

## DANCE SOUTH POLICIES

- **REGISTRATION:** All students are required to pay a \$35.00 registration fee. A \$10 discount is given at the end of the season until June 30<sup>th</sup>. Paying this assures your child(ren) a spot in any class that he/she prefers as long as the class(es) is/are available during August through May season. **This is a per family, non-refundable fee that can only be used once per season.** Upon registration in August, you will also pay full tuition for September, along with a costume deposit, if applicable.
- **MONTHLY TUITION:** Tuition is based on 32 weeks of classes. Therefore, **a month (whether 3, 4, or 5 weeks) is still the same tuition rate per student & will not be refunded even if a student is absent.** If there is a month with less than 3 weeks of classes, tuition will be prorated. Each month's tuition is due on the first, the month prior. In September, you will pay October tuition. In October, you will pay November tuition, and so on. Tuition is considered late if not paid by the 15<sup>th</sup>. Payments made after the 15<sup>th</sup> will be assessed with a \$10.00 late fee. If tuition is unpaid after 30 days, your child(ren's) class(es) will be discontinued & we will activate our debit/credit card policy for past due accounts. If your child discontinues class, you must fill out our 'Add/Drop/Remove Classes' form, in order to stop further billing to your account for tuition. You will continue to be responsible for tuition unless this form is filled out. April & May tuition will both be due by April 25th.
- **\*\*\*NO CASH/CHECK ON CAMPUS POLICY:** Dance South will no longer accept cash or check as a form of payment. All payments must be made with a credit/debit card or online ONLY. Although everyone may not have a debit or credit card you can buy reloadable cards at Wal-Mart, CVS, Dollar General, Walgreens, etc. For spontaneous purchases (retail, etc), we will use the saved debit or credit card on file. In addition to this being a deterrent for robbery, it also helps the office staff be more available to plan, organize, and manage DANCE SOUTH!
- **CLASS PREPAREDNESS AND ATTENDANCE:** All students should arrive 5 minutes prior to class and be prepared (attire, hair, shoes, bathroom etc.). Students must be picked up no later than 10 minutes after class. Parents must come inside to sign children out, if under the age of eleven. All students ages 11-up will be allowed to sign themselves out.
- **\*\*\*COSTUME DEPOSITS AND POLICY:** Upon registration, everyone (excluding Ninjas) is required to pay a costume deposit (whether for dance or gym). There will be an initial deposit of \$50.00 per costume (dance) or leotard (gym) per student. If your child(ren) is taking more than one class, additional deposits may be required during September thru December. Costumes and performance leotards are ordered during Christmas break, therefore all costume deposits must be paid by December 1<sup>st</sup>. If you decide for your child not to participate in the end of the year performances, and you have already paid a costume deposit, you must let us know by October 15th, in order to get a full refund. If you decide after October 15th, you will not receive a refund check, you will be given a credit on your account. If you decide AFTER December 1st, you will forfeit all costume deposits paid. If we have a new student to come in & they purchase your costume, then we will refund your deposit. Otherwise, there are NO EXCEPTIONS!
- **COSTUME/LEO BALANCES:** Please note that costume deposits do not pay the full purchase price of each costume/leo. Your deposit will be deducted from the total cost and you will be required to pay the balance before the costume is released to your child(ren) Example: If your child is in ONE class and it requires ONE costume that cost a total of \$65.00, then your remaining balance would be \$15.00 for that ONE costume/leo. A detailed costume invoice is given out in January.
- **OBSERVATION OPPORTUNITIES:** There are two(2) family observation weeks. This is an opportunity for you to observe your child(ren) class and also a time to evaluate their teacher. Your feedback is important because this information is used for coaching and training tools to improve your child(ren's) learning experience and environment.
- **GROUP AND INDIVIDUAL PICTURES:** If your child is participating in the Dance Recitals, Gym Exhibition, and/or Ninja Exhibition and has purchased their costumes/leos/ninja attire, we asked that they participate in our group pictures. You may elect for them to take individual pictures as well. These are usually taken in March after all costumes and leos have arrived.
- **PERFORMANCE REHEARSALS:** There will be a MANDATORY technical/dress rehearsal the week of the May recital, where all students must be dressed in costume, & have hair and make-up as they would when they perform. It will take place at a venue other than Dance South, so that they can become familiar with performing on stage, with an audience and lighting.
- **HOLIDAYS OR STUDIO CLOSINGS:** Dance South will follow ALL Laurens County School District 56 closings **INCLUDING** teacher workdays, Presidential birthdays, etc. We will not prorate tuition for these closings. As listed above in the MONTHLY TUITION bullet, Tuition still covers a 3, 4, or 5 week month. We will communicate our inclement weather closings through WSPA news, voice mail, email, text messages, Facebook and any other means available. As for bad weather cancellations, we will only schedule a make-up class if the class does not receive their 3 meeting times for the month. We will schedule make up days if we have a cancelled class due to teacher illness. We will not prorate tuition if your child(ren) cannot attend the make-up date and time. Our schedule has very limited time to make up classes, but we will strive to do our best.
- **COMMUNICATION WITH DANCE SOUTH:** Dance South will communicate via EMAIL, PHONE, TEXT, and/or REMIND (group text/email messaging). If you do not want us to contact you with one of the above methods, let our office staff know. Our monthly newsletter will be emailed, given upon signing in/signing out for the day, and will be available on our website. Some newsletter information may be time sensitive. We will use every resource we have to make sure that you have the information you need in a timely manner, but you must provide us with the correct contact information. Office hours are from 11:00am until 7:00pm Monday thru Thursday. If you need to meet with a Dance South staff member, please call the office at 864-938-9282 to schedule a date and time. (Please note that class time starts at 3:00pm and ends at 8:30pm.) Other methods of communication: dancesouth5678@gmail.com, www.dancesouthstudio.com or you may "friend" us on Facebook. Any messages left on our voicemail will be returned within 48 hours unless an immediate response is required.
- **CELL PHONE POLICY:** Any student who brings a cell phone to the studio accepts responsibility for theft or damage. It is highly recommended that they do not bring cell phones, but if they must, we have lockers available for FREE if you purchase your lock from Dance South for \$10 for the year.