

2015-16 Policies and Procedures

Dance Families,

Please review our studio policies and procedures listed below. We would like to work with you in order to provide your dancer with the very best dance instruction. The last pages of the policies and procedures, as well as the waiver of liability/personal release and auto-draft forms, all require signatures and date. These documents must be on file for your dancer to participate in any activities at DanzHouse.

Both your **Registration Fee** and **Tuition** will be due at the time you register. Tuition will be Pro- rated for those who register late in the month. Registration can be completed by the parent via the registration and log-in on www.danzhouse.net. There is a \$50 registration fee for new and returning students. This is assessed annually during registration of the new dance season beginning in August. There is one registration fee per family. All students enrolled must sign up for Automatic Draft for monthly tuition payments.

<u>Tuition</u>	<u>Per Month</u>	<u>Semi Annually</u>
1hr per week	\$65.00	\$300.00
1.25hrs per week	\$75.00	\$325.00
2hrs per week	\$147.50	\$595.00

1. Tuition is made on the 5th or the 15th of each month. Your payment will be made automatically each session throughout the class season. Proof of payment will appear on your account. If we have an email address for you, you'll receive an email notification anytime a payment is processed. The authority you give to automatically charge your payment information on file will remain in effect until you notify us in writing to terminate the authorization. If for whatever reason, payments cannot be processed to your payment information on file and your account balance remains overdue, your enrollment in classes will be cancelled.

2. Cash, Checks, Visa/MasterCard, money orders or cashiers checks are the acceptable forms of payment. All checks should be made payable to DanzHouse. Online payments are accepted through the registration and log-in link on www.danzhouse.net. If you pay with cash please make sure you receive your email receipt. If no one is available at the desk give your payments to Kathalene or Vera.

3. DanzHouse does not send monthly bills. It is the parent's responsibility to make tuition payments on time each month. To participate in any studio function, all tuition must be current. All billing inquiries should be directed to Vera. (901-314-1158/danzhouse@yahoo.com) **NO POST DATED Checks will be accepted.**

4. **DELINQUENT TUITION AND LATE FEES:** In the event DanzHouse is unable to secure payment by the 16th of each month for any reason, a \$25.00 late fee will be applied to the family account. Family accounts and all outstanding balances must be paid before the start of each new month. Your dancer will not be allowed to participate in class until tuition and late fees are paid. Contact Vera to resolve any tuition issues! We will do our best to work with you!!

5. **FAILURE TO OBTAIN FUNDS for Families using the Recurring Payment Plan:** It is the family's sole responsibility to notify DanzHouse of any changes to debit or credit cards on file such as card expiration, or cancelled, frozen, or closed accounts. Late fees will not be reversed for the aforementioned causes.
6. Checks returned to the studio for insufficient funds will be charged a \$35.00 service fee.
7. There are **NO REFUNDS OR ADJUSTMENTS** made for missed classes. Tuition is based on enrollment, not attendance. Students missing class will be allowed to make-up their missed class. Students have one month to attend another class at the same level/age group as a make-up.
8. **THERE WILL BE NO REFUNDS ON ANY FEES PAID TO DANZHOUSE, INCLUDING BUT NOT LIMITED TO CLASS, COMPETITIONS, CONVENTION FEES, COSTUME FEES, RECITAL FEES, ETC.** It is the sole responsibility of the parents.
9. Students can register from August to January and participate in the recital. We cannot accept new registration for the recital after January 18th and guarantee shipments on costumes ordered after January. The risk is transferred to the parent if costumes are ordered after January and DanzHouse is not responsible for costumes that do not arrive by recital day.
10. Withdrawing from Classes-In the event a student chooses to discontinue class attendance, tuition payments will cease at the end of the current month. It is the family's responsibility to notify the studio via written notice, if they decide to discontinue classes with DanzHouse. Tuition payments will continue until that notification has been received as space is still being reserved for your student. And you will be billed for that upcoming month.
11. Class size is generally limited to 12-15 students, although some classes may be smaller or larger based on the Instructor's preference. If a class has reached capacity a waiting list will be started. It is the parent's responsibility to notify the studio if their child wishes to drop out of their classes, so that students on the waiting list can be added.
12. Substitute teachers are used occasionally when DanzHouse instructors are performing in shows, have professional commitments, and/or due to illness.
13. Please notify the front desk of any personal information changes (emails, phone, address etc). Please keep all information current. **Most of our communications are sent via email, please check your emails on a weekly basis to be informed about studio news. Add us to your address book.**
14. Please make sure that all dancers go to the restroom before class. If a dancer does have to go during class, they will be allowed to go one at a time. It is very distracting to the class when dancers need to go before class is dismissed.

