

Garden City Dance Studio Policies

PARENTS OF STUDENTS AGES 4 AND YOUNGER MUST REMAIN IN THE LOBBY DURING CLASS.

Tuition and Payments: THERE ARE NO REFUNDS ON TUITION PAYMENTS. Families are required to leave a credit card on file. All payments are processed to your credit card on file on the first of each month. **STOP RECURRING CHARGES** in writing to GardenCityDanceStudio@aol.com . Your tuition payments will be halted once we receive your written withdrawal. There will be a drop out fee after January 1st Please call for fees. We encourage students to stay thru the season as to not disrupt the choreography for the recital.

Please note that Garden City Dance Studio hires working professionals for our faculty. Teachers may be out from time to time doing professional work. Classes will always be covered by sufficient substitutes.

There will be eight (8) payments for the season. Your account will be charged a \$30.00 fee if your card is declined and payment isn't made within 24 hours, or if your check is returned to us unpaid or your payment is received after the 1st of each month. We do not allow students to attend classes if your account is 30 days past due.

- Your last payment will be in April and this will conclude your tuition payments for the season.
- Costumes are not distributed until your account is paid in full for the season.

Tuition will not be prorated for absences, holiday or studio closures due to inclement weather or emergency closings.

Holiday closings are not to be made up as they are calculated into the annual tuition.

- **Class cancellations:** GCDS will have the right to cancel or combine classes due to unforeseen circumstances. If we need to combine your class with another class of a similar style and you cannot attend the new time, we will refund the **remainder** of your paid **tuition** minus the registration fee.

Absences

- You must call the studio to inform us if your child is going to be absent. You can leave a message on our voicemail at anytime.
- Students may make up 2 missed classes for the season. Make up classes are available by appointment only. Please book your make up class AFTER you have been absent. Please try to keep your attendance consistent in order to achieve progress in class. Students must make up missed classes by December. **No classes can be made up between January – April. We will resume make up classes in May. If you miss more than 4 classes after March, you will be at risk of being removed from the class and recital. Drop out fees will be applied.**

Dance Attire & Etiquette – STRICTLY ENFORCED!

- Please see registration confirmation form for dance attire for each style.
- Hair should always be in a ponytail or a bun.
- Cell phones, chewing gum and jewelry of any kind will not be permitted in class. No loose headbands or bows that can fall out during class.
- No Street clothes or street sneakers permitted in class. **Please DO NOT wear your dance shoes on the street.**
- Please keep our studio clean. Please discard any leftover water bottles, cups, food etc. before you leave.
- Students who are disruptive in class will be asked to leave class for the day. The class will not be eligible for a make up class.

Costumes:

- **Costume deposits are due with your October tuition payment.** The balance of the costume payment will be due with your February tuition payment. Costume deposits are refundable until November 30th.
- **As of December 1st, there are no refunds on costume deposits and you will be responsible for the balance of the costume in full. There are no exceptions.** Costume balances will be between \$38.00 - \$60.00. This will be charged to your account on file. If you have dropped out, once the costumes have arrived, we will call you and you can pick up your costume at your convenience once you've paid the drop out fee.
- Costume prices START at \$85.00. Tights and accessories, if needed, are included for recreational students. Dance shoes are NOT included with your costume. We will take measurements of all students in class in October. We do allow for growth when ordering the costumes. Costumes are not custom made and GCDS is not responsible for alterations. If a costume needs to be ordered after November 30th, there will be an additional \$20.00 single order fee. All costume size exchanges must be approved by GCDS
- Costumes will not be distributed until your account is paid in full for the season. This includes all tuition and costume balances. In case of serious injuries such as broken bones or surgery, we can put your account on hold for up to 4 weeks with a doctor's note.
- If you switch classes after costumes are ordered, you will be responsible to purchase the costume for the first class and purchase a new costume for the new class you are switching to plus an addition \$20 single order fee.

Recital

- Recital will be held at the Tilles Center on Sunday, May 31. We will have 2 separate shows. You may purchase as many tickets as you like.
- Although we make every effort to keep siblings and multiple classes in the same show, there is a possibility that you may be in both shows.
- If your child /children are in both shows, we will allow 4 complimentary tickets for the second show.
- Tickets are sold at the studio and you can purchase them with a credit card, check or cash.

Parent's signature _____ Print student's name _____