

## Prep Academy Dance Studio, LLC Student and Parent Policies Fall/Spring 2023-2024

### REGISTRATION:

- Registration is done online.
  - **San Angelo:** Register online at [prepacademysanangelo.com](http://prepacademysanangelo.com) or by calling Prep Academy Dance Studio at (325)315-2284.
  - **Abilene:** Register online at [prepacademyabilene.com](http://prepacademyabilene.com) or by calling Prep Academy Dance Studio at (325)301-2863.
- A registration fee of \$20.00 per family is due at the time of registration for each season, It will be automatically added to your transaction.
- Registration fees are non-refundable.

### TUITION:

- Tuition is \$56 a month for each class.
- 10% discount for families with more than one student or if a student is taking two or more classes and 15% for families with more than two students or a student taking three or more classes.
- All tuition must be paid via the online Studio Director system. You will be charged the registration fee automatically at time of registration and then you will be automatically charged the full monthly fee each month for nine consecutive months for the school year beginning on August 1, 2023 ending May 1, 2024.
- It is your responsibility to ensure that credit lines and funds are available for these tuition charges each month. All financial transactions are subject to the rules and regulations of the cardholder's bank or credit card issuer. Prep Academy Dance Studio, LLC assumes no responsibility for fees assessed by these institutions for overdrafts, insufficient funds or credit card fees or charges as a result of the transactions authorized through this website.
- Like any other financial transaction, the day for which it is scheduled cannot be changed, nor can the transaction be stopped on our end except as specified. In the event Prep Academy Dance Studio, LLC incurs any bank fees or charges as a result of your submission of a payment that is rejected due to insufficient funds or for other reasons, the parent, guardian or cardholder will be responsible for reimbursing Prep Academy Dance Studio, LLC for these fees or charges.
- There are no partial tuition months, even if there is a holiday or your child is not in attendance that month, you are still responsible for paying tuition in full for that month. Some months may have five weeks of classes while months with holidays may have two or three weeks of class; however, monthly tuition will remain the same amount.
- A service charge of \$20.00 for any payments 30 days past due will be added to your account. Your card on file will be attempted for payments multiple times if declined.
- After 50 days of non-payment, you will receive a written notice and have 10 days to comply or be removed from classes.
- Costumes and studio tee shirts will be held until late tuition is paid.

#### PAYMENTS:

- Prep Academy Dance Studio, LLC accepts Visa, MasterCard, American Express and Discover.
- You will set up your automatic payments at the time of registration at <https://app.thestudiodirector.com/prepacademy/portal.sd?page=Enroll&meth=search>

#### WITHDRAWALS:

- Should you decide to end your child's participation in the Prep Academy Dance Studio, LLC and discontinue this transaction, please submit notice by email to [prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com). No other communication channels (including verbal communication, social media, or SMS texting) are a valid form of requesting cancellation. Such notice must be received 15 days prior to the date of the next transaction or payment due date. If notice is given less than 15 days prior to the date of the next transaction, you will be billed for the entire cost of the next monthly payment.
- Dance classes are a yearlong commitment. February is the last month for a student to withdraw from classes. If a student drops out of class after March, they are responsible for paying for April and May tuition.

#### DRESS CODE:

- Please have the students in dress code as listed on dress code document. We will allow a week grace period.
- Please refer to the dress code document for the student's appropriate clothing for each class.
- Students that are not in dress code may be asked to not participate in class for that day.
- Dance shoes should only be worn in the studio and not outside.
- Sneakers or outside shoes worn in the studio, should be clean and free of dirt, mud, pebbles, etc.
- Jewelry is not permitted in class with the exception of small stud earrings.
- Please put the dancer's last name on all items brought into the studio, including on all dance shoes.
- We are not responsible for lost or stolen items

#### SPRING RECITAL:

- All in-person classes (virtual do not perform in recital and will not be charged recital fees) will perform one-two dances in the recital with the exceptions of gymnastics and acrobatic classes. ***Combo classes perform 2 dances***, excluding the First Steps Level 1 classes.

#### **San Angelo:**

- **Last day of classes will be May 25th, 2024.**
- **Rehearsal: May 31st, 2024**
- **Recital: June 1st, 2024**

### **Abilene:**

- o **Last day of classes will be May 24th, 2024**
  - o **Rehearsal: May 25th, 2024**
  - o **Recital: May 26th, 2024**
- 
- Although recital is not mandatory, participation is highly encouraged and is a great way for families to see what dancers have learned throughout the year. If your dancer is unable to participate in recital, or will only participate in certain classes, you must send a RECITAL OPT-OUT form must be filled out by November 1<sup>st</sup> at <https://forms.gle/CbpZhZ9eXobPAAZ18>.
  - There are two fees involved in the recital: recital fee (\$65 per family) and costume fee (\$65 per dance).
  - The costume payment will be broken up into two equal payments of \$32.50 per costume (\$65 total per costume). Dancer's in combo classes will have two costumes. The first payment will automatically be charged along with monthly tuition on October 1, 2023 and the second payment will automatically be charged on November 1, 2023.
  - The recital fee of \$65 per family will be automatically charged along with monthly tuition on March 1, 2024.
  - The costume fee covers costume, accessories and shipping cost of the costume. The recital fee goes to costs relating to the recital such as light, sound, venue, décor, employee time and volunteer costs.
  - All recital fees are non-refundable.
  - If a dancer is unable to be in the recital, then they are still able to pick up their costume before summer. After summer, the costume is forfeited to Prep Academy.
  - Recital dates are subject to change!!

