

# MRAD 2023-24 POLICIES AND PROCEDURES

## Communication

For all questions please contact Robin @ - 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@gmail.com](mailto:msrobinsacad@gmail.com)/ I check this email daily.

## **NEW**

This year we will communicate via email and mass texting. You will receive a request to opt into the texting feature from Studio Director. Please accept this request. Email communication has become increasingly difficult. This will allow you to stay up to date with what is going on at MRAD.

## Office hours:

Monday - 5:30-6:15 pm & 6:45-7:45 pm

Tuesday - 7:30-9:00 pm

Wednesday - 7:30-8:30 pm

Thursday - 4:00-6:00 pm

Please call or email for an appointment.

## WEBSITE

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

Class enrollment is based on age and experience. Please visit our website for a full description of the types of classes we offer for each age group. If you are new to MRAD please contact me before registering.

## Registration

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

Students who do not pay their registration fee at the time of enrollment will be moved to a waitlist if the class begins to fill up.

Classes must be dropped by an administrator. Please call or email if you accidentally registered for a class or would like to change your class selection. Students who have been waitlisted will be notified at least two weeks prior to classes beginning if we are able to accommodate you. We will work hard to provide you with a class that is suitable for your child so please let us know if you do not see a class that you would like to take or if your desired class is full.

## Attire Requirements

Kinderdance and combo classes - Black Tap & pink ballet shoes, leotard & tights, dance dresses (MOCA students will only use ballet shoes)

Ballet - Leotard and tights, dance dresses - pink ballet shoes

All other dance classes - Dance wear- Leotards, tights, jazz pants, leggings, 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 or split sole bottom.

Jazz - Tan jazz boots. Bloch super jazz preferred

Lyrical - light pink or nude Pirouettes

Gymnastic- Form fitting clothes or leotard, bare feet.

**No street clothes or shoes the dance floor please. Long hair should be pulled up and out of the face. No jewelry or gum.**

## 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

Number of hours	Monthly Tuition	Yearly Tuition with 10% discount
0.5	40.00	\$324.00
0.75	45.00	\$364.50
1.0	55.00	\$445.50
1.25	60.00	\$486.00
1.5	65.00	\$526.50
1.75	70.00	\$567.00
2.0	75.00	\$607.50
2.25	80.00	\$648.00
2.5	85.00	\$688.50
2.75	90.00	\$729.00
3.0	95.00	\$769.50
3.25	100.00	\$810.00
3.5	105.00	\$850.50
3.75	110.00	\$891.00
4.0	115.00	\$931.50
4.25	120.00	\$972.00
4.5	125.00	\$1012.50
4.75	130.00	\$1053.00
5.0	135.00	\$1093.50
5.25	140.00	\$1134.00
5.5	145.00	\$1,174.5
5.75	150.00	\$1,215.00

TUITION AMOUNT IS PER STUDENT NOT THE TOTAL 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. This amount is listed above. Families with two or more children taking classes will also receive a 10% discount.

## **Costumes**

Costumes will be ordered for the Spring Recital in December. A 50% deposit will be due in November and the balance will be due in January. The full amount can be paid in October or you can make monthly payments after costume amounts post in October. Students who do not pay the deposit will not have a costume ordered for them. Students who have an unpaid balance will not receive their costumes until their balance is paid in full.

## **Spring Recital**

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 - \$5.00 - children, \$10.00 - adults. Students performing in the recital do not require a ticket. The Spring Recital will be held at the Paramount Theatre in Goldsboro. This years recital is Friday May 31st and Saturday June 1st. We will have four shows this year. I will send out show assignments by January 5th.

## **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 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.

## **Payments**

Payments may be made online through Studio Director. There is a 2.5% credit card surcharge for payments 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. 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 call or email me to have that approved.

**Inclement Weather Policy** - Classes may be cancelled due to Inclement weather. If we decide to close you will be notified via email/text and it will also be posted to social media.

**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.

## **Drop Off and Pick Up**

Our lobby is small. You are welcome to wait there for your child but you do not have to. Your child will remain in the building with their teacher until you return. You are welcome to drop off and return to pick them up or sit in your car. Classes will be dismissed through the lobby door by your child's teacher. Please wait under the awning for us to hand off your students. We will not send them to your car. You must walk up and pick them up. Our parking lot is quite busy and small. If possible please drop off and return. We try to stagger start times for the different age groups so there is enough parking for everyone. Additional parking is in the back. Please do not block driveways, or park in front of the mailboxes. This blocks cars from being able to back out and leave.

We have 3 rooms in our building - Studio A, Studio B and the Gymn. You will receive a class confirmation at the time you register and again one week prior to classes starting. For older students who take multiple classes, please go over your child's schedule with them and tell them what room they are in. Print it out and bring it the first week of classes so we can make sure they get to the right place at the right time. We will have lobby assistants help with this the first few weeks of class until they learn their schedule.

**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, silly goose time for the last few minutes of class and honoring a Student of the Month each month. 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 only before class begins.*