

# Garden City Dance Studio Policies

## PARENTS OF STUDENTS AGES 4 AND YOUNGER MUST REMAIN LOCALLY DURING CLASS.

**Tuition and Payments:** THERE ARE NO REFUNDS OR TRANSFERS ON TUITION PAYMENTS. I have read and signed the payment agreement form. All students 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. **TO STOP RECURRING CHARGES** please send your request in writing to [GardenCityDanceStudio@gmail.com](mailto:GardenCityDanceStudio@gmail.com). Your tuition payments will be halted once we receive your written withdrawal.

Costume payments will also be automatically charged to your account. Please see the payment agreement for costume deposits fees and due dates. Your account will be charged a \$30.00 fee if your credit card is declined or your check was returned to us. We do not allow students to attend classes if your account is 30 days in arrears. 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. Please see our website for holiday closures.**

**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.

**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 **remainder** of your paid **tuition** minus the registration fee. GCDS reserves the right to decline a registration at the director's discretion.

### **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.
- Due to social distancing in our classrooms, students may make up 2 missed classes in the studio for the season only if there is room in another class. If we do not have availability in the studio, you can request a link to have a Zoom class from home. 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. **Classes cannot be made up after January 31, 2021. WE ask that you have consistent attendance to insure your child's progress in class.**

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

- Please see registration confirmation form for dance attire for each genre.
- Hair should always be in a ponytail or a bun.
- Cell phones, chewing gum and jewelry of any kind will not be permitted in class. No loose headbands or bows that can fall out during class.
- No Street clothes or street sneakers permitted in class. **Please DO NOT wear your dance shoes on the street.** Students who are disruptive in class will be asked to leave for the day and will not be eligible for a make up class.
- Students MUST be dropped off and picked up on time. Due to CDC restrictions, parents and siblings must wait outside of the building during classes. You may, however, come in with a mask and use hand sanitizer upon entering (which we have supplied in our lobby at our front door. if you need to see the receptionist for any clerical work once you have complete your transaction, we ask that you exit the building promptly. Your cooperation on this matter is greatly appreciated as this is for the utmost extreme safety of your children.

### **Costumes:**

- **A \$60 costume deposits is required with your October tuition payment.** The balance of the costume payment will be due with your January tuition payment. Costume deposits are refundable until November 15, 2020. You will receive an invoice for the balance of your costume prior to January. 1-2021
- **After November 15, 2020, you will be responsible for the balance of the costume in full. There are no exceptions.** Costume prices range from \$85.00 - \$95.00. This fee includes tights (accessories and dance shoes are NOT included) if you withdraw from classes once the costumes have been ordered, you will be responsible for the entire cost of the costume and you will be notified once your costume is ready for pick up. Costumes will not be released if you have not paid the drop out fee and the costume cost in full.
- We will measure all students in class in October. We do allow for growth when ordering the costumes. 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 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 and costume payments 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 class you are switching into plus an addition \$20 single order fee.

### **Recital / Media package**

- Recital will be held at the Tilles Center Of The Performing Arts. Date to be determined. We will have 2 separate shows on one day. You may purchase as many tickets as you like.
- Although we make every effort to keep siblings and multiple classes in the same show, there is a possibility that your child may perform in both shows.
- If your child /children are performing in both shows, you will receive up to 4 complimentary tickets for the second show. If you purchase less than 4 tickets, you will receive the equal amount of complimentary tickets for the second show that you purchased for the first show. (Max 4 tickets)
- Tickets are sold at the studio and you can make your purchase with a credit card, check or cash. Ticket prices will be \$30.00 cash or check and \$32.00 with a credit card. Children under the age of 4 will not need a ticket and must sit on someone's lap. There are absolutely no refunds on tickets unless the event is cancelled.
- There will be a \$20 **Media fee** added to all ticket orders. This fee is for a video link of the entire recital and photos. This link will be emailed to you approximately 4 weeks after recital.

**I have read the above policies and agree to all terms listed.**

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