15. We kindly ask that you call in and notify the studio if your child is going to miss class due to illness, school events, vacation, financial problems, change in schedule or any other factors interfering with their enrollment at DanzHouse. It is the responsibility of DanzHouse to notify all students of any studio schedule changes. Parents will be notified of studio closings by email, Facebook, and/or calling post from DanzHouse.

16. It is the parent's responsibility to come inside the studio waiting area and check the bulletin board for any current memos or information on a weekly basis. Students often forget to bring home memos given out in class. We also ask that you check your **email account** weekly, as we do send out studio information periodically. We will also use a **calling post** that will call you automatically if the studio has an emergency or an urgent message.

17. **Important: DanzHouse does not provide childcare!** It is the responsibilities of each parent to pick-up their child immediately following their classes. Parents must supervise siblings while in the waiting area. Absolutely no loud or disruptive behavior will be tolerated. Discipline issues will be discussed with the parent. A dancer can be dropped from a class if there are concerns regarding a dancer's behavior. We will use this policy at the instructor or director's (Vera and Kathalene) discretion.

18. For liability purposes, **ABSOLUTELY NO ONE OTHER THAN REGISTERED STUDENTS AND THE INSTRUCTOR** are allowed inside the classroom during class. This means that parents and siblings must wait in the front waiting area while class is in session. This policy is strictly enforced.

19. **Class Etiquette:** It is very disruptive to the entire class when students are tardy. We understand that occasionally this may occur, but please make every effort to be on time for class. Students arriving more than 15 minutes late may be asked to sit quietly and observe class.

20. To provide the best dance education possible, understand that dancers will receive hands-on instruction. This remains the best method to successfully teach dance and acrobat/tumbling classes. Hands on contact will be used to help dancers effectively engage unfamiliar muscles and achieve proper body alignment. As well as spotting in acrobat/tumbling class

21. **ABSOLUTELY NO FOOD OR DRINK ALLOWED INSIDE THE STUDIO, EXCEPT WATER!**

22. **Safety:** We are not responsible for students before and after their class time, and after they exit the studio. Please instruct your child to remain inside the studio for the duration of their time at DanzHouse. Students should arrive 5 minutes before class and be promptly picked up after class. We also ask that you come in to pick up your child, rather than curb pick up.

23. **ATTENDANCE** – Attendance is very important for your child as well as the teacher and fellow students. If you miss more than 6 times in a particular class, you will NOT be able to participate in the recital. We will notify you through email and/or calling post if classes are canceled due to inclement weather. If it is questionable, e-mail us.

24. **SICKNESS** – Please do not send your child if she/he is contagious. If a younger child is not feeling well, please do not bring them. However, if an older child is not contagious (but not feeling up to par), it is sometimes beneficial if they can just watch the class without participating. Please use your best judgment.

25. **Dress Code**- Dancers need to arrive to class dressed. You may purchase your child's leotard during registration. Your child will be given a warning the first time she does not comply with this rule. The second time and following, your child will have to watch class instead of participating. Please review the "What You Need for Class" on the website.

