

## POLICIES AND PROCEDURES

### Communication

My phone number is - 919-920-2965. Please call or text between the hours of 10am-2pm and 8pm-10pm. I am glad to speak with you at those times about any of your questions or concerns. You may also email me at [msrobinsacad@hotmail.com/](mailto:msrobinsacad@hotmail.com) I check this email daily.

WEBSITE - [www.msrobinsacadofdanceandgymn.com](http://www.msrobinsacadofdanceandgymn.com). - Register and make payments here.

I do ALL of my communication via email. If you do not have an email that you check regularly you need to check in with me often on your class day. Email is the most efficient way to communicate with large numbers of people. If you do not see regular emails from me, check your spam/junk folder. Emails are done through Studio Director .and this sometimes causes emails to end up in a junk folder.

**All students must pay a \$30.00 non- refundable Registration fee at the time of registration. This reserves their spot in the class.**

Class enrollment is based on age and experience. We will recommend a dance class for you at the time you register.

### Tuition

Our dance year is 9 months. You will be expected to continue to pay monthly tuition unless you give written notice that you are dropping a class one month in advance

| <u>Length of Class</u> | <u>Yearly Tuition with 10% discount</u> | <u>Monthly Tuition Amount</u> |
|------------------------|---|-------------------------------|
| 30 MINUTES             | \$324.00                                | 40.00                         |
| 45 MINUTES             | \$364.50                                | 45.00                         |
| 1 HOUR                 | \$405.00                                | 50.00                         |
| 1 HOUR 15 MINUTES      | \$445.50                                | 55.00                         |
| 1 HOUR 30 MINUTES      | \$486.00                                | 60.00                         |
| 1 HOUR 45 MINUTES      | \$526.50                                | 65.00                         |
| 2 HOURS                | \$567.00                                | 70.00                         |
| 2 HOURS 15 MINUTES     | \$607.50                                | 75.00                         |
| 2 HOURS 30 MINUTES     | \$648.00                                | 80.00                         |
| 2 HOURS 45 MINUTES     | \$688.50                                | 85.00                         |
| 3 HOURS                | \$729.00                                | 90.00                         |
| 3 HOURS 15 MINUTES     | \$769.50                                | 95.00                         |
| 3 HOURS 30 MINUTES     | \$810.00                                | 100.00                        |
| 3 HOURS 45 MINUTES     | \$850.50                                | 105.00                        |
| 4 HOURS                | \$891.00                                | 110.00                        |
| 4 HOURS 15 MINUTES     | \$931.50                                | 115.00                        |
| 4 HOURS 30 MINUTES     | \$972.00                                | 120.00                        |
| 4 HOURS 45 MINUTES     | \$1,012.50                              | 125.00                        |
| 5 HOURS                | \$1,053.00                              | 130.00                        |
| 5 HOURS 30 MINUTES     | 1,093.50                                | 135.00                        |

TUITION IS BASED PER STUDENT TAKING NOT NUMBER OF HOURS A FAMILY TAKES

Pay for the whole year by Oct. 1<sup>st</sup> and you will receive a 10% discount off the total amount for the year. Families with two or more children taking classes will also receive a 10% discount..

### Recital Expense

There will be costume expenses for the Spring Recital. A 50% deposit will be due in Nov. The balance will be due in Feb. There will be a \$25.00 Recital fee per student \$40.00 per family to help with the cost of the Recital. Each student will receive a Recital t-shirt for the Finale. Tickets may be purchased online for the show and are approximately - \$7.00 - children, \$13.00 - adults. Students performing in the recital do not require a ticket.

### Attendance

We like to encourage good attendance from all of our students. We can't give you our best if you are not in class.

If you decide to discontinue taking a class we will now require a 30 day written notice that you are dropping. If a notice is not received you will continue to be billed for this class. We limit our class sizes to ensure the best instruction for your child. We have turned students away from a class because it was full, only to find out that we have had students drop. This is the reason for this policy.

Registration fees are non-refundable.

Payments - Payments may be made online, you can also have your account set up on auto pay OR for your convenience we have a payment drop box located in the front lobby. Payments may be dropped in that box any time we are open. After hours payments may be paid through the mail slot in the waiting room door. Please notify me if you have made a payment after hours so that I can get it as soon as I arrive for the day. Checks should include your students name in the memo area. Cash payments should be in an envelope clearly labeled with parent and student name. Payments are collected daily. Tuition is due by the 15<sup>th</sup> if paid monthly. A \$10.00 late fee will be applied to all payments received after this date. If you have extenuating circumstances and need to alter your tuition date, we are glad to work with you. Please see call or email me to have that approved.

We realize that costumes can be costly. We are glad to take monthly payments at an amount that you set to offset your final payment.

### Attire Requirements

Kinderdance - Black Tap & pink ballet shoes, leotard & tights (MOCA students will only use ballet shoes)

Ballet - Leotard and tights, ballet shoes

All other dance classes - Dancewear- Leotards, tights, jazz pants, form fitting t-shirts or tanks.

### Shoes

Beginner level tap - Black leather tap shoes.

Intermediate level tap - black jazz tap oxfords.

Ballet - Pink ballet shoes with a leather sole bottom.

Jazz - Tan jazz boots.

Lyrical - Pirouettes

Gymnastic- Form fitting clothes or leotard, bare feet.

**No street clothes please. Long hair should be pulled up and out of the face. No jewelry or gum allowed in the studio.**

Inclement Weather Policy - Classes may be cancelled due to Inclement weather. If we decide to close you will be notified via email.

Observation Policy - For maximum attention of all students I ask that you enter through the waiting room door (side door) so as not to disturb class. If it is not time for your class, please wait in that area until it is time. Your teacher will come and get you when it is time for your class to start. Observers are not allowed in class on a weekly basis. It has been my experience that students perform better without parents watching. We will have Parent Observation Week about every six weeks so that you can see what we are learning and how your child is progressing. I will also be glad to discuss your child's progress at any time before or after their class.

Discipline Policy - I use positive reinforcement with all my classes for behavior modification. All ages respond well to this. Examples of this are as follows: stickers for good listeners, choosing a leader for lines, having my best listeners wear the special tutu for the day and silly goose time for the last few minutes of class. Time out or sending a student out of class will only be used as a last resort and only if the student is disrupting the learning of others. AT NO TIME WILL ANY OF MY EMPLOYEES OR I SPANK OR PLACE THEIR HANDS ON YOUR CHILD. If your child has been disciplined with time out we will discuss the situation with you following their class.

Accident and Injury Policy - If your child gets injured during their class time, we will assess their injuries and notify you immediately. First aid will be applied if called for. Further medical attention will be sought if necessary. An accident and injury form will be filled out and filed at the studio. Please be sure that your child is not left unattended before or after their classes. I cannot be responsible for them if they are left unsupervised. Please make sure that your child and any of their siblings do not use the gymnastics equipment when they are not in a class. I cannot be responsible for injuries that occur when they are playing unsupervised.

**Students should arrive on time and be ready for class when it is time to start. It is very important for all students to participate in all warm-ups and stretching. If you arrive late you will be required to do them on your own and therefore will miss a portion of the instruction. If you need to dress at the studio, please come a few minutes early to dress so you are ready when class begins. No food or drink is allowed in the studio. Water only Snacks may be eaten in the waiting room.**

## **Student of the Month**

**This year studio wide we will be adopting a "Student of the Month" policy. Students will be nominated by the teachers each month and we will be featuring their picture and a short description of why they are Student of the month on the Bulletin Board in the waiting room and on social media platforms**