

CLASS ACT

a center for dance.

Thank you for choosing "Class Act- A Center for Dance." We are committed to providing you with QUALITY DANCE EDUCATION and enriching you and your child. We provide a high standard of excellence and professionalism that is unsurpassed. Dance Education is aimed at developing well disciplined, intelligent, graceful and physically fit individuals. We believe that the benefits of a dance education are unlimited, which aid in personal growth. Please keep in mind that joining our studio is a commitment. We all work together and enforce teamwork. While we try to encourage a light and fun atmosphere, expect a little "tough training" along the way. We expect our students to be respectful of teachers, themselves as well as fellow classmates! Have a fun and productive year!

POLICIES

FINANCIAL:

- Registration fee is \$25.00 and due at time of registration.
- September and June tuition are due at time of registration. If you have not paid your first 2 months in full, your child will not be guaranteed a place in his/her class.
- Tuition for all other months is due your first class of every month. Payments not received by the 10th of the month will be assessed an accruing \$5.00 late charge per class.
- If tuition is not paid at the end of any given month, your child/children may not return to class until your account is settled.
- Desk staff will be available to take payments the first 2 weeks of the month and also every Tuesday from 6:15-7:30pm. If you do not see a desk person or come to pay LATE, there is a payment "mailbox". Put your payment in an envelope, with student's name, amount and what you are paying for, seal and put in mailbox. Receipts will be made out at the end of the week and left for you if needed. NOT AT ANY TIME SHOULD A TEACHER BE ASKED TO TAKE A PAYMENT UNLESS THEY ARE WORKING THE DESK THAT NIGHT!
- Payments may be made by cash or check made payable to "Class Act." There will be a \$40.00 bounced check fee for all returned checks.
- Tuition is non-refundable. If a student misses a class it is up to them to obtain the missed material. Keep in mind that private make-up lessons are always offered, however no tuition will be refunded for missed classes and you will be charged the normal hourly rate for a private lesson.
- If a student is resigning from a class, it must be in writing and given to office staff immediately. You may also mail it or email it to the studio. As long as a letter is not received, you will continue to be charged for that class monthly and will receive a bill in the mail.
- Each costume is \$80.00 and all costume money is due by November 10th. If paid after November 10th, each costume will be \$100.00.
- NO costumes will be ordered after March 1st.
- Each family is required to purchase 8 tickets for the recital.
- Each family is required to buy at least 1 ad in our program booklet for the recital.

CLASSES:

- ATTENDANCE is extremely important. If a student misses 3 consecutive classes or a total of ten classes throughout the school year without making them up, they will not be permitted to perform in the year end recital. A doctor's note may be accepted, and special permission may be given under certain circumstances.
- Please make every effort to ensure the student is on time for his/her classes. Students need time to prepare, to fully benefit from taking a dance or dance education class. In addition, tardiness is extremely distracting to the teacher and fellow classmates.
- Private lessons will be given on a first come first served basis. There is a \$175.00 choreography fee applied for any student who has a dance. Private lessons are scheduled at the beginning of the month. If a student misses or cancels they are still responsible for payment. Payment will be taken the beginning of the month with your regular tuition and all tuition late fees and rules also apply here. Once the schedule is full there is a waiting list started.
- Students must take classes in the level appropriate for their age. Very rarely will a student be moved to a different level and this will only be decided by Miss Maria.

STUDIO:

- No gum. No Jewelry. No food or drinks in the studio except for water.
- You will receive a studio calendar at the beginning of the year. Generally we go by the Hamilton Twp. Public School schedule, but there will be some exceptions. Please keep OUR school calendar for reference.
- In case of inclement weather, we will be leaving instructions on the voice mail system at the studio. A decision on whether to close will be made no later than 4pm. Please call the studio for instructions. We will not be making individual phone calls.
- “Class Act” is not responsible for lost or stolen articles.
- There are no credits for missed classes.
- “Class Act” would like to make you aware that dance is a potentially injurious activity therefore releasing them from responsibility for any personal injury.
- Master classes and workshops will be offered periodically at the studio with guest teachers and choreographers for all levels and types of dance. Attendance is not mandatory, however it is always recommended for the growth of the student’s dance knowledge.
- The observation window will only be used on designated days. Opening the blinds is completely at the discretion of the instructor. Please do not ask if blinds can be opened. Classes are privately instructed.
- DO NOT open the studio door while class is in progress.
- No street shoes permitted in the studio.
- Performing at competitions and/or charitable events will be at the complete discretion of Miss Maria. Auditions will be held later in the season. It is not ever GUARANTEED that your child will be included in these performances. Know that we try our hardest to include everyone, however competition groups are formed to “represent” our studio and the decision will be based solely on who is qualified to do this in the professional manner that is taught here at Class Act. Any questions you have regarding this you should hold off on asking until information is sent home.
- Visitors and/or friends ONLY INTERESTED IN TAKING CLASS will be permitted to watch a class. Otherwise visitors must wait in the waiting room area at all times.
- PLEASE, PLEASE, PLEASE keep all material handed out in class and through mail or email. We do not send nonsense home. Anything we send home is meant to be read thoroughly and kept for reference. This is also to avoid any unnecessary questions or comments during class time. Questions will only be answered by Maria and Lynn and only through phone call, email or when working the desk.

I have read and understand the rules and guidelines of “Class Act- A Center for Dance.” I, as a parent or guardian will also make sure that my child understands the rules of the studio and abides by them.

Signature _____ Date _____