

# Welcome to Masters Upper Level Recreational Class POLICIES 2013-14

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We are glad you have chosen our studio and hope that your dancer and his/her family will enjoy all that we have to offer. These policies have been written to describe our program, goals and the details that go into making each parent and dancer aware of their commitment.

**START DATE:** WEEK OF SEPTEMBER 3<sup>RD</sup>, NO CLASSES ON MONDAY SEPT. 2<sup>ND</sup>. DUE TO LABOR DAY.

**FREE LEOTARD OFFER:** Upon registration fee and first month's tuition being paid, we will order your free leotard compliments of MUL. Please state your size in the space provided \_\_\_\_\_

Minimum of 5 dancers needed to hold form the class.

## COMMON COURTESY

The staff and management of MUL spend countless hours in bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings.

## MONTHLY TUITION POLICY

**We accept cash, checks, Visa and Master Card. All checks should be made payable to MUL. Tuition is the same amount each month regardless if it a 3 or 5 week month. (Tuition is based on the total classes per year and then divided into monthly payments.) Money is not refunded for missed lessons for any reason. Account statements will not be sent out unless your account is overdue. There is a \$10.00 processing fee for all past due accounts paid by credit card. After the 15th of the month a \$15.00 late fee will be added to your account and a past due invoice will be mailed out to you. There is a \$25.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance or your child's enrollment may be cancelled. Tuition rates are calculated on a 10 month basis (September – mid June) and cover the cost of class time, teacher fees, class preparation, production selections, choreography, office administration, rent and utilities for the entire year. Because most of these costs are fixed, we must charge full tuition every month even though the specific number of classes per month varies. There are NO discounts for missed classes due to absences, holidays, bad weather or any temporary school closings.**

Tuition is as follows. There is a \$5.00 per child family discount for families with two or more dancers.

30 min/wk=\$55.00

45 min/wk=\$65.00

1 hour/wk=\$75.00

1.5 hrs/week=\$95.00

2hrs/week=\$110.00

1 hour Tumbling Classes only=\$75.00 per month

## PAYMENT PROCEDURE POLICY

Each family will receive an email when additional payments for costumes, performance fees, etc. are due. Please place your payments in an envelope and deposit it into the "Payment Slot" on the wall in the lobby if a representative

is not at the desk. For any questions regarding your account, see Angela Hooks at the desk or email her at [ahooks919@hotmail.com](mailto:ahooks919@hotmail.com).

## **REGISTRATION FOR ACADEMY CLASSES**

A registration fee of \$40.00 per student (\$75.00 per family) is required with the registration form to reserve your class space. (This fee is nontransferable and nonrefundable.) Class availability is on a first come basis. Registration is not complete until the registration fee is paid along with all proper forms signed. First month's tuition is due at the time of **final registration**.

## **MISSED CLASS MAKE UP POLICY**

No refund will be given for missed classes. Classes that are canceled by the studio will be rescheduled.

## **SNOW OR BAD WEATHER POLICY**

If at any time it is necessary to cancel lessons due to bad weather such as snow and ice, there will be a recorded message on the answering machine that will say "Classes have been canceled". There will be NO reduction of tuition. All classes cancelled will be rescheduled.

## **COSTUME PAYMENT POLICY FOR THE SPRING PERFORMANCE**

All costume deposits are due by October 1, 2013. \$55.00 deposit is per costume, per class, per student. You will pay your final balance in mid-December. The studio reserves the right to increase this deposit if costumes prices increase from the previous year. All accessories, including tights, headpieces, gloves, etc. will be an additional charge. Costumes cannot be ordered unless they are paid in full. Once costumes are ordered there will be no refunds. The average total costume fee is **\$85 per costume-\$95 per costume**.

## **PARENT OBSERVATION DAYS**

Classes will be conducted with the doors closed. It is very disturbing to the students and the teachers when there is a lot of noise in the lobby. During the month of first full week of each month, parents may view their child's entire class. To avoid distraction to the class, parents will view through the viewing window. Parents will not be permitted into the dance room.

