

Center Stage Performing Arts Academy Studio Policies

Center Stage tuition is based off of a 36-week class schedule September 5, 2019-June 13, 2020. We have ongoing enrollment throughout the season. A yearly, non-refundable registration fee of \$35.00 per student or \$50.00 per family is due with registration. Registration fee Includes a free Center Stage tee shirt for every registered dancer and a free car magnet per family!

Discounts

- An 8% Family Discount will be applied to those families with two or more actively registered students.
- An 8% Military Discount will be extended to all active military families.
- All discounts are only applicable to immediate family members (Parents/Siblings). Only one discount can be applied per family.

Payment Plan Options

Two payment plan options are offered for your convenience:

1. Monthly Payment Plan

- Payments are due on the 1st of each month and must be paid by automatic bank account debit or automatic credit card payment (no cash or checks accepted). Tuition will be billed equally in 9-month installments, September 2019-May 2020.
- Must pay first month tuition upon registration as well as the registration fee.
- Tuition fees are monthly based (not weekly), regardless of how many lessons per month. Some months may have 5 lessons and some months may have a holiday but all classes will run for a minimum of 36 weeks.
- Tuition will be automatically debited from your bank account on the 1st of each month (unless there is a Holiday on the 1st)
- Payments will continue to be taken out monthly unless a 'Class Withdrawal Form' is filled out. Please reference Class Withdrawal Policy.
- If payment is insufficient a \$20 fee will be added to your account. If payment is not settled within one week from the due date, a \$20 fee will be added for each week until the account has been settled.
- No tuition adjustments or credits are given for missed classes. Tuition is non-refundable and non-transferable.
- Accounts more than 60 days' delinquent will cause the student(s) to be dismissed from the studio, unless acceptable arrangements are made with the Director.

Or

2. Year In Full Payment Plan

- There is no discount for Year In Full Payment Plan
- Full year tuition (September 2019-June 2020) may be payed up front by cash, check, credit or debit card.
- Must be register and paid in full by first day of the season; September 5, 2019.
- Full year tuition payment for the year September 5, 2019 - June 13, 2020 is non-refundable and non-transferable. No exceptions.
- If payment is rejected a \$50 fee will be added to your account.
- Year In Full Payment must be done in person. Payment must be received at that time.

Weekly Hours of Instruction (up to)	Monthly Tuition
0.5	\$55
0.75	\$67
1	\$80
1.25	\$97
1.5	\$115
1.75	\$132
2	\$143
2.5	\$170
3	\$198
3.5	\$225
4	\$247
4.5	\$275
5	\$302
5.5	\$325
6	\$341
6.5	\$358
7	\$374
7.5	\$390
8	\$407
8.5	\$435
9+	\$450

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Recital Costume Payment

End-of-year Dance Recital costumes are to be paid in full by December 1, 2019. For dancers enrolled in multiple classes, families can opt to pay in 3 installments, paid on October 1, 2019, November 1, 2019, and December 1, 2019. Costumes prices will be \$60 or \$70 per class based on the class age and level. Pointe class costumes may be more. Costumes will not be ordered without full payment.

If the student will not be participating in the recital, a 'Recital Withdrawal' form must be completed and returned by November 15, 2019. Forms are available at the reception desk. If you have not submitted a 'Recital Withdrawal' form by November 15, 2019, you may be financially responsible for recital costs. A costume late fee of at least \$20 will be incurred on all costumes ordered after January 1, 2020.

The Recital participation cutoff date is March 1, 2020. Students may still register for classes after this date but will not be able to participate in Recital.

Class Withdrawal Policy

Once enrolled, our hope is for the student to complete the entire dance year. Please note that official 'Class Withdrawal Forms' are available at the reception desk for all changes to your schedule. Withdrawals must be done with the reception desk and not by notifying the teacher. No changes will be made to a schedule unless a signed form is received and documented. Withdrawals must occur by the 15th day of the month to be effective for the following month. Forms that are received after the 15th of the month will be billed for the following month.

Photo Release

I hereby irrevocably consent to and authorize the reproduction, publication, and/or any other use by Center Stage Performing Arts Academy and grant permission to the rights of my image, likeness, and sound of my voice as recorded on audio- or videotape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and I waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising from or related to the use of my image or recording. I also understand that this material may be used for any lawful purpose, including illustration, promotion, advertising, web content, and television.

