

OPEN HOUSE & ENROLLMENT DAYS:

* **Tuesday, May 23 from 4:00-7:00pm (Block Party & Enrollment)**

* **Wednesday, August 2 from 4:00-7:00pm (Open house & Meet the Teacher)**

Enrollment in classes can be done at these events, during our office hours, or online anytime.

FALL REGISTRATION, TUITION & FEES:

Enrollment Fee	<ul style="list-style-type: none">• \$40 one student or \$60 multiple students - Due at enrollment• Enrollment fees are <u>non-refundable</u>.
Monthly Tuition Installments	<ul style="list-style-type: none">• September - May - Due by the 10th of each month• Payments are considered late if received after the 10th of the month. Tuition installment rates are based on the number of weeks in the dance season (September-May, including holidays), not by the number of classes per month.• Tuition is <u>non-refundable if a student has attended one or more classes during the month</u>.
Costume Fees	<ul style="list-style-type: none">• One Time Fee - Due by November 10th, 2023• 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 10th.• This fee is to cover all costumes, accessories, order fees, alterations, etc.• 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 and shoes will also be REQUIRED for each costume to be worn in the show. These can be purchased from us or other stores as long as they match our requirements.• Costume fees are <u>non-refundable after costumes have been ordered</u>.
Spring Show Fees	<ul style="list-style-type: none">• \$90 for one student, \$115 for two students, or \$130 for three or more students - Due by February 10th, 2024• This fee helps to cover the cost of Performing Arts Center rental charges, technicians (lights, sound, etc.), security officers, recital programs, props, backdrops, in-class awards, etc., and allows us to provide a free to the public show.• Spring Show Fees are <u>non-refundable after the due date</u>.
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. There will also be an additional late fee charged to any accounts that have a balance going into Christmas break.
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:** Available only for students living in the same household (NO EXCEPTIONS). You will pay full price for the 1st class (highest price), then we will take 20% off the total of all other classes. Does not apply to Enrollment Fee, Spring Show Fee, Costume Fees, or Dance Team Fees/classes.

* **Max Tuition Policy:** Available only for students living in the same household (NO EXCEPTIONS). Tuition will be figured with our regular policy taking 20% off all classes except the 1st 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. Does not apply to Dance Team classes. Full price of costumes and other fees will still be charged.

WITHDRAWAL & REFUNDS:

If a student must drop from a class PLEASE NOTIFY 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 installments and fees. You must notify us by the first day of the month if your student has decided to drop or you will still be responsible for half of the tuition installment for the month. If you are on autocharge, you must notify us 5 days before the first of the month to avoid a charge to your card.

CANCELED CLASSES, REFUNDS, RESCHEDULING & SUBSTITUTION:

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

STUDENT MISCONDUCT 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 the classroom or studio rules will be given 2 warnings. 1st offense will be a verbal warning between the student and teacher, 2nd offense will result in a written warning sent home for the parent to sign and return the following week. 3rd 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 the student to discuss the issue and what can be done to correct it. Refusing to follow dress code for students in technique levels 1-6 is considered a rule violation. Combo class students are expected to follow dress code, however we understand dress is not usually up to them - 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 our little combo class students for not being properly dressed.

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.

INCLEMENT WEATHER POLICY:

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.

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 the 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 the account is paid in full. Please note this will result in possible missed opportunities 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 vital 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 you do not check it on a regular basis, you may miss important studio information.

Studio Calls/Texts: While our main method of communication is emails, we do sometimes call or text classes (especially in the event of a last minute cancellation/change in class time). Therefore, please make sure that we have an accurate phone number for you, and please let us know if you do not receive texts so we can be sure to call you if necessary.

Classroom Notes: While we try to keep most of our communication via email, we do occasionally send out notes in the classroom. Please be sure to check your child's dance bag so no important information is missed.

Social Media: Like our Facebook page and follow us on Instagram to see reminders of important events, closings, etc.!