



POLICIES & PROCEDURES 2009-2010

Annual Registration Fee: An annual non-refundable registration fee of \$30 for each student is due at the time of registration.

Gymnastics Insurance Fee: An annual non-refundable insurance fee of \$15 for each gymnastics student is due at time of registration.

Tuition and Payments: Annual tuition is based on an **average** of 4 classes per month or approximately 39 lessons. Tuition is not based on a certain number of classes per month. Some months may have 3 classes due to holidays built into the calendar and some months may have 5 classes. Tuition may be paid in 10 (monthly) installments.

Tuition rates: First child = 1 hour class - \$60 per month; second hour - \$55 per month; each additional hour - \$50 per month; each additional child - \$55 for first hour per month; \$50 for each additional hour per month. Drop-In Classes: \$20/1 hour or \$30/1.5 hours.

Full tuition payment is due the 1st of each month. A \$25 late fee will be assessed after the 5th day of the month.

An 8% discount is offered for tuition paid in advance for the entire year and a 5% discount is offered for tuition paid in advance for 6 months.

We accept cash, checks, and electronic funds transfers (EFT). Checks are to be made payable to Dancensations.

There will be a \$30 service charge assessed on all returned checks.

Class Attendance and Tardiness: Students should arrive to class on time. Students arriving more than 15 minutes late may be asked to sit out.

Class Cancellations or Missed Classes: No refunds or deductions will be given for missed classes due to illness, holidays, or closings due to weather. Make-up classes after April 1, 2010, will only be allowed with permission of the teacher.

The studio may be closed for inclement weather. A message will be placed on the studio answering machine by 2 p.m. and posted on our website.

Dancensations reserves the right to cancel any class not meeting minimum enrollment requirements.

Dance Recital: Dancensations presents our students in a recital in June. Although not mandatory, we believe the recital is an important part of the student's education. The recital allows students to show what they have learned during the year. A non-refundable recital fee of \$50 for each student or \$85 for family is due November 1, 2009. We do not sell tickets for the show. This fee covers the high cost of theater rental and crew needed to put on the show. You are welcome to bring as many guests as you wish.

Recital Costumes: Each class (except Showgroup or Preteam/Team classes) will have one costume. A \$75 costume fee for each class is due by November 1, 2009. Costume fees received after this date will be \$85. No costume will be ordered without payment. There are no refunds

on costume payments.

Withdrawal from a Class: Your registration reserves your child's place in class. You are responsible for notifying Dancensations if your child withdraws from a class. You are responsible for tuition payment until the studio is notified of the withdrawal. "Withdrawal" forms are available in the studio office. Please fill out and turn into the office.

Adding/Transferring Classes: Any change in your child's class schedule after registration must be made through the office. "Add" and "Transfer" forms are available in the office. Should you change your child's class schedule after recital costumes are ordered, you will be responsible for original costume ordered.

Studio Dress Attire: Students are required to wear proper dance attire and shoes to class. Long hair must be pulled up and secured for all classes. Please refer to our Studio Dress Code.

Studio Closings: Dancensations will be closed for Thanksgiving, Winter Break, Fairfax County School Spring Break, and Memorial Day. Please check the Calendar on website for exact dates. Dancensations is open for all Monday holidays except Memorial Day and all Fairfax County Teacher Workdays. No make-up classes will be held for these holidays.

News and Announcements: A monthly newsletter will be emailed to each student and posted on the bulletin board.

Parent Observation: To allow an opportunity to view the progress of your child's dance education, parents are invited to observe your child's class in the month of December. Parents will be advised as to the specific week by email, monthly newsletter, and studio bulletin board.

Student Care: It is the responsibility of Dancensations to offer professional instruction to your child while in class. We cannot assume responsibility for children left unattended before or after class unless previous arrangements have been made with the teacher or office.

When not in class, children are to be supervised by a parent/guardian at all times.

Children are to be picked up promptly at the end of their class.

Children are to wait inside the studio for their ride.

Dance Studios and Lobby: We ask that all parents and students respect our studio by following our rules:

- Only teachers, students and assistants are allowed in the dance rooms or gym during class time.
- No food or drinks are allowed in the dance rooms or on carpeted areas.
- No loud play or running in the studio is permitted.
- No gum is allowed in the studio.
- No playing or hanging on the ballet barres or using gymnastic equipment without supervision.
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Dancensations reserves the right to refuse service to any child or parent who is disruptive to the operation of our business.