

Academy of _____ **Dance** Arts

Studio Information & Policies 2019-2020 **PLEASE SIGN AND RETURN LAST 3 PAGES**

Our Mission

At Academy of Dance Arts our mission is to provide students with a quality Performing Arts education along with positive support and ample opportunities to perform.

Practice Wear

Practice wear is required for all classes. All practice wear may be purchased at the studio.

- Female Students** Leotard and tights.
 - Capezio 205C Pink Ballet slipper – or similar **Ballet** (Preschool, Kids Love Dance-Combo, Kool Kids)
 - Capezio 2027 Pink Ballet slipper – or similar **Ballet** (Level A, B, C)
 - Capezio N625C Caramel Tap Shoe – or similar **Tap** (Preschool, Kids Love Dance-Combo, Kool Kids)
 - Capezio CG16 Black Tap shoe – or similar **Tap** (Level A, B, C)
 - Capezio HO7's Nude or Suntan Foot Undie – or similar **Contemporary/Lyrical** (All Dance classes/Levels)
 - Capezio HO7's Nude or Suntan Foot Undie – or similar **Jazz** (All Dance classes/Levels)
 - Capezio EJ2 Tan Jazz boot – or similar **Jazz** (Level A, B, C)
 - Black and White Converse Chuck Taylor low or high tops – or similar **Hip Hop**
- Hair must be tied back and secured for ALL classes.**

- Male Students**
- Capezio 205C Black Ballet shoe – or similar **Ballet** (Preschool, Kids Love Dance-Combo, Kool Kids)
- Capezio 2020 Black Ballet shoe – or similar **Ballet** (Level A, B, C)
- Capezio 443C Black Tap Shoe – or similar **Tap** (Preschool, Kids Love Dance-Combo, Kool Kids)
- Capezio CG16 Black tap shoe – or similar **Tap** (Level A, B, C)
- Capezio H07S Nude or Suntan Foot Undie – or similar **Jazz/Contemp/Lyrical** (All Dance classes/Levels)
- Black and White Converse Chuck Taylor or Similar – **Hip Hop**

Registration fee

A \$25.00 registration fee per student \$30 per family is required with registration form to reserve class space. A registration is not considered complete and class space is not reserved until this fee is paid.

Tuition

Tuition is based on classes per week. If you have multiple dancers in a household classes should be combined to determine monthly rate. The cost structure is based on the total cost of classes for the entire year from September through June. We offer a convenient monthly payment schedule divided over **10 months** and discounts for prepayment. The chart below shows all payment options below. A 10% discount will be received if the full year is paid at beginning of classes in September. A 5% discount will be applied if 2 half year tuition payments are made, one at the beginning of classes in Sept and one on Feb 1.

Classes Per week	Monthly Rate Sept - June	Yearly Rate	1 payment	2 payments
1	\$ 51.50	\$ 515.00	\$ 463.50	\$ 244.63
2	\$ 90.50	\$ 905.00	\$ 814.50	\$ 429.88
3	\$ 127.25	\$ 1,272.50	\$ 1,145.25	\$ 604.44
4	\$ 145.00	\$ 1,450.00	\$ 1,305.00	\$ 688.75
5	\$ 173.75	\$ 1,737.50	\$ 1,563.75	\$ 825.31
6 / +	\$ 201.00	\$ 2,010.00	\$ 1,809.00	\$ 954.75
	Payment due each month. Sept - June		Payment due Sept 1	Payment due Sept 1 and Feb 1
Preschool Baby Ballerina, Adorable Ballerina, Tiny Tot Hip Hop	\$ 38.50	\$ 385.00	No discounts available	
Adult Classes	See Receptionist for details			

Insurance

The Academy of Dance Arts does not carry medical insurance for its students. It is **required** that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement.

Snow or bad weather

The studio will not necessarily close for snow days, regardless if area schools are closed, since many times roads are clear and safe by 2:30p.m. ***If in doubt call the studio for a recording on whether classes will be held or not.***

Holidays

Holidays will follow Portage Public Schools schedule. Holiday dates will be posted on the studio web site as well as in the monthly newsletter.

Attendance

Attendance is taken at each class and recognition is given at the June recital for perfect attendance. Classes cannot be “made-up” for this award. Good attendance is imperative, as absences and tardiness can hold back an entire class, the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class. Awards are also given for participation at our June dance recital for three years and up.

Private lessons

Private lessons are available starting at an extra charge of \$17.50 per half-hour or \$35 per hour for extra technique and or extra help if classes have been missed. Rates vary depending on instructor.

Class observation

Parent observation day is the first class of each month. Observing the class at other times is not permitted.

Recital

Academy of Dance arts offers 2 recitals during the year. Flash photography and video prohibited during recital. A professional photographer will be present during the performance and will have images available for purchase.

HOLIDAY CABARET - Will be held December 14th at the Vicksburg Performing Arts Center. Costumes will be available for a rental fee of \$10 and will be required to be returned. *A \$60 charge will be applied to any account in which a rented costume is not returned by January 1st.* Tickets will be available online at a discounted rate and available at the door. **Tickets cannot be purchased until the account balance is current. THERE ARE NO EXCEPTIONS TO THIS POLICY.**

SPRING RECITAL – Will be held June 13th with dress rehearsals on June 6th. Dress rehearsal is not required but is strongly encouraged to allow your child to get a feel for the stage. The purchase of a costume is required to participate. Costumes are \$65-\$75, see information in next section. Tickets will be available online at a discounted rate and available at the door. **Dancers will not be able to perform if account balance is not current. THERE ARE NO EXCEPTIONS TO THIS POLICY.**

Costume fee

Costumes for Spring Recital are \$65-\$75 per costume. Each class will have one costume. Many costume companies take months to ship product and we want to make sure they are here in time for class pictures. We ask that payments are made by January 1st.

