



# **PREP ACADEMY DANCE STUDIO, LLC**

## **STUDENT & PARENT HANDBOOK**

### **2026–2027 SEASON**

Welcome to Prep Academy Dance Studio!

We are so excited to have your family as part of our studio community. Our goal is to provide a fun, encouraging, and positive environment where students can grow in confidence, technique, creativity, and teamwork.

Please carefully review the following policies and procedures. Enrollment in classes indicates acceptance of all studio policies.

#### **REGISTRATION**

Registration may be completed online through:

[prepacademyusanangelo.com](http://prepacademyusanangelo.com)

[prepacademyabilene.com](http://prepacademyabilene.com)

You may also register by phone by calling/texting:

San Angelo: 325-315-2284

Abilene: 325-301-2863

A non-refundable \$25 registration fee per new family is due at the time of registration for each season and will automatically be added to your account.

#### **TUITION & PAYMENTS**

##### **Monthly Tuition**

San Angelo 2026/2027:  
\$67 per class/per month

Abilene 2026/2027:  
\$67 per class/per month

Camp and special event pricing varies. Please see our website for current pricing.

Tuition is based on the entire dance season and divided into equal monthly payments for your convenience. Some months may have more or fewer classes due to holidays, recital breaks, or studio closures; however, monthly tuition remains the same.

Enrollment is continuous throughout the season unless an official withdrawal form is submitted.

### **Automatic Payments**

All accounts are required to keep a valid card on file through Studio Pro.

The following charges will automatically process:

- Registration fee at time of enrollment
- Monthly tuition on the 1st of each month
- Costume fees and recital fees on scheduled due dates

The 2026–2027 season runs from September 2026 through August 2027.

Classes begin September 8, 2026.

It is the account holder's responsibility to ensure that valid payment information and sufficient funds are available.

Prep Academy Dance Studio is not responsible for overdraft fees, declined payment fees, or bank charges incurred through failed transactions.

### **Late Payments-UPDATED!**

A \$15 late fee will automatically be added to accounts that are 15 days past due.

Accounts that are 30 days past due are subject to dancers being withdrawn from class participation until the account balance is brought current. Upon payment after withdrawal, registration fees will be required again.

Additionally:

- Costumes may be held until balances are paid
- Dancers with outstanding balances may not participate in recital activities
- The studio reserves the right to withdraw students with severely delinquent accounts

Multiple attempts may be made to process declined payments using the card on file.

### **Refund Policy**

All payments are non-refundable once processed.

No refunds or credits will be issued for:

- Missed classes
- Withdrawals without proper notice
- Schedule conflicts
- Holidays or studio closures

### **WITHDRAWALS**

If you choose to withdraw from classes, an official withdrawal form must be submitted. <https://forms.gle/oog8setzt9v3QBAC9>

Withdrawal requests must be submitted at least 15 days prior to the next billing date.

Withdrawal forms submitted after the 15th of the month will result in one additional tuition payment being drafted.

Verbal communication, text messages, social media messages, or emails do not serve as official withdrawal notice.

Families are financially responsible for tuition until the withdrawal form has been submitted and processed.

## **HOLIDAY & STUDIO CLOSURES**

### 2026 Closures

- May 25–June 6, 2026 — San Angelo Recital Break
- May 25, 2026 — Memorial Day
- June 1–13, 2026 — Abilene Recital Break
- June 29–July 4, 2026 — Summer Break
- September 7, 2026 — Labor Day
- November 23–28, 2026 — Thanksgiving Break
- December 20, 2026–January 2, 2027 — Christmas Break

### 2027 Closures

- March 15–20, 2027 — Spring Break
- March 26–27, 2027 — Easter Weekend
- May 24–June 5, 2027 — San Angelo Recital Break (tentative)
- May 17–June 5, 2027 — Abilene Recital Break (tentative)
- July 4–10, 2027 — Summer Break

Enrollment continues through the summer season. Classes will resume June 7, 2027 following recital break.

Studio closure dates are subject to change.

## **DRESS CODE**

Students are expected to arrive in proper dress code for each class.

Please refer to the dress code section on our studio's website for detailed class requirements.

A one-week grace period will be allowed at the beginning of enrollment.

Students not in appropriate dress code may be asked to sit out if attire creates safety or movement concerns.

### **Additional Dress Code Policies**

- Dance shoes should only be worn inside the studio
- Outside shoes worn in studios should be clean and free of dirt or debris

- Jewelry is discouraged, except for small stud earrings
- Hair must be secured away from the face for all classes
- Please label all shoes, bags, and belongings with the dancer's name

Prep Academy Dance Studio is not responsible for lost or stolen items.

## **COMMUNICATION**

Studio communication is primarily sent via email.

Families may receive communication regarding:

- Tuition and receipts
- Weather closures
- Studio announcements
- Recital information
- Events and important dates

Please ensure your email address and phone number remain updated in your Studio Pro account.

