

Prep Academy Student and Parent Handbook

REGISTRATION:

- Registration is done online through prepacademysanangelo.com or by calling Miah Pullen.
- Enrollment in a class requires the full payment of a non-refundable registration fee of \$20 per family.
- Registration fees are non-refundable.

MAKEUP CLASSES:

- There are no makeup classes if a student misses class for any reason.
- 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.

TUITION:

- Parents are **required** to keep a credit or debit card on file.
- Tuition will be charged to the credit or debit card on file after 30 days of non-payment from the day that tuition is due, including the \$10 late fee.
- Tuition is paid monthly on the first of every month while students are enrolled in order to hold a student's place in class.
- Tuition is \$40 a month for each class with 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.
- 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.
- Please be respectful to our business and pay on time.
- If tuition is not paid by the 10th of each month, there will be a \$10 late fee applied to the tuition total.
- If tuition is not paid for an extreme amount of time, a dancer can be suspended from their class and possible removal if balance is still not paid.
- Costumes and studio tee shirts will be held until late tuition is paid.
- Once tuition has processed, no refunds of any kind will be given.

PAYMENTS:

- Prep Academy Dance Studio, LLC accepts cash, checks made payable to Prep Academy Dance Studio, LLC, Visa, MasterCard, American Express and Discover.
- If a check bounces, there will be a \$35 fee.
- On Studio Director, you can also set up automatic payments online at <https://app.thestudiodirector.com/prepacademy/portal.sd?page=Enroll&meth=search>

WITHDRAWALS:

- If your child no longer wants to take classes or has to stop coming to classes for any reason, please let me know beforehand.
- All balances and payments should be paid in full upon withdrawals.
- Students that miss 3 or more classes consecutively may be withdrawn from that missed class and must re-register if they plan to return, if the class is still available. Unless, the instructor is notified beforehand.
- There are no refunds or pro-rating for withdrawals.
- ***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.***

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.

SPRING RECITAL:

- All classes will perform one-two dances in the recital with exception of the Half-Year Dance Team Prep class.
- The recital takes place at the end of the school year, usually in the beginning days of June.
- Recital is optional for students; however, participation is 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 email by November 1st.
- We perform in a yearly dance recital that will be held on Saturday, May 30, 2020 and a MANDATORY rehearsal is on Friday, May 29. There are two fees involved in the recital: recital fee (\$50 per family) and costume fee (\$50 per dance).
- ***The costume payment will be broken up into two equal payments. The first payment will be due October 25th, 2019 and the second payment will be due January 25th, 2020.***
- ***The recital fee will be due on March 6th, 2020.***
- The costume fee covers costume, accessories and shipping cost of the costume. This 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. We do not sell

tickets, this event is open to the public and you can invite as many or little people as you want.

- 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.

LOST AND FOUND:

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

HOLIDAYS:

- Sept. 2nd- Labor Day
- October 31st-Halloween
- Nov. 25th-Nov.29th-Thanksgiving
- Dec.23rd-Jan. 3rd-Christmas Break
- March 9th-March 13th- Spring Break
- April 10th- April 12th -Easter Weekend
- May 22nd-25th-Memorial Day Weekend

WEATHER:

- In case of bad weather, the instructor of the class may choose to delay or cancel class.
- Parents and Students will be notified accordingly.

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

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 dressing room. This includes smart watches as well.

COMMUNICAION:

- We communicate with parents via email primarily in regards to notices, receipts, bad weather, cancelations and events. Although you can sign up for text messaging as well.

DROP OFF AND PICK UP:

- Be on time, it is distracting to their classmates and instructors when dancers show up late
- For the safety of your dancer, parents must drop off and pick up their dancers inside the studio if they are under 10 years old.
- Students over the age of 10 may be dropped off/picked up curbside; however, we are not responsible for students outside of the studio.
- Students should be dropped off 5-10 minutes before class starts and picked up promptly after class.
- 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.

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.
- Siblings and visitors are not allowed to play in open studios at any time
- Foul language, inappropriate behavior, or negative conduct of any kind is not acceptable culture. Any parent or visitor displaying such conduct will be asked to leave the studio immediately