

At the Barre Dance Academy Policies

**Denotes policy that is new or updated for the 2020-2021 season.*

1. *Tuition is due at your student's first class of the month. Payments are accepted in the form of cash, check, credit card, or online through your portal. We recommend automatic payments set up through your portal to ensure all fees are paid on time. **If you do not want to be enrolled in automatic payments, you must opt out through your parent portal.** Outstanding balances not paid **before** the last day of the month will be considered overdue and a \$15 late fee will be applied. This means that a late fee will be applied to any balances still remaining on the last day of the month. At the Barre Dance Academy reserves the right to refuse service, deny participation in studio events, classes or performances to any customer with an account overdue in excess of 45 days, follow written notification, with no refund for fees already paid. Students with accounts 3 months overdue will be removed from classes and will still be financially responsible for all services already received.
2. At the Barre charges \$25 per incident fee for any returned checks. Accounts with 2 returned checks in any 12 month period will require all future payments made in cash, money order, or credit card. At the Barre reserves the right to refuse services or deny participation in studio events, classes, or performances to any customer with repeated bounced checks, with no refund for fees already paid.
3. *A once per season \$15 registration fee is charged per student. This gives access to your parent portal, and covers minor administrative costs. Your registration fee is due no later than 30 days after enrolling in a class. After 30 days, your dancer will be dropped from the class.
4. If a student misses a class for any reason, they are welcome to attend a makeup class. Students should make up a class of the same level as their current enrollment. If this is not possible, ask your child's teacher for another class option. **Makeup classes must be scheduled prior to attending.**
5. Classes are not pro-rated due to absence, illness, or holidays. Tuition is based on an average of 4 classes per month.
6. *Please communicate with us when your child will not be in class. You can reach us via email, Facebook, or phone. Students who miss four consecutive classes with no communication about absences will be dropped from their class(es), while still being responsible for any charged applied to your account.
7. Students must be fully potty trained to enroll in a 3-4 year old or older class.
8. *Classes with three or fewer students enrolled may be shortened or cancelled at the discretion of administration and instructors. Families will be notified of any changes to classes.
9. Students enrolled in our 13+ classes must maintain consistent attendance. If at any time attendance becomes inconsistent, students in advanced level classes will be switched to intermediate, and students in intermediate or unleveled classes forfeit their opportunity for placement in advanced classes in the following season. Once recital choreography is taught, the student will be removed from sections of the dance as the instructor sees fit.
10. All students who decide to no longer continue taking classes with At the Barre will be required to formally withdraw in order for tuition to be stopped. Notice must be received in by the 1st of the month in which you are withdrawing in order for tuition to not be applied. If your

notice is not received by the 1st of the month, you are still responsible for that month's full tuition amount. This also applies to students who are taking multiple classes and decide to drop a specific class. Notice can be given online through your parent portal, or through email.

11. A discount will be applied to all monthly tuition fees for families with 2+ immediate family members enrolled in classes. The student with the highest tuition pays full price, second highest tuition receives a 20% discount, and all other immediate family members receive a 50% discount. This discount does not apply to registration, late fees, or recital costumes. Students must be registered to the same parent account.

12. Currently enrolled students who refer new students will receive half off one month's tuition. New students must mention the current student's name on their registration to be eligible for this incentive. You will be notified via email of the month that your incentive will be applied. This incentive can be applied to no more than 3 months worth of tuition for each dance season.

13. Frequent newsletters will be sent via email containing important information about performance dates, studio closures, payment deadlines, etc. Please make sure to include a current, frequently accessed email when you register. Newsletters will be posted on the Announcements page of our website. No paper copies will be distributed.

14. If an informal holiday performance is able to be held around mid-November, students enrolled in a 3-12 year old combo class are eligible to participate. This performance is optional, and will require no costume fee or ticket purchase. Students must begin classes by the first week of October in order to be eligible to participate.

15. *When arriving for class, please have your dancer wait in the car, or on a socially distanced spot on the sidewalk until their instructor comes outside. This procedure may be adjusted as needed throughout the season. For more details on drop off and pick up, please visit the COVID-19 page of our website.

