



Studio Policies

Cheryl and Makenzie are excited to welcome you to *C & C Academy of Dance!* Here at *C&CAD* your family is our family. We will provide a safe, loving, professional environment for your dancer. Our desire is to help each dancer achieve their goals and become the best dancer they can be. We take our time to get to know each dancer individually and we care about who they are. We learn what technique works best for each class and our goal is for each dancer to get the most out of every class.

COMMUNICATION / ORGANIZATION POLICY

Our top two policies here at *C & C Academy of Dance* are to maintain an open line of communication, and to be as organized as possible at all times. We use the following lines of communication: *Our website, email, Facebook, take home notes, remind app* and printed information at the *front desk*.

Please be sure to follow us on social media (Facebook, Instagram & Twitter) and visit our website www.candcacademyofdance.com for up-to-date information.

REGISTRATION / TUITION POLICY

The registration fee is \$35.00 for the first dancer and \$20.00 for each additional immediate family member. This annual fee is **non-refundable**.

All tuition is due on the first day of each month in order for your dancer to participate in classes. There is a 10-day grace period, after which a \$10.00 late fee will be added to your account. **Any student whose account is past due for 2 months or more will NOT be allowed to participate in dance classes.** A \$35.00 fee will be charged for all returned checks.

Tuition is based on a monthly fee and **will not** be prorated due to any absences, holidays, or inclement weather. Students who miss classes may come to another class (if available) to make up for an absence.

DANCER DRESS CODE POLICY

All dancers will be expected to follow the dress code guidelines set in the dancer code of conduct. Appropriate dance shoes for each class are **required**. Hair should be neatly secured at all times; please refer to your dancer code of conduct for specific styles.

RECITAL POLICY

All dancers will participate in a Spring Recital.

Spring Recital Fee - \$100.00 per dancer

Recital Fee Schedule - \$100.00 – paid in full at Registration

OR

\$50.00 – paid with Registration

\$50.00 – paid with February tuition

COSTUME POLICY

Costume fees will apply and are due by no later than **January**; each dance routine will require a different costume. Information sheets concerning fees will be passed out in October. **Please note: If the full costume payment is not received we will not be able to order your dancer's costume. Without a costume your dancer cannot perform in the spring recital.**

Please keep in mind that costumes may come with hair bows and accessories; it is the parents responsibility to replace any lost pieces. **All Recital and Costume Fees are Non-refundable.**

ATTENDANCE / MAKE-UP CLASS POLICY

Attendance is crucial to your child's success in dance. Regular attendance is mandatory in order to participate in all performances and recitals. If a dancer misses a class, they have the option to take a make-up class on a day that offers the same type and level of dance. Please make sure the make-up session is taken within a week of the missed class. Your instructor can direct you to a class that best suits your dancer.

HOLIDAY POLICY

Our studio will observe holidays throughout the year. We follow the guidelines of BISD (Burlison ISD). Please refer to your studio holiday handout for all major holiday closings. A copy of this is also available on our website.

24 HOUR RULE POLICY

We strive to maintain a positive environment for all at C & C Academy of Dance. This includes one's experience to come and enjoy watching their children working and having fun in the class. If you have a concern, that is NOT safety related, we ask that you **wait 24 hours** before discussing it to make sure that emotions are not running high. If for any reason you have a personal concern related to your child's participation in our programs, we ask that this be dealt with in private. Interrupting classes is distracting, unfair, and disrespectful to both dancers and teachers.

Please schedule a meeting with Cheryl Trapp or Makenzie Trapp, to discuss concerns at an appropriate time (*preferably not during peak studio hours*). We are happy to discuss any concerns (big or small) with you in an appropriate matter.

QUESTIONS/CONCERNS

If you have any questions or concerns, please feel free to contact the studio and make an appointment with either Cheryl or Makenzie.

I have read and comply with the above policies and agree to honor the policies of the C & C Academy of Dance.

Dancer's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____