

Garden City Dance Studio Policies

PLEASE SET UP YOUR CELL PHONE WITH OUR TEXT ALERT SYSTEM! Instructions are enclosed with your registration packet. All important information will be processed via this system.

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

Tuition and Payments: THERE ARE NO REFUNDS ON TUITION PAYMENTS. Upon registration, please choose a payment plan. Payment #1 is due at registration. Please see payment schedule for tuition due dates. If you want to pay by cash or check, your payment must be made by the 10th of each new month to avoid a \$30.00 late fee.

- There will be eight (8) payments for the season. Each account is required to leave a credit card on file. Each payment will be processed on the 1st of each month. There is no fee for this recurring charge. Please see payment options on your registration form if you do not want your card automatically charged each month. Your account will be charged a \$30.00 fee if your card is declined, or if your check is returned to us unpaid. If your payment is made after the 10th of the month, there will be a \$30.00 late fee. If your tuition is not paid by the 10th 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.

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

- 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 4 – 6 weeks with a doctor's note.

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 genre 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 are entitled to make up 2 missed classes for the season. Make up classes are available by appointment only. 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 – May. We will resume make up classes in June.

Dance Attire & Etiquette – STRICTLY ENFORCED!

- Please see registration confirmation form for dance attire for each Genre.
- 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 newspapers, cups, food etc. before you leave

Costumes:

- **Costume deposits are due with your October tuition payment.** The balance of the costume payment will be due with your February tuition payment.
- **Once costume orders are placed, there are no refunds and you will be responsible for the balance of the costume in full with no exceptions.** No costume will be ordered without a paid costume deposit.
- Costume prices are \$85 and up. Tights and shoes spray, if needed are included for recreational students. We will take measurements of all students in class in October. We do leave room 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

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 parking at this venue. This date is determined by the Theaters 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, you will receive two (2) complimentary tickets to the alternate show.

Parent's signature _____ Print student's name _____