

Studio Policies and Procedures:

Placement: While age is our most used guideline for placement in dance classes, we may choose to enroll students in a class that's age range is above or below the child's age in an effort to make sure each student in a class has the ability to gain the most training by the end of each season. We highly discourage moving a child into an age range that is more than one year above or below their own. *For instance, we will not place a 6 yr old in a 10-12 yr class, but may put them in 7-9 yr class if the majority of the students are 8 yrs or younger and the 6 yr old has previous dance experience and is mature for their age.*

Dress Code: SDP requires all students to wear leotards and tights to all technique classes. Such as: Ballet, Pointe, Modern, Jazz or Conditioning. We do not require a specific colored leotard, but do ask that tights be limited to Tan, Pink or Black. All students must have their hair up off their neck and face in something other than a ponytail that will be secure for the length of the class. *See more on dress code requirements under "classes" tab of our website.*

Tuition and Fees: Tuition is due on the first of each month a \$10 late fee will be charged to your account for any payments received after the 8th. Students will automatically be dropped from any class once their account is more than 30 days past due. It will be at the discretion of the Director whether or not students will be reinstated in class(es) once payment is made to bring account up to date.

There are no refunds on tuition or any studio fees. There is no discount for months where less than 4 weeks of instruction is given, just as there is no additional charge for months when there are more than 4 weeks of instruction. Tuition is charged monthly but based on a 36-38 week session. We reserve the right to remove or combine any classes from our schedule that do not maintain 4 or more registered students at anytime.

Costume Fees are \$70 per class, a deposit of \$35 is due on November 15th and the remainder must be paid on January 15th. Costumes must be ordered by the end of November to secure delivery in time for pictures and recital. A deposit is required to begin construction of the costumes, your compliance with this policy is of great magnitude for all students to receive the staff's first choice of costume and on time for scheduled events.

Recital Fee is \$45 and goes to pay for venue rental, lights, props, and student trophy. It is due on February 15th in order to secure venue.

Withdrawal: We understand that there may be unforeseen circumstances that require a student being withdrawn early from a season. However, we require a 30 day written notice of withdrawal so our staff can make adjustments to choreography and (if applicable) wait listed students may be contacted. Your notice must accompany a final payment for the last 30 days of class. If proper notice can not be submitted, a final bill will be issued for an additional month your student will not be participating in and charged to the credit card on file.

Attendance/Make Up Class: Attendance is very instrumental in establishing the structure and discipline dance requires. We ask that you give 24 hour notice whenever possible for a student's absence. In order for the instructor to have ample time to reconfigure the curriculum for class that evening, not only so the other students do not have to suffer, but also so the absent student can jump back into class with little frustration the following week. If a student is absent more than 3 times per session (fall or spring), they may be removed from parts of choreography, a decision that is at the discretion of the instructor and studio director only. Excessive absences may result in removal from recital piece(s) permanently. A student may be given an opportunity to make up classes they have missed if an appropriate and comparable class is available. However arrangements to attend a make up class must be made 2 weeks prior to the class they are wishing to use as a make up with the front desk. This will insure the instructor is given a reasonable amount of time to make adjustments to class curriculum and give each student a fulfilling class experience.

Calendar and Inclement Weather: Our studio calendar will follow the 2013 Carroll County School system's closings, with the exception of Winter Holiday Break, where the studio will be closed for one week as opposed to two. Reminders of studio closings will be posted on our website www.southerndanceprecision.com regularly. Also, in cases of inclement weather we will also follow the Villa Rica and Douglas County Schools systems advisories and closings. If afterschool programs are closed, we may choose to close our studio as well. Notice will be posted on website, facebook page and on our voicemail in such situations. Make up classes will be scheduled a month out for any classes cancelled and notice will be given to each student.