

Policies and Procedures

"Quality dance education in a fun and friendly environment!"

The following information is provided to give you a better understanding of our policies and procedures. Your signature on the registration form and at the bottom indicates your understanding and acceptance of these policies. Some of our policies and procedures have come as the result of suggestions from our MKSD families. We will continue to grow with your positive input and suggestions. Thank you for helping to make us better.

DRESS ETIQUETTE FOR DANCE CLASS

ALL HAIR MUST BE WORN IN A BUN or PONYTAIL FOR ALL CLASSES. AT NO TIME MAY THE HAIR BE WORN DOWN!!! Tights are required! We recommend transition tights with shoes to prevent hot and itchy feet and blisters. Wear hair secured and pulled back off face and neck. Shoes appropriate to class are required. No gum chewing in class; it could be dangerous! Please wear cover-ups to and from the studio (especially older students) to maintain modesty.

Tights, leotards and appropriate shoes must be worn for each class. Please see separate dress code for more detailed information.

ATTENDANCE/MAKE-UP CLASSES

If you are going to be absent, please call the studio. Classes that are cancelled due to inclement weather or illness of the teacher will be made up.

NOTICE OF WITHDRAWAL

You are responsible for payment for all classes your student(s) is/are enrolled in until we are notified in writing at least two weeks prior to the end of the month. Missed lessons cannot be used in place of payment; no adjustment or credit will be given for missed classes.

PRIVATE LESSONS

ONLY COMPANY DANCERS (Graduating Seniors may perform a solo in the Spring Recital) are eligible solos/duets/trios in performance shows. Charges are \$100.00 for choreography and \$30 per thirty-minute lesson (minimum of 6 lessons required - \$180).

CLASS OBSERVATION

A Parent observation week will be held mid-year. WE DO DISCOURAGE the use of the studio lobby as a lounge or "hang-out" for younger siblings. Our insurance will not cover any injuries that occur. Allow the children the opportunity to learn without interruptions or an overly observant audience. Exceptions to viewing class can be made on occasion for working parents, visiting relatives, etc.

HOLIDAYS/BREAKS

Please refer to the separate schedule for studio closings.

COSTUMES

All costume deposits for the recital must be paid for by November 1st and balances are due by January 25th. A flyer with your cost per costume will be sent home the first week of October. **COSTUMES WILL NOT BE ORDERED WITHOUT THE DEPOSIT - NO EXCEPTIONS WILL BE MADE!** Anyone who has not paid in full by January 25th will be required to pay a \$10.00 per costume late fee. **NO REFUNDS OR CREDIT WILL BE GIVEN ON COSTUME PAYMENTS.** We cannot make exceptions. Costumes will not be sent home if you have an outstanding balance for tuition, costumes, shoes, etc.

RECITAL/REHEARSAL WEEK

Our recital will be held at the Stanly County Agri-Civic Center on June 5, 2021. The registration/recital fee of \$65.00 per child is due at the time of registration. Discounts on registration/recital fees are given to families with more than 1 child enrolled. The recital is open to the public and there is no charge for tickets. Classes end at the time of the recital. **YOU MUST ATTEND ALL REHEARSALS DURING RECITAL WEEK. WE RESERVE THE RIGHT TO REMOVE A STUDENT FROM THEIR RECITAL DANCE DUE TO LACK OF ATTENDANCE!**

INSURANCE

Melissa Kathleen's School of Dance does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policy. If injuries occur, it is understood that the student's own policy is the only source of reimbursement. This includes any activity outside of the studio such as parades, competitions, conventions, activities, fund -raisers, and/or performances. Melissa Kathleen's School of Dance is not responsible for any personal injury during any of these events.

REMIND

Please see the bulletin board for instructions on signing up for the studio Remind. This is used to provide you with important studio information and reminders.

SOCIAL MEDIA

Any student or parent who engages in posting derogatory or negative information about the studio or staff, either directly or through insinuation, on social media platforms will be asked to leave the studio. All payments and deposits will be forfeit and no refunds will be given.

MONTHLY RATES

Please see the Tuition flyer for monthly rates.

REGISTRATION

There is a \$65.00 per student per school year registration/recital fee. This fee is non-refundable.

PAYMENT

Payments are due the first of each month. A **\$15.00 late fee** will automatically be added to your account if your tuition is not paid by the 5th of the month. Some months will be 5 weeks and some will have 3 weeks so there are no discounts for the shorter months. Tuition is due for the months of September through May. Rehearsals at the end of the year are also included in this pay schedule. You are responsible for payment for all classes that your student(s) is/are enrolled in, even if absent, until MKSD receives written notice of withdrawal. Discounts will not be given if your child is absent. **LATE FEES WILL BE ENFORCED!** Our preferred method of payment is cash or check. Visa, Mastercard and Discover are accepted, but will be charged a 5% fee. In the case of a returned check, a \$35.00 service fee will be added and the entire amount must be paid in cash. **NO REFUNDS OR CREDIT WILL BE GIVEN. We will issue a statement if your account is delinquent. This includes late fees! In the case that tuition falls more than 30 days behind, your child will not be able to continue with dance classes until tuition is current. After 45 days, you will be required to re-register and pay the registration fee of \$65.**

I have read and agree with all the terms of Melissa Kathleen's School of Dance Policy and Procedures.

Student Name _____

Signature of Parent/Guardian _____

Date _____