

## **Policies & Procedures**

- 1.) A Registration fee/recital fee\* of \$60 (\$25/35\*) per student or \$75 (45/35\*) per family is due upon registration. The registration fee portion is due annually, and is non-refundable and non-transferable. Covers behind the scenes administration work for the dance year. **Recital fee is refundable prior February 1<sup>st</sup>, after February 1<sup>st</sup> your recital fee becomes non-refundable.** The recital fee helps to cover recital admin expenses and includes 2 adult weekend passes for recital.
- 2.) Class fees are auto billed the first of the month. The monthly rate has been calculated by dividing your yearly tuition into 8 monthly payments. Each monthly fee will be the same regardless of the number of lessons in that month.
- 3.) A \$15 late fee will be applied to your account balance if your payment is not received by the 15<sup>th</sup> of the month.
- 4.) There are no refunds for missed lessons.
- 5.) A one-month (30 days) written or emailed notice is required to withdrawal registration. If there is no notice received, you will be charged for each month of missed classes. NO refunds will be given. [riseabovedanceandtumbling@gmail.com](mailto:riseabovedanceandtumbling@gmail.com)
- 6.) We want to take a personal interest in each student. If there are any medical problems, we would appreciate knowing. Also, if there are any concerns, please feel free to contact your teacher.
- 7.) Winter Weather Policy; RADT will not follow the EV School District's winter weather decisions. We will decide by 2 PM any day in question.  
Email the office or check the website/Facebook for the latest information on winter weather cancellations for dance class.

## **Spring Recital Information Policies and Procedures:**

- 1.) All students will participate in our annual spring recital (unless we have been otherwise notified.)
- 2.) Costume information will be sent out the 1st part of January all costumes will be ordered no later than the end of February.
- 3.) 2-3 moms from each class will be asked to volunteer as a room mom for their student(s) class. Room mom's are responsible for the following.
  - a. Helping make sure students are stage ready and are in the correct costume and have the correct accessories required for their dance.
  - b. Taking the students to and from backstage.
  - c. Mom's are allowed to watch from backstage side area, but we know you would also like to watch your babies from the crowd as well so we just ask if you to work one night so that you can also watch one night.
  - d. **If no moms volunteer Miss Michaela will start to assign room moms.**
- 4.) Parents will NOT be allowed to run back and forth between dances to dress their kids. We try to make the experience of recital the best we can for everyone including those in the audience and we have found that not only can the in and out be distracting, but ensures our students safety as well.
- 5.) Miss Michaela will hold a few recital information nights prior to recital to explain more in detail how things will go during and leading up to recital to be sure that there is no confusion and we get as many questions answered before we take the stage.

## **Recital Admission Pricing:**

This year the studio will be charging a general admission fee for recital. We will have a couple different pricing options including a weekend bundles and early bird specials. For questions or concerns regarding recital admissions please send them to [riseabovedanceandtumbling@gmail.com](mailto:riseabovedanceandtumbling@gmail.com). Ages 3 and under will be Free admission.

### **Early Bird Specials: (Tickets Purchased Between April 1<sup>st</sup>-16<sup>th</sup>(Via Miss Michaela):**

- Adult Ticket: \$4
- Students (ages 4-17): \$2
- Adult Weekend Pass (1 pass for both shows): \$6
- Student Weekend Pass (ages 4-17 1 pass for both shows): \$3
- Family Weekend Pass (includes 2 adult passes and 2 student passes): \$16

### **Day of the show Gate Admission Prices:**

- Adult Ticket: \$5
- Students (ages 4-17): \$3
- 3 and under: Free
- Adult Weekend Pass (1 pass for both shows): \$8
- Student Weekend Pass (ages 4-17 1 pass for both shows): \$4
- Family Weekend Pass (includes 2 adult passes and 2 student passes): \$20