16. Students will be required to follow the dress code for their specific class. This includes the appropriate clothing (specified leotard color, tights), and shoes (of the specified color). Hair must be secured away from the face so it is not a distraction. Please avoid excessive jewelry. In the winter, students can wear a form fitting sweater or jacket over their leotard. Hoodies, baggy jackets, and sweatpants are not permitted. Our dress code enforces discipline for our classes, but also promotes your child's safety while dancing. Any dancers not following dress code, including proper shoes and tights, may be asked to sit out and observe the class. Please make sure your child is exercising good personal hygiene habits. Our dress code can be found under the Registration tab of the studio website.

17. The instructor has the discretion require a student to observe class for appropriate reasons. This includes, but is not limited to, failure to follow proper dress code, injuries, or lack of respect for teachers or fellow students.

18. Please help us keep our building beautiful by following these requests: no gum, food or drinks besides water are allowed in the classroom or boutique at any time. Please refrain from drawing on, littering, or damaging any part of the studio, sidewalk or parking lot. Please clean any spilled food, trash, or toys left in the lobby. No smoking on the premises at any time. Please inform your child's instructor immediately of any maintenance issues. At the Barre would like to cultivate a positive relationship with our neighbors. Please be respectful of other tenants, and do not park in their lots. **Do not park in the hair salon parking lot that faces our building. Your car will be towed.**

19. *Please immediately report any injuries to you instructor. In the event of an injury needing medical attention, students must bring a signed doctor's release prior to resuming participation in class. Please do not send your child to class if they have an active contagious illness, fever of 100° F or higher, new or worsening cough, pink eye, strep throat, vomiting or diarrhea within the last 24 hours.

20. *If the studio needs to close due to inclement weather, a decision will be made at least 2 hours prior to the start of the first class of the day. An announcement will be sent via email and posted on our Facebook page. If class is cancelled, students can schedule a makeup class.

21. *In the event that we need to switch to a virtual class format, tuition will still be due in full each month. If wish to withdraw, and then resume when in person classes resume a registration fee must be paid again. If you withdraw after the recital withdrawal deadline (February 1), you will be charged a reblocking fee and your dancer will be removed from all recital dances. No refunds will be given for any fees already paid.

22. An end of the year recital performance will take place on a weekend in June. In order to be eligible to participate in the recital, students must begin classes by January 31. Students are welcome to enroll after January, but will not be able to participate in the recital. Participation in the recital is optional, however, the majority of class time at the end of the season focuses on recital prep. Recital costumes range \$50-\$70 each, and must be paid in full by the end of November. Once costumes have been ordered, refunds cannot be made. Students enrolled since the beginning of the dance season must pay for costumes in full and be in good financial standing (tuition and costume fees) by the specified deadline for their costumes to be ordered. Only students enrolled after November will be considered for an extension to this deadline. Absolutely no costume fees will be taken after February 28. Committing to the recital requires hard work and good attendance. We do not recommend participation in the recital if the student will be consistently missing classes for other spring sports, activities or vacations.

23. A dress rehearsal for recital will take place sometime within the week of the show. We will announce this date months in advance so you will have time to plan accordingly. **DRESS REHEARSAL IS MANDATORY!** If dress rehearsal is missed the student will not be able to participate in the recital, and no refunds will be given for fees already paid. Students will be allowed no more than one absence per weekly scheduled class for the month of June in order to be best prepared for the stage. There will also be a final rehearsal in the studio the week of the recital.

24. *If after your recital costume arrives you need a size exchange, the costume must be received by your instructor no later than 14 days after your costume is given to you. After 14 days, you will be charged a \$15 exchange fee per costume. All exchanges are subject to availability from the manufacturer.

25. Due to the hard work it takes students to learn and perfect their recital dances, a **reblocking fee** will be added to your account if you withdraw after February 1. This fee is \$25 per dance. Please make sure you can fully commit to the recital/dress rehearsal before paying for costumes.

26. At the Barre Dance Academy reserves the right to make changes to these policies as necessary to protect the health and safety of our students, families, and instructors. Families will be notified in writing of any policy changes.