

# 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.com](http://GardenCityDanceStudio.com). Your tuition payments will be halted once we receive your written withdrawal.

**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, if your check is returned to us unpaid or your payment is received after the 1<sup>st</sup> 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. April is a double tuition payment.
- 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 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 **balance** of your remaining **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.**

### **Dance Attire & Etiquette – STRICTLY ENFORCED!**

- Please see registration confirmation form for dance attire for each style.
- Hair should be in a ponytail or a bun.
- Cell phones, chewing gum and jewelry of any kind will not be permitted in class. Please make sure hair bows are secure.
- 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 30<sup>th</sup>.
- **As of December 1<sup>st</sup>, 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.
- 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 30<sup>th</sup>, 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, costume balances and competition fees (if applicable). 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 into in addition to a \$20 administration fee.

### **Recital**

- Dates for the recital will be announced after January. We do have multiple shows. The recital will be held at NYCB THEATER at WESTBURY. There is unlimited seating and free parking at this venue. This date is determined by the Theater's availability.
- Although we make every effort to keep siblings in the same show, there is a possibility that you may be in separate shows.
- If your child /children are in different shows, we will allow 4 complimentary tickets for the second show.
- There is no limit to the number of tickets you can purchase for the recital.

Parent's signature \_\_\_\_\_ Print student's name \_\_\_\_\_