

## Prep Academy Dance Studio, LLC Student and Parent Policies Summer 2023

### REGISTRATION:

- Registration is done online through [prepacademysanangelo.com](http://prepacademysanangelo.com) or by calling Prep Academy Dance Studio at 325-315-2284(San Angelo) or 325-301-2863(Abilene).
- A registration fee of \$20.00 per family is due at the time of registration for each season and \$10 for each dancer for camps. It will be automatically added to your transaction.
- Registration fees are non-refundable.

### TUITION:

- Tuition is \$56 a month for each class. Camps prices varies, see our website for more info.
- 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 by 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 on the 1st of each month for two consecutive months for the summer season beginning June 1, 2023 ending July 1, 2023. **Summer classes will begin June 5th, 2023 and end July 29th, 2023** Summer camps will automatically charge 5 days before the camp date, or if you registered less than 5 days before the camp, the charge will be due at the time of registration.
- 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, dancer 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.

#### HOLIDAYS:

- The Studio will be closed Tuesday, July 4th for Independence Day.

#### 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 e-mail to [prepacademysanangelo@gmail.com](mailto:prepacademysanangelo@gmail.com) or [hello@prepacademyabilene.com](mailto:hello@prepacademyabilene.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.

#### 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 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

#### COMMUNICATION:

We communicate with parents via email primarily in regards to notices, receipts, bad weather, cancellations and events.

#### 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 withdraw 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 on studio premises( in the parking lot) from start to end of the class. If in San Angelo you may wait in the waiting room if open. After class is over, parents/trusted adults can enter the studio in an orderly fashion and can pick up 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). 5 minutes before the class is schedule to end, parents may begin to wait outside until the door is unlocked. 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).
- **Children ages 6 and up:**Parents do not have to stay on the premises while the class is going on but if you are leaving please let the instructor know. Children must wait inside until they see their parent/trusted adult outside/car pull up or parents walk up to get them. 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). If you think you will be 10 minutes late or longer please also inform the instructor.
- **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.
- **Please do not sit outside watching in the windows.** This is a distraction to your child and the other children.
- 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.

#### 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 the Studio Manager/Owner 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 Studio Manager/Owner 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 waiting room( Only in San Angelo) or in a car where you are able 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 anytime.
- 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.

