

TAKE FIVE DANCE ACADEMY POLICIES

1. Registration / Tuition Fees

All students must pay an annual registration fee. We require that all families utilize an automated payment plan for monthly tuition payments. Autopay is an automatic deduction from your checking account or credit card (we accept Visa and MasterCard). Every family must fill out & submit a Registration Form/Automatic Payment Consent Form. **Full tuition will be automatically deducted on the 3rd of each month, regardless of attendance.**

We do not send statements unless tuition is past due. Service fees will incur for outstanding balances. **There are no refunds or credit transfers after tuition has been paid.**

2. Age Requirements

September 1st will be used as the cutoff date for determining class and age levels.

3. Student Drop Off & Pick Up

Children that are **6 years old and under** need to be escorted by a parent/guardian into the school and brought to their appropriate class room. All parents are responsible for making sure that their child safely enters our school, regardless of their age. They are **NOT** allowed to be dropped off at the curb side with the assumption of TFDA Staff and/or Faculty being present.

Parents/Guardians are requested to be in the school's vicinity within 10-15 minutes of their child's dismissal from class. A courtesy call should be made if the parent/guardian of the student will be late. Therefore, the instructor and student can be notified in a timely manner.

4. Attendance

Attending classes on a regular basis is important in any learning experience. The consistency and repetition of training is necessary for proper technique to be learned. If a child misses a class and monthly tuition has been paid, the dancer is entitled to one make up class for each class missed. A make up class is any other class that we offer for their age and dance level. Making the class up is your responsibility. You have six (6) weeks to make up any missed classes. **If you elect not to make up the missed class, it will not be credited to your next month's tuition. There are no transfers, refunds, or credits.** Our teachers highly recommend that dancers take advantage of the make up classes in order to help them from falling behind in their dance training.

5. Dress Code

Please make sure your dancer is wearing the proper dance attire for each of their classes. It is important that the dress code is enforced. This will enable your dancer to execute and correctly learn steps while ensuring their safety. If a student continuously disregards the dress code, they will be unable to participate in class. If this situation occurs, tuition will not be adjusted in any way.

6. Studio Conduct

Please respect our school and dancers by not leaving your children unattended. There is no running, tumbling or horse playing allowed outside or in the lobby, hallways and bathrooms. This will ensure the safety of your children and that classes will not be disturbed.

7. Pictures & Video Recording

Out of respect & for the safety of our students, families, instructors and our school, **pictures and video recording are not allowed** without the consent of the instructor and administrative staff.

8. Annual Dance Production

All dance students (age 3 & up) have the opportunity to perform on stage in our annual dance production held in June each year. Information packets are available online in October and will include costume prices, show dates, class pictures and other important details. Due to the many hectic deadlines we endure in the Spring (costume arrivals, costume distribution, class & individual picture days, picture purchasing day, program book layout, proofing, editing and printing) we collect costume money in early November. This will enable us to order our costumes before the thousands of other dance studios across the country and to help with our other deadlines.

Parents are required to pay for all costuming needs for the performance with the understanding that it will become their property upon completion of payment. Full tuition is paid every month regardless of production activities that may take place during class time. (i.e. class pictures and parent meetings) Account balances must be current in order to participate in the dance performance.

9. Withdrawing a Student

Should it become necessary to discontinue classes for any reason, a withdrawal form must be signed and submitted within 15 days of the corresponding month that the student will no longer be taking classes. Otherwise, tuition charges will continue to incur, regardless of attendance.

POLICIES SUBJECT TO CHANGE WITHOUT NOTICE.