: \$60 per costume Adult Size: \$70 per costume

If enrolled in one (1) class, a non-refundable costume and recital fee is due November 23rd, 2011

**\*\$10 Late Fee applied if paid after November 30th, 2011\***

If enrolled in multiple classes, a non-refundable \$30 recital fee and \$100 deposit due November 23rd, 2011

**\*\$10 Late fee applied if costume deposit not received by November 30th, 2011\***

**\*Final Costume balance is due February 1<sup>st</sup>, 2012\***

## ADDITIONAL FEES:

Non-sufficient Funds= \$30.00

Late Fees= \$10.00

## DISCOUNTS:

FAMILY DISCOUNT= 10% OFF additional family tuition

REFER A FRIEND DISCOUNT= \$10 OFF Tuition

## WITHDRAWALS:

One month notice from the first of the month is required to discontinue any class. Withdrawal form must be turned into the front desk within the first 7 days of the month.

Your account will stay open until a withdrawal form is received.

To withdraw from a class the student or parent must:

1. Inform the secretary at the front desk, or the office manager.
2. Complete and sign a withdrawal form provided by ADA

## REFUNDS:

Refunds will be given only if a class is canceled due low enrollment. Tuition is non-refundable, except in case of relocation, serious injury or prolonged illness, which prohibits the student from dancing. A doctor's written statement must be presented to the office manager. There will be no credit adjustments for voluntary withdrawal or for classes missed due to vacations, camps outside performances, etc...

## ATTENDANCE/MAKEUP CLASSES

Regular attendance is expected of all students. ADA students are expected to arrive on time. Inconsistent attendance can affect a student's advancement. If a student must miss a class, they should notify the front desk prior to class. Make-up classes are to be taken at the same level or the level below with the approval of the instructor.

## ETIQUETTE

Students are expected to be polite and courteous to each other as well as teachers and staff. Any consistently disruptive problems will be reported immediately to the parents. Rude or aggressive behavior will not be allowed. No chewing gum in class, and no loose jewelry.

## HAIR/DRESS CODE

Hair should be worn neatly off the face and fastened securely. This not only allows complete unrestricted movement, but also enables the teacher to see the total line of the body.

Students of ADA are expected to wear black leotards, pink tights, and pink ballet shoes for all ballet classes above Preschool Creative. Jazz pants and fitted tops/shirts are appropriate for Jazz and Hip-Hop classes. Tan Jazz shoes only. No tennis shoes allowed. Warm-ups, shorts and sweat pants are not allowed. Please no loose jewelry, large hoop earrings or chewing gum.

## CLASS PLACEMENT

Class placement is based on technical merit. Age is used as a guide. Class placement is determined by the instructor for all levels. New students 8 years old and older should make arrangements with the office for a placement class.

## PARENT OBSERVATION

Our studio has large windows for viewing your children and their progress. Parents are welcome to watch their children at any time. Preschool Creative and Pre-Ballet parents are invited to come into the classroom to watch the last class of each month.

## WEATHER CANCELATIONS

As a rule, classes will be cancelled due to snow/ice/flooding and whenever the *Hamilton Southeastern schools* are closed. Morning classes are closed if the schools have a delay. If there is any question, please call the studio, or check the website @ [www.adadancers.com](http://www.adadancers.com)