



## Fall 2017- Spring 2018

### Policies, Procedures, Calendar, and Information

#### 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](mailto:info@mandasdance.com) to your contacts so our letters end up in the inbox and not in the spam folder.

We also make announcements, and 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 1<sup>st</sup> of the month.** If payments are declined there will be a \$10 late fee added on the 7<sup>th</sup> 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. Returned check fee is \$30, after two returned checks, we will only accept charge or cash. Visa, MasterCard and Discover cards are accepted through the auto-pay system. Payments may be made at the front desk before the 1<sup>st</sup> 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- \$36.00

45 Minute Class- \$45.00

60 Minute Class- \$55.00

Registration Fee- A \$15.00 registration fee per family for returning families, \$20 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 do a dance in our year end recital with the exception of Tumble Tots and Dance With Me. This requires a costume for each class. A costume payment of \$74 is due in December 1 for each class.

Our spring recital is scheduled for June 9, 2018 at the Macomb Center for the Performing Arts at Macomb Community College's Center Campus. As 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 and Facebook page. If we are able to get to the studio, there will be a note posted on the door and a message on the answering machine. 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 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. Be respectful of your teachers. Clean up after yourself when you eat in the lobby.

For any questions always feel free to contact the studio, address Ms. Manda, or the front desk. Thank you for enrolling and we look forward to a wonderful dance year!

### **Calendar of Closures and Recital**

September 11 – Classes Start

October 31 – Closed for Halloween

November 22-25 – Closed for Thanksgiving

December 22-January 4 – Closed for Winter Break

March 30-April 5 – Closed for Spring Break

May 25-28 – Closed for Memorial Day

May 30-31 – Dress Rehearsals

June 9 – Recitals

**Manda's Rhythm and Dance**

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