Privacy Policy

All personal and financial information relating to students and their families will be kept confidential and will not be discussed with anyone other than studio Faculty and Staff. Any decisions made by studio Faculty and Staff concerning the needs and best interests of an individual student will not be shared, discussed or debated with any other student, parent or family.

Attendance Policy

At Center Stage we aim to teach our students commitment and reliability, therefore, consistent attendance is expected. We understand that students may need to miss class from time to time. If you have an anticipated absence, please inform your teacher ahead of time. If you have an unexpected absence, please call to inform the office as soon as possible.

No more than four unexcused classes can be missed during the Fall and Spring season. If more than the allotted missed classes occur during a season you may not be allowed to participate in the Spring Recital and/or Examinations. There are no refunds or credits for missed classes.

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Weather Closure Policy

In the event of inclement weather, Center Stage Performing Arts Academy does not necessarily follow the public school system delays and closings. This decision will be made by 8:00am for all morning/early afternoon classes and 2:00pm for all late afternoon/evening classes. Studio closings will be sent out via email and updated on the studio Facebook and Instagram pages. You can also opt to receive a Text Message for class cancellations. Center Stage Performing Arts Academy will hold classes except under exceptionally dangerous driving conditions. We understand conditions of roads vary from various surrounding towns so please use your best discretion on whether it's safe to travel from your home to the studio.

For your convenience, classes canceled due to inclement weather may be made up in any class of similar leveling within one month of the canceled class. Please reference the Make-up Policy.

Class Make-up Policy

Students are more than welcome to make-up any missed classes or cancellations by 'dropping in' on any class of similar leveling within one month of the missed class. This can also be a great opportunity for dancers to try a class of a different style or with a different teacher. If you have any questions about what may be appropriate for your dancer, feel free to ask the office. Please speak with the office to confirm an appropriate class and to let them know what day you'll be coming.

Dress Code Policy

At Center Stage we aim to teach our students the importance of being prepared for dance classes including proper attire and presentation. All hair that is shoulder length or longer must be pulled back into a ponytail. For ballet, contemporary/lyrical, jazz and leaps and turns classes, hair is required to be in a bun. No street shoes are to be worn in the studios. Please refer to Center Stage's Attire Form for specific class attire requirements.

Visitor Policy

Parents are welcomed to sit in the waiting room while their child is taking class. Parents are not allowed in the classroom during class unless the teacher requests that parents to come in and watch. We invite parents and guardians to watch classes during our Parent 'Peek Week' (observation week). On occasion teachers will open the door for the last several minutes of class to allow parents to see what they are working on.

Liability Release

I understand that there are risks of physical injury associated with, arising out of and inherent to the activity of physical fitness and dance. In recognition of this acknowledged risk of injury, I knowingly and voluntarily waive all right and/or causes of action of any kind, including any and all claims of negligence arising as a result of such activity from which liability could accrue to Center Stage Performing Arts Academy, its officers, agents, employees, instructors, subsidiaries, parent corporations, and all affiliated entities (hereinafter collectively referred to as "Center Stage Performing Arts Academy").

I hereby agree to release Center Stage Performing Arts Academy and hold Center Stage Performing Arts Academy harmless of all liability, and hereby acknowledge that I knowingly and voluntarily assume full responsibility for all risks of physical injury arising out of active participation in physical fitness and dance on behalf of the participant.

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Studio Etiquette

- A positive attitude is expected by all students.
- Be on time for class. Students who are more than 10 minutes late to class may be asked to observe class for their own safety due to missing warm-up.
- If a student is going to be late or needs to leave class early, please inform the office.
- Be prepared and properly dressed for class before entering the classroom. Please bring water bottles into the studio before class starts.
- No food or beverage are allowed in the studios aside from water.
- No street shoes are to be worn in the studios.
- No cell phones or other electronic devices may be used during class.
- Always show respect to the teachers and classmates. Displays of disrespect or bullying will not be tolerated.
- Be appreciative of any and all feedback from the teachers.
- Please use the restroom before class.
- Use the cubbies for dance bags and belongings.
- Siblings must be supervised by parents/guardians at all times.
- Do not leave behind any personal belongings in the studio.