



MONTHLY TUITION & FEES:

Monthly tuition is based on a 9 and a half month dance semester, with approximately four classes per month. For your convenience, tuition is payable monthly. There is no extra charge for months with five lessons nor is there a reduction or refund for any classes missed or months with holidays. Tuition is due the first of every month and late after the fifth. If the studio is closed or your dancer misses class, tuition is still due on the first of the month. You may pay tuition with cash, check or credit as long as the payment is made before the ninth of each month; otherwise we will charge the credit card we have on file on the tenth. If you do not give your credit card information, you must pay a full month in advance. EX: In August upon registration you would pay for both August and September tuition.

RETURNED CHECK FEES:

There is a \$30.00 charge for all returned checks. After second returned check you will be required to pay in cash or with a cashiers check or money order.

FAMILY DISCOUNT:

Each additional student enrolled from the same family receives a \$5.00 discount off regular monthly tuition and \$10.00 off registration.

YEAR END SPRING CONCERT & BALLET CONCERT:

Spring Concert will be at the end of the school year, tentatively the end of May. There is a \$50.00 non-refundable concert fee due by January 31st. This fee is separate from Costume Fees. This fee covers the cost of the auditorium, technicians, and other costs. There is a professional videographer at each showcase for your convenience.

Ballet Concert will be at the end of the school year, tentatively the end of April. There is a \$50.00 non-refundable concert fee due by February 31st. This fee is separate from Costume Fees. This fee covers the cost of the auditorium, technicians, and other costs. There is a professional videographer at each showcase for your convenience.

COSTUMES:

Students who participate in the Spring Concert & Ballet Concert, will be required to purchase one costume per class. The studio will order costumes late December and early January. Cost of each costume deposit is \$55.00 for child sizes and \$65.00 for adult sizes. Once a costume has been ordered, there is no refund or cancellation. When you pay for a costume, you make a commitment to the teacher and the other students in class to participate in the showcase. Choreography will be geared to the number of students who buy costumes. It places a burden on the class & teacher when someone drops in April or May. No costume will be ordered until your fee is paid in full. Depending upon the costume design, you may be required to purchase additional accessories such as tights, bows, or other accessories. No costumes can go home without the signature of a responsible adult. Accounts must be current before costumes are released to take home.

CANCELING CLASSES:

We reserve the right to cancel any class at any time due to insufficient enrollment for that particular time. If this occurs, a new class time will be arranged for you.

ATTENDANCE:

Students should be dropped off and picked up within 10 minutes of their class time. Students need to attend all classes unless there is an illness or family emergency, as absences affect the class as a whole. Weekly reinforcement of dance technique is imperative to keep the student advancing with the remainder of the class. Poor attendance hampers the student's dance education. Make-up lessons can be taken within the paid calendar month in a comparable level class, with office approval. Parents & students are responsible for contacting the studio office to find out any information they may have missed during an absence. No make-up lessons are given at the end of the dance season as performance preparations are in process.

DRESS ATTIRE:

Hair must be pulled up out of the face and held securely for ALL classes. A dress code is an important part of the discipline instilled in a young dancer. Cover-ups need to be worn at all times outside the studio. Please use discretion with clothing – no jeans and no shorts that do not cover well during movement. Drinks, snacks and gum are not allowed in the studio.

DROP OFF/ PICK UP: Older dancers may be dropped off and picked up in front of the studio. Younger dancers need to be picked up inside the studio. Please instruct your dancer of any age to stay inside the studio unless they are with a responsible adult.

HOLIDAY CLOSINGS: We will close for Labor Day, Memorial Day, Thanksgiving, Christmas, New Years, Spring Break, and Easter and in conjunction with the Tyler ISD holidays. We remain open during many TISD closings and in-service days. Please check with the studio office when in doubt, or check the website. Closing dates will be posted on the door as they occur.

PERSONAL PROPERTY:

Be sure to label your dancewear and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the lost and found, as it will be cleaned out monthly.

COMMUNICATION:

Students will receive periodic newsletters. We also ask each parent or guardian to regularly check the studio bulletin board inside the building and the sandwich board on the front sidewalk. Our website is a great place to see "what's happening" on a weekly basis. It is your responsibility to obtain information from the studio and be aware of information provided to your student through newsletters or notes we may send home from time to time. Be especially watchful for these things if your dancer shares rides or someone else picks up.

CLASS ETIQUETTE:

Every student is expected to behave throughout the facility in a disciplined, responsible, and courteous manner. Excessive talking or unfriendly behavior is not conducive to a healthy learning environment. ADC reserves the right to suspend or dismiss any student whose attitude, attendance, or conduct is found unsatisfactory. **SIBLINGS:** Please be advised that the office staff is not able to watch siblings. We make every effort to watch between classes to make sure that children are received and picked up safely, but we cannot watch continuously. Please be responsible for your dancer and their siblings before, during and after classes.

SPECIAL PERFORMANCES:

The companies at ADC will be performing all year. Please check with the office to get a list of performances. All other classes will have a parent visitation day and holiday party the week before the Christmas break to show what skills they have learned in the first part of the year. Please watch your e-mails in newsletters for more information on these events. Hour Class Cards For Adult Classes or Drop-In Students 1 Class \$15.00, 10 Classes \$145.00

PRIVATE LESSONS:

Private lessons are available by appointment only and must be scheduled through the office. Please check for availability. Fees vary.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One month written notice from the first week of the month is required to discontinue any classes. Withdrawals must be done in person and will not be accepted over the phone. Withdrawal must be done at the school's (Pro Dance Center) office, not with the teacher. Withdrawals must occur within the first 7 days of the month. No withdrawals will be accepted from January 1st. To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting charges will stop after the one-month notice period. Artistic Dance Concepts reserves the right to terminate lessons to any students without notice.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the board or the dance bulletin board. It is the parent's responsibility to regularly check these boards to ensure they are informed.

Refunds and makeup classes:

There are no refunds for costume fees. There are no refunds for any classes. Because of small classes and high quality of school, there will make up classes only if the student is ill. There will be no make up classes the day of performing or recitals. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up. Classes less than 3 students will be only 1/2 hours.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students under the age of 6 are to remain in the school during classes. We are not responsible if your child needs to use the restroom and you are not present to take them. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo and video Release: The school is hereby granted permission to take video and photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

Miscellaneous: Parents and adult students are to be aware that the school promotes healthy body image among the students. As such we approve if our teachers snack during the course of the teaching day. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.