Recital memory program

We are planning a fabulous memory program this year. Parents are able to purchase personal ads to be published in the recital program. See the front desk or the recital handbook for more information.

Other

- Tuition remains the same whether it is a long (5-week) or short (3-week) month, regardless absences. Tuition is due the first day of every month. If balance is not received by the 10th, a \$10 late fee will be applied to your account. *Classes will be suspended and referred to collections after 45 days past due. June Tuition** \$25 toward tuition, \$25 toward Recital Performance Fee.*
- Earn \$25 tuition credit for referring new students.
- No food or drinks are allowed in the class room with the exception of water.
- First class is FREE to try with no obligation.
- Withdrawals must be made thirty days in advance of the 1 day of the month and a withdrawal form filled out and given to the receptionist. Charges will incur if this is not followed.
- If you have any questions or comments, please feel free to discuss them with us whenever it does not interfere with a class. We are always interested in improving our dance education programs.

How to make a payment online:

- Access our website at acadofdance.com
- Click on “**PORTAL**” located at the top of the website
- Click on “**ACCOUNT LOGIN**” on next page
- Login using e-mail and password
- Make payment
- If any issues arise, we can be reached via e-mail at dance@acadofdance.com or via phone at (269) 329-2002

DATES TO REMEMBER

August 4, 2019	Studio Open House 11am- 2pm
September 3, 2019	First Day of Class
October 21-26, 2019	Wear your Halloween Costume and bring a friend to dance!
October 31, 2019	Studio Closed Halloween
November 27-20, 2019	Studio Closed Thanksgiving
December 14, 2019	Holiday Cabaret Recital
December 23, 2019	Studio Closed Winter Break
January 6, 2020	Classes Resume
April 6-11, 2020	Studio Closed Spring Break
May 25, 2020	Studio Closed Memorial Day
June 6, 2020	Dress Rehearsal
June 13, 2020	Spring Recital
June 12, 2020	Last Day of Class

Photo Release Form/Studio Policy Agreement

Academy of Dance Arts
536 Romence Rd
Suite 109
Portage, MI 49024

Permission to use photograph:

I grant to Academy of Dance Arts the right to take photographs of my student in connection with the studio and its events. I authorize Academy of Dance Arts to copyright, use and publish photography of my student in print and/or electronically.

I agree that Academy of Dance Arts may use such photographs of my student with or without my name and for any lawful purpose, including for example such purposes as publicity, advertising, and Web content.

I have read and understand all the above:

Signature: _____

Printed Name: _____

Date: _____

Student Signature: _____

Printed Name: _____

Date: _____

Dancers Name:		Date:
Street		Age (if under 18)
City		Birth date
Zip		Home phone:
Work phone #:		Cellular:
Email:		
Parent/Guardian Name: (Please print)		
Parent/Guardian Work phone #:		Referred by: <input type="checkbox"/> Advertisement <input type="checkbox"/> Search Engine(google, bing, etc.) <input type="checkbox"/> Website <input type="checkbox"/> Friend, name: <input type="checkbox"/> Previously enrolled
Emergency contact		Medical History (Allergies, Medications, etc.)
Phone number of Emergency contact:		
Health Insurance Co &	Insurance Policy #:	

WAIVER-EXCLUSION CLAUSE I, the undersigned parent/guardian/participant enrolling at the Academy of Dance Arts, understand that in attending the Academy of Dance Arts classes and using the facilities, he/she/I does so at his/her/my own risk. The Academy of Dance Arts and its owners, employees and agents shall not be liable for any personal injury or property loss sustained by participant and his/her/my family in or about any programs on the premises. Participants/parents/legal guardians assume full responsibility for all injuries and damages which may occur in or about any programs on the premises and he/she/I does/do hereby and forever release, discharge and hold harmless the Academy of Dance Arts, all associated facilities, and its owners, employees and agents from any and all claims, demands, damages, rights of action, present or future resulting from or arising out of any person's participation in any programs or use of its facilities.

CONSENT – I, the undersigned parent/guardian/participant do hereby grant authority to the staff of the Academy of Dance Arts to render a judgement concerning medical assistance or hospital care, in the event of an accident or illness during my absence, or if I, the participant am unable to make such a choice.

Participant Signature (if 18 years old or over) or Parent Signature (if under 18 years old)

Date

Class #1	Class #2	Class #3	Class #4	Class #5
				-

Additional Classes:

TUITION TOTAL

Academy of Dance Arts & Apparel Agreement Form

By initialing below I am agreeing to the following:

_____ I have received a copy of the Studio Information and Policies handbook.

_____ I have chosen to pay my tuition monthly through June.

_____ I have chosen to receive a 5% discount and pay my tuition in 2 half year payments

_____ I have chosen to receive a 10% discount and pay my tuition in full

_____ I am aware that my costume payment must be paid by Jan 1st 2019

_____ **I am aware that my tuition remains the same whether it is a long (5-week) or short (3-week) month, regardless absences.** Tuition is due the first day of every month. If balance is not received by the 10th, a \$10 late fee will be applied to your account. **Classes will be suspended and referred to collections after 45 days past due.**

Signature: _____

Auto Pay Authorization

Please complete and return to the studio.

Name: _____

Student Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____

Name as it appears on card: _____ Credit card type: MC Visa Discover

Credit Card Number: _____ Expiration Date: ____/____ Authorization Code _____

Signature: _____

Monthly Charge: _____ **Dollar Amount Authorized**

Starting Date _____ End Date _____ \$ _____

Withdrawals must be made thirty days in advance of the first of the month. A withdrawal form must be filled out and given to the receptionist. Charges will incur if this is not followed. I understand this policy. _____ **(please initial and date)**