

## NorthRidge Dance Conservatory Policies 2009-2010

Parents/Guardians, please read over carefully and initial the five areas of importance as well as signing at the end of the document. The studio will keep the signed copy; you can download one from our website should you want it for your records.

### **Tuition Policies**

**Registration Fee:** A yearly registration fee is due upon enrolling for classes at the beginning of every school year:

Returning Students: Individual \$15, Family \$25

New Students: Individual \$20, Family \$35

**Payment of Fees:** Beginning this year we are dividing a 38-week dance year into nine equal payments, September-May. Spring Break, Thanksgiving and the Holidays are factored into the calculation, as well as a week in August and a week in June. Tuition is due on the **first of each month**, with the first payment due September 1, 2009. A \$10 late fee will be assessed on accounts unpaid after the 10th; after 30 days, a fee will be assessed at 20% of the total due. There are NO refunds or prorating of tuition for classes missed. Monthly tuition will not be adjusted for scheduled closures, student absences, holidays, vacations, length of the month, or inclement weather. The only exceptions are extended illness or injury with a doctor's note. Students are expected to make up in another class of their level or lower, *even if it is another style of dance* (Creative classes are the only exception to this make up policy as there is not another class for their age). Any class with less than three students on November 1<sup>st</sup> will be canceled or combined with another class.

**Withdrawals and Refunds:** If a student needs to withdraw from a class for any reason, please let us know as soon as possible. If drop notifications are not received by the 1st of the month, you are still responsible for the entire tuition for that month. Withdrawal forms or an email is the acceptable way to withdraw from a class.

**Invoices:** Monthly invoices will not be written each month. If accounts are late, you will be contacted via email or regular mail with the amount due, including the late fee. Lastly, should an invoice have to be generated, there will be an additional invoicing fee added to the bill.

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### **Class Placement**

Placement is made at the discretion of the program director and faculty and is based on your child's ability and level. All decisions are made by professionals and with your child's best interests in mind.

### **NDC Performances**

For any productions in a theater, a performance fee is required: \$40.00 for an individual, \$15.00 for each additional family member. In the past, we have had two performances at the year-end recital. Younger classes will perform at only one show; all other groups will perform at both. The performance fee is not based on the number of times a child performs.

Costumes are handled one of two ways: if the teacher chooses to order a costume, parents will purchase and keep the costume. If it is something the studio will want to keep in our costume closet for future use, you will pay a handling fee, but not keep the costume.

There is a fee for our holiday production, but it is very low-cost for participants and we try to use costumes in our costume closet.

All performance and costume fees are non-refundable.

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### **Attendance**

Please call the studio to let us know if you will be late to class or absent. If a student is late, they must ask for permission to enter the classroom and, if more than 15 minutes late, may be asked to sit and watch the class rather than participate.

Good attendance is vital to quality dance instruction. Too many absences will put a student's dedication into question and will affect their participation in performances and consideration for advancement. This is especially true when choreography is being taught – missing dancers slow the process for both the teacher and other committed students. We will allow three unexcused absences per semester; should there be more, the teacher in the classroom has the option of dismissing a dancer from a performance piece.

### Dress Code

All students are required to wear appropriate classroom attire for the style of dance. Each teacher may have their own set of standards for their classes. General guidelines are:

Ballet I-VI: pink tights, solid colored leotard, ballet shoes. Warm ups, dance shorts and skirts are at the discretion of the teacher. Hair must be worn neatly in a bun without bangs and “wispsies”.

Jazz/Tap: Jazz pants/capris, dance leotards or shirts, jazz/tap shoes. No loose or very short shorts, jeans or street clothes.

Hiphop: Loose fitting street clothes, white-soled athletic shoes or jazz sneakers (please use shoes that are not worn outside). No very short shorts.

Creative, Combo, Pre-ballet: Miss Karen allows some leniency with our youngest dancers. Leotards (with and without skirts) and tights are the usual attire, but shorts and stretch pants/capris are also allowed. Hair must be secured off the face. Please no bracelets or necklaces.

**For all classes in our studio: hair is neatly secured off the face, and stud earrings are the only acceptable jewelry.**

### Private Lessons

Private lessons are scheduled with the individual teacher, who will have a form that will be turned into the office. Payment for private lessons will be paid for in advance or on the day of the lesson. Very important: during private lessons for students ages 17 and under, a parent or guardian must be on the premises for the duration of the class. If a teacher is asked to choreograph an original piece for competition, talent show, etc., that will be an extra charge based on the length of the dance.

### Notices and Information

Email is the most efficient mechanism for NDC to communicate information, schedules and updates. If you do not have email, please regularly check the bulletin board and/or website for notices. Ultimately, it is the parent’s responsibility to stay informed of studio events and schedules.

### Communicating with Teachers and Staff

#### **Communicating with Teachers**

Please make an appointment to speak with teachers for anything but minor concerns. There is not enough time between classes to give your concerns the attention they deserve. *All concerns regarding class placement, casting decisions, classroom issues, etc., are to be addressed to your child’s teacher first.* Please do not bring these concerns to the administration until you have first discussed them with the teacher. Initially, we would like the instructors to try to handle any class related issues on their own.

#### **Communicating with Administration**

If you have concerns regarding policies or the running of the studio, these are to be addressed to the studio owners, Karen or Frank Backes. We prefer to talk to you by appointment in person or on the phone. Using email for complaints, although expedient, is often misleading for both parties. If the concern regards a teacher and you have already spoken with them without result, a meeting will be held with parent, teacher and studio owner to correct the situation.

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### Snow Days

Our Briargate studio is at the crossroads of Districts 20 and 49 and we will take into consideration their closures, but will not be making our decision based solely on them. We will place a closure notice on the studio phone line and email by 8:00 am. Snow days are to be made up like any absence: students can do a make up in a class their level or lower. Sometimes a teacher may decide to hold a make up class on a separate day and time, but that is not required of them.

### Highlighted Areas of Studio Etiquette and Rules

Respectful, kind and focused behavior is critical to a productive and enjoyable atmosphere in a dance studio. Please take note of the following:

- All students are required to conduct themselves with respect to teachers, fellow students, and parents.

**The teacher in the classroom has the right to dismiss any student who is disrespectful or behaving in a disruptive manner. Should this happen, a refund will not be issued.**

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- No eating or gum chewing in the classrooms; only water bottles will be allowed.
- Everyone must clean up after themselves in all areas of the building. Eating will only be allowed in the dancers' lounge area near the bathrooms.
- Parents are required to supervise younger children and siblings. Running and excessive noise in the studio is not allowed – we need to maintain a respectful atmosphere for our teachers and students in class. Children 10 and under may not be left unsupervised at the studio when not in class. Also, when picking up or dropping off students, please walk them into and out of the building. Please do not enter empty studios without permission.
- NDC has a Code of Conduct plan to address possible issues that may develop between students and the proper protocol to handle them. All parents and students in classes Level III/ Intermediate and above will be required to sign our Code of Conduct document.

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**Waiver of Liability**

**I recognize that dancing can be a hazardous activity that can result in serious injury. I accept the risks inherent in dancing and in the training process. I agree to release, hold harmless, and indemnify NorthRidge Dance Conservatory and its employees, agents, contractors, officers, and owners from all claims for any injury or damage resulting from any cause including negligence, which arise out of participation in classes, private lessons, or performances. This release is binding as to any persons, including family members, heirs and executors. I have read the above policies for NorthRidge Dance Conservatory, including the Waiver of Liability, and understand all policies set forth.**

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**Responsible Party Signature**

**Date**

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**Print Name**