

# The Mid Shore Dance Academy

## School Policies

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### **Class Times, Weather, and Holiday/Closure Policies**

#### Class Times

Please do not sign up for classes that you cannot attend fully. It is disruptive to the entire class if students arrive late and/or leave early and students miss warm-up at the beginning and skill development at the end. We understand the occasional need to make an adjustment for a special event. Please just let the instructor know ahead of time and enter/exit as quietly as possible. Please arrive BEFORE your scheduled class time to be READY on time!

#### Weather Policy

The studios will be using the county school systems (Easton - Talbot County; Centreville - Queen Anne's County) as a guide for closings for weather, but WILL NOT ALWAYS CLOSE WITH THE SCHOOL SYSTEMS. We will monitor weather conditions and school closures/dismissals and/or cancellation of after-school activities to help determine the best course of action. Weather and road conditions are not exact sciences, and we will err on the side of caution for traveling families and staff. Decisions will be made and posted on the website by 1pm. Affected classes will also receive email notification. If in doubt, check the website, [www.midshoredance.org](http://www.midshoredance.org). Always use your best judgment and comfort level when it comes to driving in inclement weather conditions. Students may attend class another day for make-up of single day weather closures. If weather closures are excessive, make-up classes may be scheduled.

#### Studio Holiday and Closure Policy

The studio does not follow the school system for other closures - we do not close for professional days, conference, days, etc. A separate calendar of all scheduled holidays, closures, and events is available at the studio and posted on the website. Please keep a copy for your records. Students are welcome to attend make-up classes for single-day holidays in the schedule, i.e. President's Day, Martin Luther King Day.

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### **General Studio Policies**

#### Class Observation

To minimize distractions, parents do not stay in the studio during classes. However, scheduled "Observation Weeks" are listed on the studio calendar to give everyone a chance to see what we do during our dance classes. Please see your instructor if you have a special request for an out of town visitor to observe – we will try to accommodate.

#### Class Size Limits & Level Placements

To provide the best atmosphere for learning and enjoyment for everyone involved, class size limits are set and adhered to fairly strictly. Most class sizes are limited to 10 – 12 students, with slightly fewer for the youngest ages. The studio reserves the right to cancel any class with fewer than five students enrolled. Level placement decisions are made after careful consideration of the individual technical level of the dancer, the overall level of the group(s), and how best to provide a successful experience for all. We will gladly discuss your child's technical development if you have any questions. As with any academic, athletic, or artistic endeavor, dancers do not all progress at the same rate. Years of experience does not necessarily equal an advanced level of technical proficiency.

#### Behavior Expectations

Dancers will be expected to behave in a manner appropriate for the setting and will be instructed on proper dance class etiquette. For their safety, they will not be allowed to run in the studio or hang/climb/swing on the ballet bars. The studio reserves the right to refuse service to students that are unable to meet the behavioral expectations of the class or that are continually disruptive to a successful class experience.

Do not allow young children to bring toys/stuffed animals to class - this causes distraction for all.

It is the parents' responsibility to monitor the behavior of students and siblings in the waiting area. The waiting area can get very busy. Please be considerate of your fellow dance families.

### Drop-off and Pick-up

STUDENTS UNDER THE AGE OF NINE MUST BE ACCOMPANIED BY A PARENT OR SIBLING AGED 12 OR OLDER INTO/OUT OF THE BUILDING FOR DROP-OFF AND PICK-UP! This is for your child's safety. It is also the parent(s)' responsibility to make sure your child is prepared for class before you leave.

Please be prompt in picking up students. Young students may get distressed if a parent is not present and teachers cannot monitor children left from a previous class when they start teaching another class.

### Communication

Open lines of communication are essential for a successful studio experience. Mass emails and website postings are the studio's primary means of getting information to everyone efficiently. Paper copies of newsletters and updates are available by the studio entrance, so if you do not check email regularly, please make sure you check for paper updates in the studio lobby.

Feel free to ask questions anytime. Either speak with your child's instructor or the director at the studio, or call or e-mail the director. If you have a concern, please bring it to our attention. We cannot fix a problem if we don't know it exists! We are always willing to explain reasons for how we operate consider alternatives we might not have thought of previously.

