



Anderson Dance Academy believes in providing quality dance education in a positive environment. The success of each student is ensured within a fun, focused, and non-competitive environment. We strive to build self esteem and self confidence in our students. Dance training builds confidence, grace and coordination, and should always be an enjoyable experience!

2011-2012 POLICIES & PROCEDURES

(Revised 8/4/11)

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www.andersondanceacademy.com

Registration Fee

- A non-refundable registration fee of \$25.00 is charged annually and covers all students in your family.
- Fee is due at time of initial enrollment and is renewed in summer or September each year.
- Before your child can participate in class, you must sign a waiver form.

Tuition Payment Policy

- Tuition is due monthly on the 1st of each month, September through May. We offer a grace period until the 5th. A \$15 late fee will be assessed after the 5th. ADA will automatically assume that you will continue taking classes from September through the end of May or Spring Recital, unless we receive a written two week notice in advance.
- Tuition for summer is due at the time of registration.
- Receive a 10% discount if you pay for the school year classes in full (September-May) by August 20th.
- Discounts: 2nd Child Discount = \$35 per year / 3rd Child Discount = \$40 per year
- **ADA accepts and prefers** payments in the form of **cash, check or money order**. We do accept credit cards (MC & Visa).
- There will be a service fee of **\$30** for a returned check.
- Accounts not paid within 30 days of the due date, may result in the student's enrollment to be suspended.
- If you are having a financial hardship, please contact the office for a payment plan.

Refunds & Cancellation Policy

- If you decide after your child's first class that you do not want to continue, we will give you a full tuition refund. After that, ADA will require two week notice (in writing) to terminate lessons. (The Registration fee is non-refundable).
- ADA will automatically assume that you will continue taking classes from September through the end of May or Spring Recital, unless we receive a written two week notice in advance.
- There are no refunds for missed classes or cancellations due to weather.
- In the rare event, that a class is cancelled for non-weather related reason, a make-up class will be offered at the convenience of the studio/instructor.

Attendance

- Regular attendance is essential for the progress for each student. When emergencies arise, dancers are to notify the studio prior to the class.
- Make ups - Please call the office for a list of appropriate make up classes.
- Tardiness on a regular basis is not permitted. Students are required to participate in the warm-up to prevent injury. Students arriving late into class, missing half or more of the warm-up may be asked to observe class that day.
- Attendance for students participating in any performance is imperative. In preparing for the Spring Recital, students missing more than 3 of the last 10 classes or the dress rehearsal may be pulled from the show or required to take private lessons.

Holiday & Weather Closings

- ADA follows the Forest Hills School Districts closings for **most** holidays and spring break.
- ADA follows the Forest Hills School Districts closings for **most** snow and ice.
- Snow days are not re-scheduled.
- ADA closings will be posted on local channels 5, 9 & 12. We will also try to post on the home page of the web site.

Observation

ADA encourages parents to view classes. There is a viewing window in each studio. Instructors may close the blinds in the viewing window at times. It can become distracting to the students to have lots of activity going on in the observation window. In-studio Observation Week is December 12-17, 2011. Schedule will be posted in mid-November.

Communication

E-Mail is our main form of communication. Please make sure you complete your e-mail address on Registration Form. Newsletters will be e-mailed and are also available on the website. Phone calls and e-mails will be returned in a timely manner. Please direct any problems to the front office.

Costumes

Costume fees are due by December 17th for the Spring Recital. Pre-School costumes will be \$55 per class; Level 1-2 \$65-75; Level 3-5 / Team/solo, etc \$70-90. Partial payments for costumes can be made beginning in September.

Recital Fee & Info

ADA will be charging a \$28.00 recital fee per family due April 21st. This is a mandatory fee for performance in the Spring Recital. Each family will receive 2 complimentary tickets. Additional tickets can be purchased as of April 23rd. All dancers are required to attend dress rehearsal. During the recital, we do not allow any videotaping or flash photography. Dance recital is festival seating and the doors will open approximately 20-30 minutes prior to the show.

Referrals

ADA encourages each family to share the joy of dance. ADA will give a \$40.00 credit for each NEW student referral. (This does not pertain to siblings, family or past students). We will honor \$20 of the credit upon registration and the balance will be honored in May after the referred student completes the year with ADA.

Class Placement

Dancing is a continuous process and each student will progress at their own rate. Dance skills and technique come easier to some than others. It is not uncommon for some students to remain in the same level for 2 or 3 years before progressing while others need only take one year of class. Placement is based on age and child's ability. The studio management and instructors will evaluate each student's progress over the summer session or within the first two weeks of each academic year. Within those two weeks an instructor/studio management has final say on decisions to move a dancer up or down a level depending on the dancer's technique and potential. Dancers are re-evaluated in December of each year. Dancers new to ADA will need to be evaluated for placement.

Private Lessons

ADA encourages private lessons for all ADA Dancers! This is a great way to enhance your child's study of dance and get personalized attention. Private lessons can be one on one instruction or small groups up to 4. Solo/Duet/Trios are required to take private lessons through-out the year. Please contact Jennifer to schedule.

Birthday Parties

ADA would love to host your child's next birthday party. Schedule your themed birthday parties and ADA will handle the rest. Please contact the office for more information and pricing.

Picture Week

ADA will have picture week April 23-28, 2012. Pictures will be taken during regular class times. We will run class rehearsals in costume that week as a preparation for the recital.

Year End Evaluations

Evaluations will be done during late April / early May of each year, ADA will communicate to each family their recommendations for summer and following year placements.

Teams, Solos/Duets/Trios & Community Events

ADA will have a Performance Team and solo/duet/trios each year based on interest of the dancers. All teams, solos, duets and trios will participate in community Events/Performances and/or competitions. If your child likes to perform in front of others, wants to enhance their dance and build self confidence, then please call the office for more information.

Please read our [Class & Lobby Etiquette Policies](#) posted in the front lobby!