## *Rise Above Dance and Tumbling LLC*

### *Studio Policies and Procedures*

#### **Tuition/Fees/Cost Policies**

1. **Tuition:** Tuition is due no later than the first (1<sup>st</sup>) class of each month. A \$15.00 late fee will be assessed for tuition collected after the 15<sup>th</sup> of each month. Your child may join a class mid-month, **SPACE PERMITTING**, and full tuition for that month will be due upon arrival to that class. There is absolutely no refunds or credits given for tuition for any reason.
2. **Additional Fees/Costs:** Tuition does **NOT** include recital/performance costumes, dance attire (including shoes, tights, and other apparel), private lessons, traveling/ lodging costs, or photography packages. There are no refunds or credits given for these fees and costs for any reasons.
3. **Returned Checks:** There will be a \$25 service charge for all returned checks.
4. **Missed Classes:** There will be **NO** make-up classes for any student if a class is missed. Missed classes will not be applied toward future tuition. There are no refunds or credits for missed classes for any reason.
5. **Inclement Weather Class Cancellations:** Our studio follows the English Valleys School district for weather cancellations, and notice will be given as soon as the studio director is notified of the school letting out early or is cancelling due to inclement weather. If a class is cancelled due to inclement weather there will be **NO** make up for that class. There are no refunds or credits for classes that are cancelled due to inclement weather for any reason.
6. **Private Lessons:** Private lessons must be paid three (3) days prior to the date of the scheduled lesson. A \$15.00 late fee will be charged and due prior to the beginning of the private lesson. There is a twenty-four (24) hour cancellation policy for private lessons. Failing to provide the required twenty-four (24) hour cancellation notice to the office will result in the missed class being charged as a private lesson.

#### **Viewing Policies**

1. **Viewing of Classes:** We ask that parents stay downstairs in the waiting area during **ALL** classes **UNLESS** approved by the studio director prior to class time or given an invitation from the classes instructor. Failure to do so may cause a disruption in class and could lead to injury and/or property damage.

2. **Class Viewing Continued:** All classes will be open to parents for viewing the **LAST** class of each month with the understanding the privilege maybe revoked in the event it becomes to distracting to the students. The review the following rules in the event any rules are broken by any parent that parent maybe asked to leave the classroom and wait downstairs till class is over.
  - a. Since we don't have a very big space we ask that up to two (2) parents/guardians per one (1) enrolled student attend the class viewing. Therefore, we encourage family members or family friends attend recital/performance and refrain from attending classes.
  - b. We ask that you refrain from talking to other parents if you are watching class as talking gets to be very distracting to the students. If you wish to talk to other parents we ask that you do so downstairs in the waiting area.
  - c. In the event parents are talking amongst each other the instructor will give everyone one (1) warning to please stop talking.
  - d. If a second (2<sup>nd</sup>) warning is given all parents will be asked to leave the class and class viewing will cease for that class for the rest of the dance season.
3. **Photography/Videography:** For the safety and privacy of our students no photography or videography can be taken during class without the instructor's approval and may be cause to have the person leave the premises and not return. Please contact the instructor or studio director to make arrangements for photographs and/or videography of your child, including a "first day" photograph with the instructor.

## **Class Policies**

1. **Timeliness:** Please arrive on time for your class, it is quite disruptive to enter class late, and you miss important warm up elements as well. If your child is more than 10 minutes late they will not be allowed to participate, but may stay and observe the class. If prior notice is given to the instructor or the studio director by a parent or guardian that a student is going to be late to class due to an excused event (see excused events list) student will be given permission to participate in class.
2. **Food and Beverages:** Light and healthy snacks (i.e. fruit, vegetables, nuts, granola bar, etc.) are allowed by our students and encouraged if a student is in multiple classes. Fast foods must remain in the lobby. Water and sport drinks (i.e. Gatorade, Powerade, etc.) are the only beverages students are permitted to bring to class. We do not have drinking fountains so students are encouraged to bring their own drinks.
3. **Disruptive/Disrespectful Behavior:** Please treat this facility as if it were your home (i.e. pick up after yourself, your children, and your guests; monitor your children not in class; do not stand on chairs or put feet on walls, etc.). Any person who shows negative or disrespectful behavior, including but not limited to poor sportsmanship, rude and/or aggressive comments, toward any other person may be asked to leave the premises and not to return. This type of behavior may also lead to the student's account being immediately terminated without refund.

