

# FALL 2018-2019 STUDIO POLICIES & PROCEDURES

## OPEN HOUSE & ENROLLMENT DAYS:

\* **Tuesday, May 15 from 5:00-7:00pm**

\* **Thursday, August 2<sup>nd</sup> from 4:00-7:00pm (Open house & Meet the Teacher)**

\*\*\***Enroll anytime by phone, email or stopping by during office hours.** \*\*\*

## FALL REGISTRATION, TUITION & FEES

Enrollment in classes can be done over the phone, through the mail, or at the studio during our advertised enrollment days.

Our enrollment forms are available online to download.

- **Enrollment Fee:** \$40 one student or \$60 multiple students (due at enrollment-NON REFUNDABLE)

- **Monthly Tuition:** (September-May): **Due by the 10<sup>th</sup> of each month.** Payments are considered late if received after the 10th of the month. Tuition rates are based on the number of weeks in the dance season (September-May, including holidays), not by the number of classes per month.

- **Costume Fees:** One Time Fee...Due in full by **November 10<sup>th</sup>, 2018.**

Costume Fees will be paid in full per costume ordered (1 per class). Recital costumes will be chosen by Fall Break.

Notice of fees for each costume will be sent home and then due by November 10<sup>th</sup>.

\* This fee is to cover all costumes, accessories, order fees, etc.

\*\*\* Any alterations that may need to be made will be charged separately to parent.

Parents may also be asked to purchase clothing items or accessories to be used as a costume in performance in addition to their one costume. Certain color tights will also be REQUIRED for each costume to be worn in the Show. These can be purchased from us, or other store as long as they match our requirements.

- **Show Fees:** \$75 for one student or \$100 for multiple students. **Due in Full by February 10<sup>th</sup>.** This fee helps to cover the cost of PAC rental charges, technicians (lights, sound, etc.) , security officers, recital programs, props, backdrops etc.

- **Late Fees:** If tuition is not paid by the 10th of the month, a fee of \$15.00 will apply. Other fees (costume fee & spring show fee) are also eligible for a \$15 late fee if not paid by the due date.

- **NSF Fees:** If checks, debit, or charge payments incur an NSF charge, your account will be charged a fee of \$28.00

## FAMILY & MULTI CLASS DISCOUNTS

-**Family & Multi Class Discount:** This is available for students living in the same household. You will pay full Price for the 1<sup>st</sup> class (highest), then we will take 20% off the total of all other classes. Does not apply to enrollment fee, show fee or costume fees.

-**Max Tuition Policy:** This is available for students living in the same household (NO EXCEPTIONS). Tuition will be figured with our regular policy taking 20% off all classes except the 1<sup>st</sup> class. If the tuition amount is higher than \$400 you will qualify. You will pay a max of \$400 per month in tuition no matter how many classes you take. Full price of Costumes will still be charged per class.

## STUDENT DISCIPLINE POLICY (Including: dress code & studio misconduct)

PLEASE DISCUSS THIS POLICY WITH YOUR CHILDREN! It will also be discussed in each class at the beginning of the dance year. K & CO. Dance Studio will be enforcing a "3 strikes & you're out" policy. Any student that refuses to follow dress code or follow the rules of the classroom will be given 2 warnings. 1<sup>st</sup> offense will be a verbal warning between the student and teacher, 2<sup>nd</sup> offense will result in a written warning sent home for the parent to sign and return the following week. 3<sup>rd</sup> offense will result in the student being excused from the classroom to wait in the lobby for the parent. The parent(s) will then be contacted to set up a meeting with Kristen, the instructor and student to discuss the issue and what can be done to correct it. Please note that this policy is mostly directed at technique classes (level 1-6). We understand that how combo class students dress is not usually up to them, and accidents happen and parents forget clothes and shoes! With this being said, please be sure to dress your student in dress code, but know that we will not punish combo classes for not being properly dressed.

## RESCHEDULING & SUBSTITUTION

K & Co. reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. K & Co. reserves the right to reschedule or combine classes if a substitute is not able to be found.

## **ATTENDANCE / MAKEUP POLICY**

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1st. **If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher OR you may be required to take private lessons at an additional cost to tuition, to get caught up before the performance.** To make up a class, please contact the office to find a similar class to attend at no extra charge.

## **CANCELED CLASSES & REFUNDS**

Refunds will be issued for any fees paid towards the class, if K & Co. cancels a class due to low enrollment.

## **INCLEMENT WEATHER POLICY**

Our policy is: if Claremore Public Schools are closed due to weather conditions, we are closed as well. However in the event school is in session and the weather conditions become questionable, we will make the call on classes by 3:00pm. We will email, text, and/or call affected classes, and we will also post any closings on our Facebook page. We will offer only one day of make-up classes (regardless of how many we missed due to weather) in the spring. K & Co. reserves the right to combine classes during the makeup day scheduled.

## **WITHDRAWAL & REFUNDS**

If a student must drop from a class PLEASE CALL the studio as soon as possible. We will then notify the child's instructor and email you a drop form to be filled out. If we are not notified your account may continue to be charged monthly tuition and fees. *Tuition is still due and non-refundable for that month if the student has attended one class or more. Enrollment fees are non-refundable as of the first day studio classes begin. Show Fees are non-refundable as of February 1<sup>st</sup>. Costume fees are non-refundable when costumes have been ordered.*

## **CLASS PLACEMENT**

Students are placed in class first according to age and then by observation of a combination of years danced and level of technique. Please see Kristen for help on class placement. The number assigned to classes (ex. Ballet 1 or Ballet 2) is not necessarily based on level of students in class, but on the number of classes required to accommodate the size of enrollment that year. If one class is too large we will add another one and number it accordingly to create a comfortable student/teacher ratio.

## **PAST DUE ACCOUNTS & COSTUME HOLD POLICY**

If any and all late tuition and fees are not caught up and paid by April 1st, any and all costumes for students on that account will be held and not sent home until account is paid in full. Please note this will result in possible missed opportunity for picture week as well as performance.

## **STUDIO COMMUNICATIONS**

**Studio Emails:** Emails are a very important method of communication employed by the dance studio. Therefore, it is very important that we have an accurate email on file for you that is checked on a regular basis. If we do not have your email or if you do not check it on a regular basis, you may miss important studio information.

**Spring Show Guide:** Issued early spring; your go-to guide for everything from picture week, costumes, hair & makeup & rehearsal/show details.

**Facebook & Instagram:** Like our page and Follow us to see reminders of important events, closings, etc. for K & Co.!