



## Studio Policies

**Email/Contact Info:** Please ensure that we have an updated email address on file as this is our most likely way of contacting parents for important announcements, etc. We send emails frequently to keep you in the loop as well as email you your monthly receipt for tuition. If you notice you are not receiving emails from us, we recommend checking your spam folder and then notifying the office staff to ensure we have an updated email on file.

**Liability:** Our studio takes great care and consideration for each student's safety. With dance however, like with any other form of physical activity, the risk of injury is always possible. By reviewing this document, the parent/legal guardian acknowledges this risk and does not hold Keller's Grace of Dance responsible for any injuries or occurrences. It is the responsibility of the parent/legal guardian to discuss any medical/health issues or any past injuries with the student's instructor or at the time of registration.

**Insurance:** Keller's Grace of Dance does not carry medical insurance for students and is not responsible for providing any type of reimbursement for any reason. Each student is required to be under their own family's medical insurance.

**Dance Season:** Fall session begins in August and we will wrap up spring's session toward the end of May. Our annual recital will be held early June. **For students not participating in recital, their last month of class will be April.** We will have a 6-week summer session (June-July) as well as mini summer camps for those that wish to continue for the summer.

We follow most of Keller ISD's school closings for holidays. Our studio will be closed for the following: Labor Day, Thanksgiving break, Christmas break, Spring break and Memorial Day.

**Annual Registration/Costume/Recital Fees:** There is a non-refundable annual fee due at the time of registration. For new students the registration fee is \$45 and for returning students it is \$35. Each additional child is \$5 (never to exceed \$50 per family). Students that were already enrolled for fall/spring session do not need to pay summer registration fee. For new students that only wish to register for summer camps/sessions, it is only \$15 to register + \$5 per additional child. If they continue for fall session, they must pay the remaining balance at that time.

The annual recital fee is \$75 for the first initial student (+\$15 additional per sibling) and goes toward renting the facility, production/technician fees, lighting, etc. The annual recital fee is due no later than Feb. 15<sup>th</sup> and is non-refundable for any reason. If you do not wish to participate in the recital, please let office know at the time of registration.

Costume fees will vary per class and could cost anywhere from \$75-\$100+ per costume. Please allow room for additional items that you may need to purchase such as tights, dance shoes, make-up, etc. Costume fees are due November 15<sup>th</sup>.

**Tuition/Payment Information:** Tuition is only prorated for the first month of registration and will not vary due to shorter/longer months in the calendar year (for example: months that incorporate Thanksgiving break, Christmas break, etc). We base our tuition pricing on a 10 month package that is divided accordingly. If a student misses a class (due to sickness, vacation or other event), they may take a make-up class which can be

used within one month. We do not accept make-up classes in the month of May. No refunds will be given for students that miss a class. For cancellations, we require a 30-day written notice.

Tuition is paid through an "auto pay" system and charges your account on the 1st of every month. We do not send out reminders as this is done automatically each month. The first month's prorate as well as the registration fee will be charged at the time of registration. All other fees (such as costume or recital fees) will also be charged using auto pay but at the time that they are due. You may supply either your debit card or credit card (except for American Express). No other forms of payment (such as cash or checks) will be accepted.

**Attendance/Make-up Classes:** Commitment is key to the student's long term success. We encourage students to attend all classes so that they do not get behind when learning material or preparing for recital. Students must arrive at least 5 minutes prior to their class starting and be fully dressed in proper dress code.

Tuition will not be prorated/discounted for students missing classes. If a student misses a class, they may take a make-up class by making arrangements with the front desk. Please notify the instructor if you plan on missing future classes due to a planned event/vacation/etc. **We will not be able to accept any make-up classes for May as we approach our end of year recital.**

If the studio cancels class due to inclement weather or any other situation that is beyond our control, students may take a make-up class. All make-up classes must be used within one month. We will send out emails to notify you of a cancellation so it is important to keep a current email address on file.

**Safety & Other Studio Policies:** Safety is our #1 priority. Students must wait inside the studio/lobby while waiting to be picked up after class. If we feel necessary, the studio may ask to see proper identification (such as a driver's license) of the individual who is picking up the student. Siblings and all other small children waiting inside of the lobby must be accompanied by an adult at all times.

Please keep classrooms, restrooms, and lobby areas clean. Dance bags and other belongings must be stored out of the way and clear from traveling areas. We do not allow running in the lobby at any time and ask that noise is kept to a minimum. Students may not go in the classroom without a teacher present. To avoid distraction, we ask that parents do not go inside the classroom or open the door at any time unless asked by the teacher. For younger combo classes, teachers will change out dance shoes for students. We ask that parents encourage their little ones to use the restroom prior to their class starting.

Classes will start promptly on time and so we ask that if you need to speak with an instructor, to please leave your information with the front desk. We will have the instructor contact you where they will be happy to address any needs/questions that you may have by phone or schedule a meeting if preferred.

**Photo Release:** Keller's Grace of Dance is granted permission to take photographs or videos of their students to use in any forms of advertising (such as websites, posters, flyers, Facebook, Instagram, etc).

**Conduct:** We strive to keep a positive, fun-filled environment for our students and their families to enjoy. If we feel it is necessary, Keller's Grace of Dance may discontinue/cancel its services at any time to any individuals who do not follow this philosophy or who participate in behavior that is not in our best interest.

**By signing below, I acknowledge that I am the parent/legal guardian of \_\_\_\_\_ and have thoroughly read and understand the above policies and procedures.**

**Signature:** X \_\_\_\_\_ **Date:** \_\_\_\_\_