## **PRIVATE LESSONS**

Private lessons are available at an extra charge. These may be used for extra practice if you have missed several lessons and need to catch up. Enrollment is very limited.

## **STUDIO BULLETIN BOARD**

A bulletin board is available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of studio happenings and/or announcements.

## **DRESS CODE POLICY**

All short hair must be secured back off the face. All long hair must be secured in a ponytail, bun, or braid. Absolutely no T-shirts, shorts of any kind, or jeans permitted. **Shorts must be MUL Dance Shorts or booty shorts**. Proper shoes required.

**Combination Class with Ballet**-Black leotard, Pink tights, Pink leather ballet shoes, Black Bloch tap shoes S0302G with buckles, black jazz shoes (slip on-split sole only).

**Jazz or Jazz/Lyrical combination**-Black leotard, black booty shorts, black tights or black capris. Black slip on-split sole jazz shoes.

**Hip Hop**-any tennis shoes, with shorts or sweat pants and any t-shirt.

**Tap**-Black leotard, black booty shorts or black tights/capris. Black Bloch buckle tap shoe S0302G or L.

## **ATTENDANCE**

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. If a student misses too many lessons they may fall behind the rest of the class and may be asked not to perform in the June show. Written notice must be given to MUL if a dancer chooses to drop classes.

## **SHOW REHEARSAL POLICY/Pictures**

A mandatory show rehearsal will be held. All students must rehearse all of their numbers at the show rehearsal or they will not be permitted to perform in the end of the year show. Pictures will be held at the studio in May for ALL classes. Attendance is required and serves as a dress rehearsal for the show. You are not required to purchase pictures, but attendance is mandatory.

## **END OF THE SEASON SHOW**

Always held in mid-June at the Stafford Performing Arts Centre

## **ANNUAL PERORMANCE FEES/TICKET POLICY FOR ACADEMY STUDENTS ONLY**

All studio fees must be paid in full or your child will not be permitted to participate in the June show. Each academy family is required to purchase 5 tickets to the annual showcase. Tickets will go on sale in May. Seating is first come, first serve.

## **LOBBY RULES**

1. Students must wait inside the building to be picked up, and be picked up promptly at the end of class.
2. No student is permitted to leave the building without an adult.
3. All students must use the restroom before they enter class.
4. Please try to keep the lobby as quiet and clean as possible.
5. Students must use the shelves for their belongings, please do not set them on the lobby chairs.
6. Please do not interrupt the teacher while the class is in session. If you need to speak to the teacher, please do so before or after the class.
7. Running is not permitted in the lobby.
8. Please do not let children bang on the vending machines!
9. No tapping or knocking on the viewing windows!
10. We are not responsible for unsupervised children!!!

## **CLASSROOM RULES**

1. No food or drinks of any kind are permitted in the dance rooms. You must keep all food and drinks in the kitchen, including water! Students are not permitted to chew gum in the dance room!!
2. Absolutely no street shoes on the dance floor except for hip hop.
3. Dance shoes are not to be worn outside for any reason!! They are to be worn inside only!!
4. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
5. Short hair must be secured off of the face. Long hair must be in a Ponytail, bun, or braid.
6. All tap shoes must have elastic or buckles. No strings!!

7. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over the teacher will bring them out to the lobby. We want to keep our dance floor new and clean for as long as possible.
8. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
9. Please make sure you arrive 5 to 10 minutes early to class.
10. Children should not touch the mirrors or the viewing windows.
11. Absolutely no running in the classroom.

### **Discard Policy**

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children, by a parent or child.

### **HEALTH**

You are the best judge of your child's health and we trust you will not bring a sick child to the studio. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child. The following criteria will be considered in determining if your child must go home:

1. fever of 100 degrees or more
2. inflammation of the eyes
3. vomiting
4. an incidence of diarrhea
5. communicable disease

### **INSURANCE**

MUL does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement.

**Parents must sign the medical release on the M.U. L. registration form. This form must be signed and handed before a dancer can participate.**



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