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## **Tuition Policies**

Registration Fee: There is an annual non-refundable registration/administration fee of \$25 for a single student, \$40 for a family, for school-year classes.

Accepted forms of payment: cash, check\*, or credit/debit card (Visa, Mastercard, or Discover)

\*A \$25 fee will be assessed to your account for checks returned by the bank.

\*Post-dated checks are not accepted.

Tuition rates are based on yearlong classes, including all scheduled holidays. If you are paying monthly or quarterly tuition, it is simply the year's tuition divided into equal installments.

~Early Childhood (PreBallet) classes run September thru May (nine months=nine installments).

~Upper School classes (all forms) run September thru June (ten months=ten installments).

~Tuition is not discounted for classes missed due to illness, vacation, or scheduled holidays.

~Tuition payments are non-refundable.

~In the event that your child reduces or discontinues classes, the studio office must be NOTIFIED IN WRITING by the 20th of the month to avoid billing for the next month. Another student telling the teacher that her friend isn't coming anymore will not suffice!

If paying in monthly or quarterly installments:

\*You are REQUIRED to have a valid credit/debit card on file.

\*You may still pay by cash, check or credit card, as you prefer.

\*You can set up automatic recurring payments to your credit/debit card for your convenience.

\*Monthly Tuition installment payments are due the first week of the month.

\*Quarterly installment payments are due at registration, Dec 1st, Feb 1st, Apr 1st

\*If payment has not been made by the 10th of the month, it will be processed to the card on file.

\*NEW 2016-17 - Email reminders will NOT be sent. You can remember to bring your child to dance class - please remember to pay your bill.

\*If we have to process your payment after the 10th of the month for three occurrences, we will AUTOMATICALLY change your account to recurring billing for the 10th of the month.

\*If we are unable to process payment to the card on file a \$10 late fee will be added to the account.

\*You can view/update your account details, make payments, etc. at any time through our website.

~Payments may be dropped in the lock box at the studio or mailed to the studio - please do not hand directly to an instructor during the rush of starting or dismissing class. Please see a staff person at the desk for a receipt if you pay cash.

There are some additional costs beyond registration and tuition:

\*Mandatory costs include:

- dancewear supplies and shoes
- recital costumes...students need one costume per class - prices range from \$65 to \$75

\*Other optional expenses:

- professional costume portraits (taken at the studio and onstage)
- professional DVD's of recital performances
- recital T-shirts and studio logo-wear
- personal or business program advertising
- additional recital tickets for family and friends. Parents receive 2 complimentary tickets. Add'l recital tickets are \$15 each

Scholarships: A limited number of need-based partial scholarships for tuition are available. Please contact the director, Shari Smigo for details.

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## **Recital Policy**

Two recitals are held at the end of the school year and will incorporate students from both the Easton and Centreville studios. All students are welcome (but not required) to participate.

\*A matinee performance (early afternoon) for Early Childhood students is held mid-May

\*Two evening performances for Upper School (all forms) students are held mid-June.

Most students will perform one evening or the other. More advanced students will perform both nights

- If you do not plan to participate in the recital, please notify the studio by December 1st!
- New students that begin their lessons after January 31st will not be eligible to participate in the recital.
- In order to participate in the recital:
  - 1) Students MUST ATTEND REGULARLY throughout the school year, but specifically, cannot miss more than 4 classes during the months of March, April, and May.
  - 2) Students must attend Dress Rehearsal. Additional rehearsals during recital week will also be scheduled.
  - 3) Students must purchase one costume per class, which they keep. Costumes cost \$65-\$75 each.
  - 4) Costume payments are non-refundable and due at the time the costumes are ordered (Dec). Families with costume bills greater than \$400 may pay in installments, with deposit due in December and all payments completed by March.

\*Each ACCOUNT will receive 2 complimentary tickets to the recital performance(s) of their child(ren), so parents may attend at no charge. Additional tickets for family and friends are \$15 each and are available at the studio or at the auditorium.