- a. **By Parents/Guardians/Bystanders:** Please do not interrupt class for any reason, unless it is an emergency. (i.e. speak to a student or the instructor, parent/guardian coaching, parent/guardian discipline, etc.). If you would like to speak to the instructor, or studio director please contact them via email or telephone. Conversations with the instructor before or after class is also discouraged, as it takes preparation and class time away from the instructor and/or students who are attending the next class.
  - b. **By Students:** Unruly classroom behavior will not be tolerated from any student. Students participating in class shall not cause a disruption to the class, including but not limited to not paying attention in class, not listening to the instructor's direction, and/or actively causing a disruption in class. If such behavior occurs, the instructor has the discretion to respond in a manner reasonably necessary to regain the attention of the student and to stop the disruptive behavior, including but not limited to removing the student from class, brief time-out(s) for the student, and/or brief conditioning exercises (i.e. jumping jacks) for the student. There will be no refunds or credits given for missed time from class and if a student is asked to leave class, the class will be treated as a missed class.
4. **Hands on Facility:** This is a hands-on facility. This means physical contact that is reasonably intended to coach, teach or demonstrate a particular skill or to prevent or lessen injury (i.e. spotting, catching) will be used. Infrequent, non-intentional physical contact, particularly contact which arises out of an error or a misjudgment on the part of the student and/or instructor does not constitute physical abuse. We have not adopted any specific definition of abuse; rather, it defers to such general sources and definitions for reference and application, depending upon the circumstances.
5. **Excessive Unexcused Absences:** Attendance is extremely important and is kept for each class for each student. With the understand that things come up and absences may not be avoided. Students will be allowed one (1) unexcused absence per dance season (see unexcused absence list for details) after that the following actions will be taken:
  - a. **1<sup>st</sup> Unexcused Absence – Free Pass**
  - b. **2<sup>nd</sup> Unexcused Absence –** An email will be sent to parent/guardian making them aware of the absences.
  - c. **3<sup>rd</sup> Unexcused Absence –** The studio director will call students' parents/guardians to speak with them about the absences.
  - d. **4<sup>th</sup> Unexcused Absence –** The studio director will call parents/guardians and a meeting with parents and student will be required before student can return to class.
  - e. **5<sup>th</sup> Unexcused Absence –** Students will be asked to drop the class and their account will be terminated without any refund.
6. **Excused Absences:** Again, attendance is extremely important but we understand sometimes there will be an event that a student is unable to attend dance due to an appointment or another excused event (see excused events list for more details). Students will be allowed three (3) excused absences per dance season. After three the following action will be taken:

- a. **4<sup>th</sup> Excused Absence** - An email will be sent to parent/guardian making them aware of the absences.
  - b. **5<sup>th</sup> Excused Absence** - The studio director will call students' parents/guardians to speak with them about the absences.
  - c. **6<sup>th</sup> Excused Absence** - The studio director will call parents/guardians and a meeting with parents and student will be required before student can return to class.
  - d. **7<sup>th</sup> Excused Absence** - Students may be asked to drop the class and their account will be terminated without any refund.
7. **Cancellation Policy:** You may withdraw from classes with 30day prior written notice. Email notice will suffice as written notice. If no written notice is given your account will continued to be charged your current monthly tuition until we receive such notice plus one month. Your account balance must then be paid in full to avoid any collection processes that may occur in the event the account balance remains unpaid. No refund of tuition will be given for any prepaid semester or yearly tuition. Credit maybe be applied to your account for any other offered classes or any other fees associated with dance or tumbling, but will be forfeited if not used by then end of the season unless other arrangement are made with the studio director.

## **Additional Policies**

1. **Attire:** Appropriate dance/tumbling attire must be worn during class. **ABSOLUTELY NO JEANS ALLOWED NO EXCEPTIONS WILL BE MADE IF YOUR STUDENT COMES TO CLASS IN JEANS.** Students with out proper attire may still observe class, but will not be able to participate in class, even for one day. Students with long hair it must be pulled back or pinned out of students face. If you have any questions regarding proper dance/tumbling attire please ask.
2. **Concerns/Complaints:** Please understand that our classes are back to back. Instructors are unable to take time from another class to answer questions about your child's progress and/or behavior. Appointments can be scheduled with the director and/or the instructor to discuss all questions and/or concerns. The meeting can last up to one (1) hour. If your question and/or concern is short/minimal, you may contact the director and/or the instructor by email. Calls will be returned after business hours at the convenience of the director. For the quickest response email is the best form of communication.
3. **Sick Policy:** Students should remain fever, vomiting, and diarrhea free for at least twenty-four (24) hours prior to each class they attend. A student's participation in class with slight colds, allergies, runny noses, etc. will be at the discretion of the instructor.

4. **Studio Props and Equipment Policy:** Any props purchased by the studio whether they are being used for recital or class is the property of the studio. Props and Equipment is **NOT** allowed to leave the studios premise without the permission of the studio director. Any props or equipment taken from the studios premise without the studio directors' permission will be considered stolen and all parties involved will be billed the full amount for the prop or equipment that was taken.
5. **Borrowed Props and Equipment Policy:** With the permission of the studio director props and equipment maybe borrowed but will require a deposit for any damages that may incur while of premise. Deposits will be returned as long as prop or equipment is returned in the same condition it left in.
  - a. **Small Props and Equipment Damage Deposit:** \$50.00 per item borrowed. No refunds will be given if any props or equipment is lost or not returned in the condition it left in.
  - b. **Large Props and Equipment Damage Deposit:** \$200.00 per item borrowed. No refunds will be given if any props or equipment is lost or not returned in the condition it left in.