### COMMUNICATION:

- We communicate with parents via email primarily in regards to notices, receipts, bad weather, cancellations and events. Although you can sign up for text messaging through BAND as well. The link to join will be emailed.

### EXTENUATING CIRCUMSTANCES (EX. COVID-19)

- In the case that we cannot meet in person for studio dance classes.
- Classes will meet LIVE at their normal class time/day via Google Meets. Links will be sent out at the appropriate time.
- You will be subject to the same studio policies and term conditions you agreed to upon registration. Which means the same withdrawal and payment terms.
- We will pick up in person classes when it is deemed safe by local, state or federal health authorities and governments.

## DROP OFF AND PICK UP:

- Parents can drop off/arrive no more than 15 minutes early. The studio doors are to remain locked before then, if it is the first class of the day.
- **Children under the age of 5:** a parent or responsible adult must remain in the waiting room in Studio A or on the studio premises from the start-end of class time.
- **Children ages 6 and younger:** After class is over, parents/trusted adults enter the studio area and physically take their child. Our instructors will make sure each child is released to the parent/trusted adult (ex. Instructors may have parents line up in a single file and grab the child's hand and give it to the parent).
- **Children ages 6-9:** must wait inside until they see their parent/trusted adult outside/car pull up or the parent walks in to get them. You can talk to your child about what works best for your family.
- **Children under the age of 10:** are not permitted to wait outside for a parent, make sure this is clear to your dancers and we will do the same.
- For studio b, the door will remain locked during class time for the safety of our dancers.
- **For dancers in studio a:** Parents must remain in the waiting room or on the premises (not outside where the dancer can see you) in Studio A once class begins until 5 minutes before class is scheduled to end. **For dancers under 6:** once it is 5 minutes before the class is scheduled to end, parents begin to wait outside or inside. Please do not try to take your dancer until the instructor has them lined up waiting for you to hand them off (this is a safety procedure our staff has been instructed to do).
- **For dancers in studio b:** Parents must remain in the waiting room (not outside where the dancer can see you) in studio a or on the premises once class begins until 5 minutes before class is scheduled to end. **For dancers under 6:** Once it is 5 minutes before the class is scheduled to end, parents begin to wait outside studio b and wait for the instructor to unlock the door. Please enter in an orderly fashion.
- If you will be more than 10 minutes late to pick up your child, please let the instructor know.
- Parents or trusted adults of our preschoolers and special needs students are required to stay in the vicinity of Prep Academy during class time.

## HOLIDAYS:

- September 4th - Labor Day
- October 31st - Halloween
- November 20-25<sup>th</sup> -Thanksgiving Break
- December 18<sup>th</sup>-January 1<sup>st</sup> -Christmas Break
- March 11- March 16<sup>th</sup> - Spring Break
- March 29<sup>th</sup>- March 31<sup>st</sup> Easter Weekend

## INJURY/ILLNESS:

- If a student misses 3 weeks of classes due to injury or illness, we will be able to pro-rate or refund tuition for that month. Doctor's note is needed.

#### MAKEUP CLASSES:

- There are no makeup classes if a student misses class for any reason. Although private lessons with the instructor can be scheduled for \$45/hour, if needed.
- If an instructor for some reason cancels class for the week, the parents and students will be notified in a timely manner. In some cases, there will be make up classes available for special cases.
- No reductions or refunds are given for missed/canceled classes.

#### LOST AND FOUND:

- Lost and found items are kept in a tub in the waiting rooms. Check this area regularly as items are cleaned out and donated monthly. We cannot be held responsible for lost or stolen items.

#### WEATHER:

- In case of bad weather, the instructor of the class may choose to delay or cancel class.
- Parents and Students will be notified via email on file on Studio Director and BAND app.

#### CELL PHONE POLICY:

- Due to cell phones being a distraction during instruction time, if a student chooses to bring their cell phone to class, the student's cell phone will need to be left in the cell phone bin. This includes smart watches as well.

#### PARENT/VISITOR CONDUCT:

- Parents or trusted adults are not allowed to stay in the dance room while there are classes in session. They must wait in the dressing room where there is a monitor to view classes. Only one parent/trusted adult per dancer. You can also view class from your phone or tablet via Google Meet. The link will be sent at the beginning of each season to the email on file.
- Siblings and visitors are not allowed in the waiting rooms at any time.
- We are committed to providing a safe and fun environment for everyone! As such, we reserve the right to terminate any contract immediately should any inappropriate behavior by either parents or children occur that negatively impacts the physical or emotional safety/health of an individual or the community. We reserve the right to determine if any actions or behaviors are inappropriate and all judgements as such will be deemed final. Should a contract be terminated due to inappropriate behavior, no refund of any kind will be given.

#### USE OF NAME/LOGO:

- Use of the Prep Academy Dance Studio, LLC name or associated logos or marketing materials without prior written consent is strictly forbidden.