



Policies, Procedures, Calendar, and Information (Fall 2019 – Spring 2020)

Correspondence

There are several ways we like to communicate with our students. We require all families to have an email address on file. We send out a monthly statement and a monthly newsletter. We promise not to flood your email box. Please add our email address, info@mandasdance.com to your contacts so our letters end up in the inbox and not in the spam folder.

We also make announcements, hang information in the lobby, and post on the dry erase board. Another great way to stay current on studio happenings is to join us on Facebook! We have a pretty active fan page: join us, Manda's Rhythm & Dance. We also have a secretary on duty during classes to answer your questions. Stay informed!

Viewing and Lobby Policies

Parents and visitors are not permitted in the dance room but may view from the lobby. Please do not allow children to go into unattended dance rooms to play, or to run down the halls. We also ask that all children are supervised in the play area. Please limit visitors, as our lobby is not equipped to handle entire extended families.

Tuition & Payments

Tuition is based on a school year session of weeks, not per class. It is divided into equal tuition rates for September-June. Monthly payments remain the same regardless of the number of classes per month including school closures, holidays, or attendance. **Tuition is automatically deducted on the 1st of the month.** If payments are declined, there will be a \$10.00 late fee added on the 7th of the month. NO EXCEPTIONS. All tuition is non-refundable. There will be no credits or refunds for missed lessons and we do not prorate classes. Visa, MasterCard, Discover and American Express cards are accepted through the auto-pay system. Payments may be made at the front desk before the 1st to eliminate auto-pay or the year can be paid in full to receive June free.

Multi-class Discounts

1. Register for one class and each additional class is 10% off.
2. Unlimited classes - \$200 per student.

Tuition Rates Per Month

- 30 Minute class - \$37.00
- 45 Minute class - \$45.00
- 60 Minute class - \$55.00

Registration Fee – A \$15.00 registration fee per family for returning families. \$20.00 for families registering for a school year session for the first time. Registration fees are due with first month's tuition.

Drops

If a student needs to drop a class, you must notify us of the drop 2 weeks before the start of the next month in order to not be charged. If a style is not suiting your child's dance needs, ask the front desk about switching classes.

Class Placement

Class placement is at the discretion of the instructors. Placement is based upon the dancer's age, ability, maturity, and number of years of previous experience. Placement is made with the best interest of the dancer in mind. We place dancers in classes where they will learn the most. Taking a class that is too difficult only promotes bad habits and poor technique. We do not place friends or siblings of dancers in the same class as a convenience unless the dancers are on the same level. We reserve the right to cancel, combine, or split classes as deemed necessary.



Recital

Each class will perform a dance in our year end recital with the exception of Dance With Me. This requires a costume for each class. A costume payment will be due in December for each class. Our spring recital is scheduled for June 6 & 7, 2020 at the Macomb Center for the Performing Arts at Macomb Community College's Center Campus. As the recital approaches, make sure to check the studio bulletin board, read newsletters, and check our website to keep informed.

Absences and Snow Days

While it is understood that sicknesses and schedule conflicts may occur, please know that absences will result in lost technique and hold back the rest of the class. It may change the teacher's lesson plan and slow the process of learning. If absences are excessive, the teacher may ask you to schedule private classes to catch up. Please call the studio if you are going to be absent.

In the event of a snow day, it will be posted on our website, voicemail and Facebook page. If we are able to get to the studio, there will be a note posted on the door. Even if the public school is closed, we may NOT close because the roads and weather conditions can greatly improve before it is time for evening classes.

Safety

To ensure the safety of all our dancers, children are not allowed to wait outside for parents to pick them up. They must wait inside the studio. Also, please do not allow your child to walk unattended in the parking lot. Walk them to and from classes safely.

Dancer Details

Arrive on time for class. Make sure that dancers go to the restroom immediately before class to avoid missing valuable lesson time. Food, drink, cell phones, and street shoes are not permitted in the dance rooms, just water and dancers. Good conduct is expected from all dancers and families. We ask that you please clean up after yourself when eating or playing in the lobby.

For any questions always feel free to contact the studio. Thank you for enrolling and we look forward to a wonderful dance year!

Calendar of Closures and Recital

September 9 – Classes Start

October 31 – Closed for Halloween

November 22-24 – Closed for Thanksgiving

December 23 – January 5 – Closed for Winter Break

April 6-11 – Closed for Spring Break

May 25 – Closed for Memorial Day

June 6 & 7 – Recitals

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