26. **SHOES**- Please make sure that your child's name is in all of their shoes and they are carried in a bag with a name on it. This reduces the chances of lost shoes or mix-ups. If you do misplace your shoes, please ask to check the lost and found. You may purchase your child's shoes during registration. If you choose to purchase them from another place, please do not buy the wrong type/color of shoe because of costs. This sometimes makes a child feel uncomfortable and does not compliment conformity at the recital. Your child will be given a warning the first time she does not comply with this rule. The second time and following, your child will have to watch class instead of participating



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Accounts must be paid in full for students to participate in the annual recital. If you are a registered student you are required to participate in the Winter and Spring Show.

Costume Fee:

Tiny Tots (2 yr olds)	\$75.00
Creative Movement/ Intro 2 Danz /Combo 1	\$110.00

Students (9-16 yr. olds) \$75.00 (per class enrolled)

All costume payments are due in full by November 1st, no exceptions. Costume payments are non-fundable.

Winter Show FEE:

Our Winter show fee of \$85.00 is accessed October 1st. All dancers will need to purchase a Winter Show Leotard and Accessories. Cost TBA in September

Spring Show FEE:

Our show fee of \$85.00 is accessed March 1st.

Your Show FEE includes 4 tickets to the show and a DVD of the show. The show fee is charged to each student, with a discount on multiple students. Late payments WILL NOT be accepted and the dancer will be dropped from the show with no fees refunded. NO EXCEPTIONS!!

We will also sell tickets for the show. Additional tickets will be \$15.00 and children under the age of 4 are free.

We will do Spring Show pictures. Picture date and time, along with the photographer's price list TBA.

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WHAT YOU NEED FOR CLASS

Required Attire: All dance attire and shoes may be purchased through DanzHouse, during the time of your registration.

Price List

2-4 Year Old Classes

Light Blue Leotard	\$17
Tights	\$9
Ballet Shoes	\$15
Tap Shoes	\$18

5-6 Year Old Classes

Lavender Leotard	\$17
Tights	\$9
Ballet Shoes	\$15
Tap Shoes	\$18

7+ Classes

Black Leotard	\$17
Tights	\$13
Jazz Shoes	\$32
Tap Shoes	\$48
Jazz Pants	\$24 <i>optional</i>

Tap/Jazz Class:

- DanzHouse standard Jazz pant, hot pants, Tank top or Black leotard
- Tap shoes or Jazz Shoes
- No tennis shoes, bare feet or jeans type bottoms.

Ballet Class:

- DanzHouse standard Leotard
- Pink or Skin tone tights
- Pink or Skin tone colored ballet shoes

Hip Hop Class:

- Sweat pants, pajama pants, leggings or break-away pants.
- Tennis shoes or Dance Sneakers.
- No jeans, No tight pants, No sandals or bare feet.

Combo 1(ages 7+):

- DanzHouse standard Black Leotard
- Pink Tights or Skin Tone Tights
- Black Jazz shoes
- Pink Ballet shoes
- Black Tap shoes

Creative Movement/Intro 2 Danz Classes:

- DanzHouse standard Lavender Leotard (5-6 year olds), Light Blue Leotard (2-4 year olds)
- Pink or Skin Tone Tights
- Pink Leather Ballet shoes
- Black Mary Jane Tap shoes

DanzHouse Calendar

July 18 th & 20 th	Fall Registration
August 10 th	Fall Classes Begin
September 7 th	Labor Day (Studio Closed)
October 12 th -16 th	Fall Break (Studio Closed)
Month of October	Friends and Family Month
November 25 th -27 th	Thanksgiving Break (Studio Closed)
December 19 th	Winter Show **tentative date
December 21 st -January 3 rd	Christmas Break (Studio Closed)
January 4 th	Classes Begin back
January 18 th	MLK Day (Studio Closed)
February 15 th	Presidents Day (Studio Closed)
March 21 st -25 th	Spring Break (Studio Closed)
May 14 th	Spring Show **tentative date

In the event of inclement weather DanzHouse will follow the closing of the Shelby County Schools.

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