## **RECITAL INFORMATION**

Our annual recital is an exciting opportunity for dancers to showcase everything they have learned throughout the season.

Participation is highly encouraged but not mandatory.

All in-person dance classes will participate in recital performances with the exception of:

- Mommy & Me classes
- Certain gymnastics classes
- Certain acro classes
- Dance Team Prep classes

Combo classes typically perform two dances.

Ballet/Tap ages 2–3 perform one dance.

## **2027 Tentative Recital Dates**

San Angelo:

- Dress Rehearsal: May 28, 2027
- Recital: May 29, 2027

Abilene:

- Dress Rehearsal: May 21, 2027
- Recital: May 22, 2027

Dates are tentative and subject to change.

### **Recital Opt-Out**

Families not planning to participate in recital must complete the official recital opt-out form by September 26, 2026.

<https://forms.gle/GC1uX5VTHG6KqXJ87>

### **Recital Fees**

A \$60 recital fee per dancer will automatically process with tuition on March 1, 2027.

This fee helps cover recital-related expenses including:

- Venue rental
- Lighting and sound
- Staff and production costs
- Decorations and event expenses

*Recital fees are non-refundable.*

### **Costume Fees**

Costume fees vary by class style and age group.

Costume fees include:

- Costume
- Accessories
- Garment bag

- Shipping and handling

Costume fees will be divided into two equal automatic payments:

- October 1, 2026
- November 1, 2026

Combo classes require two costumes.

Costume fees are non-refundable once costumes have been ordered.

If a dancer withdraws or chooses not to participate in recital after costumes are ordered, costumes may still be picked up before summer break. Unclaimed costumes become property of Prep Academy Dance Studio after summer.

## **DROP-OFF & PICK-UP PROCEDURES**

Student safety is extremely important to us.

Arrival

Students may arrive no more than 15 minutes before class.

If it is the first class of the day, doors may remain locked until staff arrives.

### **Children Ages 5 & Under**

A parent or responsible adult must remain on the premises or nearby during class.

At dismissal:

- Parents may begin waiting outside approximately 5 minutes before class ends
- Students will only be released directly to a parent or approved adult
- Please allow instructors to complete dismissal procedures for safety purposes

### **Children Ages 6 & Up**

Parents are not required to remain on-site during class.

However:

- Students must remain inside the building until picked up
- Students may not walk across parking lots alone
- Parents must come to the door or visibly pull up for pickup

If you anticipate being more than 10 minutes late, please notify the instructor.

#### Additional Pickup Policies

- Students are not permitted to wait outside unattended
- Please do not watch classes through windows, as it can distract dancers
- Preschool and special needs students require a parent or trusted adult to remain nearby during class

#### **INJURY & ILLNESS**

If a student misses three consecutive weeks due to injury or illness, tuition may be prorated or credited with a doctor's note.

Students who are sick should remain home until fever-free and symptom-free.

#### **MAKE-UP CLASSES**

There are no make-up classes for missed student absences.

Private lessons may be scheduled with instructors based on availability.

If the studio cancels a class, families will be notified promptly. In certain situations, a make-up class may be offered.

#### **WEATHER CLOSURES**

In the event of severe weather or unsafe conditions, classes may be delayed or canceled.

Families will be notified via email and/or text message.

Studio closures may align with local school district closures, but not always.

#### **CELL PHONE & SMART WATCH POLICY**

Cell phones and smart watches can become distracting during class time.

If brought into class, devices must remain:

- On silent
- Inside dance bags
- Unused during instruction time

Repeated disruptions may result in devices being removed during class.

## **PARENT & VISITOR CONDUCT**

Parents and visitors are expected to contribute to a positive and respectful studio environment.

### **Viewing Policies**

San Angelo:

Parents may wait in the waiting room when space allows.

Abilene:

Parents may wait outside or view classes through the provided class viewing options.

Parents and visitors are not permitted inside classrooms during instruction unless authorized by staff.

### **Respectful Environment Policy**

Prep Academy Dance Studio reserves the right to immediately terminate enrollment for behavior that negatively impacts the emotional or physical safety of students, families, or staff.

This includes but is not limited to:

- Harassment
- Bullying
- Threatening behavior
- Disruptive conduct
- Excessive disrespect toward staff or families

All determinations regarding inappropriate behavior are at the discretion of studio management.

No refunds will be issued in the event enrollment is terminated due to conduct violations.

### **PHOTO, VIDEO & MEDIA RELEASE**

Prep Academy Dance Studio may photograph or record classes, performances, events, or activities for promotional and educational purposes.

These materials may be used on:

- Social media
- Studio websites
- Advertising materials
- Printed promotional materials

By enrolling, families grant permission for the use of student images unless written notice is provided to the studio.

### **USE OF STUDIO NAME & LOGO**

The use of Prep Academy Dance Studio's name, logo, branding, or marketing materials without writte